

# Reading Comprehension

skills

## **SKIMMING & SCANNING DOCUMENTS**

**Level 5**

**2015-01**



**Skimming and scanning** are especially valuable when there is only one item of information that you need to find from a particular passage.

- **Skimming and scanning** are very rapid reading methods in which you glance at a passage to find specific information. These reading methods make it easier for you to grasp large amounts of material, especially when you're previewing. They are also useful when you don't need to know every word.



# SKIMMING

Skimming is a way to read quickly in order to discover the general idea of a text. When you skim , you do not read every word. The main purpose of skimming is to get a general idea of what the text is about.

# When you want to skim a text...



- Read the first few sentences. You can often begin to get a general idea about the passage right from the start.
- Read the last few sentences. These sentences often summarize information in the paragraphs or passages.
- Look for key words (words that are repeated). They will give you clues about the topic.
- Look at pictures, tables, charts, etc. They will give a picture about the content of the text.

# Texts you can skim:

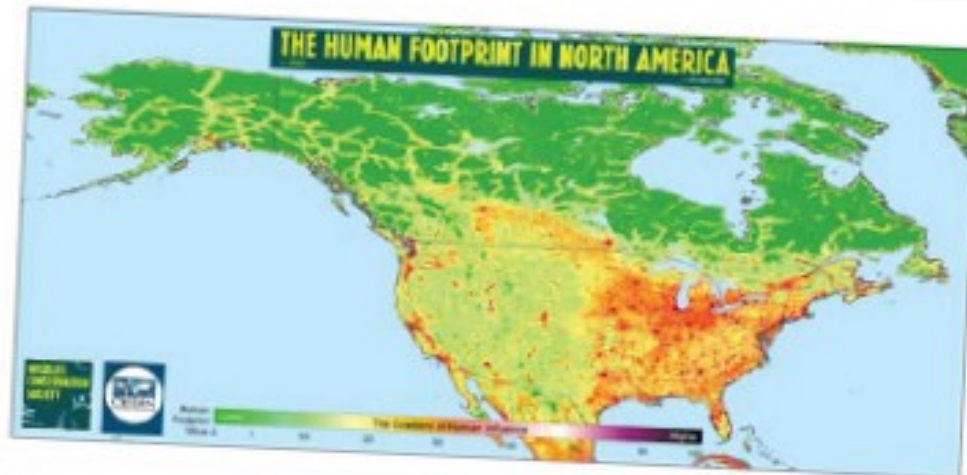
- Newspapers or Magazines
- Book covers in a book store
- Articles
- Instructions, manuals
- Menus in a restaurant
- Catalogues

Title

Keywords

## Humans have influenced 83% of Earth's surface.

This finding from the Human Footprint Project, a major initiative of the Bronx Zoo-based Wildlife Conservation Society, is based on analysis of four factors that have the most impact on wildlife and wild lands: population, travel routes, land use, and lights.



*Human Footprint  
Atlas: North America*

Subtitles

Pictures



## Game: The treasure hunt

On April 21<sup>st</sup>, 2014 at 3:00 P.M. the Languages Institute of Universidad Autónoma de Occidente is once more organizing the Treasure Hunt as part of the Celebration of Languages Day which commemorates the death of literary icons: William Shakespeare (England) and Miguel Cervantes (Spain). The Treasure Hunt (a game in which players, with the aid of clues, compete in trying to find hidden articles) is a fun activity which has been organized for students who want to practice their speaking and listening skills. Additionally, students receive additional points in their classes just by participating and can get more points if they come in first, second, or third place. In five pits (stops) students have to answer questions about general culture, habits, customs, sports, celebrities, and anything that is related to what the students are learning in the classroom. Students compete in teams of three and the aim (objective) is to finish the cycle and to accumulate the largest amount of points in the least amount of time possible.



# Game: The treasure hunt

Title

General idea

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Picture

Keywords

Summary



# Scanning



Scanning is a reading technique to be used when you want to find specific information quickly. In **scanning** you have a ***question in your mind*** and you read a passage only to find the answer, ***ignoring unrelated information***.

# **To scan effectively you need to do several things:**

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1. Know the specific information you are looking for: a name, date, a time, a key word, etc.
2. Ignore the words and information that aren't important for your purpose.
3. Move your eyes rapidly across the text until you find the information and then stop reading.

# Texts you can scan:

- A telephone book
- A table of content or an index in a book
- The Ads in a newspaper
- What, where, when, how, who, questions
- Information in a dictionary



**Names**

**Specific titles**

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**Places**

**Numbers**

# SCAN THE MAIN INFORMATION

## HOW TO BE A SUCCESSFUL BUSINESSPERSON

Have you ever wondered<sup>1</sup> why some people are successful in business and others are not? Here's a story about one successful businessperson. He started out<sup>2</sup> washing dishes and today he owns 168 restaurants.

Zubair Kazi was born in Bhatkal, a small town in southwest **India**. His dream was to be an airplane pilot, and when he was 16 years old, he learned to fly a small plane.

## Keyword

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Numbers

Name

Place

Age

# Conclusion

- Skimming and scanning is used when reading all types of documents.
- We skim to get the idea of what a document is about and typically skim all documents before we actually begin to read.
- As we skim, we...
  - think about the topic
  - think about what we already know about the topic
  - start to guess or anticipate the details we are going to read about.
- We scan for specific information.
- We work quickly when we skim and scan.

