

SKIMMING AND SCANNING

WHAT IS SKIMMING? A fast technique to identify the main ideas and features of the text.

WHEN TO SKIM:

- to get the general idea of a text;
- to get an idea of what to expect from the text – text type, features and purpose
- To determine whether the text is suitable for a particular purpose e.g. a research task

HOW TO SKIM:

- Do not read every word.
- Move your eyes quickly back and forth in a horizontal direction



LOOK FOR:

- Headings, italics, bolded words
- Visuals, diagrams, keys etc. and their captions
- First (topic) and last (linking) sentences of paragraphs

WHAT IS SCANNING? A fast technique used to find specific information.

WHEN TO SCAN:

- to locate a particular fact or detail
- to locate clues within the text for higher order questions

HOW TO SCAN:

- Ignore irrelevant information
- Think about how the information you are looking for will look e.g. is it a number for a date
- Move your eyes vertically or diagonally down the page to locate the detail you are looking for



LOOK FOR:

- Key words, phrases and concepts (possibly bolded, or subheadings) and link with synonyms
- Key facts/evidence and supporting details
- Shape of the text to match what you are looking for e.g. number vs letters
- Multiple details/context clues to draw a conclusion