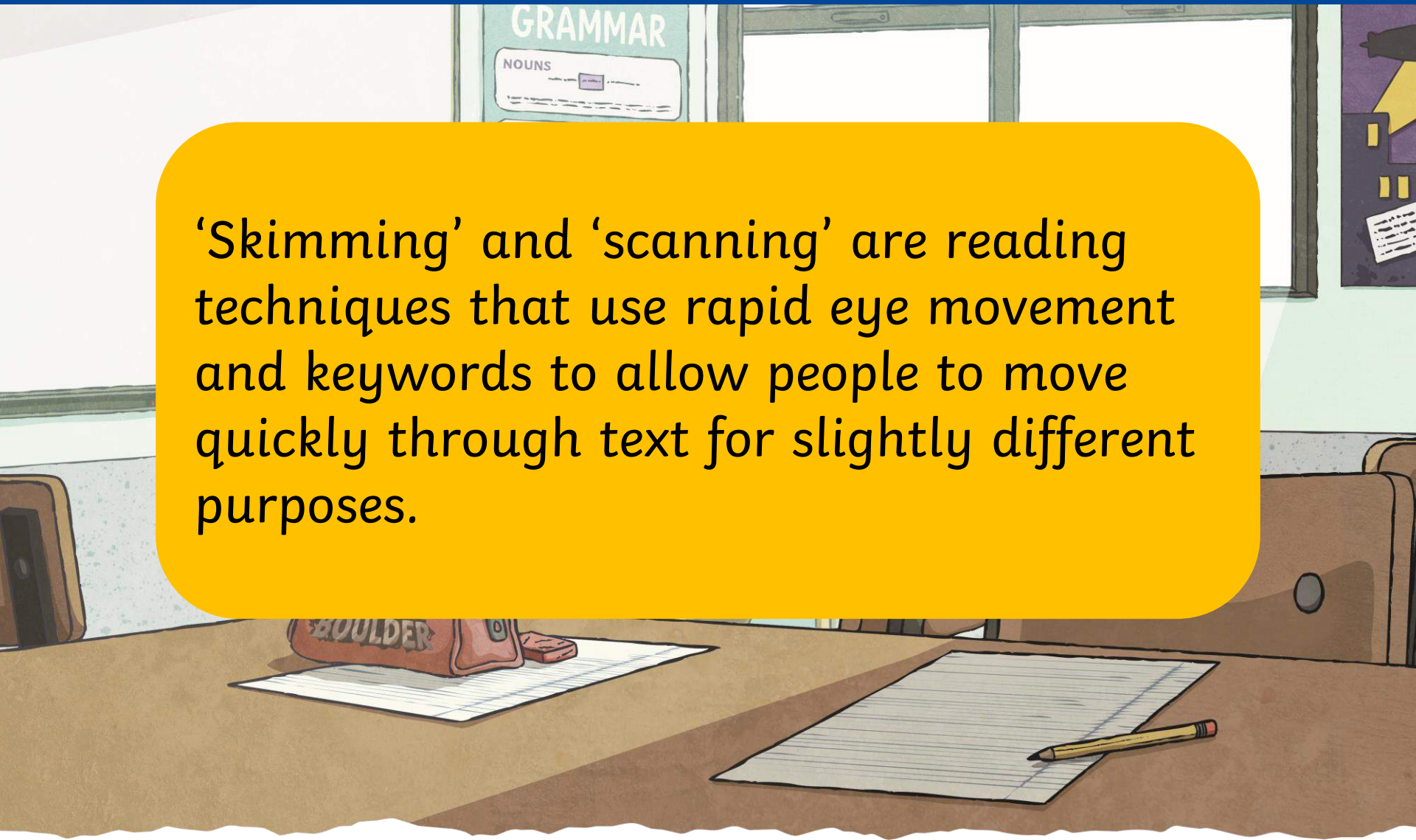# Skimming & Scanning

Why Are Skimming and Scanning Important Skills?

'Skimming' and 'scanning' are reading techniques that use rapid eye movement and keywords to allow people to move quickly through text for slightly different purposes.

What Is Skimming?

- Skimming is the action of reading text quickly in order to get a general overview of the text.

- Skimming should be used as a preview before you read.

- It can also be used in reviewing after you read, determining the main idea from a long section you don't wish to read, or when trying to find source material for a research paper.

Skimming saves you time!

How to Skim a Text

1. Read the title.

2. Read the introduction.

3. Read the first line of each paragraph.

4. Look for important information such as names, dates and unusual words.

5. Read headings and subheadings.

6. Read the conclusion or summary.

7. Do not read every word.

What Is Scanning?

- Scanning is reading a text quickly in order to find a specific word or fact.
- You can use scanning to answer questions or for research and study.
- It is similar to skimming, but when you are scanning you are trying to locate a particular word or fact.
- Remember, when scanning a text for keywords or particular facts, the questions tell you what to look out for!

How to Scan a Text

1. Keep the word or piece of information you are looking for in mind during your search.

2. Let your eyes run quickly over the text.

3. Use your finger to run along the lines of text to keep your place.

4. Skip over text that does not contain the information you are looking for.

5. Once you have scanned from top to bottom, scan from the bottom to the top to look for information you may have missed.