

# Reading Skills

## Skimming



When you skim a passage, you get an idea of what it is about. You do not need to read every word, but instead you read:

- the title and any sub-headings
- the first sentence in each paragraph
- the last sentence of each paragraph
- the last sentence of the passage

You should also look at any diagrams, charts or graphs.

## Scanning



When you scan a page or a book you are looking for a specific piece of information. You do not read every word, but instead run your eye quickly down the centre of the page until you see what you are looking for.