

# C11 Speed reading

**Table C.11 Do's and don'ts of speed reading**

<b>'Do's'</b>	<b>'Don'ts'</b>
• Force yourself continuously to read a bit faster	• Do not 'mouth' the words while trying to read yourself
• Find a quiet environment, make sure nothing and nobody can distract you	• Do not read along with your finger on the side of the page
• Set reasonable goals, to read a certain amount of pages in e.g. 30 min.	• Do not fear to lose comprehension of the text while reading
• Track the main idea of each paragraph. This can be done by reading for ideas and concepts, not for isolated words	• Do not pay attention to every word specifically
• Relax your eyes (close your eyes for a few seconds and open them wide)	• Reading from paper goes faster than reading of a screen
• Try to memorize what you have read after each part of a book (chapter/section)	• Never read back

Source: Speed reading online (2004)



1. Move your eyes diagonally.



2. Read the words at the beginning and at the end of each line.



3. Read the words in the middle of each line.

(Source: [www.utexas.edu/student/utlc/handouts/512.html](http://www.utexas.edu/student/utlc/handouts/512.html))