

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

'Do's'	'Don'ts'
<ul style="list-style-type: none"> Force yourself continuously to read a bit faster 	<ul style="list-style-type: none"> Do not 'mouth' the words while trying to read yourself
<ul style="list-style-type: none"> Find a quiet environment, make sure nothing and nobody can distract you 	<ul style="list-style-type: none"> Do not read along with your finger on the side of the page
<ul style="list-style-type: none"> Set reasonable goals, to read a certain amount of pages in e.g. 30 min. 	<ul style="list-style-type: none"> Do not fear to lose comprehension of the text while reading
<ul style="list-style-type: none"> Track the main idea of each paragraph. This can be done by reading for ideas and concepts, not for isolated words 	<ul style="list-style-type: none"> Do not pay attention to every word specifically
<ul style="list-style-type: none"> Relax your eyes (close your eyes for a few seconds and open them wide) 	<ul style="list-style-type: none"> Reading from paper goes faster than reading of a screen
<ul style="list-style-type: none"> Try to memorise what you have read after each part of a book (chapter/section) 	<ul style="list-style-type: none"> Never read back

Source: Speed reading online, 2004