



Skimming and Scanning



Skimming is where you read a text quickly to get an overview of the meaning.

Strategy One: Look for important words and words related to the topic.

Look for words that are linked to the main focus of the question.

- Look for words associated with people, places and ideas presented.

Strategy Two: Look out for statistics and numbers.

Numbers are normally associated with maths, but are often used in written texts as well.

- Locate statistics/numbers and consider the meaning of vocabulary choices before and after.

Strategy Three: Read down the page.

Normally, we read from left to right to understand the full meaning of the text.

- When skimming, have a go at tracking your eyes straight down the middle of the text and see which key words stand out to you.



Scanning is where you search a text quickly to pick out key information.

Strategy One: Find the key words in the question.

- Identify the key words in the question so that you know what words to look for in the text.

Strategy Two: Use the question to identify the type of answers you are expected to find.

Different kinds of questions require different types of answers.

Some require:

- Facts
- Opinions
- Dates
- Names

Strategy Three: Turning the information into answers.

- To demonstrate a clear understanding use the words from the question to form your answer.

