

Skimming

Skim the text to get a quick idea of what it is about.

1. Read through the text to get an idea of what it is about, and what the main idea is.



2. Look at the headings, diagrams, pictures and words in bold type. They give us important information

3. Read the 1st and last paragraphs.

Scanning

Scan to find information quickly

Run your eyes over the text looking for key words that help you find the information.



Scanning helps us to find answers to questions quickly. It is also very useful when you are researching for an assignment. You can scan the text to see if the information is what you need.