Toronto
District
School
Board

STUDENT TIP SLIPS

USING READING TIME MORE EFFECTIVELY

Let's examine some ideas that may help reduce reading time:

❑ Some of what we read is not essential to the meaning or to the understanding of what has been said. The ideas are important; don't become too involved with reading "words". Look at key words, usually the verbs and nouns. Underline, make notes, and then just scan the descriptive passages.

❑ Try to read ideas rather than single words.

❑ Don't try to read when your mind is drifting; making notes will help you stay on topic. If you aren't thinking about the material you read, you may as well not read at all.

❑ Some people subvocalize (say what they read under their breath). This slows the rate of reading down considerably. You can read much faster than you can talk. Don't talk.

❑ Try to avoid having to re-read material for understanding. Read it properly the first time.

**GUIDANCE PROGRAM
& SERVICES DEPARTMENT**