



# Speed Reading

## Course Overview

People often feel swamped by the volume of reading material that lands on their desk or computer screen. Learning to speed read is the ideal solution to getting through reading material faster and more efficiently. This practical one day course takes a structured approach to teaching the skills of speed reading. Most participants manage to double or even triple their reading speeds by the end of the course - and still maintain good levels of comprehension.

## Who should attend

Managers, lawyers, researchers and anyone else who has to read large volumes of written material. Also valuable for anyone undertaking a course of professional study.

## Course Objectives

By the end of the course participants will be able to:

- Explain the principles behind speed reading
- Identify bad reading habits and ways of overcoming them
- Read at significantly increased speeds
- Demonstrate a more flexible and effective approach to reading, resulting in better levels of comprehension

## Course Content

- Introduction and background to speed reading
- Initial assessment of reading speeds
- Factors influencing how people read

- Categories of reading speeds
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- Understanding the significance of eye movements and improving eye span
- Speeding up – practical exercises
- Four stages to remembering and greater effectiveness
- Using different reading gears
- Awareness of structure of written documents
- Further practical exercises and final assessment of reading speeds
- Personal action notes

## Reviews

*“Thoroughly enjoyed the course. Will put into practice the learning – it will be beneficial.”*

*AG, Scottish Government*

*“Excellent – really productive day. Thanks very much.”*

*JL, Scottish Government*

*“Very helpful and approachable trainer. Overall I enjoyed the course and the techniques will help me in my work.”*

*GL, Scottish Legal Complaints Commission*

*“Excellent delivery. Would recommend the course to others.”*

*RM, Baillie Gifford*

*“Effective presentation and delivery. The course was most enjoyable and I look forward to practising the techniques.”*

*GW, MacRoberts LLP*

*“Excellent presentation and delivery. Worth taking time out of busy schedule as I can see increased speed will more than make up for course time.”*

*LC, Scottish Agricultural College*

*“Delivery was professional, accessible and fun. I found the course very useful.”*

*GB, CCEA, Belfast*

*“Excellent and well worthwhile course. A lot of material covered but done in an interesting way that made learning easy.”*

*GL, CCEA, Belfast*

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