

SPEED READING PROFESSIONAL JOURNALS

1. Preview the entire journal as soon a possible after you receive it.
 - Carefully peruse the Table of Contents.
 - Turn every page of the journal—preview title, introduction, subheads, and conclusions of each article and feature page as you come to it.
 - Mark those items worthy of more detailed skimming later.

2. For articles worth knowing more about:
 - Read again in greater depth noting charts, graphs, and new terms.
 - Skim the article and check for introductory and thesis paragraphs and subheads.
 - Beneath each subhead check for thesis paragraphs, key sentences, “stems” of listed items plus the key words of the first few items listed, and last sentences of paragraphs.
 - Review to reinforce key ideas (read in more depth detailed, difficult parts if essential).
 - Summarize immediately. Mentally recall the highlights to fix them in mind or make notes and underline if appropriate.

3. General suggestions for speed improvement to use when situation demands or permits:
 - Preview
 - Impose time limits
 - Use a form of “self-pacing” – hand, card, pencil, etc.
 - “Stretch” and warm up on old, easy material or on the journal turned upside down—for eye exercise and ocular motility only.

4. Remember, that previewing, skimming, careful reading, and even skipping are all useful and rational alternatives when attempting to keep one step ahead of the vast amount of professional literature that faces you.