

# Centre for Continuing Education

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## Reading fast and effectively

*Shirley Cornish*

For those who wish to increase reading enjoyment, retention, output and confidence and reduce effort, stress and uncertainty be it for high workloads, study or life enrichment. It is for anyone who can read a newspaper without stumbling over familiar words.

Reading fast and effectively teaches three skills and many 'tricks of the trade', which can help you manage mountains of print. It includes scientific research, practical exercises, discussion and poignant comments from previous clients.

### **Supersonic Reading**

Break the sound barrier. Rather than reading one or two words at a time read one or two lines. Change from hearing a monologue to seeing a movie. Slow readers find comprehension and retention difficult because their short-term memory is taken up processing print. Fast readers input ideas from a group of words, while accessing their long-term memory, thinking of implications and remembering the relevant details. Find out how you read and learn techniques that can dramatically increase reading speed.

### **Confident Skimming**

Most executives do not have time to read – they skim. One of the skimming skills involves knowing the structure of sentences, paragraphs and different types of writing. This helps you to quickly find what you want, assess data to skip the dross – irrelevancies, hype and confusing repetition, and focus on the gems. This makes comprehension and retention easier and long lasting. The 3T Method will get you started and the 4T Method creates skilled skimmers who can: overview material to know main points and find relevant details, be up to date, meet deadlines – and most importantly – clear in-trays. Psst, do you want to know a secret? People who devour large tomes of non-work reading are skilled skimmers!

### **Tuff Stuff Technique**

Do your reading habits need a make over? Discuss how high achievers practice the art of managing large workloads. Take time to examine the reading process and how you can optimise attitude, motivation, routines and environment. Then learn a new way to master difficult text without getting bogged down in the 'slough of incomprehension'. A little neurology, some exercises and mind mapping will show you how to maximize memory and reduce the mind wonders. Learn how to use brain waves and the creative process to stimulate the higher order skills of interpretation, evaluation and inspiration.

### **Learning Outcomes**

- Understand how you read and gain knowledge from print.
- Learn techniques that can double your reading speed.
- Confidently skim to find what you want.
- Establish a reading routine that is best for you.

*"The views expressed in this course/activity are those of the presenter and do not necessarily represent the views of The Australian National University"*

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- Vary reading speed and technique for different texts.
- Reduce effort, stress and uncertainty.
- Increase output, confidence, retention and enjoyment.

***Please bring:***

*A fiction or non-fiction book for reading exercises.*

Shirley Cornish has been teaching this course since 1993 in a variety of settings. She has written four teaching kits on literacy and numeracy, professional and freelance articles, poetry and co-authored *Investing with the Professionals with LICs, LPTs, ETFs and IRSSs*, published by John Wiley.

DATES/TIMES: 9.30am-12noon on 3 Saturdays, 13, 20 & 27 February

FEE: \$149 *no discount*

COURSE LOCATION: The venue for this course can be found on your tax invoice/receipt (under "Course Information"). Please allow enough time to locate your course venue.

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