HOW TO SKIM A TEXT

1. READ INTRODUCTIONS, CONCLUSIONS, SUMMARY PARAGRAPHS

Read the intro and conclusion of each text in their entireties, since these paragraphs outline the most important points presented in the text. “Summary” paragraphs, scattered throughout chapters, give overviews smaller portions of the text.

2. READ FIRST AND LAST LINES OF PARAGRAPHS

By going through the chapter reading only first and last lines of paragraphs, you will get a sense of what the text covers. Then you can go back, and fill in the details.

3. LOOK AT ILLUSTRATIONS

Pictures, charts, and diagrams will illustrate key information found in the text.

4. READ ALL WORDS THAT ARE SET IN BOLDFACE OR ITALICS

Words set in boldface or italics often contain key concepts or terms in the chapter.