

PSC elective – speed reading

Synopsis

Trainees will analyse a range of written materials and use effective techniques to digest them quickly. They can rapidly increase their reading speed and improve their comprehension.

Duration

3 hours

Format

Tutored session

Delegates

Trainee solicitors

Maximum 12 per course

Outcomes

As a result of attending the course, you will be able to:

- build your range of speed reading skills
- choose appropriate techniques for the material you are reading
- increase your reading speed and maintain or improve your comprehension

Content

1. **Measuring reading speed - before**
Speed and comprehension assessment
2. **What happens when I read?**
Eye movements, silent voices, regression and concentration
3. **Better comprehension**
Analysing structure - how has the writer organised the text?
Attentive reading skills
Getting the most from dull or complex material
4. **Increasing speed**
Pacing, skimming, summarising, retaining, and remembering
Strategies for reducing risk
Flexibility - using the right techniques at the right times
5. **Measuring my reading speed - after**
Final speed and comprehension assessment