

# Skimming & Scanning

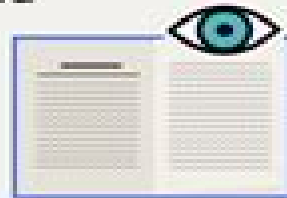
## Reading Strategies

### Skimming

Looking for the general idea

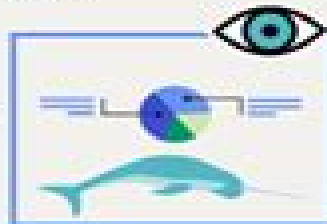
Read

- title
- subtitles
- headings



Look at

- pictures
- illustrations
- graphs
- tables



Look at  
Emphasized text

- **bold**
- *italics*
- **coulours**



### Scanning

Looking for specific information



Look for

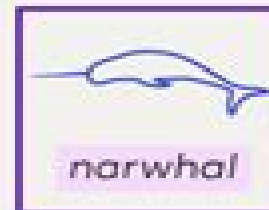
Keywords



Bullet lists



Captions



Emphasized  
text



- **bold**
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# Skimming And Scanning

**Martha J. Maxwell**



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