



## DIFFERENCE BETWEEN TWO READING TECHNIQUES:

### SKIMMING AND SCANNING.

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**Abstract:** This article is devoted to clarify the difference between two reading techniques: skimming and scanning. These two techniques use rapid eye movement and keywords to move quickly through text. Skimming and scanning are slightly various techniques to improve reading speed. Both of them are used for different purposes, and they are not used all the time. People who know how to skim and scan are very flexible readers. This is because, they can read according to their aim and get the information they need more easily and quickly without wasting time. The thing, which increases their reading speed, is that they do not read every word. Their skills lie in knowing what specific information to read and which methods to use.

**Key words:** Reading strategies, reading speed, skimming, scanning, flexible readers, quickly, time-saving techniques, effective.

## INTRODUCTION

Skimming is one of the effective reading techniques that you can use to read and find more information in less time. It will allow you to understand general meaning quickly in anything you read. Skimming refers to looking only for the general or main ideas plus a few



facts, and works best with non-fiction materials. However, this reading technique does not help you to improve considerably your overall reading comprehension, as you do not read everything deeply. You read only what is essential to your purpose. Skimming technique takes place while reading and encourage readers to look for details in addition to the main ideas.

Scanning is another useful technique to speed up your reading. This reading technique is used when you want to locate a single fact or a specific part of document, article or story. Unlike skimming, when you are scanning, you look only for factual information without reading anything. You can scan a telephone directory when you need to find out telephone number or name. You move your eyes quickly down through the page until you find the number or name you are looking for. When you find a name in a directory, it is not necessary to read rest of the names.

## METHODS

Many people consider skimming as a haphazard process. However, to skim effectively, there should be a structure. Knowing how to skim will make you better reader. What you read is more important than what you leave out. So what material do you read and what material do you leave out?

First of all, you should read the first few paragraphs in detail because you will realize a main idea of what information will be discussed in a text. After you know where the reading is headed, you can start to read only the first sentence of each paragraph. This is because, they can give you more information about the main idea of the each paragraph. If you cannot understand the main idea, you may skim more.

Secondly, when you have finished reading each topic sentence, your eyes should drop down through the rest of the paragraph for searching important pieces of information, such



as names, dates or places. You should continue this strategy until you are near to the end of a text.

Finally, you should stop skimming here and start reading in detail since the last paragraphs might consist of conclusion or summary. While you are skimming, if you realize that you are grasping the main ideas, you are skimming in a correct way.

Skimming must be done “against the clock”. This is because, you must try to read as fast as you can. Be careful to avoid getting too interested in the subject or other things because this may slow you down and can make you to read unessential details. This reading technique can be used when you do not have much time. It is important to mention that the purpose of skimming is to realize the author’s main ideas at a fast speed.

In order to scan successfully, you should understand how your material is structured as well as comprehend for what you read so you can find out information you need quickly. Avoid jumping through the passage since this may cause to miss the target data. To improve your scanning skill, it is necessary to learn to look at the passage from left to right as well as from right to left. Scanning is very effective technique to find details or information when you are in a hurry.

As skimming, you cannot use this technique all the time. You can use this reading technique only when your aim is to find specific part of information. For instance, if you were doing the research for a presentation on history or geography, you could scan the books, web sites or other things like that to know whether they contain any information, which can be useful for you, or not .

## RESULTS AND DISCUSSIONS

The data shows that skimming and scanning techniques help students to improve their reading comprehension, especially in computer-based reading. By using these techniques in computerized English text, they may improve their reading comprehension



skills more significantly in finding the main idea of a text. Some researchers also recommend the teachers to use these techniques because they have many advantages. The advantage is that they are time-saving techniques as students only concentrate on finding out specific information and understand the main idea of the text. As a result, this makes their time effective and efficient.

## CONCLUSION

To sum up, while skimming is reading quickly in order to understand a general overview of the material, scanning is reading rapidly due to find out specific facts. Both skimming and scanning are considered as useful reading techniques to improve reading speed. By using these reading techniques, you can save time and concentrate on the most crucial data in a text. Mastering these two reading techniques do not only help you to save your time, but also they equip you with the tools to conquer the most complex articles. However, it is important to remember that these techniques should not be used when you need read something and analysis in a detailed way.

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