

People at work are faced with increasing amounts of text to read – either on paper or on screen. This workshop is designed for anyone who, in the interests of better time management and increased efficiency, requires to read faster and more effectively. The course sets out various reading strategies and techniques and provides participants with a range of activities to practise and enhance their reading skills.

The Effective Reading programme is run as a **half-day course**, ideally complementing our workshops on Effective Writing or Successful Business Correspondence.

Your Workshop Leader: Richard Ellis

LEARNING OUTCOMES

Specifically the course aims to:

- examine common reading difficulties and blocks
- suggest strategies to overcome these
- develop techniques for rapid assimilation of text
- encourage participants to work on specific follow-up actions in their workplace

KEY TOPICS

- Key concepts of effective reading
- Different reading strategies
- Using the structure of the text to assist your reading
- Improving the reading environment
- Note taking skills

WHO SHOULD ATTEND

People who in the normal course of their day are faced with increasing amounts of text to read and wish to improve their reading skills, by learning to read faster and more effectively.

Outline Programme

Welcome and Introductions

Effective Reading rather than speed reading
– definitions

Effective reading linked to principles of time management, in particular
– urgent/important; effective/efficient

Prioritisation of reading tasks
– an essential preliminary

Pre reading: key questions to ask oneself

Different speeds for different purposes: skim, scan, read, close read

Examples and short exercise

What tends to hold us up
(i.e over-vocalisation, losing track of lines); how to reduce these drags

Using the structure of the text to assist your reading and noting
– titles, sub heads, abstracts, topic sentences, lexical cohesive markers

Exercises in decoding these and achieving useful notes

Decoding the nuances behind a text:
how the author shows his/her hand; moving from the objective, how aspects are foregrounded to provide prominence, etc

Examples and exercises

Summing up
– key actions to take these ideas forward

Evaluation and Close of Workshop

