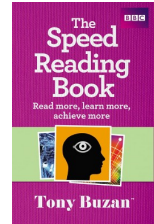


## High Eye-Cue Action Points

Here are some key actions and exercises that will help increase your speed and ability to manage information overload. These hints and tips come from “*The Speed Reading Book*” by Tony Buzan and “*The Buzan Study Skills Hand Book*” (both highly recommended as part of your ongoing journey)... Enjoy!



- ❑ Decide how much time you are able to set aside for developing your skill. Be realistic – commit to twice a week and stick to it. Ideally, you should practice *the techniques* for 10 minutes every day.
- ❑ Spend one minute previewing the next chapter of a book, then read it fully without stopping, back-stepping, or being diverted.
- ❑ Preview everything you read - check out how much knowledge you gain from each preview, and how much more effectively it enables you to understand when you are reading the material for the second time.
- ❑ Use a guide (pencil, chop-stick, finger) on the next magazine article you read.
- ❑ Organise a five-minute-per-day practice session for accelerating your reading speed with your guide.
- ❑ Occasionally push yourself with the guide, reading a little bit too fast for comfort. This will strengthen the ‘muscle’ of your speed and comprehension.
- ❑ Practice Scanning and Skimming skills on everything you read from now on.  
Scanning – looking for particular information  
Skimming – looking for a general overview
- ❑ Power browse a book once a week in 10 minutes. It can be a book you have read as revision or a new book to help you decide what the next steps will be.
- ❑ Select an introductory, easy text on a topic you have always wanted to learn about but have somehow never got around to studying. Apply the Buzan Organic Study Technique to complete the book in less than an hour. Mind Map® the result.
- ❑ Make quick Mind Maps® of books/articles that you want to recall. Keep them in a separate folder or in the front of the book for easy review.

### Seven Steps to Speed up your Reading

Reading is inter-relational - many things are happening at the same time. Build your ability of:-

1. **Recognition** of alphabetic symbols
2. **Assimilation** Physical process of how light is reflected from the word, received by the eye and transmitted to the brain via the optic nerve.
3. **Comprehension** (Intra-Integration)  
Linking together of all parts of the information being read with all other appropriate information (words, figures, concepts facts, pictures).
4. **Knowledge** (Extra- Integration)  
Process by which you bring the whole body of previous knowledge to the new information being read, then making appropriate connections. (analysis, criticism, appreciation, selection and rejection of information).
5. **Retention** - Basic storage of information.
6. **Recall** - Ability to retrieve stored information!
7. **Communication** How you put the information to use. (written and verbal communication as well as expression).  
Importantly – reading is about **Thinking**.

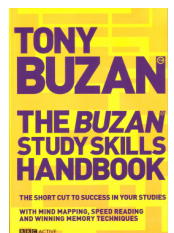
These seven levels of understanding must be developed if you are to become an effective reader.

This can be done by attending our one day Speed and Range Reading – Managing Information Overload Programs.

Go to **buzan.com.au**  
or call 1800 060 982 for more details.

## Tips to improve concentration and comprehension

- ❑ Make sure you establish your goals before starting to read. What do you want to get from it?
- ❑ Check that your reading speeds are appropriate to the material you are reading.
- ❑ Take breaks every 30-60 minutes in order to improve concentration and to give your eyes and brain a rest.
- ❑ Improve your vocabulary! Spend 10 minutes scanning a dictionary for words that you know and enjoy but cannot define precisely i.e. morbidly. When you improve your vocabulary you will improve your reading speed and comprehension. Check out how to Mastermind Your Vocabulary in “**The Buzan Study Skills Handbook**” (pp 92-101)
- ❑ Make sure your environment is organised for your reading task – and no distracting noises.
- ❑ Continue to practice and use a guide for increased concentration and comprehension.
- ❑ By whatever method, raise your level of interest and motivation! Reading is fun – Enjoy!



## Exercises to increase speed

As with all things in life, what is happening in our brain and our reading speed is relevant to what we are doing up until this point. The key is to harness the **relativistic nature** of the brain.

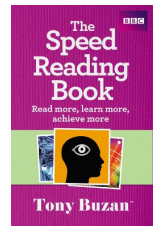
Imagine you are driving a car along the highway at 100km per hour and then you have to slow down to 60km – you look at the speedometer and are surprised that you are going much faster than it feels. The following exercises will help your brain speed up and when you slow down to ‘normal speed’ you feel like you are going at 60km per hour when you’re actually going at 80km.

- Read normally for five minutes from a book which you will be able to continue using. You can use a metronome or music which will assist in establishing a regular, steady, smooth reading rhythm.
- Use any book (light material) of your choice, preferably one in which you are interested in. Aim for as much comprehension as possible, but remember that this activity is primarily concerned with speed. In this exercise, you should continue reading from the last point you reached:-
  - a. Practice-read for one minute at 100wpm faster than your highest normal speed
  - b. Practice-read 100wpm faster than a.
  - c. Practice-read 100wpm faster than b.
  - d. Practice-read 100wpm faster than c.
  - e. Practice-read 100wpm faster than d.
  - f. Practice-read with comprehension for one minute from the point reached at the end of e. Calculate and record your wpm on your Progress Graph.
- High Speed Practice 1
  - a. Use any easy book. Start from the beginning of a chapter.
  - b. Practice-read with a visual aid, three lines at a time at a minimum of 2000 wpm for five minutes. Mark the point where you stop.
  - c. Re-read to mark in four minutes
  - d. Re-read to mark in three minutes
  - e. Re-read to mark in two minutes
  - f. Read on from mark, for same comprehension as at b. for five minutes
  - g. Read for normal comprehension for one minute. Record wpm on your Progress Graph
- High Speed Practice 2
  - a. Using any easy book, start at the beginning of a chapter.
  - b. Scan for one minute, using a visual aid and taking four seconds per page.
  - c. Practice-read from the beginning at a minimum of 2000 wpm for five minutes.
  - d. Repeat this exercise whenever possible.
  - e. Read for normal comprehension for one minute. Record wpm on your Progress Graph.
- Exercise your eyes by moving them on horizontal and vertical planes, diagonally upper left to lower right, and then upper right to lower left. Speed up gradually, day by day. The purpose of this exercise is to train your eyes to function more accurately and independently.
- Practice turning 100 pages at approximately two seconds per page, moving your eyes very rapidly down the page. (Do this in two x two-minute sessions).
  - a. Practice as fast as you can for one minute, not worrying about comprehension
  - b. Read with motivated comprehension – one minute.
  - c. Calculate and record your wpm on your Progress Graph.

Repeat different activities as time allows.

## Perception Exercise

Source – “The Speed Reading Book” by Tony Buzan



The following exercise is designed to help you make quicker fixations and take in more information per ‘visual gulp’. This will give you the confidence and increased motivation you need to eliminate back-skipping and regression. It will also encourage you to take in more-at-a-glance as you read.

Use a business card to cover up the numbers. Expose each number *as briefly as possible*, giving yourself no more than a split second to see it. Almost at the same time as it is *uncovered*, it should be *recovered*.

Then write in the space next to the number what you think that number is, and check to see whether you were right or wrong. Continue to the next number, moving from column to column, repeating the process until the page has been completed.

You will find that the exercise becomes more challenging as you progress, because the number of digits gradually increases. If you reach the end of the six-digit numbers with few mistakes you have done extremely well.

.....15.....	.....611.....	.....26571.....
.....52.....	.....499.....	.....66153.....
.....39.....	.....249.....	.....91425.....
.....83.....	.....332.....	.....46905.....
.....20.....	.....2613.....	.....07436.....
.....05.....	.....4759.....	.....66854.....
.....54.....	.....3567.....	.....53128.....
.....71.....	.....5741.....	.....94603.....
.....42.....	.....1892.....	.....187471.....
.....63.....	.....3067.....	.....427656.....
.....14.....	.....9943.....	.....702611.....
.....32.....	.....5609.....	.....230943.....
.....27.....	.....0394.....	.....535046.....
.....91.....	.....5218.....	.....607905.....
.....70.....	.....7766.....	.....119175.....
.....208.....	.....2493.....	.....667645.....
.....443.....	.....5355.....	.....987570.....
.....386.....	.....8231.....	.....300876.....
.....881.....	.....4232.....	.....215197.....
.....582.....	.....24540.....	.....158541.....
.....674.....	.....45105.....	.....367823.....
.....302.....	.....68413.....	.....478325.....
.....197.....	.....77407.....	.....845208.....
.....525.....	.....43616.....	.....236822.....
.....499.....	.....83974.....	.....838541.....
.....960.....	.....91426.....	.....944328.....