

Steps for Skimming and Scanning

Follow the steps below to **skim** or **scan** a text.

Skimming:

- Read the title.
- Read the introduction.
- Read the first line of each paragraph.
- Look for important information such as names, dates and unusual words.
- Read headings and subheadings.
- Read the conclusion or summary.
- Do not read **every** word.



Scanning:

- Keep the word or piece of information you are looking for in mind at all times during your search.
- Let your eyes run quickly over the text.
- Use your finger to run along the lines of a text to keep your place.
- Skip over text that does not contain the information you are looking for.
- Once you have scanned from top to bottom, scan from the bottom to the top of the text to look for information you may have missed.