

What is skimming?

Skimming is a reading technique that can help you to:

- read more quickly
- decide if the text is interesting and whether you should read it in more detail

Skimming is a fast reading technique. Use it to obtain the gist of a piece of text (i.e. to quickly identify the main ideas in the text).

How is 'skimming' different to 'scanning'?

The term skimming is often confused with scanning.

Remember:

Skimming is used to obtain the gist (the overall sense) of a piece of text.

E.g. Use skimming to get the gist of a page of a textbook to decide whether it is useful and should therefore be read more slowly and in more detail.

Scanning is used to obtain specific information from a piece of text.

E.g. Use scanning to find a particular number in a telephone directory.

Sometimes you can use both reading methods. After you have skimmed a piece of text to decide whether the text is of interest, you may wish to use scanning techniques to locate specific information.

How do you skim read?

Don't read the whole text word-for-word. Use as many clues as possible to give you some background information. There might be pictures or images related to the topic, or an eye-catching title. Let your eyes skim over the surface of the text and, whilst thinking about any clues you have found about the subject, look out for key words.

1. Read the title, subtitles and subheading to find out what the text is about.
2. Look at the illustrations to give you further information about the topic.
3. Read the first and last sentence of each paragraph.
4. Don't read every word or every sentence. Let your eyes skim over the text, taking in key words.
5. Continue to think about the meaning of the text.

You can find Skillswise at <http://www.bbc.co.uk/skillswise>

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Reading: Skimming worksheet 1 - questions



i Before you start this worksheet, make sure you have the Portham school prospectus printed out. You will need to **skim** read this to answer the following questions.

1. Is the prospectus aimed at the children or the parents?
2. Would you use this text to:
 - a. find directions to the school?
 - b. find out what time the school opens?
 - c. find out about school uniform?
3. As well as illness, which issue does the 'Absence' section deal with?
4. Does the text give details of the curriculum?
5. True or false? You can find out about school clubs from this text.
6. True or false? This text tells parents about the issues of bullying.
7. Does the prospectus give parents information about school examinations?
8. Does this text tell parents how to purchase second-hand uniform?
9. Does this text tell you about school lunches?
10. True or false? This text gives you the telephone number to call if your child is ill.



Reading: Text for skimming worksheet 1

Portham Village Primary School

2003/2004 Prospectus

ABSENCE

Illness

If your child is absent from school you should telephone the school office on the first day. When he/she returns to school, a written explanation about the nature of the illness must be provided so that school records can be kept up-to-date. All medical and dentist appointments should be made outside school hours unless unavoidable.



Holidays

The Board of Governors states that annual holiday should not be taken during term time although, at the discretion of the headteacher, pupils may take up to two weeks off school. If possible, this should be avoided as it is important that children do not miss out on their education (see page 9 regarding examinations).

SCHOOL UNIFORM

It is not compulsory for children to wear school uniform although it is strongly encouraged so that the children feel part of the school community.

Boys

Boys should wear blue shirts (long or short sleeved) with grey trousers and the school jumper. They should wear the blue and grey striped school ties at all times.

Girls

Girls should wear grey pinafores with white blouses and the school jumper.

Footwear and accessories

All children should wear black school shoes. At no time must they wear trainers. Girls may wear studs which must be removed for PE.

The school operates a 'budget shop' once a term so that parents may purchase second-hand clothing.

EXTRA-CURRICULAR ACTIVITIES

There is a wide range of clubs for all children, according to their age. Reception Year children may attend football, ballet and/or swimming. Year 2-7 children may also attend the following clubs: archery, short-tennis, French and homework. Participation in clubs is strongly encouraged.



Reading: Skimming worksheet 1 - answers



i Did you get these answers from skim reading the Portham school prospectus?

1. Is the prospectus aimed at the children or the parents?
It's aimed at parents. In the first sentence it says 'your child'.
2. Would you use this text to:
 - a. find directions to the school? **No, these aren't mentioned**
 - b. find out what time the school opens? **No, this information isn't given.**
 - c. find out about school uniform? **Yes. Did you see the heading, 'SCHOOL UNIFORM'?**
3. As well as illness, which issue does the 'Absence' section deal with?
The answer is 'holidays'.
4. Does the text give details of the curriculum?
No, this information isn't given.
5. True or false? You can find out about school clubs from this text.
True. This comes under the heading 'EXTRA CURRICULA ACTIVITIES'.
6. True or false? This text tells parents about the issues of bullying.
False. This information isn't included in this text.
7. Does the prospectus give parents information about school examinations? **Yes the prospectus does. This text says 'see page 9 regarding examinations'.**
8. Does this text tell parents how to purchase second-hand uniform?
Yes - under the section called 'SCHOOL UNIFORM'.
9. Does this text tell you about school lunches?
No, this information isn't given.
10. True or false? This text gives you the telephone number to call if your child is ill. **The answer is false.**