

Skimming and Scanning for Information

Finding facts quickly and understanding the main idea.

A MOUNTAIN OF INFORMATION

Imagine you have five minutes to find one phone number in a thick book. Do you read every single word from the start?



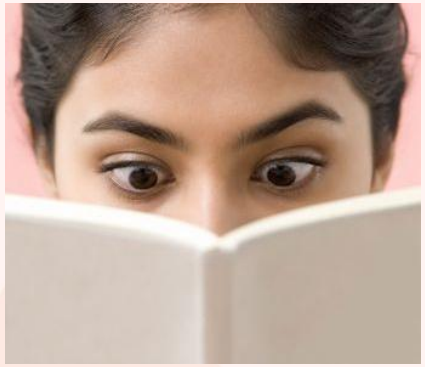
OUR LEARNING OBJECTIVES



By the end of this lesson, you will be able to:

- **Skim** a text to find the main idea or gist.
- **Scan** for specific facts like dates and prices.
- Use **layout features** like headings to find information fast.

KEY VOCABULARY



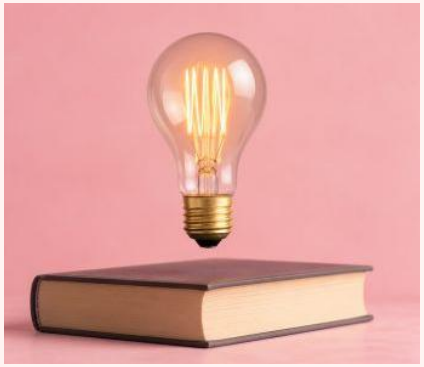
Skimming

Reading quickly to get the main idea.



Scanning

Looking for one specific piece of information.



Gist

The general meaning or 'big picture' of a text.



Layout

How the words and pictures are arranged on the page.

READING WITH A PURPOSE

TECHNIQUE

We read differently depending on what we need. If you are reading a story for fun, you read every word. If you are checking a bus timetable, you only look for your stop and the time.

Remember

Before you start reading, ask yourself: 'What am I trying to find out?'



MASTERING SKIMMING

TECHNIQUE

Skimming is like flying over a forest to grasp the landscape. To skim effectively:

- Read titles, headings, and the first sentence of each paragraph.
- Glance at pictures and bold terms; ignore unknown words.



CHECK YOUR SKIMMING

What is the main goal of skimming a text?

1. To understand every single detail.
2. To find a specific phone number.
3. To get the general 'gist' or main idea.
4. To check for spelling mistakes.

CHECK YOUR SKIMMING



What is the main goal of skimming a text?

1. To understand every single detail.
2. To find a specific phone number.
3. ✓ To get the general 'gist' or main idea.
4. To check for spelling mistakes.

SCANNING FOR FACTS

TECHNIQUE

Scanning is for when you know what you need. Let your eyes jump across the page for clues.





Look for Numbers

Scan for dates, times, prices, or percentages.

Look for Capitals

Scan for names of people, places, or brands.

USING LAYOUT FEATURES



FEATURES

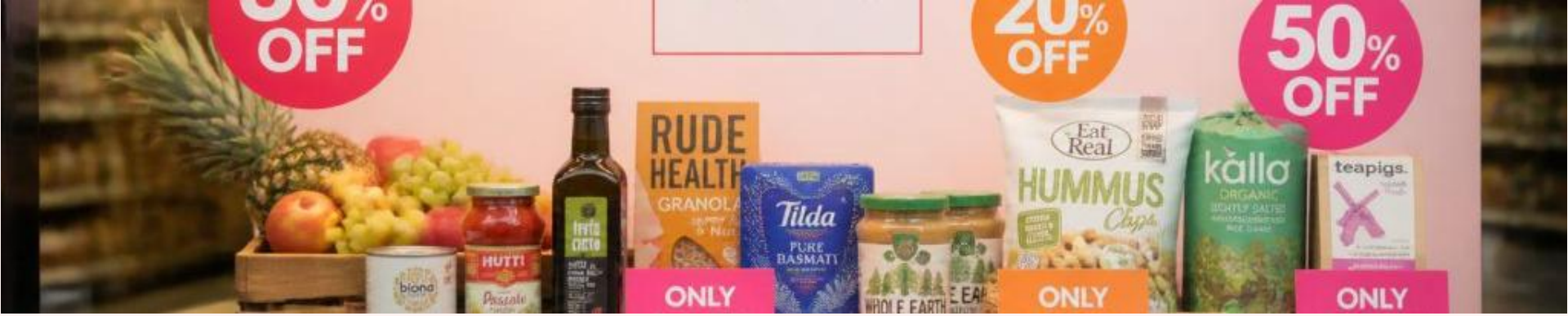
Authors use layout to help you navigate. Use these tools to find your way:

- **Subheadings**: These tell you what the next section is about.
- **Bullet points**: These list facts clearly.
- **Indexes**: These are at the back of books to help you find pages for specific topics.

VISUAL STRATEGY

Watch this video to see how an expert reader uses their eyes to skim and scan a document.





FUNCTIONAL TEXTS: THE ADVERT

PRACTICE

Advertisements are perfect for scanning. You often need to find:

- The **price** of the item.
- The **contact** details.
- The **date** the offer ends.

Try to find the price in an advert without reading the description of the product.

TEST YOUR SKILLS

When you want the general idea of a story, you should ____ the text. If you need to find a specific date, you should ____ the page for numbers.

Word bank

study	skim	scan	write

TEST YOUR SKILLS



When you want the general idea of a story, you should **skim** the text. If you need to find a specific date, you should **scan** the page for numbers.

Word bank 

study | skim | scan | write

PRACTICE: LOCAL NOTICE

Read this notice and answer the questions:

COMMUNITY GARDEN CLEAN-UP

Join us Saturday, 12th October. Meet at 10:00 AM at North Park. Bring gloves. Refreshments provided by 'Cafe Nero'.

1. What is the date?
2. Where is the meeting point?
3. Who provides the drinks?

Moving Forward

Today you learned how to find information fast. Next time, we will look at **Detailed Reading**—how to understand deep meanings once you have found the right part of the text.

Key point

Skim for the gist; Scan for the facts!

