Name:_____ Date:_____

Reading Strategy Comparison

Quick Reminder:

- **Skim:** Read fast to get the main idea.
- **Scan:** Look fast for a specific fact, number, or word.
- **Detailed Reading:** Read slowly and carefully to understand everything.

1. Read the workplace tasks below. Decide which reading method is best for each task. Write **Skim**, **Scan**, or **Detailed** in the box.

Workplace Task	Best Reading Method
A. You need to find the date of the next team meeting on a staff notice board.	
B. You are reading a contract before you sign it to start a new job.	
C. You look at a long report just to see if it is about fire safety or health rules.	
D. You are looking for a client's phone number in a long list of contacts.	
E. You receive a letter explaining the step-by-step rules to fix a broken machine.	
F. You quickly look over a company newsletter to see if there is any interesting news this month.	
G. You check an email to find out exactly what time your train leaves for a work trip.	
H. You are reading the new company rules for getting paid when you are off sick.	

I. You search a delivery schedule for the number of a parcel.	
J. You read a short team email to understand its main message before replying.	
K. You study the safety steps before using a new piece of equipment.	
L. You check a staff rota to find your own shift time.	

Think About It

2. Choose one task from the table where you picked **Scan**. Why is scanning the best choice for this task?

3. Choose one task from the table where you picked **Detailed**. What might happen if you only *skimmed* this document instead?

Answers

1.

A. Scan (Looking for a specific date)

B. Detailed (Need to understand complex instructions/legal terms)

C. Skim (Looking for the general gist/topic)

D. Scan (Looking for a specific number)

E. Detailed (Need to follow step-by-step instructions carefully)

F. Skim (Getting a general overview of the news)

G. Scan (Looking for a specific time)

H. Detailed (Need to understand important rules and nuance)

I. Scan (Looking for a specific parcel number)

J. Skim (Getting the main message)

K. Detailed (Following safety steps carefully)

L. Scan (Looking for a specific shift time)

2. Accept any reasonable answer that mentions looking for a single specific fact, number, or detail without needing to read the whole text (e.g., "For task D, you only need the numbers, so scanning saves time").

3. Accept any reasonable answer that mentions missing important information or making a mistake (e.g., "For task B, if you only skim a contract, you might agree to something bad or miss important rules about the job").