

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Introducing Speed Reading</i>	7
Chapter 1: Of Course You Can Speed Read!.....	9
Chapter 2: It's All about Breaking Bad Reading Habits	23
Chapter 3: Understanding the Mechanics of Speed Reading.....	35
Chapter 4: Introducing Speed-Reading Fundamentals	49
<i>Part II: Focusing on the Fundamentals</i>	73
Chapter 5: Establishing Your Reading Rate	75
Chapter 6: Taking in More than One Word at a Time: Reading in Clumps	85
Chapter 7: Getting the Gist from Word Groups.....	105
<i>Part III: Advancing Your Speed-Reading Skills....</i>	125
Chapter 8: Building Your Speed-Reading Momentum	127
Chapter 9: Exercising Your Ability to Read More in Even Less Time	147
Chapter 10: Other Reading Strategies to Supplement Your Speed Reading	165
Chapter 11: Taking Advantage of Writing Structure to Read More Quickly	187
<i>Part IV: Improving Your Comprehension</i>	199
Chapter 12: Expanding Your Vocabulary to Become a Better Speed Reader.....	201
Chapter 13: Applying Speed Reading to Various Reading Tasks.....	221
<i>Part V: The Part of Tens</i>	229
Chapter 14: Ten Quick Techniques to Improve Your Reading Speed	231
Chapter 15: Ten Exercises for Keeping Your Eyes Speed-Reading Ready	235
Chapter 16: Ten Tips for Making Your Speed-Reading Skills Permanent.....	241
<i>Part VI: Appendixes</i>	245
Appendix A: Uncovering the Prime Words	247
Appendix B: Your Speed-Reading Progress Worksheet	255
<i>Index</i>	261

Table of Contents

.....

<i>Introduction</i>	1
<i>Part 1: Introducing Speed Reading</i>	7
Chapter 1: Of Course You Can Speed Read!	9
What Is Speed Reading, Anyway?	10
Speed reading is seeing.....	10
Speed reading is silent reading.....	11
Speed reading is decoding the words	11
Speed reading is comprehending	12
Speed reading is concentrating	13
Debunking Speed-Reading Myths	14
What You Need to Get Started	14
Proving You Can Read Faster	15
Chapter 2: It's All about Breaking Bad Reading Habits	23
Understanding Vocalization and Its Effects.....	23
Finding out why vocalizing slows you down.....	24
Finding out how (and how much) you vocalize.....	25
Getting Away from Vocalization.....	26
Reading for meaning rather than sound.....	27
Stopping the vocalization motor	27
Silencing your inner reading voice	28
Exercising to quiet your inner reader	28
Preventing Regression When You Read.....	33
Chapter 3: Understanding the Mechanics of Speed Reading	35
Fixating on Eye Fixations	35
Looking at eye fixations	36
Eye fixations and reading speed	37
Exercising Your Eye Fixations.....	39
Comprehending Comprehension Mechanics	45
Reading and your short-term memory.....	45
Assimilating concepts and ideas	46
Exploring the Pacer Question.....	46
Deciding How Much to Bring to Your Reading	48

**Chapter 4: Introducing Speed-Reading
Fundamentals 49**

Widening Your Vision Span 49
 Reading Clump by Clump 53
 Reading Vertically as Well as Horizontally 54
 Working with Word Groups 58
 Grasping word groups as you read 58
 Getting the knack for spotting word groups 62
 Taking On Continuous Text 64
 Getting Into the Speed-Reading Mindset 69

Part II: Focusing on the Fundamentals 73

Chapter 5: Establishing Your Reading Rate 75

How the Experts Test Speed-Reading Rates 75
 Words per minute (WPM) testing 76
 Effective reading rate (ERR) testing 76
 Establishing Your Base Reading Rate 77
 Seeing Where You Stand as a Speed Reader 83

**Chapter 6: Taking in More than One Word
at a Time: Reading in Clumps 85**

What Is a Clump, Anyway? 85
 Comprehending Clump-Reading Mechanics 89
 Macular and peripheral vision 90
 Reading with your peripheral vision too 90
 Recognizing images as words 93
 Making the Shift to Clump Reading 95
 Changing your relationship to words
 on the page 96
 Widening your reading vision 96
 Reading in context 96
 Getting More Practice Reading in Clumps 97
 Reading clump phrases 97
 Reading sentence clumps 100
 Widening your vision: Reading horizontal
 and vertical clumps 101

Chapter 7: Getting the Gist from Word Groups 105

Going Beyond Clumps to Word Groups 105
 Recognizing Word Groups 107
 Getting the idea from idioms 107
 Understanding word groups through idioms 108



- Picking out prepositional phrases..... 112
- Taking in larger word groups: Reading phrases..... 113
- Finding other key phrases 118
- Identifying the Most Important Word Groups:
 - Thought Units..... 119
 - Reading Word Groups to Increase Comprehension..... 119

Part III: Advancing Your Speed-Reading Skills 125

Chapter 8: Building Your Speed-Reading Momentum 127

- Reading Text in Narrow Column Clumps..... 127
- Reading Clump Text in Wider Columns 133
- Identifying Word Groups in Continuous Text 139
- Reading Word Groups in Continuous Text..... 143

Chapter 9: Exercising Your Ability to Read More in Even Less Time 147

- Introducing Push-Down and Push-Up Exercises 147
- Getting More from What You Read:
 - Push-Down Exercises..... 148
 - Focusing on your silent reading 148
 - Spreading your vision span even wider..... 152
 - Advancing Your Reading Limit: Push-Up Exercises 156
 - Reading aggressively without regressing..... 156
 - Improving your concentration..... 160

Chapter 10: Other Reading Strategies to Supplement Your Speed Reading 165

- Comparing Other Ways to Collect Info from Text 165
 - Skimming for the main ideas 166
 - Scanning for specific words or phrases..... 166
 - Prereading to find out what the text is about..... 167
- Discovering the Art of Skimming 167
 - Knowing when to skim 168
 - Grasping skimming techniques..... 169
 - Practicing skimming techniques..... 171
- Scanning for the Information You Need..... 173
 - Getting the hang of scanning..... 173
 - Exercising your scanning skills..... 174
- Prereading to Get the Lay of the Land 176
 - Sizing up the reading material 176
 - Getting some prereading practice..... 177
- Postreading to Reinforce What You Read 185

Chapter 11: Taking Advantage of Writing Structure to Read More Quickly 187

Getting to the Main Idea in a Paragraph	
with Topic Sentences	188
Understanding topic sentences	188
Locating the topic sentence	189
Thinking Like the Author	190
Taking knowledge level into account	190
Paying attention to structure	190
Looking Out for Signal Words	192
Contrast signals	193
Comparison signals	193
Example signals	194
Additional argument signals	194
Causation signals	195
Conclusion signals	195
Recognizing and Skipping Subordinate Clauses	196

Part IV: Improving Your Comprehension 199

Chapter 12: Expanding Your Vocabulary to Become a Better Speed Reader 201

Understanding How Your Vocabulary Expands	201
Discovering vocabulary words by meaning	202
Discovering vocabulary words by context	203
Looking at Prefixes, Roots, and Suffixes	204
Peeking at prefixes	205
Getting to the root of roots	207
Searching out suffixes	217

Chapter 13: Applying Speed Reading to Various Reading Tasks 221

Speed Reading the Newspaper	221
Managing Online Articles	223
Handling E-mail Correspondence	224
Prereading Nonfiction Books	225
Tackling Textbooks	226
Speed Reading Standardized Tests	227
Reading for Pleasure	228

Part V: The Part of Tens 229

Chapter 14: Ten Quick Techniques to Improve Your Reading Speed 231

Make the Speed-Reading Commitment	231
Focus Like a Laser Beam	231

See It, Don't Say It	232
Resist the Regression Urge	232
Widen Your Vision Span	232
Preread It	233
Vary Your Reading Rate	233
Read for the Main Ideas	233
Use the Eye Sweep	234
Get Your Eyes Checked	234

Chapter 15: Ten Exercises for Keeping Your Eyes Speed-Reading Ready. 235

Eye Squeezes	235
Thumb-to-Thumb Glancing	236
Tree Pose	236
Eye Rolling	237
Eye Writing	237
The 10-10-10	238
Change of Focus	238
Palming	239
Hooded Eyes	239
Eye Massage	240

Chapter 16: Ten Tips for Making Your Speed-Reading Skills Permanent 241

Renew Your Commitment	241
Expand Your Reading Vision	242
Shush Your Inner Reading Voice	242
Read More Often	242
Be a Goal-Oriented Reader	243
Enlarge Your Vocabulary	243
Be a Strategic Reader	243
Occasionally Time Yourself	244
Do Your Exercises	244
Visit the Optometrist	244

Part VI: Appendixes 245

Appendix A: Uncovering the Prime Words. 247

Appendix B: Your Speed-Reading Progress Worksheet. 255

Index. 261