



Scanning text

You can use the scanning technique to look up a phone number, read through the small ads in a newspaper, or for browsing television schedules, timetables, lists, catalogues or webpages for information. For these tasks you **don't need to read or understand every word**.

Scanning is also useful when you don't have time to read every word. This could be when you're studying or looking for specific information from a book or article and need to find it quickly.

Tips: better scanning

- Don't try to read every word. Instead let your eyes move quickly across the page until you find what you're looking for.
- Use clues on the page, such as headings and titles, to help you.
- In a dictionary or phone book, use the header words to help you scan. You can find these in bold type at the top of each page.
- If you're reading for study, start by thinking up or writing down some questions that you want to answer. Doing this can focus your mind and help you find the facts or information that you need more easily.
- Many texts list things in alphabetical order from A to Z. These include everyday materials, such as the phone book or indexes to books and catalogues.
- There are many ways to practise scanning skills. Try looking up a favourite recipe in the index of a cookbook, search for a plumber in your local Yellow Pages or scan webpages on the internet to find specific information.



Skimming text

Skimming is a reading technique that can help you:

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

You can use the skimming technique when you want to identify the main ideas in the text.

How is skimming different to scanning?

The term skimming is often confused with scanning.

- You skim a text to obtain the **gist** - the overall sense - of a piece of writing. This can help you decide whether to read it more slowly and in more detail.
- You scan a text to obtain specific information. For example, to find a particular number in a telephone directory.

Sometimes you can use **both** reading methods. After you've skimmed a piece of text to decide whether it's of interest, you might then use scanning techniques to find specific information.

How do you skim read?

When you use the skimming technique you don't read the whole text word for word. You should 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 look out for **key words** while thinking about any clues you've found about the subject.

- Read the title, subtitles and subheadings to find out what the text is about.
- Look at the illustrations to give you more information about the topic.
- Read the first and last sentence of each paragraph.
- Don't read every word or every sentence. Let your eyes skim over the text and look out for key words.
- Continue to think about the meaning of the text.



Scanning text to find information quickly

Have a go at scanning this BBC television guide to answer the questions. See how **quickly** you can find the information you need.

			
<p>19.00 The One Show</p> <p>The One Show team bring viewers the stories that matter from across the country.</p>	<p>19.00 Escape to the country</p> <p>A couple from Wimbledon want to escape the suburbs for countryside living in East Sussex.</p>	<p>19.00 Top Gear</p> <p>The team sets out to end the chaos that snowfall brings to Britain every year.</p>	<p>19.00 World News Today</p> <p>The latest news, exploring the day's events from a global perspective.</p>
<p>19.30 Waterloo Road</p> <p>Sambuca enlists Lauren and Finn's help to track her father down in Blackpool.</p>	<p>19.30 Springwatch</p> <p>Iolo Williams takes to the water to reveal puffins at their best - diving for fish.</p>		<p>19.30 Born to be Wild</p> <p>We meet the amateur naturalist who has turned his garden into a lizard empire.</p>
<p>20.27 BBC News and Regional News</p> <p>The latest national and international news stories from the BBC, followed by the weather.</p>		<p>20.00 Great Movie Mistakes</p> <p>Robert Webb uncovers the clangers and gaffes in Hollywood's biggest blockbusters.</p>	<p>20.00 Explosions: How We Shook the World</p> <p>Engineer Jem Stansfield investigates the science of explosions.</p>
<p>20.30 In with the Flynns</p> <p>Liam and Caroline work extra shifts, but who is looking after the kids?</p>	<p>20.30 Springwatch Unsprung</p> <p>Kate Humble, Chris Packham and Iolo Williams answer audience questions.</p>		



Scanning text to find information quickly

<p>21.00 The Apprentice</p> <p>Lord Sugar instructs the teams to build junk collection businesses.</p>	<p>21.00 Wonderland</p> <p>Film that climbs aboard with four families as they take to the road.</p>	<p>21.00 Cannabis: What's the Harm?</p> <p>Exploring the world of organised crime linked to the supply of cannabis in the UK.</p>	<p>21.00 Hidcote: A Garden for All Seasons</p> <p>The story behind Hidcote, the most influential English garden of the 20th century.</p>
<p>22.00 BBC News at Ten</p> <p>Latest national and international news, with reports from BBC correspondents worldwide.</p>	<p>22.00 The Apprentice: You're Fired</p> <p>This week's task of making money from rubbish ended with someone being dumped.</p>	<p>22.00 Kill Bill: Vol 2</p> <p>The assassin, The Bride, concludes her ruthless quest for revenge against her nemesis.</p>	<p>22.00 Nurse Jackie</p> <p>After breaking up with Eddie, Jackie tries to reconnect with her family.</p>

- If you miss the news at 19.00, when can you next catch the news?

- If you're interested in gardening, what programme might you look out for?

- What time, and on which channel, would you catch **The Apprentice**?

- When, and on which channel, can you see the weather forecast?

- At what time, and on which channel, can you settle down to watch a film?



Scanning a job advertisement

First of all print out this **Skillswise Delivery Services job advert**.

SKILLSWISE DELIVERY SERVICES

CHRISTMAS JOB OPPORTUNITIES

Aged between 16 and 65 years? Need extra cash for Christmas?
Are you available to work at short notice?
Can you work early, late or night shifts?

We are looking for enthusiastic and reliable people to work on an occasional basis, helping to sort and deliver parcels in the Reading area from late November until the end of December.

Pay rates for weekdays, including Saturdays, will be:-

Ages 16 to 17 - £4.80 per hour.
Age 18 and over - £6.10 per hour.

So if you have good communication skills and are able to work as part of a team, we would like to hear from you.

To obtain an application form please write to:

**Elaine Grey, Personnel Officer,
Skillswise Delivery Services, Windsor Road,
Reading, RG5 4BR
Tel: 0118 932 814 (24 hr. answer phone)**

Closing date: 10th November.

Skillswise Delivery Services is looking for extra staff before Christmas. Scan the advert quickly and try to find the answers to these questions. Remember, you don't need to read every word.



Scanning a job advertisement

Questions

1. When do these jobs start? _____
2. The work will last for about a month. True or false? _____
3. What type of work is on offer? _____
4. What kind of people is Skillswise Delivery Services looking for? _____

5. What shift patterns are available? _____
6. Where is the job based? _____
7. The work involves travel around the UK. True or false? _____
8. How much will you earn per hour if you are aged 18? _____
9. True or false? You will be paid extra for working on Saturday. True or false? _____
10. Whom should you contact at Skillswise Delivery Services to get an application form?

11. You can leave a message on an answering machine. True or false? _____

12. You need to be able to work at short notice. True or false? _____
13. It is 1 November. Is there still time to apply for a job? _____
14. The minimum age for this job is 18. True or false? _____
15. Do you need a driving licence to apply for a job with Skillswise Delivery Services? _____



Skimming a school prospectus

Print out the **Portham Village School prospectus** then skim read it to answer the questions.



Portham Village School

2010/2011 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. Children in Reception may attend football, ballet and/or swimming. Children in Years 1 to 7 may also attend the following clubs: archery, short-tennis, French and homework. Participation in clubs is strongly encouraged.



Skimming a school prospectus

1. Is the prospectus aimed at children or parents? _____

2. Would you use the prospectus 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 issues does the 'Absence' section deal with? _____

4. Does the prospectus give details of the curriculum? _____

5. You can find out about school clubs from this prospectus. True or false? _____

6. The prospectus tells parents about the issues of bullying. True or false? _____

7. Does the prospectus give parents information about school examinations? _____

8. Does the prospectus tell parents how to purchase second-hand uniform? _____

9. Does the prospectus tell you about school lunches? _____

10. The prospectus gives you the telephone number to call if your child is ill. True or false? _____
