

# Skimming and Scanning

## SCANNING

Scanning is the first thing that you do when you select a resource. It answers the question: - Is this the right resource to help me find the answers to my questions? Will it give me the answers I want?

SCAN - by zapping through the whole resource homing in on the important bits.  
Scan before you start skimming.  
Scanning gives you a feeling for the whole item.

Think:

- Is it relevant?
- Is there anything in it that answers the target questions?

Look at:

- Title page.
- The contents page. Are there chapters or sections that you may want to read?
- Are there maps, diagrams, pictures, captions? Do they look as if they would be helpful?

## SKIMMING

Skim by zooming through the text quickly trying to spot key words. Don't start at the beginning and plod or shuffle through the text. After you have scanned the text and found the bits that you think look relevant and interesting then skim read.  
Concentrate on keeping your keywords and questions in your mind.

Reference: Gawith, G. (1998) *Action Learning* Longman Paul Auckland

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