



Want to meet with an Academic Coach?
Contact Tina Chong
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Skimming Strategies

- ◁ Do not read every word.
- ◁ Read the table of contents or chapter overview to learn the main organization of ideas.
- ◁ Start by reading main headings, titles and subtitles.
- ◁ Tables, charts and pict.2tea



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Scanning Strategies

- ◀ In case there are not any given keywords, establish them. For example, choose your keywords from a question posed by you, in the course syllabus or by a professor.
- ◀ Choose a few words or phrases to search for in the reading.
- ◀ Look for only one keyword at a time.
- ◀ If you use multiple keywords, do multiple scans.
- ◀ Use a finger of your hand to scan
- ◀ Repeat silently in your mind the keywords while scanning.
- ◀ Highlight or underline key words.
- ◀ When you come across a keyword while scanning, stop, and carefully read the surrounding text.
- ◀ Don't forget to scan tables of contents, summaries, indexes, headings, and typographical cues.

To finally master the techniques of skimming and scanning, you have to spend your time practicing again and again. To choose an appropriate technique, come back to your purpose and motivation. For example, the end-goal could be to have a good enough understanding of the text to be able to discuss it in class with confidence, the



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Not sure what to look out for? *Pay attention to pivotal words!*

- < Additive words: "Here's more of the same coming up. It's just as important as what we have already said."
Also, further, moreover, and, furthermore, too, besides, in addition
- < Equivalent words: "It does what I have just said, but it does this too."
As well as, at the same time, similarly, equally important, likewise
- < Amplification words: "I want to be sure that you understand my idea; so here's a specific instance."
For example (e.g.), specifically, as, for instance, such as, like
- < Alternative words: "Sometimes there is a choice; other times there isn't."
Either/or, other than, neither/nor, otherwise
- < Repetitive words: "I said it once, but I'm going to say it again in case you missed it the first time."
Again, in other words, to repeat, that is (i.e.)
- < Contrast and Change words: "So far I've given you only one side of the story; now let's take a look at the other side."
But, on the contrary, still, conversely, on the other hand, though, despite, instead of, yet, however, rather than, regardless, nevertheless, even though, whereas, in spite of, notwithstanding
- < Cause and effect words: "All this has happened; now I'll tell you why."
Accordingly, since, then, because, so, thus, consequently, hence, therefore, for this reason
- < Qualifying words: "Here is what we can expect. These are the conditions we are working under."
If, although, unless, providing, whenever
- < Concession words: "Okay! We agree on this much."
accepting the data, granted that, of course
- < Emphasizing words: "Wake up and take notice!"
above all, more important, indeed
- < Order words: "You keep your mind on reading: I'll keep the numbers straight."
Finally, second, then, first, next, last
- < Time words: "Let's keep the record straight on who said what and especially when."
Afterwards, meanwhile, now, before, subsequently, presently, formerly, ultimately, previously, later
- < Summarizing words: "We've said many things so far. Let's stop here and pull them together."
for these reasons, in brief, in conclusion, to sum up

Resources:

<https://students.dartmouth.edu/academic-skills/learning-resources/learning-strategies/reading-techniques>

<https://ejoy-english.com/blog/differences-between-skimming-and-scanning>



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