

Scanning

Scanning is a helpful shortcut for locating specific detail within the text. Run your eyes across the text without actually reading all the words.

Search for words or phrases which may be located at, or near, the information you need.

To scan effectively, identify key words or phrases associated with, or connected to what you are looking for. If you are answering a question, identify key words from the question.

Tips:

The author may have used a synonym for the key word, so be flexible!

Get to know yourself;

you might find it easier to scan for only one word or phrase at a time.

