



Professional 12 Speedreading Plus™

The ability to absorb essential information rapidly and to organize and master technical information is critical to job success. This two day Boot Camp will increase reading efficiency 200-400%, expand comprehension. Develop note taking and information organization techniques and help you fight the boredom and fatigue often associated with the "information load" of reading!

PHASE I – LEARNING THE CONCEPTS

Pretesting "How to Get More Out of Your Reading"

Goal Setting

Definitions

Three Kinds of Readers – Identifying Your Current Style
Reading & Speedreading

Seeing More at Once

Airplane Vision – *Eye Charts*

Eye to Brain Practice – *"Slap Book"*

Thinking More at Once

Phrase Reading – *"Making Sense"*

Surfing the Line with the *"Above the Line"* Technique

Use Gestalt Thinking

The Layering Process – The 3 Steps to Increasing Speed and Comprehension

1. Overview: *Get Prior Knowledge and Decide What You Want*
2. Preview: *Look For What You Will Need*
3. Read: *Accomplish Your Reading Purpose*
Practice on Periodical Articles

PHASE II -- PRACTICE BUILDING SPEED AND COMPREHENSION

Eye Charts

Screening Information for Specific Information: *Practice: "First Impressions"*

Layering and Recall Building with Slash Recall Pattern: *Practice on Handbook Articles*

K-W-L Organizational Strategy

Practice Speed and Recall on Short Story with Radial Recall Pattern

Traverse Techniques for Reading Wide Materials

Double Eye Charts

Practice Articles in Handbook

Introduction to Technical Reading Procedure

"How to Improve Your Recall" with Introduction of Linear Recall & Practice on ARC Manuscript

Post Testing with Whole Book Reading

PHASE III: MASTERING TECHNICAL READING & NOTE TAKING

Technical Reading Procedure Continued

Practice on ARC Manuscript and Personal Choice

Using Linear Recall Pattern to Master Information and Organize it for *Presentations, Reports & Documents*

Technique for Quickly Reviewing Information for *Meetings or Exams*

Further Skill Development; Graduation – Post Grad Drill Sheet and Bookmark

**Each Student Receives a Handbook Containing All Concepts Presented
As Well as Extra Materials for Additional Practice**