



Effective Speed Reading Strategies

How To Read Faster And Comprehend Better

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In this age of knowledge explosion it is very important to get updated about the new happenings in your field in particular and other fields in general. Those who are not updating themselves will be lost in the race. Updating of the knowledge should be a regular and a very fast process. This calls for special skills. Speed-reading is one of the skills that will help you in the process.

Any person can enhance his reading speed irrespective of his current speed of reading. Speed-reading is a pure skill and can be enhanced by employing certain scientific and time-tested principles.

This powerful program will give the participants all the necessary strategies they need to reads faster, and comprehend better, thereby gaining a hidden advantage over others.

Methodology:

The workshop comprises of written exercises, group exercises and activities specifically aimed at internalization of all concepts taught. The trainer employs research-based powerful “accelerated learning methods” to make the most of the learning process. Apart from the most popular ‘presentation-discussion’ method, highly interactive group exercises are employed to bestow the benefits of synergistic learning to the participants.

Workshop Outline:

- Beginning - What’s your reading speed now?
- Becoming aware of the “Speed Breakers”
- Introduction to Bad Reading Habits – How to eliminate them
- Keys to effective speed reading - how to get your brain and eyes working together to eliminate reading problems
- Taking advantage of the natural skills of the brain
- Techniques to raise your reading speed while increasing comprehension
- Skimming strategies to save massive amount of time
- How Vocabulary impacts your reading speed and what you can do about it.
- Common myths, misconceptions and how reading faster can actually improve your comprehension and recall
- Speed Reading Practice Exercises & Tests
- Effective strategies for online reading
- Working with “unfavourable conditions” while reading
- Managing information overload
- Speed-reading Action Plan to sustain and increase the results achieved so far.

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Key Learning benefits:

- Understand the mechanics of speed reading
- Become aware of the potential of the brain's super-reading ability
- Become aware of bad and good reading habits
- Effective strategies for improving memory with special focus on building Vocabulary
- Getting the best out of every reading session
- Knowing what not to speed read
- Powerful Vocabulary building strategies
- Remember the "TOP 21" quick tips for effective reading
- Save time in a big way
- Enhance concentration
- Improve comprehension

Training Details

- Duration : 1 day 0900 to 0500 hrs
- No. of Participants : 25
- Training Hours : 08 hours
- Venue :To be provided by your organisation
- Course Materials : One soft copy will be provided for printing and photocopying purpose