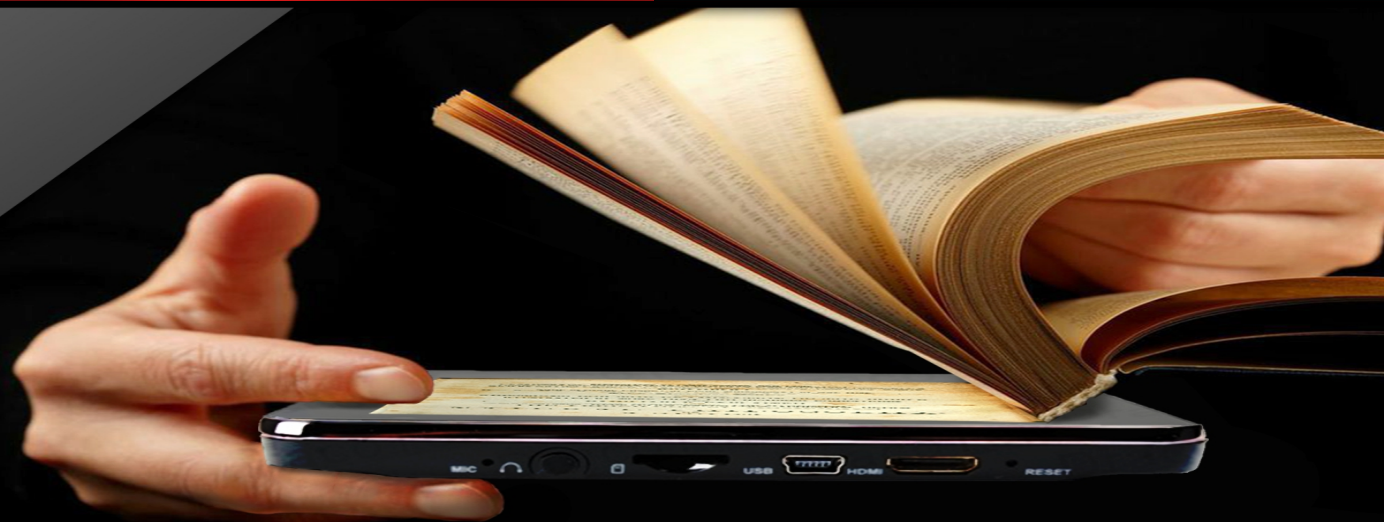


*instant*

SPEED READING

How to Read Faster Instantly!



The **INSTANT**-series

This reference guide contains the discussed reading techniques, all the exercises and the accompanied image for "*Instant Speed Reading*."

Each technique/exercise/image has its corresponding audio track from where you can listen up on it. It's highly recommended as you are listening to the specific track, you refer to each respective section within here so you understand what is being talked about.

Now let's start reading faster!

Do the following exercise with a stopwatch within reach:

Read the following lines in **10 seconds** first, and then **five seconds**.

I cannot believe she left the store so quickly. I wish I gave her my phone number. Love is a complicated thing; one day you are on top of the world, another day you feel so vulnerable.

# Track 1-4 - Exercise: Prelude Reading (*cont.*)

Now read the same lines again in **10 seconds** first, and then in **five seconds**.

I cannot believe she left the store so quickly. I wish I gave her my phone number. **Love** is a **complicated** thing; one day you are on top of the world, another day you feel so vulnerable.

1. Which lines are easier to remember, the first ones or the second ones?
2. Which ones help you understand the subject better?

## Track 2-4 - Exercise: Writing Styles Identification

Try to identify the **different writing styles** used in the texts below.

The following are written in different styles, which could include *narrative, subjective, persuasive, first person, and descriptive*. Can you tell which style goes with each example?

**Text 1**: Her hair was dyed blue, a very unique kind of blue that distinguished her from anybody else in the crowd.

**Text 2**: Once upon a time, there was a farmer called Joe. Farmer Joe was always pressed to help his fellow man.

**Text 3**: Religion is the door to human imagination, if you look at the events that marked our existence from the very first civilizations.

**Text 4**: Perhaps medicine will help us cure these new diseases; if only there were more funds allocated to research.

Put on your favorite show, or very loud music, and try to concentrate on the following for two minutes.

1. 2000 - 500,000 - 45,678 - 1999.
2. The Infinity - Infinitive - Finish - Flamingo - Fish - Flemish.

After two minutes, cover those two lines, and try to remember what you've just meditated on (write it down if you prefer).

- Which line was easier to remember?
- Was two minutes enough time to concentrate and ignore the noise?
- Practice this exercise as much as possible to reinforce this mental faculty.

**Peripheral reading** consists of chunking multiple words at once, which can help you develop your eye muscles.

Instead of reading word-by-word at a time, train your eyes to read to read five words at a time.

Read the following sentences, by reading in groups of **five words**:

Calamity touches the ones who are careless. Chastity should have known better. She was born in a small southern town, and was brought up in the faith in Jesus Christ. What happened to her is so awful and unimaginable.

1. So, how did it go? Was it tough to read five words at a time, or easy?
2. Can you envision using this technique from now on? Explain.



**Physical rhythmic reading** uses the slight movement with your eyes to mentally line up **series of five words**. You can use the tip of your finger to help you maintain the rhythm too.

Think of it like you're conducting a band, where without your directions nothing can be done.

Your **eyes** and **finger** should move and guide you to the next line of five words.

Read the following text, by series of five words, and add the **finger** and **eye movement** (slight blink):

The man was angry at his daughter, but couldn't express it, since the police came 15 minutes later. He could barely answer the tall officer's questions. He stood there, uncooperative and fuming with rage.

1. How long did it take you to cover the text?
2. Are you more comfortable reading five words with rhythm added to it? Explain your answer.

Instead of applying the usual **horizontal reading pattern**, you should **stimulate a bounce movement** with your eyes after every five words.

This movement of your eyes will give you the impression that the words are bouncing in front of you, which makes them appear bigger and thereby easier to read.

When you *reach the end* of your **fifth word**, *memorize* it. This last word will be the link to the previous four words. By stressing the fifth word, you are linked to the previous four words assimilating all five words.

This process is to facilitate your **retention process**.

First, read the following text as you normally would **before** *continuing to next page*:

She fell in love with this soccer player from Germany, and always said that she had never met anyone so cute in her life. He was always serious and so intriguing. I guess that as an artist, she wanted all her lovers to be different, and difficult to control.

## Track 3-7 - Exercise: Chunk, Finger, and Bounce (*cont.*)

Now read the previous text again below, but this time...by groups of **five words**, with the *learned rhythmic principle* and lastly the *mental bouncing* and *memorization of the fifth word* of each groups.

She fell in love with this soccer player from Germany, and always said that she had never met anyone so cute in her life. He was always serious and so intriguing. I guess that as an artist, she wanted all her lovers to be different, and difficult to control.

1. What is different with this technique?
2. Which procedure took less time for you?
3. Do you feel that it is easier than the traditional way of reading?
4. Do you appreciate your reading session better this way? Explain.

PRAM consists of all the activities involved when for **leisure reading**:

P stands for *practical*

R for *reasoning*

A for *assimilation*

M for *methodology*

Here's how you would do this **PRAM approach**:

**First**: Read the preface or blurb so you know what the story is about.

**Second**: Read your content; not by reading one word after another, but by reading full sentences. In other words, don't stop reading until the end of a sentence. Try to apply this as much as possible—this is what allows you to **read two times faster**.

**Three**: Have a dictionary close by so you can quickly look up any words you don't know.

**Fourth**: Mark the pages with interesting passages after you finish with each chapter, or if you're using an e-reader, underline or highlight these passages electronically.

**Fifth**: When you are done with your book, write down/type your thoughts about the book.

**Sixth**: Read more often.

## Track 4-5 - Exercise: Read Full Sentence Comprehension

Read the following text, by reading full sentences at a time:

The noises were so loud I can't remember what he was saying. I am still tormented by the noises; I hope time will help me forget. The emptiness that all of this has created is so unbearable I can't speak sometimes. I am so disgusted with myself.

1. What's the text about?
2. What's the tone used (sad, happy)?
3. What's the context of this sample text?
4. Do you see any difficult terminology?
5. How long does it take you to relate to the story?
6. Can you visualize the scene, or the person talking in the sample text?



**Scanning reading** is ideal for a presentation preparation, or for documents brought to your attention at the last minute.

1. First, skim through the text. Let's not forget that the content is related to your professional field, so you should be familiar with the terminology.
2. Secondly, underline all key points of the text.
3. Third, visualize as fast as you can any content related to the key points.
4. Fourth, if there are numbers in the text, round them off (easier to read this way).
5. If the text is too long, write down/type a little summary, with your key points.
6. Next to each paragraph, write the main key points and numbers when they apply. They will serve as a visual aid, if you ever have to explain the report during a meeting.

**Table reading** is all about the appropriate interpretation of the data in front of you; and this usually involves numbers.

Here's how the process goes:

1. Always go to the most important parts of the table first.
2. Write these important points on a piece of paper (*net worth, totals, loss, etc.*).
3. Write comments about these important data next to your table.
4. Circle all the important numbers on your table.
5. Memorize data by reading your notes aloud.

Here's your assignment. Write down the steps, into memorizing effectively the data in the following table below:

Total costs per year (2005-2009) in dollars	Total income per year(2005-2009) in dollars	Total expense per year (2005-2009) in dollars
\$10,000	\$500,000	\$200,000
\$20,000	-	\$200,000
\$10,000	\$200,000	\$200,000
\$30,000	\$700,000	-
\$100,000	\$1,000,000	-

1. What remarks can you make of the table?
2. Do you think you can give a reasonable interpretation of the table?
3. What is the table about? *(Make sure you mention the slightest detail like currency used, years covered, etc.)*
4. Are all the information given in the table?
5. What data is missing?

Practice this type of exercise with other tables (any of your choice), and try to describe them using the questions on this assignment as a guideline.

Read the text and answer the following questions:

He rode his bike every day following the same route. The young girl always spied on him. He couldn't see her because of the fences separating them. She savored his every move as if they were giving her a reason to breathe. As the days passed, she would wait for him to walk by. A shy young child's love is so pure and innocent, what is not to like about it?

# Track 6-1 - Exercise 1: Test Your Reading Comprehension (*cont.*)

**1. If the above text is extracted from a novel, it then must be:**

- A) Aimed at entertaining you.
- B) Aimed at cultivating you.
- C) Summarized so you'll have an idea what the text is about.
- D) Just for practice—our mind needs it to be stimulated.
- E) None of the above.

**2. How would you summarize the text?**

**3. What are the key words or key phrases in the text?**

**4. What reading technique do you use here?**

**1. Terminology concerns content in forms of data in a table.**

- A) True
- B) False

**2. Reading is a science—you have to acquire certain techniques in order to master it.**

- A) True
- B) False

**3. The PRAM technique is more effective than any other technique.**

- A) True
- B) False

Do you believe that the following sentence is a correct statement? If yes, justify your answer.

**Reading is a science—you have to acquire certain techniques in order to master it.**

*(Hint: What is the key word in the sentence?)*

1. Does the key word influence the truth of the statement?
2. What do you think should be the appropriate sentence?



Analyze the following text:

The year 2001 was a great year for the economy. In fact, the rate of job creation was high compared to previous years, and consumer indexes also rose considerably. These are very favorable stimuli for the economy as a whole, as supply and demand become so dynamic that all economic factors become perfectly synchronized.

1. Identify the key words.
2. Write a short summary about the text in 15 words.
3. What is the text about?
4. Identify difficult or technical terms.
5. Can you rewrite the text with your own words? How long does it take you to do that?
6. What reading technique did you use to save you some time?