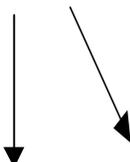


Skimming and Scanning to Preview Text

Skimming	
What is it?	When you SKIM, you read quickly to get the main idea of a paragraph, page, chapter, or article, and a few (but not all) of the details.
Why do I skim?	Skimming allows you to read quickly to get a general sense of a text so that you can decide whether it has useful information for you. You may also skim to get a key idea. After skimming a piece, you might decide that you want or need to read it in greater depth.
How do I skim? Read in this direction. 	<ol style="list-style-type: none">1. Read the first few paragraphs, two or three middle paragraphs, and the final two or three paragraphs of a piece, trying to get a basic understanding of the information.2. Some people prefer to skim by reading the first and last sentence of each paragraph, that is, the topic sentences and concluding sentences.3. If there are pictures, diagrams, or charts, a quick glance at them and their captions may help you to understand the main idea or point of view in the text.4. Remember: You do not have to read every word when you skim.5. Generally, move your eyes horizontally (and quickly) when you skim.

Scanning	
What is it?	When you SCAN, you move your eyes quickly down a page or list to find one specific detail.
Why do I scan?	Scanning allows you to locate quickly a single fact, date, name, or word in a text without trying to read or understand the rest of the piece. You may need that fact or word later to respond to a question or to add a specific detail to something you are writing.
How do I scan? Read in this direction. 	<ol style="list-style-type: none">1. Knowing your text well is important. Make a prediction about where in a chapter you might find the word, name, fact, term, or date.2. Note how the information is arranged on a page. Will headings, diagrams, or boxed or highlighted items guide you? Is information arranged alphabetically or numerically as it might be in a telephone book or glossary?3. Move your eyes vertically or diagonally down the page, letting them dart quickly from side to side and keeping in mind the exact type of information that you want. Look for other closely associated words that might steer you towards the detail for which you are looking.4. Aim for 100% accuracy!

Types of Organizational Patterns (and How to Find Them)

<p style="text-align: center;">Spatial Order</p> <ul style="list-style-type: none"> • What specific person, place, thing or event is described? • What details are given? • How do the details relate to the subject? • Does the description help you to visualize the subject? • Why is the description important? • Why did the author choose this organizational pattern? 	<p style="text-align: center;">Spatial Order</p> <p>Information and ideas are arranged in an order related to the geographic or spatial location (e.g., left to right, top to bottom, foreground to background). This pattern is often used in descriptions, maps, diagrams and drawings to help to record spatial details.</p> <p>Signal Words: above, across from, among, behind, beside, below, down, in front of, between, left, to the right/left, near, on top of, over, up, in the middle of, underneath.</p>
<p style="text-align: center;">Order of Importance</p> <ul style="list-style-type: none"> • What is the main idea? • What are the important details? • Are there examples, facts, or statistics to support the main idea? • What is the most important detail? • What is the least important detail? • How are the details organized? • Why did the author choose this organizational pattern? 	<p style="text-align: center;">Order of Importance</p> <p>Information and ideas are arranged in order of importance (e.g., least important to most important; or the 2-3-1 order of second most important, least important and most important). This pattern can be used in persuasive writing, reports, explanations, news reports and descriptions. Pyramid, sequence and flow charts are examples of visual organizers.</p> <p>Signal Words: always, beginning, first, finally, following, in addition, most important, most convincing, next.</p>
<p style="text-align: center;">Cause/Effect</p> <ul style="list-style-type: none"> • What process, event or subject is being explained? • What is/are the cause(s)? • What is/are the effect(s)? • What are the specific steps in the process? • What is the outcome, product or end result? • How does it work or what does it do? • How are the causes and effects related? Is the relationship logical? • Why did the author choose this organizational pattern? 	<p style="text-align: center;">Cause/Effect</p> <p>Details are arranged to link a result with a series of events, showing a logical relationship between a cause and one or more effects (e.g., describe the cause first and then explain the effects, or describe the effect first and then explain the possible causes). It is sometimes called a problem/solution order or process order, and may be used in explanations, descriptions, procedures, process reports, and opinion writing. Cause-and-effect charts and fishbone diagrams can be used to illustrate the relationships.</p> <p>Signal Words: as a result of, because, begins with, causes, consequently, due to, effects of, how, if...then, in order to, leads to, next, since, so, so that, therefore, when...then.</p>
<p style="text-align: center;">Generalization</p> <ul style="list-style-type: none"> • What generalization is the author making? • What facts, examples, statistics or reasons are used to support the generalization? • Do the details appear in a logical order? • Do the details support or explain the generalization? • Why did the author choose this organizational pattern? 	<p style="text-align: center;">Generalization</p> <p>Information is arranged into general statements with supporting examples. The pattern may be general-to-specific or specific-to-general. Generalizations may appear at the beginning or the end of a report, essay, summary, or article. Webs, process charts, and pyramid charts help to record the causal sequence that leads to a specific outcome.</p> <p>Signal Words: additionally, always, because of, clearly, for example, furthermore, generally, however, in conclusion, in fact, never, represents, seldom, therefore, typically.</p>

Types of Organizational Patterns (and How to Find Them)

Time Order

- What sequence of events is being described?
- What are the major incidents or events?
- How are the incidents or events related?
- What happened first, second, third, etc.?
- How is the pattern revealed in the text?
- Why did the author choose this organizational pattern?

Time Order

Details are arranged in the order in which they happen. This is also called chronological order, and is often used in incident reports, biographies, news articles, procedure, instructions, or steps in a process. Visual organizers include timelines, flowcharts, and sequence charts.

Signal Words: after, before, during, first, finally, following, immediately, initially, next, now, preceding, second, soon, then, third, today, until, when.

Compare/Contrast

- What is being compared?
- What is the basis for the comparison?
- What characteristics do they have in common?
- In what ways are the items different?
- Did the author make a conclusion about the comparison?
- How is the comparison organized?
- Why did the author choose this organizational pattern?

Compare/Contrast

Details are arranged to show the similarities and differences between and among two or more things (e.g., ideas, issues, concepts, topics, events, places). This pattern is used in almost all types of writing. Venn diagrams, graphs and cause/effect charts illustrate the comparison.

Signal Words: although, as well as, but, common to, compared with, either, different from, however, instead of, like, opposed to, same, similarly, similar to, unlike, yet.

Classification

- What is being classified?
- What is the concept being defined?
- How are items being grouped?
- What are the common characteristics?
- What are the categories?
- What examples are given for each of the item's characteristics?
- Is the grouping logical?
- Why did the author choose this organizational pattern?

Classification

Details are grouped in categories to illustrate or explain a term or concept. This pattern is often used in descriptions, definitions and explanations (e.g., a writer describes each category, its characteristics, and why particular information belongs in each category). Classification notes, column charts, T-charts, tables and webs can be used to group ideas and information.

Signal Words: all, an example of, characterized by, cluster, for instance, group, is often called, looks like, many, mixed in, most, one, part of, the other group, resembles, similarly, sort, typically, unlike, usually.

Combined/Multiple Orders

- What is the topic or subject?
- What is the main idea?
- What are the relevant details?
- How are the ideas and information organized?
- What organizational patterns are used?
- Why did the author choose these organizational patterns?

Combined/Multiple Orders

Many textbooks and reference materials use many organizational patterns to present information and ideas. Sometimes a single paragraph is organized in more than one way, mixing comparison/contrast, cause/effect and order of importance. Tables and webs can be used to illustrate the links among different organizational patterns.

Look for the patterns and trends in the signal words.