

Speed Reading/Information Processing Workshop

[Introduction](#)

[Workshop Objectives &](#)

[Outcomes](#)

[Benefits](#)

[Training Method](#)

[Course Content](#)

[Direct Feedback](#)

SPEED READING



Introduction

Do these comments sound familiar?

- Too many e-mails, technical and non technical data to read and too little time
- Concentration and mind wander while processing
- Cannot remember what you have been reading
- Sore eyes and fatigue while you have been processing
- Skip reading because you have run out of time

How many of these problems do you encounter in your reading?

- Regression – re-reading the same thing two or even three times
- Sub-vocalisation – Sound of your voice while you are reading
- Word fixation – processing one word at a time
- Poor concentration – allows the mind to wander while you read
- Skipping and skimming – because you are running out of time
- Word reversal – reading the words in the wrong sequence
- Poor memory – quickly forgetting information that has been read

Workshop Objectives and Outcomes

The overall aim of this workshop is to implant techniques of more effective processing of written material as an automatic skill.

Expected Outcomes

Following the course participants will:

- Be more effective in the use of their time through processing information faster.

The average person assimilates information at around 200-300 words per minute, and after the program their speed typically doubles and comprehension increases. However, improvements of over 1000 wpm with high comprehension are achieved by some participants.

On a recent course an attendee achieved the best performance I have seen. This person commenced at speeds around 650 wpm and after some training achieved 1000 wpm with high comprehension and did not drop below that figure for the two days, peaking at 1500 wpm with high comprehension!

- Understand and analyse written material better
- Discriminate between important and less important material
- Concentrate more effectively
- Improve comprehension and learn techniques to improve memory
- Improve confidence to read faster and comprehend more.

Training Method

As well as Australia, where this program was originally developed over 30 years ago, it is now being run in nine countries around the world. For those thinking of a one day program, we have found that similar results are not achieved in one-day, most people reach their Peak Performance on the second day.

The program is ideally run over 2 consecutive days, but this can be tailored to suit your needs. Attendees will learn their new processing skills with the aid of reading rate accelerators, eye exercises and at least eleven comprehension exercises to monitor progress.

Everyone is encouraged to progress at their own natural pace, and the course is not competitive. Each member receives comprehensive course notes for future use.

A senior executive from an oil company calculated that this workshop saved him 8 hours a week!

Course Content

The program covers the key elements of an effective reading plan, including:

- Correct eye movement for processing information
 - Factors affecting concentration and comprehension
 - Techniques to improve memory
 - Rate variation to cater for different types of material read for different purposes
 - Skimming and scanning for fast reviewing
 - Note-making methods such as mind mapping
-

Speed Reading/Information Processing

Direct Feedback from attendees of this workshop run by Paul Chatfeild-Clarke:

“ Excellent! Really appealed to my learning style.”

- Techniques for speeding and memory
- Reading is not memorisin
- Difference between silently vocalising and hearing.”

Nicci

“Have achieved objectives – increased speed while maintaining and improving comprehension. Have knowledge of the techniques and confidence that they work.

- Rate variation
- Document analysis techniques
- Skimming and Scanning
- Use Mind-Mapping for memory techniques

Paul has an interesting and informative style.”

Stephen

“I have really improved my speed and discipline.

- Mind mapping, skimming and scanning
- Memory techniques

Manner of instruction was excellent, relaxed, informative and interactive."

Jan

"Doubled my reading speed and maintained comprehension.

- Chunking
- Key words and use of peripheral vision

Good style and manner."

David

"Yes, managed to substantially improve speed and comprehension.

Paul was excellent, fair and entertaining."

Martyn

“Very informative and enjoyable.

- Preview documents – don't just read
- Don't read word by word – 3 faults!"

Graeme

“ Excellent – I found Paul was very informative and related well to the group.

- Discard old reading style
- Adopt and practice new style
- Set own targets to achieve."

Colin

