



How to read 10 books (or thereabouts) in an hour

Skimming Getting a feel for the main ideas and arguments of the text by reading just the key elements

For **books**, read the following in descending order...

- The contents page
- First and last paragraphs of introduction
- Any descriptive headings in introduction
- First and last paragraphs of conclusion

If you're interested in the topic covered by a particular chapter, use the same technique:

- First paragraph
- Last paragraph
- Any figures or graphs
- Headings

To take it further (if you want to spend more time on a chapter or section):

- First sentence of each paragraph

For **journal articles**, read the following in descending order...

- Abstract
- Any figures or graphs
- Introductory paragraph
- Final paragraph
- Headings

To take it further:

- First sentence of each paragraph

Scanning Seeking out specific facts/keywords to support your argument or to inform yourself more widely

Rather than reading word-by-word, run your eyes down the page

Often used when you know roughly what you're looking for already

Look for specific words, phrases or facts

Useful for locating new concepts or terminology in your field

Futureproofing Leaving your future self clues for why you found it useful (or not)

Annotate and **highlight** freely - 'gut' the text and pick out the sections that are relevant to your thinking

Answer back to the text - interrogate and question it. Maintain a polite but ruthless critical distance!

Tag your reading with keywords that are meaningful for you (on front page of printouts or in reference software entries). Try adding a priority ranking!

Similarly, **summarise** the main points and direction of each thing you read in a couple of sentences and keep your summary with the text or reference