

Practice skimming and scanning

Skimming and scanning are valuable life-long literacy skills:

- **Skimming** is reading to get the overall meaning of the text.
- **Scanning** is reading to search for specific information.

Create opportunities for ākonga to practice these skills in pairs or small groups:

- Look down a table of contents (or navigation headings online) to identify where to look in a larger text.
- Look down the page by reading the headings and decide whether the information will answer your question.
- Use a highlighter (real or virtual for online) to highlight key ideas.
- Annotate texts, using a notes function (online), or sticky notes to identify key ideas or specific answers to questions.
- Use a graphic organiser to record important ideas. Akonga can use these to make a plan for writing.
- Highlight unfamiliar words and make a personal glossary doc.
- For reading hardcopy, to help ākonga focus on the text and not lose their place, demonstrate how to move a pencil or pen along the lines in a smooth motion.
- On-screen reading – Use the highlighting or text-to speech tool to focus on important information only.

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