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## How to read better and faster pdf

Norman Lewis How to Read Better and Faster is a book that teaches reading techniques to its readers – techniques that can help them increase their reading speed and retention. This is a book that teaches readers not only how to read faster, but also techniques that can help them maintain what they have read. Speed reading techniques aren't just about counting how many words an individual can read in a minute. To actually read something says that it is important that the person understands what is being read. How To Read Better and Faster by Norman Lewis is based on the premise that one's reading speed is linked to concentration and retention. One cannot happen without the other. So, if a person's reading speed increases, a significant increase in his concentration and powers to maintain should also be noted. The book shows readers some practical ways in which they can increase their reading speed. It contains exercises that can be practiced to achieve an increase in one's reading speed. It defines goals and shows the reader different ways in which he can achieve these goals. This approach makes it easy for the reader to apply the skills taught in the book and check the results. Increasing their reading speed can be helpful in many situations – for students who go through a lot of study materials to prepare for their exams, for business leaders who have to go through a lot of notes and reports in one day, for researchers who have to go through piles of reference material, and the list goes on. The book also teaches readers how to look at a page and take in the main points, and how to build their reading vocabulary. Whether the reader just wants to scan a newspaper faster, finish a novel in a few hours, or go through huge amounts of reference material faster, this book is always useful. Publisher: Thomas Y. Crowell Company File sent to your email address. It may take up to 1-5 minutes before you get it. 什么是话题 无论是一部作品、一个人,还是一件事,都往往可以衍生出许多不同的话题。将这些话题细分出来,分别进行讨论,会有更多收获。 Reading is a skill that everyone can agree is important for knowledge and personal development. How good would it be if we could make it better? We should read every day, but it can be time consuming. In this post, we will share some lessons that you can use to improve your speed and understanding.6 simple tips on how to read better and faster1. Use a pointerThis tip is so good because you can literally implement it immediately. When you use your finger as a pointer, you can get through the page much faster. The reason for this is that your finger travels faster than your eye on a page. Your eye may be distracted. By following through with your finger you say your eyes were to focus on page.2. Read... A may seem obvious. Like any skill you get better the more you do. So if you read a book every now and then, you probably won't see much improvement. But if you spend hours a day reading, you will improve. Even without any added external factors.3. Read without sub-vocalizingI'm sure you can remember, when we were younger and we learned to read, we spoke the words aloud. Now as grown adults we don't do it anymore because it slows down our reading. But for most of us, this has still followed on, except that we don't vocalize the words, instead, we sub-vocalize. Doing it actually slows you down, because the extra step takes time. Just try to read in your head.4. Start with simpler materialsWhen you're actively trying to improve your reading speed, it's a good idea to start with simple materials, so you can improve your abilities faster that way. Starting with something scary like a physics textbook can set you off and just make you abandon the whole process altogether. As your skills begin to improve the simpler material, you will find that you are much better equipped to handle the complex material. You will find that you have developed a good foundation where you can get a lot of information quickly and efficiently.5. Read interesting materialRead something you like. You are much more likely to spend the time in – and the more time you put in the better you will be. Like all other skills, quantity will allow you to evolve and improve as quickly as possible.6. Have a positive attitudeIf reading seems like a tricky task for you, then you are less likely to follow through with it and do it every day. Which we discussed is an important step in learning how to read faster. Your approach to reading should be positive, you should be happy to pick up that book and have the opportunity to learn something new, be entertained or to simply broaden your horizons. The subject of the book doesn't even matter that much. If you approach a topic with a positive mind, and a willingness to give it a go, then the whole process will seem much easier for you. 7 There may be affiliate links on this page, which means we get a small commission of everything you buy. As an Amazon Associate we earn from qualified purchases. Please do your own research before making any online purchases. Do you wish you could finish books quickly and effortlessly? Looking to learn how to read faster while maintaining what you have learned? While most people believe that speed reading is a difficult habit to build, the truth is that it is an art that can be mastered with the right set of exercises and tools. You will find that with a little practice, you'll see that it's easy to glide through dozens of pages in a few short minutes. In this article, I'll go through a simple process you can use to learn how to read faster. Let's to it... (Side note: Another positive way to improve your life is to read and learn something new every day. A great tool to do this is to join over 1



million others and start your day with the latest FREE, informative news from this website.) Why should you build speed reading habit? Although I am not the fastest reader around, I have found that improving my speed reading skill has turned a switch into my brain that has had a lasting impact on every corner of my life. More importantly, I think it's a useful skill for anyone interested in personal development. Think about this: Think of a book that has had the greatest impact on your life. Imagine how your life would be different if you didn't read it. Once you learn that speed read, you effectively increase the likelihood that you will discover that next, good book. Imagine the ability to read ten, twenty or thirty more books this year without having to spend big chunks of your day pushing through the pages. If it only takes a book to change a life, thirty books can turn you beyond anything you ever thought you were capable of becoming. When you learn how to increase reading speed and understanding both, yours can read without loss. This is an important factor because you don't want to increase your reading speed but don't have the material you read make an actual impression. Do you want to build success habits that will improve your life? Then watch this video to get the 9-step process of building habits that stick: The 9-Step Process of Reading Faster (an overview) So let's break down the basics and dive into the good stuff... When it comes to speed reading, the two more important tools are your eyes and your mind. Your eyes see the words and your mind processes the sentences. Unfortunately, most people never push the boundaries of their eyes or mind. What happened instead was that they learned to read at a young age, slowly developed skill over the years and never felt there was a way to train to read faster. Think of it this way: In the military, higher education, surgery room and life-or-death situations, we consciously know that we want to prepare to the best of our ability. If reading a book has the power to change our future, why wouldn't we want to read at our best? In order to speed read, you need to pay attention to what your eyes are doing while reading. Your eyes must move from left to right to read a sentence. That part is simple, but most people seem to miss out on the fact that they can train their eyes to move faster. You can simply look at a sentence and scan it over from left to right as quickly as possible, and you would exercise the muscle that controls your eyeballs. So the first step to becoming a speed reader is to recognize that by exercising and practicing with this scanning movement, our eyes faster and more prepared read quickly. It is just like working out a muscle; do it constantly and it will grow stronger. Unfortunately, that's probably not how your eyes work yet. What probably happens is that when you read, you sometimes dart back to the left or jump forward slightly and have to adjust your eyes while you read. There's no fluency. More importantly, you probably never try to speed up the movement of your eyes. From this simple understanding, the trick is to create some new habits that will develop skill quickly, easily and enjoyably. Once it's done, the rest is a breeze. To give you an idea of what to cover, here's a great infographic that covers the basics of speed reading: by Mindflash; from Visually let's dive into the nine-step process... Welcome to the most difficult and crucial habit of tearing down. When it comes to reading, we are often limited by the time it takes for our subconscious mind to utter the words on the page. We don't tell them out loud, but our mind speaks them unconsciously: This is called subvocalizing. When we speak a word out loud, it takes some time to pronounce. However, we do not really need to express words when we read. We can simply absorb them. Have you ever found yourself reading a sentence silently, but your lips still mimicked what it would be like to say the word out loud? It's subvocalization. Unfortunately, the habit of speaking words when we read them is often so deeply embedded in our subconscious mind that the idea of breaking away from it seems impossible. A good trick is to pick out any word in this text and watch it for a moment in total silence. There will still be a small bit of sub-vocalization, but by just observing words without the desire to pronounce them, the new habit will begin to form on its own. A good tip to defeat this step is to start looking at and thinking about words without having to pronounce them. This part can feel obscure or abstract at first, and it is perfectly normal. All that you need to be concerned with is looking at words without a desire to hear how they sound. After some practice, maybe a few hundred words, you will begin to notice the difference between speaking the word unconsciously and simply letting it get into your mind. And when it's done, you've torn down the biggest barrier between yourself and speed reading. It may not be easy at first, but once you've beaten this part, everything else is cake by comparison. To learn more, here's a useful video on how to eliminate subvocalization: 2. Determine your current baseline Another crucial part of speed reading is the ability to recognize your own growth. Before you can measure your growth, you need a baseline. Then when you have a baseline to measure, you need to regularly measure your reading against this baseline. A resource to track your results is available on ReadingSoft.com, providing a quick, consistent measurement of how fast you read. By regularly taking the tests here, it will be much easier for you to realize that you are growing, and that will provide all the motivational fuel you need to keep going. The problem with understanding your own baseline is that it's hard to translate it into practical terms when a program says you read a certain amount of words per minute. It's a great place to start, but from a practical perspective, it's more important to know how many minutes it takes to read an average page. If the average person takes 5 to 10 minutes per page, a speed reader does not need much more than 2 or 3. This means that a 200-page book comes out to 400 minutes for a speed reader and 1,000 to 2,000 minutes for the average reader. This means that the average reader has to spend an extra 13 hours on the same book. It's more than half a day in lost time! However, it's not as easy as just jumping from being a 17-hour reader to a speed reader. There will be various obstacles in your way, but fortunately, most of them are easy to handle. 3. Use a Pointer, Indicator or Your Index Finger Use a finger to guide yourself while reading is often considered reserved for children and then forgotten when they have been pendant by reading. However, this trick will be well suited again while learning to speed read for some important reasons. The biggest and most important obstacle in speed reading is not learning new skills but removing old skills that work against us. One of these skills that works against us is our comfort in reading without a guide, but to learn as quickly as possible, using a guide is a must. It is absolutely not negotiable. If you were to observe me speed reading, you'd notice that I don't need to use a guide, but my eyes are constantly darting from the beginning to the end of the line. What you wouldn't notice is that I'm doing it at a very consistent speed. In other words, the time it takes me to cross a single line of text is mostly the same as I continue my way through the entire page. The exception here is when I have a revelation or get confused, but they are both still natural parts of the treatment. When using a wizard, your primary goal is to move the wizard at a very consistent pace. You should not stop your finger or slow it down. It should simply slide from one side of the text to the other at a very uniform speed. By practicing this way, you will be able to notice when you get stuck or lose speed much easier than if you simply tried to come along and move as quickly as possible. When you are just trying to move quickly, you can't possibly maintain a liquid and flowing shape Speed reading, because you will eventually hit your limit and jump over a word. This results in and reverse resulting in confusion. If you do this twice per page, it can easily add 30 seconds to each page or 100 minutes to a 200-page book. It's an hour and a half lost to back track over the course of an entire book. You need to learn to think of speed reading as a marathon rather than a race. 4. Focus on Control As you move through text, you will find that some sections of a book can be child's play to read through, while others are too full of useful information to read quickly. This is a natural part of reading, and the transition smoothly from thick material to simple reading is a measure of control. Remember, speed is not the only important part of speed reading: You still have to do the actual reading. Let's take two separate books to illustrate this point. The first book will be a thick, boring story textbook. If we needed to find specific dates and names within the book, it would be easy to just speed read through the pages while scanning for the names. If we needed to find the significance of these people and dates, we would need to slow down and absorb the material a little closer. Our second book is a book of fiction. It's a whimsical story about a family trapped on a mountain and the adventures they have trying to find their way away from it. Since our brain has the book, there is no real reason to control the reading process unless we understand part of the story. We can simply breeze through the text, let history fill our mind and slow down when we feel we've missed something significant. In this light, speed reading obviously has different implications for different books. The rookie makes the mistake of thinking that speed reading is all about speed, but it's basically about reading. The speed aspect is simply the ability to control part of how we read. 5. Train your eyes to minimize movement One of the biggest and easiest epiphanies in your journey to become a speed reader will be in recognizing how much your eyes move while you read. For the average person, their eyes can't keep moving in a single, fluid line without having to back off. If you start paying attention to your eyes, I can guarantee that you will start noticing how often you move back, then forward, then back again. In the long run, this adds whole hours to your reading experience, and it can even prevent you from finishing in the first place. Train your eyes without a book: A good exercise that doesn't require a book is to practice moving your eyes from left to right while moving your head from left to right. As you move, be sure to keep your eyes looking forward. Your head should move while your eyes remain still. After looking from left to right a few times, repeat the exercise, but let your eyes move with in the head. Your eyes should still be centered and not look or right. Finally, keep your head straight and look with your eyes to the left and right a few times. Your head should be perfectly in place while you gaze left and right in a horizontal line. By doing these exercises, you have just isolated all the key components of using your eyes to speed up reading. We have movement created by the head that does not affect the eyes, movement created by the head that is divided with eyes and movement created by the eyes that do not affect the head. Keeping your eyes fixed on the spot, as in the first exercise, helps with focusing on a single word or phrase that you might want to slow down to read. Moving your eyes with your head, as in the second sentence, helps to create relaxed and fluid movement as you transition from line to line or side to side. Moving your eyes independently, as in the third exercise, is the core of scanning from one side of the line to the next. By teaching your eyes to scan in straight lines and use the movement of your head to add the extra layer of control to the mix, you will be able to comfortably maneuver your eyes across the page at speeds you never thought possible. If you want one to practice this skill, here are eye exercises for speeding (with some seriously cheesy club music): 6. Skip small, unimportant words To understand how speed readers get so fast at moving through pages, it's absolutely crucial to realize that not every word is created equal. There are plenty of small, obscure little words that won't help you, and trying to force yourself to read them can only hurt. You can find an excellent example of this printed in the very first tips. The article provides an excellent example text that shows some words don't contribute very much to figuring out what the sentence says. If we go back to our understanding that an extra thirty seconds per page can translate into a full and a half hour, imagine what can be done when we eliminate all if, is, to, that and other small-but insignificant words. It follows the same concept to save time, but it is a completely different skill to develop. The best thing about skipping the little words is that they don't contribute anything useful, so skipping them effectively means you get more out of your reading experience. Cool, huh? By skipping words, we get more. Let it sink in for a moment. Training yourself to skip the little words is as simple as admitting that you don't have to pay as much attention to them. Simply allow your eyes to keep moving over the unimportant words. Over time, your brain will naturally learn to skip them for you, and you can scan sentences while skipping a significant amount of insignificance. 7. Practice Using Powerful Software The best tools for speed reading practices are simple, common apps that streamline the process learn the skill. There are a few different options to choose from, and most of them provide excellent features that allow them to be both an exercise in speed reading and a way to save time. The best speed reading tools are simple, common apps that streamline the process of learning skills. Accelerator is an iOS 8 app that lets you import articles, documents, and other texts and links to a speed reading practice app. It doubles in value as both a practice tool and a learning tool, because by incorporating articles you already want to read, the exercise doesn't feel boring or mechanical. Instead, it just feels like reading an article while working on your speed reading. Accelerator is highly recommended. Spreeder is an excellent tool that allows you to copy and paste everything you want into a small word processor. The app then takes what you've already pasted and turns it into its own practice, so you can pick and choose exactly what you want to both read and practice on everyone in the same app. It's a perfect choice for those who want to get a lot of value without ever spending a penny. Spritz App. Spritz as a little different than some of these programs. Spritz doesn't exactly teach you how to read faster it teaches us to use its software to reconfigure the things you want to read in a whole new way. Spritz's reading is about not touching your eyes. It flashes the words in from the eye, marking a letter to center each word to keep your eyes tracking the words as they flash past at what appears to be light speed. I've only tested it using the Spritz demo. But I found that I fully understand the text even at a blazingly fast 700 words per minute. But perhaps this reading can be tiring if you had to read an entire book's worth of material. Sprita is really one of the more interesting speed reading tools. For those with an eReader, ReadMe! is a fantastic choice. This app offers lots of functionality, but it is specially designed to help with speed reading via ebooks. Since modern technology has made e-books one of the most convenient ways to read, this one is extremely recommended for everyone from children to professionals. And finally, Acceleread is like a Swiss Army knife of speed reading tools. While most of the other apps listed here have import features or work with specific forms of text, Acceleread is a true-blue speed reading trainer designed with their own exercises. The goal of this one is to concentrate on the exercises themselves for faster growth, rather than importing text that you might want to read and getting you to practice with it. This one is like going to the gym for speed reading. Here are more speed reading apps we've reviewed. 8. Practice Scanning and Skimming Text By this point, you've already heard most of what you need That's right, you already understand skills needed to start speed reading. But practice really does perfect. To learn this precious skill, you need to start getting used to scanning through pages on pages of pages of words. At first, the skill will come slowly, but it will inevitably be easier for a few days. You'll be better off in five weeks than you'll be tomorrow, so relax and enjoy the ride; you'll get there eventually. For an amazing and more thorough write-up on the value of practice in speed reading, check out this excellent resource. It describes the type of practice you can do to develop your skills, but it also provides lots of different tips and perspectives to become a more refined speed reader as well. Just remember that practice makes perfect, and the time it takes to develop will fly right on. To learn speed reading, you need to start getting used to scanning through pages on pages of words. 9. Continue to Practice and Time Yourself If you've made it this far, congratulations: You have everything you need to handle this on your own now. It may seem like speed reading should be this ridiculously difficult skill to master, but it's not. It's just some important agreement and a lot of practice. At this stage, your primary goal is to time yourself regularly and continue to practice the techniques discussed here in the article. Consider bookmarking this for future reference, and come back every once in a while to read about the page and see if there's anything you missed the first time. In Closing It is important to realize that this particular guide may be the key you need to take your life to new heights. Think of the wealth of knowledge that has been written since people picked up the pen and got to write: It's all at your disposal now. You have everything you need to read through some of the most powerful and helpful books you can find, and you can do it faster than all your friends, relatives, acquaintances and enemies. All the information in this list has been invaluable to me. If I need to learn something about jet skiing, I can do it in record time. If I need to learn a language, I can scan the pages and find the most valuable information as quickly as possible. But most importantly, if I ever feel the desire to expand myself, I can do it in a reasonable amount of time. It doesn't take me 15 hours to get through a simple book anymore, and it's a profound change. I can't imagine where my life would be now if I had never learned to read faster. I really hope you enjoyed this tutorial and wealth of information, and I wish you good luck in your journey to faster reading that suits you best. If you are wondering if it is better to read in the morning or at night, check out this article. Feel free to share this with any of the friends who want to learn, have to discover their passion or who you personally think would like this. I'm very interested to hear your opinions on this piece as it hit close to home, so please feel free to release a comment, and you can be sure I'll read through it very, very quickly. It was a speed reading joke. ☺ Finally, if you want another positive way to improve your life, then read and learn something new every day. A great tool to do this is to join over 1 million others and start your day with the latest FREE, informative news from this site. Website.

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