

Special Factors of Reading Rate

Item	Never	Seldom	Often	Usually	Constantly
1. Measure your rate of reading at least once every three or four months in terms of average number of pages per hour or average number of words per minute; use reading material of a general character each time and read at the maximum rate which enables you to understand and reproduce the content					
2. Graph your progress in rate of reading from time to time.					
3. Make rapid reading a conscious aim; measure your rate of oral reading in the same way that you measure your rate of silent reading, then strive to make your silent reading rate three to four times as rapid as your usual oral rate.					
4. Read at different rates of speed on different kinds of material, but try to average at least 250 words per minute on textbook material of average difficulty.					
5. Keep forcing yourself to read rapidly, being careful at the same time to insure adequate comprehension; read under pressure.					
6. Try to shift the eyes and visual attention to advantage in perceiving material by focusing attention upon the principal or key words, and by sliding over propositions, articles, etc.					
7. Practice reading by paragraphs rather than by sentences					
8. Get a definite question in mind and skim the pages of the reading materials to find clues to the answer					
9. Skim about two pages of reading material per minute and write down all you can recall of the material					
10. Read new and unusual material, formulas, difficult phrases, etc., at your average speed first, then study them more slowly later					
11. Strive consciously to reduce vocalization, lip movements, and inner speech; relax the throat muscles when reading. .					
12. Avoid reading so fast that you merely skim the materials without getting adequate comprehension or meaning					