OVERVIEW:
Effective Reading for Business

TLR GROUP (PTY) LTD
The Learning Revolution

A structured approach to improving reading efficiency,
empowering individuals to read faster while maintaining comprehension and retention.

Learning how to speed read is a physical skill that trains the eye to keep pace with the rapid rate at which the brain is capable of processing information.

Success is determined by the speed at which information is processed. We are all born with the ability to read at speed. By re-awakening and developing this skill, we open up many windows of opportunity and potential. The ultimate goal of the programme is to help individuals to integrate

Module 1	Getting Started

In order to read at speed with high levels of comprehension, you need to trust your brain's capability; knowing that the brain is better able to remember information in excess of 500 words per minute.

- Introducing the concept of effective reading
- Establishing current reading speed and comprehension
- Understanding why we read so slowly
- Understanding regression, fixation and sub-vocalisation
- Is it possible to change old reading habits?

Module 2	Putting it into Practice

Research shows that the only effective way to increase reading speed is to move the hand and the eyes down the page at rates faster than those at which comfortable understanding can be reached . . . or even faster than any understanding seems possible.

- The effective reading process
- Mastering practice
- Using your hand as a pacer
- Creating mind-maps

Module 3	Comprehension and Recall Skills

Recalling information is about bringing it back in your own words and telling a story. What few people realise is that recall is part of a chain of events. Memory can progressively improve if the mind is trained to remember.

- The recall process
- Understanding that our ability to recall information is part of a chain of events

Module 4	High Priority Reading

High priority reading differs from other kinds of reading. When researching, preparing for meetings or presentations, we need to consider purpose, method and demands. Business professionals often fall into the trap of skimming and scanning information as a short-term solution; which results in poor retention of details and jumbled recall. This module shows delegates how to apply speed reading techniques to various types of reading material, such as academic texts, articles, professional documents, contracts, and study material.

- The purpose, methods and demands of high priority reading
- Studying and the use of time
- Multi-level reading
- A flexible approach to reading
- A practical process for research and study

Module 5	Newspapers, Magazines and Computer Reading

Information contained in newspapers, magazines and the internet make up between 50 and 90% of daily business reading. They are so much a part of business life, yet few of us get around to reading through this information.

- How to read a newspaper effectively
- How to get the best out of industry magazines
- How to read off a computer screen
- Strategies for maintaining and reinforcing speed reading skills
- A final read to determine new reading speed and comprehension levels