**Scanning vs Skimming**

**Lesson Title: Scanning Skimming Reading Techniques for Efficient Information Retrieval**

**Scanning Strategy**

**Definition**

 The Scanning reading technique is a valuable skill for students to quickly locate specific information in a text without reading it in its entirety. This technique is particularly useful where students often have to go through large volumes of l content.

Scanning is defined as reading rapidly a passage to get a specific piece of information or to find the answer of a particular question. Scanning is a focused search for specific information (Merry and Brenda 1986)

According to Erik.H (2008) scanning is one of the reading skills you require to locate information quickly in the index of a text book. To do so he suggests; identify the key words in the research item. Then let the eyes go up and down the index columns until you find references beginning with the key words, then focus more finely to search for the specific reference you want.

Mildered R (2009) explained scanning strategy as“*scanning involves rapid reading to locate answers to very specific questions concerned with matters such as names, dates, or telephone numbers*”. Lakshmi (2007) added that scanning is also a skill which demands a quick answer to question from the passage or chapter or even the complete book. In scanning you look for a particular word or a set of words, ignoring all else, and glancing over the page rapidly

Ward‟s (1998) definition is that scanning involves running the eyes down the printed page, looking for specific bits of information, key words or phrases. For him it is useful for locating statements, definitions, formulas, dates, telephone number or other specific items which require little if any context. He added that “*scanning is useful for finding answer to simple questions and permits the eyes to move rapidly down the page searching for the answer. Once it is found, reading stops”*

 Yan Shan (2009) also said that *“scanning is helpful technique when students are looking for answer to a particular question. Scanning involves moving through the passage seeking specific words and sentences* ”(Yan, P.165) 19

Scanning technique covers a great deal of material in order to locate a specific in order to locate a specific fact or piece of information. The student just read based on the information they need (Li‟ismawati et al 2014). Scanning involves searching for a particular piece of information in a text, such as looking for a particular name or a particular number. Effective scanning depends on good careful reading and skimming skills (I.S.P. Nation 2009).

Warren R (2016) argued that *“scanning may be similar to skimming but you are mainly looking at facts that are in the text. You are not reading text at all but instead you are only reading specific information”*

**The Purpose of scanning strategy**

 the main purpose of scanning is to find specific information in limited period of time. Scanning is also is used to determine whether a particular piece of information will answer one of the given questions (Yan Shen 2009). Scanning involves the identification of the paragraphs or sections that most probably contain the information you need and then look quickly through them vertically; seeking key relevant words (Susan 2005)

**The step-by-step process of scanning:**

Set a Purpose: Understand why you are scanning the text.

Focus on Key Elements: Look for headings, subheadings, bold text, and lists.

Use Keywords: Identify and use specific keywords or phrases to guide your search.

Move Quickly: Scan the text swiftly, using your finger or a cursor to guide your eyes.

Stop and Read: When you find relevant information, read that section carefully.

**Skimming Strategy**

**Definition**

 Skimming is defined as a quick movement of the eyes through a text or article in order to get the gist or the main idea of the text. It is reading sections only, skipping to find the next section of interest (Stephen 2001). Skimming is reading at fastest speed which a person can accomplish, it is used when a reader wishes to cover material in a hurry (Lakshmi 2007). According to Mildered R (2009) skimming is a quick type of superficial reading that completed in an effort to get the overall gist of the material. Ward (1998) claimed that skimming is reading at the fastest possible speed to get important information quickly, it is a selective process of looking and reading, when skimming the eyes sweep down the printed page without actually reading every word. For him skimming is an organized search for seeking information about an article, chapter, or a book.

 Yan Shem (2009) explained that *“skimming is a fast-reading skill that does not require reading word by word, but it does require a high degree of concentration”* (Yan.P.164), Robert (2011) added that *“skimming is a form of speed reading that is useful for extracting the main idea and supporting details from a reading selection*”. Chris (2012) admitted that skimming is used to get an overview in very short period of time. When people skim a text they are not searching for specific information, but rather to determine if the information is relative to what they are searching for.

 Li‟ismaawati et al (2014)argues that: *“skimming is a method of rapidly moving the eyes over text with the purpose of getting only the main ideas and a general overview of the content. It indicates that the students avoid reading a whole text but have to read selectively to get general information of a text*”

 Warren R (2016) describes that: “*skimming is reading that looks only for general idea of a reading material. It is just like what the word is, you are just reading parts of the story, article, or report in generalized manner. It is used when the selected material for reading is quite long”*

**The Purpose of skimming strategy**

The purpose of skimming strategy is helping students to read more actively and to find the general idea or the main idea of each paragraph.

 Martha and Maxwell (1972) in their research about skimming and scanning claims that *“the goal and perhaps the result of developing effective skimming and scanning techniques is to get the student to read more actively”.*

 Robert (2011) also says “*the purpose of skimming is to locate the topic sentences, the main idea, and some of the major supporting details*”.For Mildered R (2009) skimming is useful to determine whether the material is worth reading. Skimming involves reading the first sentence of every paragraph or section, in addition to the chapter headings and all headings in bold print; as well as the reading of the introduction and the conclusion. (Susan 2005). I.S.P. National (2009) suggestes that *“being able to skim text is a useful skill because skimming can be used to help decide if a text or section of a text deserves careful reading”*

**The step-by-step process of skimming:**

Set a Purpose: Understand why you are skimming the text.

Examine the Layout: Look at headings, subheadings, and formatting features.

Read Quickly: Read the first and last sentences of paragraphs to get a sense of the content.

Scan for Keywords: Identify and use keywords or key phrases to guide your skimming.

Review Graphics: Look at images, tables, or diagrams to gather information.

**Differences between Skimming and scanning**

According to Tina (2003), the difference between skimming and scanning is that when you scan for information you are looking for something very specific, such as a telephone number or answer to a particular question, you generally stop once you have it. Skimming is used when you are seeking more of a general impression of what the text is about.

Skimming and scanning are two valuable techniques which can help the reader to read faster. Skimming is a rapid reading technique wherein the eye of the reader keeps floating over the reading material and scanning is a technique to find the facts in a very fast manner. Parmila and G.C. Ahuja (2007) suggeste that

 *“skimming is quickly reading topic sentences but skipping over large sections of material. It is a sort of reading that is used to survey a selection to get an overall picture of its holdings. This is the first stage for scanning. Scanning becomes easier if the skimming activity has been performed earlier”* (Parmila &G.C.Ahuja. P154) 21

They add: *“skimming and scanning are two very important and useful advanced reading skills which help the reader to read in fantastic speeds. Skimming demands fast moving of eyes down a page in zigzag manner looking for some words or phrases, or sentences here and there to get the kernel of the material; scanning demands a quick answer to a specific question from a passage or a chapter”*

 According to Thomas (2010) Skimming is looking over material quickly to locate specific data and scanning is attempt to get a basic understanding of the objectives and the important points of the material you are going to read.