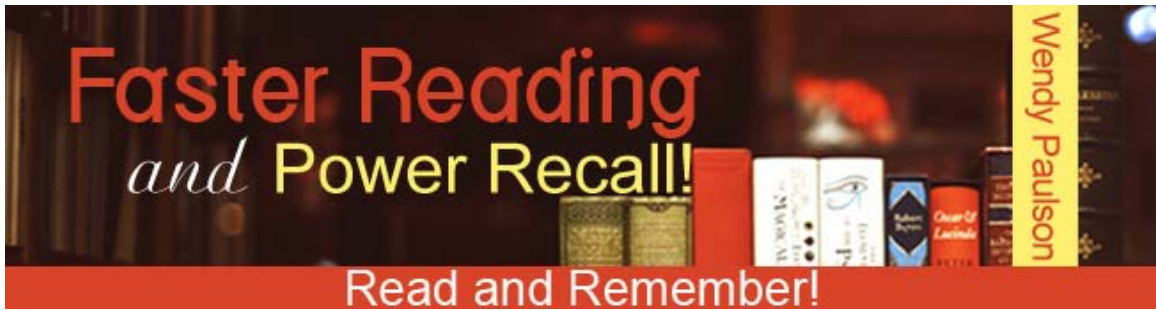


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### **Recommended Resources**

- [Web Site Hosting Service](#)
- [Internet Marketing](#)
- [Affiliate Program](#)

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## Contents

<b>Please Read This First.....</b>	<b>2</b>
<i>Terms of Use.....</i>	<i>2</i>
<i>Disclaimer.....</i>	<i>2</i>
<b>Contents .....</b>	<b>3</b>
<b>About the Author .....</b>	<b>5</b>
<b>Introduction.....</b>	<b>6</b>
<b>How We Read .....</b>	<b>7</b>
<b>Current software for faster online reading .....</b>	<b>8</b>
<i>Spritz.....</i>	<i>8</i>
<i>Accelareader .....</i>	<i>9</i>
<i>Spreeder .....</i>	<i>9</i>
<i>Zabaware's Text to Speech Reader .....</i>	<i>9</i>
<b>Health.....</b>	<b>10</b>
<i>Eye Health .....</i>	<i>10</i>
<b>Skimming - “Skimpy Reading” .....</b>	<b>12</b>
<b>Using a Focus Point .....</b>	<b>13</b>
<b>Grouping Words.....</b>	<b>14</b>
<b>Sub-vocalization .....</b>	<b>15</b>
<b>R.S.V.P. ....</b>	<b>16</b>
<b>The Limits of Fast Reading .....</b>	<b>18</b>
<b>Health Tips for fast Readers .....</b>	<b>19</b>
<b>Improving Your Results .....</b>	<b>20</b>
<b>Common Reasons for Low Results.....</b>	<b>21</b>
<i>Give it Time .....</i>	<i>21</i>
<b>Learn Speed Reading Faster.....</b>	<b>22</b>

*Speed isn't Everything* .....22  
*Habits are Hard to change!* .....23

**Resources** ..... 24

*Speed Reading Tests* .....24

**Test Your Reading and Comprehension**.....25

*Using the Test Articles*.....25

**Test Article #1** ..... 26

*Saving Money on Your Groceries* .....26

**Test Article #2** ..... 28

*Organize Yourself*.....28

**Read on, Faster and Better!** ..... 30

## About the Author

Wendy Paulson loves to read but found the pressure of her work and family left little time for leisure reading.

When she did get some time, she usually was too tired to enjoy it like she used to!

As she moved up in her career, the amount of serious reading increased and the time available shrunk even more.

She also noticed that children were bringing home more schoolwork and having difficulty coping with it.

Wendy said, "I'd heard about speed reading systems and started to look for something which could help me work better and give me back some of my scarce me-time."

Wendy was impressed with the claims and endorsements which the various methods attracted, but the results varied a lot for her.

Wendy said, "I found that some systems worked better for different people. But, there were also ways which almost everyone could improve their reading and recall."

"So, I started writing this book to share what I learned and help others improve their results without the number of false starts and disappointments I had at first!"

Wendy is confident that anyone that reads her book will find the old and new ways of increasing their reading speed, retention and recall easier to understand and use.

## Introduction



As the tide of information keeps increasing, people like you and I are under increasing pressure to keep up and produce more with less.

My book, "Faster Reading and Power Recall", will give you simple tips and strategies for dealing with

the flood of data more effectively and in less time!

I've used my own experience and research to help you save time, find methods which will best suit you and avoid spending energy and money on false hopes.

I've got information and feedback from many colleagues, experts, friends and contacts about their experiences for which I am very grateful.

I wanted to handle the flood of information on my desk better and get back some personal time so I could enjoy leisure reading more.

I found there were some great ideas which could help you, whatever sort of information you need to read and work with. A lot of the tips will help students as well! There were also some disappointments and unexpected surprises.

Two main points were that new technology isn't always better than older ways and you don't have to spend much money to read and recall much better. You can also spend a lot of money and not be any further ahead!

Almost everyone can improve their reading speed and retention of the important information fairly easily. But, it will take some effort – there's no magic pill! The sooner you start, the sooner you see results. Some methods are more effective than others. But you will find ways here which help!

***Wendy Paulson***

## How We Read

I'll lay out the basic steps so that you understand what terms I use. That will make it easier when you read my explanations later in the book.

We focus on the first word or several words of the text.

That's called a "fixation". We move our eyes to the next word or group. After a few repetitions, you pause to absorb the information you recognize during that sequence.

Each of the movements in the sequence and our pauses contribute to the time we take to deal with the text. If we take more words in each fixation or need less of those pauses, our reading rate goes up.

Another factor is the fact that we all say the words we read very quietly to ourselves. This is because we are taught to do this in school. It helps us to be able to understand the meaning of the words and relate them to each other. But, it does take time when we are reading so much material every day.

Various speed reading systems offer ways to reduce the amount of time for each of those actions.

We all have different skills and so may find different programs or methods work better for us than other people.

I have covered a few current popular digital aids to faster reading and comprehension and a number of techniques which have been widely used. I have tried to give a balanced review of each so that you can make up your own mind without wondering if I have a bias for some over others.

## Current software for faster online reading



I have selected a few of the programs currently available to give you an idea of the options you have already.

The field is crowded and I chose these on the basis of reviews and my own opinion as well as feedback from experienced people I know.

I have not evaluated all the programs personally. You should do some checking before making any choices.

I have not favored any of the programs when selecting their positioning of these lists for any reason. In a later section, I will suggest some factors you might want to review before making your own choices.

My experience with the programs and apps was positive. The concerns I have are will some of the claims made be as effective as they say.

### *Spritz*

<http://www.spritzinc.com/>

Spritz is a patented technology which can be used to produce software that lets almost everyone read any text available on the Internet at a higher than normal rate.

Using Spritz technology to do this is called "spritzing". They say it describes the spraying of one or more words at a time on their R.S.V.P. display so you can absorb it instantly!

At the time of writing, Spritz offer their own bookmarklet which you can add to your web browser's bookmark bar.

Then, you can go to almost any website, highlight any text on it and use the "bookmarklet" to read the text fast.

Other software developers are using the Spritz technology to produce their own apps and some companies are producing their own technology with



similar features.

### *Accelareader*

<http://www.irisreading.com/>

**Accelareader** is another free program which provides an **R.S.V.P.** interface which you copy and paste your text into. The system has several selectable options apart from the display speed. You can select the number of words which can be displayed at each flash, words per minute, text size etc!

### *Spreader*

<http://www.spreader.com/>

This free online speed reading software is offered by the company who sell their 7 Speed reading software.

Spreader can be used to read text from most web sites and any document you can load in to your web browser.

### *Zabaware's Text to Speech Reader*

<http://www.zabaware.com/reader>

Zabaware's Text to Speech Reader speaks the selected text to you as well as providing an R.S.V.P. display.

This comes free with some generic voices also at no cost!

You can also opt to buy higher quality voices to use with the advanced version of the program called "Ultra Hal Text-to-Speech Reader".

You might also use this program to convert text files to audio (MP3) files!

## Health



Your health is a prime factor in your ability to improve your reading and use what you learn from it.

Some of the important things which will define your success include:

**Water.** A number of small drinks through the day are better than fewer large amounts with your meals.

**Sleep.** Most people have incurred a sleep debt through interrupted and missed sleep which can affect their ability to perform adequately and undermine their health long-term.



Power naps can help but they are not a substitute for proper sleep of at least six uninterrupted hours each night.

The six hours will enable at least one complete sleep cycle, so the body can rest and repair itself.

This also gives your brain time to properly absorb information which you have learned the previous day.

Avoid listening to music or reading in your bedroom. That will keep your mind and muscles active when you need to prepare yourself for rest.

### *Eye Health*

I'd advise that you get a full check of your eyes before starting your fast reading efforts.

Our eyes are often overworked and under-appreciated.

We could even damage them by not having a check before putting them to use in new ways which may add more strain and even pain.



## Skimming - “Skimpy Reading”

A technique which is used in some speed reading systems is skimming.

It lets the reader cover large amounts of text by focusing on important words and skipping others.

You focus on the main factors of the subject and ignore as much as possible the incidental text.

This is a low-quality technique compared with others.

It's only good for getting a quick overview of the content and finding important facts or references among large quantities of low-value content.

But, it's ideal for reading popular magazines or material you read before, then filed away.

To skim, just sweep your eyes across the page.

Imagine you're sweeping.

Don't focus on each word or line. You're sweeping up rubbish, looking for the odd gold nugget!

Some types of speed reading use a skimming technique where the reader views the central section of each line and moves their head down but not side to side while reading.

They usually draw two vertical lines so each line of text is divided into equal thirds.

Then, you keep your eyes focused on the central third of the text and letting your peripheral vision convey the text in the ends of each line to your brain.

This is claimed to reduce the amount of unnecessary words which you read but it's a technique which takes some time and practice to become useful.

Skimming lets you review the text in less time once you have become at ease with the technique but it doesn't make you a faster reader overall.

It also gives you a lower comprehension. You don't get the depth of material stored in your subconscious for later review. It is still useful as I described.

## Using a Focus Point

This technique is intended to keep you focused on the material.

Some people use their finger or a pencil to help focus their eyes on the material as they read through it.

This is a classic technique with a number of positives about it.

The pointer focuses your attention.

It reduces the times you move back to review something you already scanned. This is a common mistake we make which is called "regression". It increases the time we take to read and reduces the strength of our recall of the material.

It makes it easier for some people to start focusing on groups of words rather than each word separately, which can boost your speed a little.

As we start to reduce the time we are focused on each word or group, we start to reduce the amount of sub-vocalization of the words as we read.

## Grouping Words

The traditional system for learning to read starts with learning some letters and then combining them to make simple words.

When we start to read, we are taught to read each word and also about how the words are combined.

One easy technique for faster reading is to learn to focus on words in groups rather than letting our eyes focus on every word by itself.

The idea is that we reduce the number of fixations and we let our brains absorb the words as groups. That should reduce the time to gather the words and process them.

If your eyes are in good shape, you will be able to see and process more than one word at a time by using your peripheral vision.

This will enable you to process them as groups and also reduce the amount of time and level of the sub-vocalization.

Many advocates of faster reading believe that this process makes our reading much slower but does not add enough value.

Many researchers believe that sub-vocalization is important in the initial processing of what we read and we should not try to eliminate this step.

I'll discuss this in the next section.

## Sub-vocalization

Sub-vocalization is the process of saying, almost under our breath, each word we read.

This process is encouraged by the way we are taught to learn, combine and use words in our early school years.

Many speed reading coaches teach various ways of reducing sub-vocalization but some researchers recommend that we don't eliminate it as it helps our processing of the information we are reading.

I feel that we can achieve respectable results without trying to disable this natural process.

Many of the methods of reducing sub-vocalization involve using either sounds like humming, singing a continuous tone or playing music.

I'll leave it for you to experiment with these if you wish. My own view is that they could be a distraction and may actually impede the improvement you seek with the faster reading process.

My teacher pointed me to reports about recent research which said multitasking is counterproductive and was based on incorrect reading of the original research.

So, I think we're better off focusing on reading and improving our systems rather than adding a distraction.

## R.S.V.P.

R.S.V.P. is the acronym for Rapid Serial Visual Presentation when referring to speed reading.

This is the display format used for the avalanche of applications which are appearing and improving to provide a new way to read text online.

I have included some information about a few of the well-known apps and software systems available right now.

The possibilities for rapid improvement are obvious.

This method does not help with reading paper-based text but will help you with almost anything on the Internet or which you can import as a digital file to your computer or other device!

Most of the suppliers are offering free applications which have attractive features.

Some already have commercial applications on their sales pages.

Spritz have confirmed they are researching how to deliver advertising through at least some of their software and I expect the other suppliers will be adding paid features to theirs in due course.

The R.S.V.P. products I've seen so far use a small screen to display one or more words at a time.

The viewer can set many options including the speed (words per minute, font size etc., and also see their performance details after reading any text.)

This has obvious appeal to people that read a lot of material on their computers and other devices.

It will also help people with certain vision problems.

It does have some potential drawbacks.

You cannot reverse the flow of words to check something you just read. That helps to push up your reading speed but may reduce the appeal for people that like to go back.



Comprehension is likely to be lower as it usually is when we take in large amounts of text faster.

The providers suggest that the amount of extra material we get will help us to get better understanding anyway.

However, current research supports the view that comprehension is higher when we don't try to ram more information into our brains at higher rates than we have learned to absorb comfortably.

This suggests that the R.S.V.P. systems will be less useful with material which contains a lot of new information and terminology.

We will not be able to check new words carefully unless they are explained in the text.

This has affected comprehension rates with other new systems but it is possible that these people will come up with a solution in due course.

## The Limits of Fast Reading

It is obvious that fast reading is a valuable tool for almost everybody but some of the claimed advantages are not all they seem.

If you are impressed with the claims that you can easily learn to read thousands of words a minute, you should understand that any claim of that kind has some limitations.

Generally, as reading speed increases, comprehension dips. That can happen quite quickly.

There is no great advantage to reading a novel or poetry at an accelerated rate. You will soon lose many of the emotional and intellectual enhancements the author provided.

If you use your new fast reading skills on highly technical material, you will get more of an overview than in-depth understanding.

Remember that reading slowly is not only required sometimes, it has advantages too.

## Health Tips for fast Readers

Health is a prime factor in your ability to improve your reading and use what you learn from it.

Some of the important things which will define your success include your diet, mental attitude, social interactions and exercise.

Your diet is important. If you let your nutrition levels fall because you are spending more time on your digital device or other reading, your ability to absorb the material and use it will suffer along with the other areas of your life.

Liquids. Water is a vital component of your diet. The human brain is one of the first organs to suffer when we become even a little dehydrated. Drink straight water above drinks with caffeine or sugar-laden liquids.

Sleep is more than a time to rest. Your body repairs organs and rejuvenates parts when we allow it sufficient undisturbed sleep (about 6 or 7 hours minimum!) .

When we overdraw on our sleep bank, we incur a sleep debt which can lead to damage if we don't pay it down as soon as possible.

Most people have incurred a sleep debt through interrupted and missed sleep in their teenage years.

It can affect their ability to perform adequately and undermine their health long-term.

## Improving Your Results

Fast reading is not a goal in itself. It is a tool which can help you reach your goals.

Saying that you want to reach a thousand words a minute or whatever may sound exciting but that's just a task – not a destination.

You should not want to just become a fast reader. Think about what you will use this new or improved ability to achieve.

This takes away some of the pressure about reaching or missing the one thousand words per minute target.

And, you may get your goal before you reach that speed.

Don't stop trying because you miss the target in your expected timeframe.

You may need more time or to re-examine how you are doing your fast reading.

The only time you fail is when you stop trying.

I know some experienced musicians. Some are professionals. Others have a professional attitude. They mix together and learned from each other.

There's mutual respect because they have similar standards.

Fast readers need that attitude so they can achieve their personal goals.

## Common Reasons for Low Results

You may be disappointed with your rate of improvement in fast reading.

Many promoters on speed reading claim amazing improvements.

They, naturally, publicize the most successful but often imply their results are typical.

Remember that our most important characteristic is that we are all different.

You may need more time than your friend who does speed reading so well.

Or, you may need to tweak or even change the method you use.

### *Give it Time*

Keep trying and check your understanding of the method you use.

Do you do your reading when you are tired from a long day at the office or doing sport?

Are you doing it for too long so you become tense and disheartened?

Are you multitasking? Try to avoid distractions

Are you trying material which you are not ready for? You might need to give that material more time or just do some review (skimming) first so that you have an idea of the material and can check any new words before starting to read all of it in fast reading mode.

## Learn Speed Reading Faster



This article is really important.

It is based on experience of many people who have had problems with their speed reading and shared their solutions with me.

### **Pay Attention to your body**

Just because you can usually read for an hour doesn't mean you should if your body is telling you it hurts.

When your kids started to do homework, you probably took special interest that the light and other conditions in that area were good enough to help their studies.

But, you may have not considered that about the area where you read?

Make sure the light is bright enough but doesn't aim straight into your eyes or your computer screen.

Sitting is something we all know how to do. But, bad habits make our backs ache, blood collect in our ankles and our legs stiffen.

Get a chair which supports you properly and make sure you take a walk every half hour whether you need it or not.

### ***Speed isn't Everything***

Comprehension is more valuable to you.

If you don't understand what you've read, you won't be able to use it effectively or explain it to someone else, like your kids.

Speed is not of any importance until you have the mechanical actions as a comfortable routine.

And, never worry about whether you're as fast a reader as your brother or colleagues. You're all different and just need to make the most of your ability!

Speed up only when you're comfortable.

It's not a race; you just want a quality outcome!

***Habits are Hard to change!***

Some people have ingrained reading styles which may conflict with what you do to achieve faster reading.

Remember that it will take time – usually at least 6 weeks to change a habitual behavior or set a new more positive one in place!

## Resources

### *Speed Reading Tests*

These are provided on various web sites. I selected these as they were well-respected companies and provide different types of material to each other.

#### **Wall Street Journal**

<http://projects.wsj.com/speedread/>

Simple, free speed read test on the Wall Street Journal web site.

Press the "button" and you'll be shown part of an article from the Wall Street Journal. When you finish reading the excerpt, press the other button.

You'll see your speed and some free speed reading tips.

You also can test your comprehension of the excerpt.

Then, you can try again if you want to!

#### **Staples**

<http://www.staples.com/sbd/cre/marketing/technology-research-centers/ereaders/speedreader/>

Shows your reading speed in words per minutes for the excerpt.

Similar to the above but also lets you compare your results to the national average reading speed for the U.S.A.

It also estimates how long it would take you too read some well-known books. But, this would be uncertain because we usually read different material at different speeds.



## Test Your Reading and Comprehension

I've included these articles so you can check your reading speed on basic material;

Each article has the number of words for you to work your speed from and a few questions so you can check your comprehension.

This will give you some help to set up your own tests, if you want to, with material you commonly read for work or leisure.

### *Using the Test Articles.*

Start timing yourself when your watch shows minutes with zero seconds. Then, start reading each article.

Stop the watch when you finish.

Write down the number of seconds it took you to read the article.

Divide the number of words in the article by the number of seconds.

Multiply the result by 60 to show how many words per minute you achieved reading that article.

That figure is interesting but the most important factor is how well you understood the content.

So, I've put a few simple questions about each article immediately after it.

Your reading speed and comprehension will vary when you change from online material to printed text.

And, there will be variations caused by the type of material and your level of interest and understanding of it.

Please check your answers to the questions in the article.

## Test Article #1

### *Saving Money on Your Groceries.*

Everybody knows all of our supermarket prices are rising so these simple tips will help you keep them in check.

Avoid making spur-of-the moment purchases. Impulse buys may be convenient as you move through the checkout but it's likely you will pay more than if you checked similar items on the regular shelves.

Many people pick up a few items from the local supermarket almost every day. Apart from the higher prices of some of those items, you also will be using more gas and time!

The most effective way to keep your grocery bill lower is to plan your shopping trip and your menus together on a weekly or fortnightly basis.

Tidy your cupboards. Discard out-of-date items and arrange everything so you know what you have already.

Check the catalogs (most stores put them on their websites). Use coupons after you check they are worthwhile.

Make a list and stick to it.

Eat something before you start your shopping. If you go to the store when you feel hungry, you are likely to buy a snack and probably more groceries as well!

Get to understand the store's tactics.

**Positioning.** The stores put the staple items which everyone must buy at the end of aisles furthest from the doors so you must pass most of the other items and be tempted to buy more than you intended.

The high-margin products, which the store gets a bigger mark-up, are positioned at the most convenient shelves.

Some stores may get special discounts or other incentives to put a particular supplier's products there. That isn't to save you money so look at all the shelves and compare the prices of the less prominent products.

Check the ingredients! This is essential if you have any dietary or health issues. But it can also be important to keep your costs in check.

We expect to save money when we buy a larger quantity of any product. But that's not always what happens.

Check the actual amount you get - some packages will be larger but have less content.

And, you will waste some money if you buy more than you will use.

A cheap calculator really will save you money.

Compare the unit cost of different brands of each item.

Use it to keep a running total of your purchases so that you can check your docket before you leave the store.

Even computers make mistakes.

You need to check the actual contents of items you buy regularly. Suppliers sometimes reduce the amount supplied but keep the pack size the same.

Many store-brand products are equally nutritious to the heavily advertised ones. But, you have to check the ingredients list.

### **450 Words**

#### **Questions on this Article**

What can you use a calculator for when shopping?

Can you save money buying a few items each day?

Should you check your supermarket dockets?

## Test Article #2

### *Organize Yourself*

Getting organized sounds great but some people say they cannot find the time. And, it sounds like hard work!

The only way to do it is to start in small steps.

You will find it easier as you see some results of your first organizing efforts.

Don't wait until you have a day to start organizing, because arranging family members to do that will take too long at this stage.

That can come later when you've made some progress and everyone has regained some personal space and found some stuff which they thought was lost forever.

Walk through your home and pick up the first item which is out of place.

Does it have any value to you or your family?

If not, put it aside for donation or disposal.

When you have a few hours, clear your clothes closet.

Then, start putting stuff back where you can find it and ensure that you use it.

If possible, get a friend to help you. You need someone who will give you an honest opinion whether something is worth keeping or not without offending you.

Put any clothes you find that need repair next to your sewing kit. Or, put it in a bag near your door if you take it to a professional repairer.

The best advice about deciding whether to keep older items is "if you haven't worn it in a year, you probably won't."

If you are going to give it away, don't put it back in your closet.

When you start sorting your sheets, you'll probably find a muddle. The best tip I heard about avoiding that happening again is to fold a set of sheets and put them in a pillowcase from that set.

Put them away with the sets for each size of bed together.

A priority task is to reorganize the contents of your refrigerator and freezer. Things often get stored in corners or underneath other items long past their "use-by" date.

When you toss out anything that has passed its date, bag it so people know it's not safe to use.

When you have cleared everything, add a little baking soda to some warm water and wipe all the shelves.

That will make it smell fresher and clean it at the same time.

Get your whole family involved. Ask them to rescue their personal items from other areas of your home so they don't get accidentally disposed of during the clean-up.

Before you start organizing large items, find an area where you can put stuff which you move from each room so it doesn't get put back.

Don't be surprised if you find you have enough unwanted gear to think about a garage sale. Even if you don't, you will have regained use of areas of your home and you will be more productive in both your home and business.

Well done!

## **480 Words**

### **Questions on this Article**

What do you use to clean the refrigerator?

Why not just have a weekend to organize everything?

When you sort your sheets, what do you store them in?

## Read on, Faster and Better!



Thank you for buying my book.  
I hope that you learned some valuable points and will use the information to guide you as you choose and use the ever more powerful programs which are coming to improve your reading speed and comprehension.

*Wendy Paulson*

[Another eBookWholesaler Publication](#)