

Speed Reading

John F. Kennedy could read at 5000 words per minute (wpm) and Jimmy Carter could read at 3000. The average Australian reads at 220 wpm with 60% comprehension. We all have the potential to at least double or triple our reading speed and improve our comprehension. And depending on our motivation, read at thousands of words per minute.

You will learn the basic principles of speed reading with improved comprehension. You will learn how to at least double your reading speed and improve your comprehension. You will also learn how to improve your memory and use mind maps to store information. Once these basic skills have been understood, they can be applied to a whole range of documents.

COST: On application

PREREQUISITES: Nil

COURSE OUTLINE

This course will develop skills in:

- concentration
- enhanced comprehension
- previewing
- punctuation
- paragraphing
- peripheral vision
- skimming
- scanning
- flexible reading strategy
- memory
- mind mapping

NB: Participants are not required to read aloud in class.

WHO SHOULD ATTEND THE COURSE?

Those required reading large amounts of documents and other material in the workplace or for study.

REGISTRATION

To register, please complete a **registration form** at <http://www.lgti.com.au> and **submit online**; or you can **fax** to Local Government Training Institute on **(02) 4966 0655**.

COURSE ENQUIRIES

Course enquiries may be directed to the Business Development Team on (02) 49 222 333.

Local Government Training Institute

4 Sandringham Ave Thornton NSW 2322
PO Box 3137, Thornton NSW 2322
Telephone: (02) 4922 2333 Facsimile: (02) 4966 0655
Email: reception@lgti.com.au
ABN: 24 232 406 407

www.lgti.com.au