



S Y L L A B U S

Speed Reading Techniques

Duration: 5 Days (Total: 20 Hours)

Contents

1.0 Course Overview.....	2
2.0 Learning Outcomes	2
3.0 Training Methodology.....	2
4.0 Understanding Reading Habits and Barriers (3 Hours)	3
5.0 Eye Movement, Fixation, and Subvocalization (3 Hours)	3
6.0 Core Speed Reading Techniques (4 Hours).....	4
7.0 Comprehension, Retention, and Recall Strategies (3 Hours)	4
8.0 Practice Sessions and Progress Tracking (3 Hours).....	5
9.0 Applying Speed Reading to Daily Life (2 Hours).....	6
10.0 Conclusion and Wrap-Up (1 Hour).....	6

1.0 Course Overview

This training module introduces participants to practical **speed reading techniques** designed to enhance reading speed, comprehension, and retention. Through hands-on practice and personalized reflection, learners will recondition their reading behaviors and adopt advanced strategies to read faster and smarter.

2.0 Learning Outcomes

By the end of this course, participants will be able to:

- Identify and eliminate common reading inefficiencies
- Improve eye movement and reduce subvocalization
- Apply speed reading methods such as skimming, scanning, and meta guiding
- Enhance comprehension and memory while increasing reading speed
- Apply techniques to academic, professional, and daily reading materials

3.0 Training Methodology

- Visual and Guided Reading Exercises
- Timer-Based Practice Sessions
- Eye Tracking and Reading Apps
- Group Discussions and Pair Feedback
- Worksheets, Journaling, and Personal Progress Charts

4.0 Understanding Reading Habits and Barriers (3 Hours)

Objectives:

- Recognize current reading patterns and what limits speed

Topics Covered:

- The Psychology of Reading
- Common Barriers: Regression, Subvocalization, Distraction
- Reading Styles: Passive vs. Active Reading
- Measuring Baseline Reading Speed

Activities:

- Self-Assessment: Your Reading Profile
- Lab: Timed baseline reading test
- Discussion: When slow reading is necessary

5.0 Eye Movement, Fixation, and Subvocalization (3 Hours)

Objectives:

- Train the eyes to move efficiently and minimize mental voice

Topics Covered:

- Fixation Points and Visual Span
- Reducing Backtracking (Regression)

- Eliminating Subvocalization Techniques
- Reading with Peripheral Vision

Activities:

- Eye Movement Drills (Zigzag, Saccades)
- Practice: Reading with finger pacing
- Audio Challenge: Read without inner voice

6.0 Core Speed Reading Techniques (4 Hours)

Objectives:

- Learn and apply specific methods to increase reading speed

Topics Covered:

- Skimming vs. Scanning
- Meta Guiding and Visual Pacing
- Chunking Words and Phrase Reading
- Layered Reading Techniques (Preview, Scan, Review)

Activities:

- Lab: Skim and summarize an article in under 3 minutes
- Task: Compare comprehension in chunking vs. word-by-word
- Challenge: Increase speed by 25% in 2 sessions

7.0 Comprehension, Retention, and Recall Strategies (3 Hours)

Objectives:

- Maintain and improve comprehension while speeding up

Topics Covered:

- Active Reading Techniques (SQ3R, Mind Mapping)
- Reading with Purpose and Questioning
- Short-Term and Long-Term Retention Techniques
- Memory Pegs and Visualization

Activities:

- Lab: Build a mind map of a nonfiction text
- Group Task: SQ3R on an academic article
- Quiz: Recall facts after timed reading

8.0 Practice Sessions and Progress Tracking (3 Hours)**Objectives:**

- Apply and measure improvement through repeated practice

Topics Covered:

- Reading Material Variation: News, Fiction, Reports, Research
- Timing Tools and Speed Reading Apps
- How to Analyze Progress and Plateaus
- Building a 30-day Practice Plan

Activities:

- Practice Round: Reading different text types
- Track: Speed log and comprehension results
- Workshop: Build your own speed reading plan

9.0 Applying Speed Reading to Daily Life (2 Hours)**Objectives:**

- Transfer techniques to real-world, academic, and digital reading

Topics Covered:

- Digital Reading vs. Print Reading
- Email, Reports, Academic Texts, eBooks
- Reading for Exams or Research
- Continued Practice Beyond the Course

Activities:

- Simulation: Speed-read and summarize a daily report
- Task: Curate your personal reading strategy toolkit
- Discussion: Where speed reading is *not* effective

10.0 Conclusion and Wrap-Up (1 Hour)**Key Takeaways:**

- Summary of strategies, tools, and habits for ongoing improvement
- Encouragement for lifelong reading mastery

Final Activities:

- Final Speed and Comprehension Test
- Certificate Distribution
- Feedback and Personal Reflection