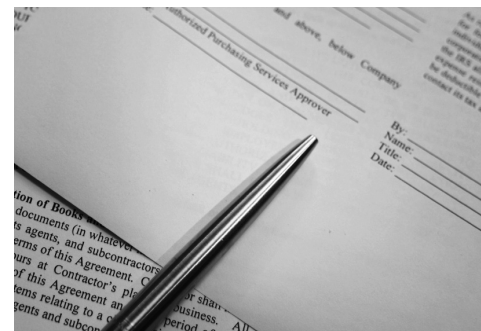


NAVIGATING WORKPLACE DOCUMENTS:

THE THINKING PROCESS

- ▶ Look over the document and think about how it's *organized*
- ▶ *Skim** to get a general impression: the “big picture”
- ▶ *Question* yourself: What am I looking for?
What am I being asked to find?
- ▶ Identify *key words and phrases* that will lead you to the information you need
- ▶ Make *predictions* of where the information will be found in the document and the most effective route to finding it
- ▶ Where available, use *document organizers* – such as Tables of Contents or Indexes – as aids
- ▶ Continue to make *predictions* and look for clues (titles, sub-titles, headings, graphics, etc)
- ▶ *Scan*** to locate and match the key words and phrases
- ▶ Read the information, making a mental note of the details, and *summarize* in your own words
- ▶ *Confirm*: Have you found the information that is needed?
Does this answer your question?



SKIM

* When I Skim I am reading quickly to get a general impression or the main idea. I am reading 3 to 4 times faster than normal, looking for and making mental note of document organization and key words and phrases, and creating an outline of the information in my mind.

SCAN

** When I Scan I am reading quickly to find a specific piece of information. I am moving my eyes quickly across the page, looking for specific words or phrases that signal to me that I have found the information I want.