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Q. What do you mean by skimming and its process?

Ans

Skimming refers to looking only for the general or main ideas and works best with non-fiction material. You read only that is important for your purpose. Skimming takes place while reading and allows you to look for details in addition to the main ideas.

Process of Skimming:

Skimming refers to the process of reading only the main ideas within a passage to get an overall impression of the content of reading.

How to Skim:

- (i) Read the title.
- (ii) Read the introduction the first paragraph.
- (iii) Read the first sentence of every paragraph. They are also called 'topic sentences.' They give you the main idea of the paragraph.
- (iv) Read all the heading and subheadings.
- (v) Take notice of any picture, charts or graph.
- (vi) Notice any italicized or bold face words or phrases.
- (vii) Read the summary since the few last paragraphs may contain a conclusion or summary.

In this way we may say if while skimming, you feel you are grasping the main ideas, you are skimming correctly.