

## Speed reading

- *Reading every word*, much faster, and at the same time remembering more.
- *Planning your reading* for maximum efficiency and effectiveness.
- *And then plan your writing* – and spend less time writing while writing more clearly, and more easily.

### Read Every Word

- *Reading every word is crucial*. The word 'not' can change the entire meaning of a sentence. Every word needs to be seen, and read. Every word could be important.
- With some quickly learnt techniques, I can show you how to substantially increase your reading speed. I can also explain why the faster you read the more you will retain.
- *On average people taking the session have increased their reading speed by 50%.*

### What You Will Learn

- You will learn how fast the eye can move and how fast the mind can work. I will also explain the theory behind the technique.
- You will learn why you read at the speed you do.
- You will also learn why if you read faster you will tend to remember more.
- I want you to be able to read a report quickly and easily; and then at the meeting three days later still remember what the paper was about.

### Plan Your Reading

- I will show you some ways to easily plan your reading. This will greatly increase the amount you can read and it will again help you to remember what you have read.
- Combined with your newly learnt ability to read faster, this will help make your time much more productive.

### Plan What You Write

- Finally, having learnt how to more read quickly. I will help you to more easily and quickly *write* your reports, your essays or your dissertation.
- The technique is essentially the same as the reading plan - simply in reverse.

## kNOELedge™ Ltd Noel Gray



### *Creative thinking & problem solving*

A fresh perspective that helps you overcome challenges.

### *Team Building*

Helping collections of individuals become high performing teams.

### *Helpful Conversations*

Coaching and mentoring.

### *Contact Me*

For more information on any of my services please contact me

Tel: 07976 440 726

Email:  
noel@kNOELedge.com

Website:  
kNOELedge.com