



Overview

Our courses develop the efficiency required by managers and professionals to manage information effectively by increasing reading speed 100% and:

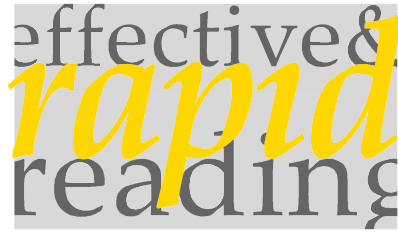
setting objectives	actively making decisions
selecting strategies	sustaining concentration
adapting reading speed	developing comprehension
skimming effectively	increasing recall
reading analytically	summarizing key points

Leading to greater understanding of even the most poorly written, dull or complex reading material.

For more information contact **Fran Collier**, Course Co-ordinator.
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We provide:

- **In-house courses for up to eight delegates.**
- **Individual coaching for senior personnel.**
- **Public courses in Central London.**



Sample Course Outline

To increase reading speed by 100%. Develop the flexibility to deal efficiently with a varied reading workload. Ensure skimming is most effective.

Assessment of Reading Speed – Providing a basis to measure improvement.

The Reading Process – Eye movements, inner speech, regressions and the intellectual process.

Increasing Reading Speed – The use and advantages of ‘pacing’.

Flexibility of Reading Speed – Reacting to variations in writing; one text to another, and within the same text.

Improving Comprehension – Finding a framework of ideas. Paragraph analysis and key sentences. Awareness of organization. Active reading.

Skimming – Definition, value, applications and limitations.

Synchronizing Reading and Comprehension Rates.

Reading and Retention – Problems and solutions. Summarizing and memory; value, features and applications.

Skimming, Faster Reading and Note-taking – Combining the techniques. Meeting deadlines. Avoiding risk.

Assessment of Reading Speed – A comparison with the initial assessment.



Résumé

All courses are designed and presented by Peter Jacobs; one of the most experienced practitioners in the field of business and study reading, and an internationally recognized specialist for more than twenty years.

Delegates range from main board directors to graduate trainees. In-house course clients include:

Alcatel-Lucent Allen & Overy Alliance Cornhill AT&T Barclays Bank
Boots BP Amoco Carlton Television Coral Deutsche Bank DLA Piper
European Parliament Eversheds Foreign & Commonwealth Office
Friends Provident GCHQ GlaxoSmithKline Goldman Sachs Guinness
Hewlett Packard Housing Corporation HSBC IBM INSEAD Kingfisher
KPMG Laura Ashley LloydsTSB Lloyd's of London MoD Nationwide
NatWest NFU Mutual Nortel Parcel Force Police Staff College Ryder
Shell Thames Water The National Trust HM Treasury United Nations
Watson Wyatt Wyeth

We have also provided individual coaching for many senior corporate executives, HRH The Prince of Wales, cabinet ministers, members of the House of Lords and successive heads of the Diplomatic Service.