

Scanning Activities

We use scanning when we are looking for particular information. For example, looking up a phone number, finding the price of an item in a catalogue or finding a topic in an index. You don't need any special equipment or materials for skimming and scanning: your ordinary textbooks, an old yellow pages or phone book, tool hire or mail-order catalogue, a bus or train timetable, recipe books, Guinness Book of Records, quiz book, local directories and newspapers, event guides, whatever is appropriate to your subject can be used. These types of materials are encountered frequently by students and can be used to practice the techniques in class.

Using the telephone directory

Scanning involves very close reading to pick out the information you need. Here's an example:

Scan the phone book to find the phone number of Peter Murphy, 6 Meadowgrove, Mytown.

Murphy

. Peter, 13 Harbour View, Mytown	9672 4423
. Peter, 14 Buttercup Pk., Mytown	8876 9876
. Peter, 16 Waterpark, Mytown	2472 6543
. Peter, 12 Cedar Downs, Mytown	3498 6754
. Peter, 22 Redwood Cl., Mytown	7456 7654
. Peter, 14 Lobilia Downs, Mytown	9876 5665
. Peter, 454 Lower Rd., Mytown	6670 9877
. Peter, Ferrycarrig Rd., Mytown	1847 4683
. Peter, 6 Meadowgrove, Mytown	3487 6183
. Peter, 36 Sweetmount Pk., Mytown	6298 7634
. Peter, 34 Hazel Lawn, Mytown	5821 3452
. Peter, 56 Ashwood Rd., Mytown	456 8754
. Peter, 54 Oldfield Ave., Mytown	4842 4864
. Peter, 34 Mannix Rd., Mytown	7857 4523
. Peter, 19 Castel Pk., Mytown	5382 6762
. Peter, 64 Main St., Mytown	6677 5654
. Peter, Mountain Rd., Mytown	4805 7258
. Peter, Thorndale Cres., Mytown	3342 9099



After students have learned the techniques of skimming and scanning it is essential that they have regular opportunity to practice on a variety of materials.