

Course : Speed reading: efficient reading and reproduction

synthesize and present effectively

Practical course - 2d - 14h00 - Ref. LEC

Price : 1610 CHF E.T.

★★★★☆ 4,7 / 5

Applied speed-reading techniques from specialized sectors for corporate use. Approach to types of documents and their discourse, note-taking methods, reading guidance based on simple structures, expectations, language and key words. Synthesis and immediate restitution.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Master professional speed-reading techniques
- ✓ Acquire a specific keyword note-taking technique
- ✓ Formulate expectations and extract the essentials
- ✓ Understand written discourse to anticipate usable information
- ✓ Bring out the essential elements of a reading for immediate feedback

Intended audience

Anyone looking to develop their skills in reading and processing written information.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Restitutions of readings, analyses, syntheses, note-taking. Strong interactivity between texts, participants and trainer.

Course schedule

PARTICIPANTS

Anyone looking to develop their skills in reading and processing written information.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Speed-reading techniques

- Distinguish between the main types of speed reading: skimming, skimming.
- Reading by objective.
- Subvocalization, reading span, support points.
- Practice diagonal, vertical, inverted, tabular, extremity and point readings.
- Extract information from the headline.
- Read from introduction, conclusion, part and paragraph.
- Manage your reading time.

Hands-on work

Assessment test. Training based on all types of documents.

2 Improving note-taking

- Take notes while reading.
- Keyword note-taking technique.
- Double-entry table.
- Develop a plan adapted to the written and oral presentation of information.
- Know the types of effective plans.

Hands-on work

Note-taking based on documents provided or brought by participants.

3 Knowing how to read according to typologies

- Reading lengthy documentation.
- Read by genre: administrative, reports, reviews, studies, press...
- Know the reading directions according to the page layout.
- Building expectation perspectives.
- Understand what's at stake in a text.
- Reading emails.
- Paper and digital reading.

Hands-on work

Locating texts. Paper and digital media. Slides.

4 Language support to develop reading speed

- The major structuring elements: themes and themes, referents, points of view.
- The communication diagram.
- Differentiate expectations according to discourse: informative, explanatory, argumentative...
- Identify information networks.

Hands-on work

Locating texts. Theoretical contributions.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

5 Read and reproduce a reading immediately

- Speak or write after 5 minutes, 1/4 H, 1H of reading.
- Use your notes as a basis for oral presentations.
- Write brief summaries.
- Be organized, brief, concise and convincing.

Hands-on work

Writing various reading notes. Oral training: vigor, firmness and speed.

Dates and locations

REMOTE CLASS

2026 : 25 June, 25 June, 24 Sep., 14 Dec., 14 Dec.