

TRAINING

A BUSINESS SUCCESS GUIDE

The Skills You Need to **SUCCEED** in the Business World

Speed Reading for Professionals

By Howard Winkler and Art Bell

- Learn Methods That Increase Reading Speed Up to Five Times
 - Improve Your Comprehension As You Read Faster
 - Discover Techniques That Aid Your Concentration
- Speed Read Through Even the Driest Business Reports

Speed Reading For Professionals

David Clark



Speed Reading For Professionals:

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manner is vital to a person's development. Speed reading techniques should be taught to students, teachers, business professionals, and to everyday people. Speed reading has amazing benefits for students simply because they can read and understand a lot of material in just a small amount of time. A student could learn a number of courses, study for a test, and read in advance new lessons because of speed reading. There are similar benefits for the working professional who will be able to increase their productivity utilizing speed reading techniques.

Communicative English for Engineers and Professionals: Nitin Bhatnagar, Mamta Bhatnagar, 2010. Communicative English for Engineers and Professionals covers the syllabi of B Tech, BE, B Com, M Com, BBA, MBA, hospitality, B Pharma, nursing, physiotherapy, and other courses. It integrates learning modules for spoken and written skills in English to give the readers an edge in their careers. Focusing on the requirements of professionals and students, this book equips them to effectively communicate and present themselves at their workplace and other interactive spheres.

Speed Reading Lisa Clark, 2015-03-30

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important skills that a person learns during their formative years Reading along with writing and arithmetic is said to be a part of the 3Rs of learning reading riting and rithmetic and learning this skill in the most efficient manner is vital to a person s development Speed reading techniques should be taught to students teachers business professionals and to everyday people Speed reading has amazing benefits for students simply because they can read and understand a lot of material in just a small amount of time A student could learn a number of courses study for a test and read in advance new lessons because of speed reading There are similar benefits for the working professional who will be able to increase their productivity utilizing speed reading techniques

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Introduction Discover why speed reading is one of today s most valuable skills and how to master it in just 52 days

Part I Build the Foundation Chapter 1 S Set the Foundation Days 1 4 Learn what speed reading is its history benefits and how it differs from skimming or scanning Chapter 2 P Prepare for Success Days 5 8 Measure your current speed set SMART goals adopt a growth mindset and optimize your reading space

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Part III Retain and Apply What You Read Chapter 6 R Read With Retention Days 21 24 Use active reading strategies smart note taking and memory tools to retain more Chapter 7 E Engage With All Texts Days 25 28 Speed read nonfiction fiction technical and digital content with ease Chapter 8 A Apply in Daily Life Days 29 32 Study smarter work more efficiently and make reading a daily superpower

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Conclusion Reflect on your 52 day journey and move forward as a confident capable speed reader

Appendices Access helpful tools glossaries practice drills and expert resources to keep improving

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Speed Reading for Business Steve Moidel, 1998 The necessary task of digesting the paperwork that's part of a business operation can steal valuable time from a manager's work day Here's a good solution to that problem methods for increasing reading and comprehension speed by three to five times

Ultimate Speed Reading Arthur Bell, H. Bernard Wechsler, 2013-05-01 Reading with comprehension in school at work and for pleasure can be a plodding task or a brisk energizing activity This book shows readers how to increase their reading speed dramatically for professional academic and personal success The authors offer proven ways to speed comprehension and ensure retention of even the most dry difficult reading matter They also teach special techniques for speed reading all forms of e messages and present many helpful exercises that increase readers ability to concentrate This is one of several titles in Barron's Business Success series practical guides for career

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