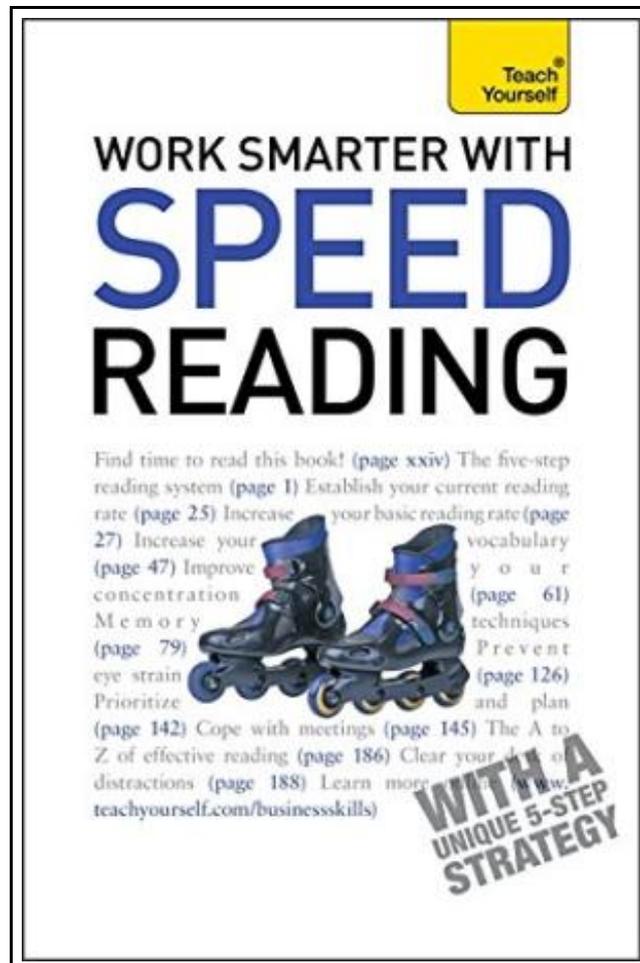


Work Smarter with Speed Reading: Teach Yourself 2010



Filesize: 9.61 MB

Reviews

It is simple in read through safer to comprehend. This is for anyone who statte that there was not a really worth reading through. It is extremely difficult to leave it before concluding, once you begin to read the book.

(Samanta Klein)

WORK SMARTER WITH SPEED READING: TEACH YOURSELF 2010



Hodder Stoughton General Division, United Kingdom, 2010. Paperback. Book Condition: New. Revised edition. 198 x 128 mm. Language: English . Brand New Book. Is this the right book for me? Speed reading is about reading (and being able to recall) more written information in less time. Work Smarter with Speed Reading is a practical guide to effective speed reading. It includes tools and information on a variety of reading and memory techniques, including a five-step strategy that will enable you to read any non-fiction material easily. It, allows you to start using and practising the techniques as you read, offers a selection of techniques so you can choose the ones that suit you best, teaches you how to read effectively under pressure, and helps you to concentrate in noisy and distracting environments. Work Smarter with Speed Reading: Teach Yourself includes: Chapter 1: The five-step reading system Chapter 2: Speed reading Chapter 3: It s all in the words - developing your vocabulary Chapter 4: Concentration Chapter 5: Memory Chapter 6: A book is a book is a book Chapter 7: Your eyes and effective reading Chapter 8: Distractions and solutions Chapter 9: Real-world reading Chapter 10: Working and studying for a living Chapter 11: Useful information and speed practice test Chapter 12: What next? Teach Yourself methods: Not got much time? One, five and ten-minute introductions to key principles to get you started. Author insights Lots of instant help with common problems and quick tips for success, based on the author s many years of experience. Test yourself Tests in the book and online to keep track of your progress. Extend your knowledge Extra online articles to give you a richer understanding of speed reading and time-saving techniques. Try this Innovative exercises illustrate what you ve learnt and how to...



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