



Special
COMMISSION
BRUXELLES

Quick reading and memorizing course in English

CONTEXT

This course will be of Interest to all officials and agents wishing to perfect their reading and memorizing techniques, thus allowing a faster assimilation of reports, documents, books, etc.

PURPOSE

The purpose of the course is to offer every official and agent the means of developing selective reading techniques, of adapting the speed and style of reading according to the complexity and purpose of the text, and of improving the level of comprehension through an increase in the amount of information assimilated at one reading, together with memorizing techniques adaptable according to the purpose of the text.

PRESENTATION OF THE COURSE

Two courses will be held over four days (from 9h00 to 12h30 and from 14h00 to 17h00) : course 1 on 18 and 22 November and 2 and 4 December 1991, course 2 on 25 and 29 November and 3 and 5 December 1991 and will consist of two modules :

- initiation : comprehensive reading (together with memorizing
- perfection : selective reading. (techniques.

Place : Brussels - Loi 53 room 2/3.

The sessions, to be conducted in English, will be led by Mr.Scorpati of Groupe Pigier.

PROGRAMME - QUICK READING

MODULE A : INITIATION - COMPREHENSIVE READING

Comprehensive reading is intended to :

- Widen the field of vision ;
- Cut out mental pronunciation and other factors which slow the reading process.

Content

- initial test
- general principles and introduction to quick reading
- perceptive skills
- fixations
- use of field of vision and thought processes.

MODULE B : PERFECTION - SELECTIVE READING

Selective reading must allow the reader :

- to adapt his reading speed to the text;
- to locate easily the critical passages of a document;
- to feel at ease with the printed word.

Content

- finding key words
- initial analysis
- skimming
- locating key points
- anticipated and organised reading
- speed training.

PROGRAMME - MEMORIZING

Most of our knowledge and actions and, consequently, the points of reference of our personal values, are based on memory.

The objective is :

- to understand how our memory functions;
- to use our memory in a more efficient way.

METHODOLOGY

Allow the application of memorizing techniques. It involves learning the "secrets" of the active, rather than the passive memory.

– Study of reading process theory;

Induction and deduction

Active training through specific reading and memorizing exercises.

Regular progress testing.

PRACTICAL ASPECTS

No more than 15 participants may be accepted for this course, and priority will be given to those officials and agents whose duties require them to read a significant volume of documents. This factor should be mentioned on the application form under the heading "motivation reason or justification". In the event of an exceptional demand, additional courses might be arranged at a later date.

Persons wishing to apply for this course should complete the application form attached and sent it to Unit IX.A.2., L.57 - /46, to arrive no later than 11 October 1991.

For additional information on this programme, please contact Mr.A.J.Jansen tel. 50572, who is responsible for the organisation of this course.

An invitation will be sent to each successful applicant.

NB: As this course is to be conducted in English and is of a highly participative nature, a very thorough knowledge of this language is essential.

QUICK READING AND MEMORIZING

APPLICATION FORM

To be returned before 11 October 1991 to Mr. Albert-Jan JANSEN
(L.57 7/46 fax 60751)

DETAILS OF APPLICANT

Name : First name :
Official/ temporary/ auxiliary/ other (delete as applicable)
D.G. : Adm.address : tel. :
Fax : Grade : Pers. nr :
Languages : Nationality :
Motivation or justification :
.....
.....

ADDITIONAL INFORMATION

Have you already followed a course in quick reading and /or
memorizing ?

YES

NO

If yes, where and when ?

.....
If my application is accepted I undertake to attend the whole
course

Date

Signature

VISA OF DIRECT SUPERIOR

Attendance at this course is compatible with the interests of the
service

YES

NO

AUTHORISED

REFUSED

Date

Signature

VISA OF THE DIRECTOR-GENERAL OR HIS REPRESENTATIVE

AUTHORISED

REFUSED

Date

Signature