Speed Reading Strategies for Technical Material

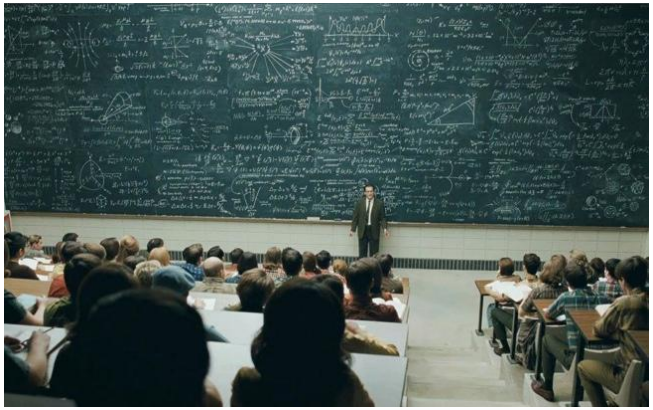
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Technical Material



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What We'll Cover Today...

The Most Common Mistakes



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What We'll Cover Today...

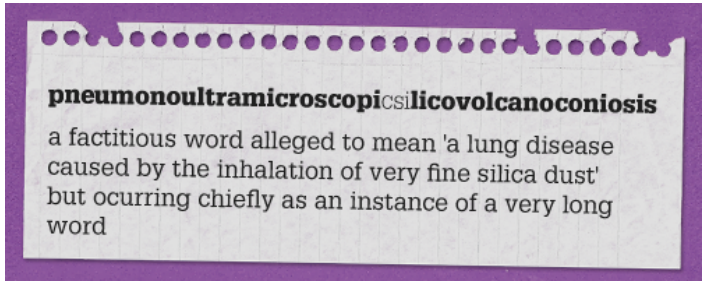
How To Maintain Concentration



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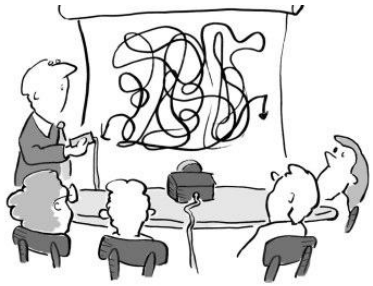
How To Deal with Technical Terms



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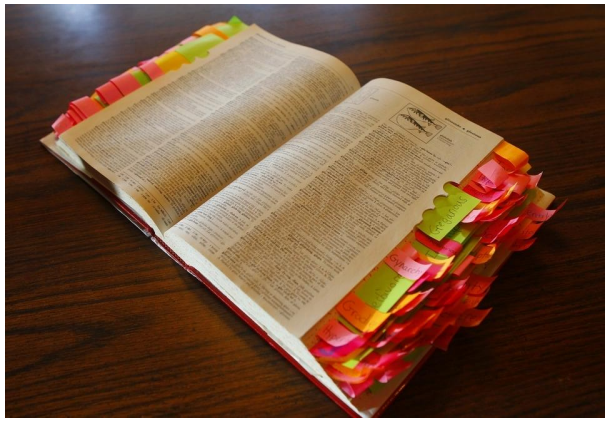
What We'll Cover Today...

How To Read & Analyze Charts, Diagrams, etc.



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When you get caught up in details, you lose sight of the big picture



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The Most Common Mistakes

Problem: Not Setting a Specific Purpose



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The Most Common Mistakes

Problem: Not Setting a Specific Purpose

Solution:

Make a short list of questions.

For example:

Why am I reading this?

What are the main points the author is making?

What evidence is provided to support those ideas?

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The Most Common Mistakes

Problem: Always Reading from Beginning to End



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The Most Common Mistakes

Problem: Always Reading from Beginning to End

Solution:

Use the “Multiple Reading Process”

1.) Preview

2.) Overview

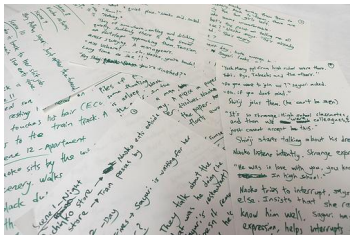
3.) Read

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The Most Common Mistakes

Problem:

Taking Too Many or Too Few Notes





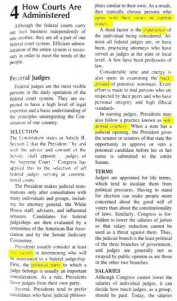
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The Most Common Mistakes

Problem:

Taking Too Many or Too Few Notes

Good **Solution:** Bad



4 How Courts Are Administered

Although the federal courts carry out their business independently of one another, they are all a part of one national court system. Efficient administration of the entire system is necessary in order to meet the needs of the people.

Federal Judges

Federal judges are the most visible persons in the daily operation of the federal courts. They are supposed to have a high level of legal expertise and a basic understanding of the principles underpinning the Constitution of our country.

SELECTION

The Constitution states in Article II, Section 2, that the President "by and with the advice and consent of the Senate, shall appoint . . . judges of the Supreme Court." Congress has also given the President the right to fill federal judges serving at constitutional courts.

The President makes judicial nominations only after consultation with many individuals and groups, including the attorney general, the White House staff, and home-state senators. Candidates for federal judgeships are then evaluated by a committee of the American Bar Association and by the Senate Judiciary Committee.

Presidents usually consider at least two factors in selecting judges. First, the ideological aspect in which a judge belongs is usually an important consideration. As a rule, Presidents favor judges from their own party. Second, Presidents tend to prefer candidates who have judicial philosophies similar to their own. As a result, they typically choose persons who agree with their political ideologies.

A third factor is the background of the individual being considered. Almost all federal judges are, or have been, practicing attorneys who have served as judges at the state or local level. A few have been professors of law.

Considerable time and energy is often spent in examining the background of potential nominees. Every effort is made to find persons who are respected by their peers and who have personal integrity and high ethical standards.

In naming judges, Presidents may also follow a practice known as SENATORIAL COURTESY. When a seat has a judicial opening, the President gives the senator or senators of that state the opportunity to approve or veto a potential candidate before his or her name is submitted to the entire Senate.

TERMS

Judges are appointed for life terms, which tend to insulate them from political pressures. Having to stand for election, they would be more concerned about the good will of voters than about the constitutionality of laws. Similarly, Congress is forbidden to lower the salaries of jurists so that salary reduction cannot be used as a threat against them. Thus, the judiciary is the most independent of the three branches of government, and judges are generally not as swayed by public opinion as are those in the other two branches.

SALARIES

Although Congress cannot lower the salaries of individual judges, it can decide how much judges, as a group, should be paid. Today, the salaries

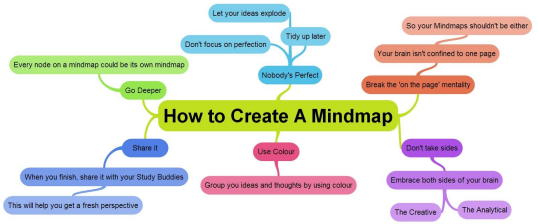


The Most Common Mistakes

Problem:

Taking Too Many or Too Few Notes

Another Option: Mind Mapping



Recommended Software: Xmind.net

The Most Common Mistakes

Problem:

Taking Too Many or Too Few Notes

Another Solution:

Notes in the margin

One of the most famous events in early Greek history is the Trojan War. The war is well-known for its length, legendary players, and the Trojan horse, but many may not be familiar with the reason for its inception. Steeped in Greek Mythology, the Trojan War is said to have begun at the wedding of Peleus, the King of Thessaly, and Thetis, a sea nymph. The wedding celebration was held in Troy and almost all the gods and goddesses were in attendance. One goddess, however, had been left off the guest list. Eris, goddess of discord, was not invited due to her penchant for causing conflict wherever she went. — War started at wedding

Eris wanted revenge and decided to start a fight at the wedding. She marked an apple "for the most beautiful" and tossed it into the middle of the banquet hall where all the gods and goddesses were celebrating the marriage of Peleus and Thetis. Once the goddesses spotted the apple, they began to quarrel over which one of them should possess it and hold the title of most beautiful. After much argument, they narrowed it down to Hera, Athena, and Aphrodite. Paris, the prince of Troy, was said to be a good judge of beauty and was given the job of choosing the winner. Each goddess fervently tried to bribe Paris in order to win the golden apple. — Eris not invited, revenge — Threw "most beautiful" apple.

Hera promised Paris land and kingdoms. Athena promised him victory in war and everlasting fame. Aphrodite offered Paris the mortal Helen, daughter of Zeus, in order to persuade Paris to give her the golden apple and the title of most beautiful. Paris could not refuse her offer. He was anxious to claim Helen and set upon his journey to Sparta. — Paris chose Aphrodite b/c she promised Helen

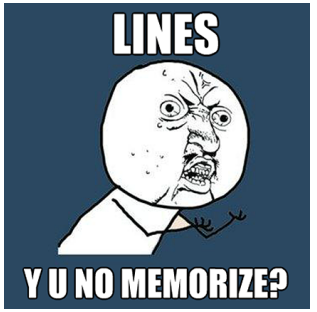
Helen was already married to the King Menelaus of Sparta but Paris stayed with Helen and her husband as a guest. When Paris left Sparta, he outraged the King by taking Helen with him. The King gathered his army and set out to declare war on Troy to reclaim his wife from Paris. — War started

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The Most Common Mistakes

Problem:

Trying to memorize (rather than understand)

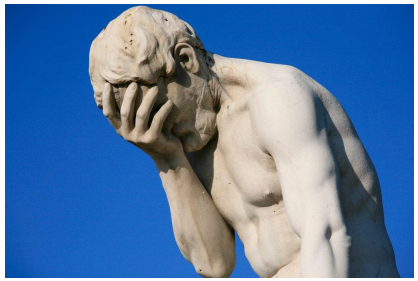


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The Most Common Mistakes

Problem:

Reading the whole book or article
when only part of it is relevant to your purpose



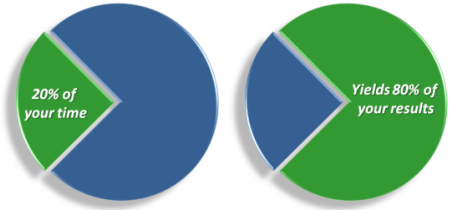
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The Most Common Mistakes

Problem:

Reading the whole book or article
when only part of it is relevant to your purpose

Solution: Follow the "80/20" Principle



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The Most Common Mistakes

Problem:

Reading the whole book or article
when only part of it is relevant to your purpose

Solution: Follow the "80/20" Principle

The Multiple Reading Process

1.) Preview
2.) Overview
3.) Read

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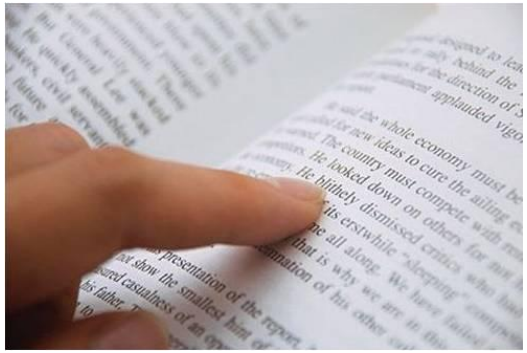
Do you easily "zone out" while reading?



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How To Improve Concentration

Using Your Hand Improves Focus



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The "Speed Adjustment" Strategy

Rule of Thumb:

Read the 1st Sentence Slowly,

Then Speed Up a Little Through the Paragraph



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What if you're reading on a digital device?



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How To Improve Concentration

Try the "25-5" Strategy

Read for **25 minutes**

Break for **5 minutes**

*Or take notes for 5 minutes

Then Repeat...

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How To Improve Concentration

The Deadline Strategy

Measure: How long does it take to read 1 page?

Now try to meet or beat that time



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How To Improve Concentration

The Deadline Strategy

"What gets measured, gets managed."

-Peter Drucker, Business Management Guru



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How To Improve Concentration

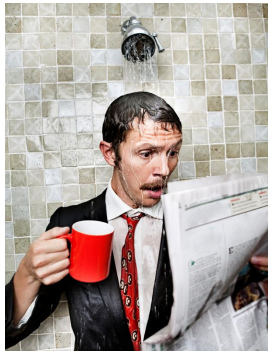
Get Rid of Distractions



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How To Improve Concentration

Avoid Multi-Tasking



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How To Improve Concentration

Find Your Ideal Reading Place



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How To Improve Concentration

Read at the Same Time Every Day

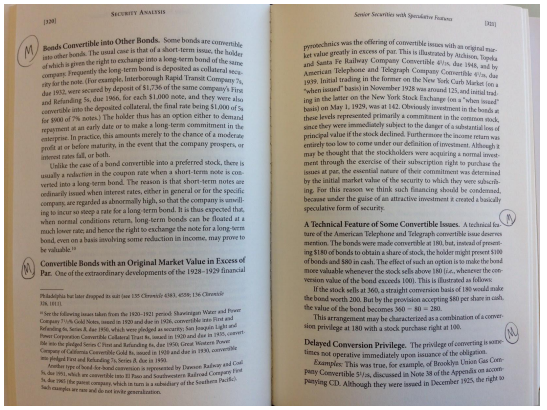


When are you most focused?

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How To Improve Concentration

Create “Mental Checkpoints”



SECURITY ANALYSIS [320]

Bonds Convertible into Other Bonds. Some bonds are convertible into other bonds. The usual case is that of a short-term issue, the holder of which is given the right to exchange into a long-term bond of the same company. Frequently the long-term bond is deposited as collateral security for the note. (For example, Interborough Rapid Transit Company 7s, due 1932, were secured by deposit of $1,736 of the same company's First and Refunding 5s, due 1966, for each $1,000 note, and they were also convertible into the deposited collateral, the final rate being $1,000 of 5s for $900 of 7% notes.) The holder thus has an option either to demand repayment at an early date or to make a long-term commitment in the enterprise. In practice, this amounts merely to the chance of a moderate profit at or before maturity, in the event that the company prospers, or interest rates fall, or both.

Unlike the case of a bond convertible into a preferred stock, there is usually a reduction in the coupon rate when a short-term note is converted into a long-term bond. The reason is that short-term notes are ordinarily issued when interest rates, either in general or for the specific company, are regarded as abnormally high, so that the company is unwilling to incur so steep a rate for a long-term bond. It is thus expected that, when normal conditions return, long-term bonds can be floated at a much lower rate; and hence the right to exchange the note for a long-term bond, even on a basis involving some reduction in income, may prove to be valuable.[10]

Convertible Bonds with an Original Market Value in Excess of Par. One of the extraordinary developments of the 1928–1929 financial

[10] Philadelphia has later dropped its suit (see 135 *Chronicle* 4383, 4508; 136 *Chronicle* 338, 1811).

[11] See the following issues taken from the 1920–1921 period: Shawinigan Water and Power Company 7½% Gold Notes, issued in 1920 and due in 1926, convertible into First and Refunding 6s, Series A, due 1950, which were pledged as security; San Joaquin Light and Power Corporation Convertible Collateral Trust 6s, issued in 1920 and due in 1935, convertible into the pledged Series C First and Refunding 6s, due 1950; Great Western Power Company of California Convertible Gold 6s, issued in 1918 and due in 1930, convertible into pledged First and Refunding 7s, Series B, due in 1950.

Another type of bond-for-bond conversion is represented by Delaware Railway and Canal 5s, due 1951, which are convertible into El Paso and Southwestern Railroad Company First 5s, due 1965 (the parent company, which in turn is a subsidiary of the Southern Pacific). Such examples are rare and do not invite generalization.

Senior Securities with Speculative Features [321]

pyrotechnics was the offering of convertible issues with an original market value greatly in excess of par. This is illustrated by Atchison, Topeka and Santa Fe Railway Company Convertible 4½s, due 1948, and by American Telephone and Telegraph Company Convertible 4½s, due 1939. Initial trading in the former on the New York Curb Market (on a "when issued" basis) in November 1928 was around 125, and initial trading in the latter on the New York Stock Exchange (on a "when issued" basis) on May 1, 1929, was at 142. Obviously investment in the bonds at these levels represented primarily a commitment in the common stock, since they were immediately subject to the danger of a substantial loss of principal value if the stock declined. Furthermore the income return was entirely too low to come under our definition of investment. Although it may be thought that the stockholders were acquiring a normal investment through the exercise of their subscription right to purchase the issues at par, the essential nature of their commitment was determined by the initial market value of the security to which they were subscribing. For this reason we think such financing should be condemned, because under the guise of an attractive investment it created a basically speculative form of security.

A Technical Feature of Some Convertible Issues. A technical feature of the American Telephone and Telegraph convertible issue deserves mention. The bonds were made convertible at 180, but, instead of presenting $180 of bonds to obtain a share of stock, the holder might present $100 of bonds and $80 in cash. The effect of such an option is to make the bond more valuable whenever the stock sells above 180 (i.e., whenever the conversion value of the bond exceeds 100). This is illustrated as follows.

If the stock sells at 360, a straight conversion basis of 180 would make the bond worth 200. But by the provision accepting $80 per share in cash, the value of the bond becomes 360 − 80 = 280.

This arrangement may be characterized as a combination of a conversion privilege at 180 with a stock purchase right at 100.

Delayed Conversion Privilege. The privilege of converting is sometimes not operative immediately upon issuance of the obligation.

Examples: This was true, for example, of Brooklyn Union Gas Company Convertible 5½s, discussed in Note 38 of the Appendix on accompanying CD. Although they were issued in December 1925, the right to

How To Deal with Technical Terms

Abstract Information = harder to remember

Visual Information = easy to remember

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How To Deal with Technical Terms

Easy to Remember



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How To Deal with Technical Terms

Technical Term: ***conterminous***

(Hard to Remember)

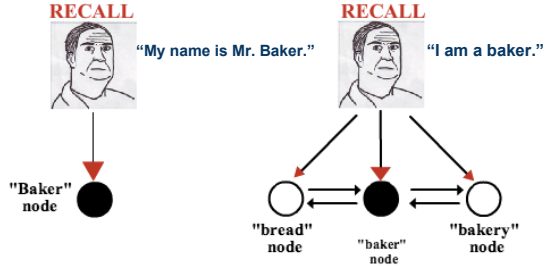


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How To Deal with Technical Terms

Abstract vs. Visual

"The Baker / Baker Paradox"



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How To Deal with Technical Terms

The “Similar Sound” Technique

Helps You Remember the Meaning
of a Technical Word
By Linking the Meaning to a Visualization

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How To Deal with Technical Terms

The “Similar Sound” Technique

Basic Examples:

"Salary" sounds like "celery"
"Freedom" sounds like "fried ham"
"Happiness" sounds like "happy nest"

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How To Deal with Technical Terms

The “Similar Sound” Technique

Acronym Examples:

"KAJ" sounds like "cage"
"ROX" sounds like "rocks"
"ZYL" sounds like "seal"
"XAC" sounds like "sack"

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How To Deal with Technical Terms

The "Similar Sound" Technique

Example:
"Claustrophobia"

Definition:
The fear of closed spaces

But you already knew that...

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How To Deal with Technical Terms

Claustrophobia

Santa Clause + Phobia =

Santa Clause has a fear of tight chimneys



How To Deal with Technical Terms

The "Similar Sound" Technique

Keraunophobia

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How To Deal with Technical Terms

The "Similar Sound" Technique

Keraunophobia

The Fear of Lightning

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How To Deal with Technical Terms

The "Similar Sound" Technique

Keraunophobia

The Fear of Lightning

"**Karen** is afraid of lightning"

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How To Deal with Technical Terms

The "Similar Sound" Technique

Belonephobia

How To Deal with Technical Terms

The "Similar Sound" Technique

Belonephobia

The Fear of Needles

How To Deal with Technical Terms

The "Similar Sound" Technique

Belonephobia

The Fear of Needles

"The **balloon** is afraid of needles"

How To Deal with Technical Terms

The "Similar Sound" Technique

Anthrophobia

How To Deal with Technical Terms

The "Similar Sound" Technique

Anthrophobia

The Fear of People

How To Deal with Technical Terms

The "Similar Sound" Technique

Anthrophobia
(ant - thro - phobia)
The Fear of People

"My crazy **aunt** **throws** people out of the house"

How To Deal with Technical Terms

The "Similar Sound" Technique

Anthrophobia
(ant - thro - phobia)
The Fear of People
OR
"The **ant** is afraid of people stepping on it."

How To Deal with Technical Terms

The "Similar Sound" Technique

Helps you...

- Deal with technical terms
- Learn abstract Information

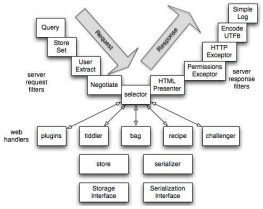
Remember: Images Are Easy To Remember

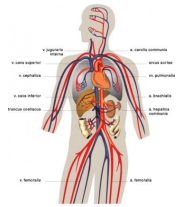
So if you have a technical term, turn it into an image

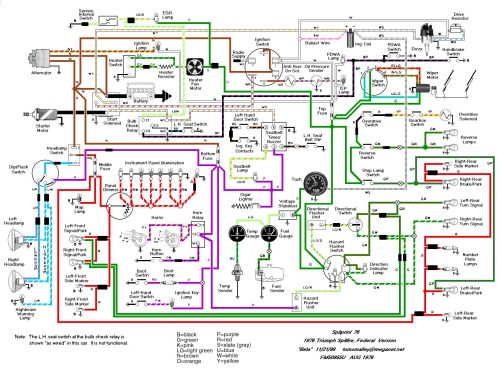


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How To Read & Analyze Diagrams, Charts, etc.







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Dealing with Footnotes

...muses. But at least I can try to clear myself of the charge Taylor levels at "theories of Enlightenment materialist utilitarianism." Such theories, Taylor says, "have two sides – a reductive ontology and a moral impetus."[33] Like Dewey, I am trying to keep the moral impetus while discarding the ontology (*any* ontology, reductive or otherwise).[34] I hope that this essay has shown that, whatever the other defects of my philosophical position, I am not someone who, as Taylor puts it, "allows epistemology to command ontology."[35]

31 Taylor, *Sources of the Self*, 347. 32 See ibid., 66–7. 33 Ibid., 337.
34 Even the neutral monist ontology of "experience" that Dewey developed in *Experience and Nature*.
35 Taylor, "Rorty in the Epistemological Tradition," 264.

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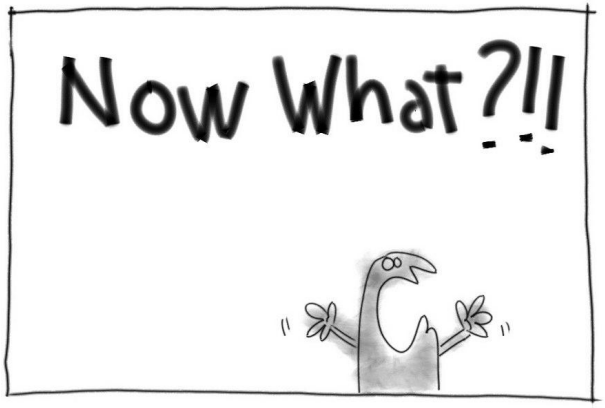
Dealing with Footnotes

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1 Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Ut purus elit, vestibulum ut, placerat ac, adipiscing vitae, felis. Curabitur dictum gravida mauris. Nam arcu libero, nonummy eget, consectetuer id, vulputate a, magna. Donec vehicula augue eu neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Mauris ut leo. Cras viverra metus rhoncus sem. Nulla et lectus vestibulum urna fringilla ultrices. Phasellus eu tellus sit amet tortor gravida placerat. Integer sapien est, iaculis in, pretium quis, viverra ac, nunc. Praesent eget sem vel leo ultrices bibendum. Aenean faucibus. Morbi dolor nulla, malesuada eu, pulvinar at, mollis ac, nulla. Curabitur auctor semper nulla. Donec varius orci eget risus. Duis nibh mi, congue eu, accumsan eleifend, sagittis quis, diam. Duis eget orci sit amet orci dignissim rutrum.

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Done Reading Your Chapter?



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After You Finish Reading

1. **Re-read any sections that you didn't understand**
2.
3.



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After You Finish Reading

1. Re-read any sections that you didn't understand
2. **Re-read headings, sub-headings, bold-faced words**
3.



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After You Finish Reading

1. Re-read any sections that you didn't understand
2. Re-read headings, sub-headings, bold-faced words
3. **If you need to memorize anything, do this now**



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Repetition Helps You Remember



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Repetition Helps You Remember

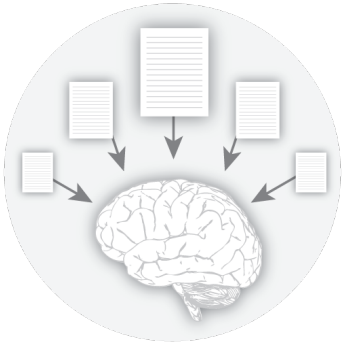
How Do Songs Get Stuck in Your Head?



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To Remember Technical Material You Need REPETITION

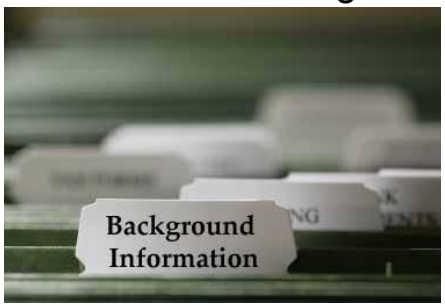
Note-Taking is a Form of Repetition



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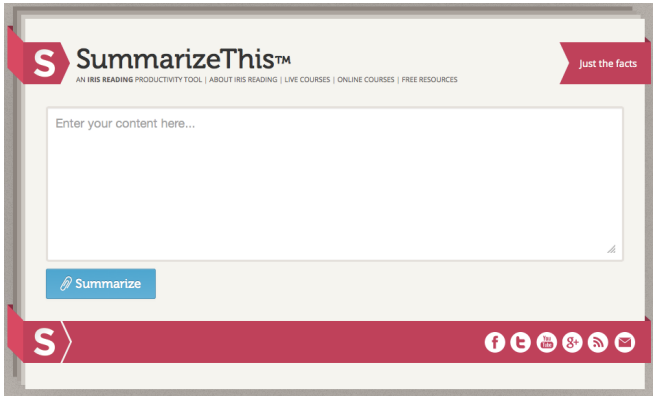
To Remember Technical Material You Need REPETITION

Get Background Information on a Topic Before Reading



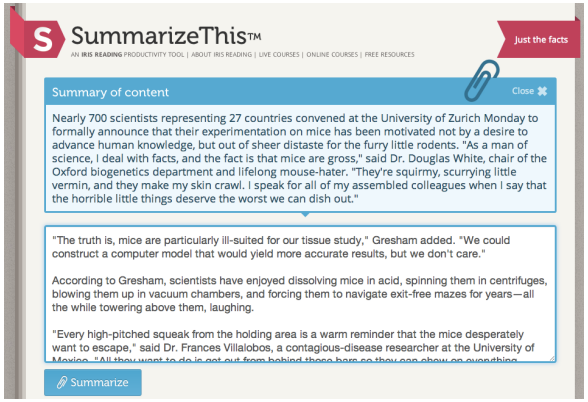
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To Remember Technical Material You Need REPETITION

The "Multiple Read Process" includes Repetition

1. **Preview**
   - Read the intro & conclusion
2.
3.

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To Remember Technical Material You Need REPETITION

The "Multiple Read Process" includes Repetition

1. Preview
   - Read the intro & conclusion
2. **Overview**
   - Read headings, sub-headings, bold-faced words and/or first sentences
3.

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To Remember Technical Material You Need REPETITION

The "Multiple Read Process" includes Repetition

1. Preview
   - Read the intro & conclusion
2. Overview
   - Read headings, sub-headings, bold-faced words and/or first sentences
3. **Read**
   - (self explanatory)

Preparing for a Test? (MCAT, GMAT, LSAT, etc.)

The Multiple Reading Process

1.
2.
3.

Preparing for a Test? (MCAT, GMAT, LSAT, etc.)

The Multiple Reading Process

1. **Preview**
   - Read the 1st sentence of all paragraphs
2.
3.

Preparing for a Test? (MCAT, GMAT, LSAT, etc.)

The Multiple Reading Process

1. Preview
   - Read the 1st sentence of all paragraphs
2. **Overview**
   - Read the questions
3.

Preparing for a Test?
(MCAT, GMAT, LSAT, etc.)

The Multiple Reading Process

1. Preview
   - Read the 1st sentence of all paragraphs
2. Overview
   - Read the questions
3. **Read**
   - Read the passage

Then Answer the Questions...

Remember… Repetition Helps You Remember



Remember… Repetition Helps You Remember

Try the "Read & Recall Exercise" to Improve Retention

1. Read a paragraph
2. Take a quick note (a keyword or phrase)
3. Repeat

Try doing this for 15 minutes a day, 2 weeks

Quick Test...

Can you remember the definitions of the phobias we covered?

- Keraunophobia
- Belonephobia
- Anthrophobia

Quick Test...

Can you remember the definitions of the phobias we covered?

- **Keraun**ophobia: fear of lightning
- **Belone**phobia: fear of needles
- **Anthro**phobia: fear of people

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Congratulations!



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