

“Using Skimming, Scanning and SQ3R Methods in Reading”

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ABSTRACT

This article aims to provide information about reading techniques that are often used in learning. In this article covers three techniques that are often used namely Skimming, Scanning, SQ3R. The method that the researcher uses is a literature study by collecting data through various sources of journals and research articles that have been done previously. We will summarize the data and make it the basis for rewriting by the researcher. The use of techniques in reading makes us faster in completing reading activities so that it can help students find the information they are looking for in reading quickly. Some assignments in class will require students to be active in looking for information in the reading to answer questions given by the teacher. Therefore, with a good understanding of techniques in reading, students will be able to choose the techniques that will be used in finding information in books effectively.

KEYWORDS: *Reading, Skimming, Scanning, SQ3R, Techniques in Reading*

INTRODUCTION

Everyone has different goals in doing something, including reading. Reading is an activity to find information or meaning in texts. Reading can aim to entertain yourself or indeed to complete a task. As stated by (Santoso, 2017) by reading a lot of texts, students find a lot of different important information such as in the fields of education, science, economy, politics, and technology. However, there are still difficulties in carrying out reading activities, such as previous research conducted by Arifitriyanti (2021) in the interview of an English teacher at MAN 1 Jember which resulted in the answer that many students found it difficult to understand the whole English reading and it was difficult to find specific information during reading activities. This makes us to continue to try to find solutions to these problems. Understanding and searching for specific information in reading can be done with several techniques in carrying out reading activities. Several trials of using techniques in reading have been reviewed in several studies, such as the research conducted by Putri (2021) at MA Pasangkayu, which found reading techniques that are often used in learning and are considered easy for students to understand, namely skimming, scanning, and SQ3R techniques. Another research Qisamullah (2017) in his study, resulted in an answer that skimming and scanning techniques were successful in helping students build reading comprehension skills from English recount text.

From the research that has been done previously above, we can find three reading techniques that are often used in classroom learning. The first technique that is often used in reading is skimming. Skimming can be done in a fast way by skipping some parts that are not needed. As stated by (Wahyuningsih, 2018) in her research she wrote that the skimming technique tries to help find general topics or main ideas of reading text, and it would be better if you use this technique on non-fiction texts or material containing facts. It can be concluded that by using skimming techniques in reading activities, we can quickly find a general picture of what is being discussed in

the text. That is, if in general we know what is discussed in the text, it will be faster for us to understand the entire discussion of the text in detail.

The second technique that can also help understand a specific reading or literacy is the scanning technique. It is said to be specific because this technique can make students find important things in particular, such as looking for answers to questions from assignments given by the teacher. As said (Asmawati, 2015) that scanning is a tool that can be an assistant in helping to find the details of certain questions in the final project, this is very useful for students to look for specific information to find answers to assignments or exams, and make their time shorter in answering questions. It can be concluded that scanning is a technique that can make it easier for students to help find answers for their school assignments and exams. Because this technique has the benefit of finding specific answers, it is very often used in learning.

The third technique that is often used and produces more specific information is SQ3R. This technique will be more time consuming, but will produce complete information. SQ3R stands for "Survey", "Question", "Read", Recite "and" Review. The use of this technique can be done if we get a thick literacy book but we want to get information effectively. As stated by Prastowo (2012) in his study explaining the steps of using the technique starting at the survey stage, students were asked to skim a summary of the material. At the question stage students are asked to write down several questions related to the material. Then, at the reading stage students are stimulated to pay attention to the organization of the material and put a special mark on the main idea and answer questions that have been made in the previous stage. After that, at the recite stage students are asked to test themselves when reading and then summarize the material using the students' own language. Finally, at the review stage, students were asked to review the material. It can be concluded that this technique is very complicated and tries to provide complete information efficiently.

It can be concluded that reading comprehension in reading activities can be done efficiently with the use of appropriate techniques. Reading is one of the important activities in finding information. The techniques that are often used in learning based on research that have been found are skimming, scanning, and SQ3R techniques. These three techniques are considered easy and can make shorter time in understanding or finding answers in reading. Skimming is a technique that prioritizes helping in finding general topics or main ideas of reading text. With skimming technique, we can quickly find out what discussion is being discussed in the text. Scanning technique is also a reading technique that can make shorter time in finding specific answers. By using scanning technique, it can make it easier for students to answer certain questions on their assignments. The SQ3R technique also helps find detailed and complete information. SQ3R stands for "Survey", "Question", "Read", Recite "and" Review. The SQ3R technique can help us find the information we want to get in a thick book in detail in an efficient manner. So, if you have different goals in reading texts with a short time capacity, you must be able to choose the right reading technique by understanding the technique well first.

DISCUSSION

Reading is an activity to find information or meaning in an article. Reading can aim to entertain yourself or indeed to complete a task. With a lot of reading time, it makes us remember the spelling of English vocabulary better. The problem that often occurs in reading activities is the lack of understanding of the text. Indrayani (2014) has stated that reading comprehension is a process to get the right understanding of the author's message through simultaneously extracting and constructing meaning by collaborating background knowledge and interaction and engagement with readers. That is, success or failure in understanding a reading depends on several factors that can be classified into three categories: reader (intelligence that performs activities), textual (level of difficulty in the content of the text) and instructional (form of teaching from others about how to read). Reading comprehension is also influenced by reading strategies, reading speed, and

concentration in reading. Different purposes of reading have different reading techniques. The speed in reading is also different in understanding a reading for different purposes. Poor reading comprehension can also be obtained, due to poor selection of reading strategies. Sometimes a task does not demand a fast-reading speed, but precise comprehension.

The Three Best Reading Methods

According to Fauzi & Raya (2018) share that both skimming and scanning are special reading techniques needed to read quickly and efficiently. but there is also a statement that says SQ3R is one very good strategy in which each guides students to understand the text easily. It can be found that there are three very good reading techniques, namely skimming, scanning and SQ3R. These three techniques can be applied when they have different purposes in carrying out reading activities.

1. Skimming

The first method is skimming. As stated by (Wahyuningsih, 2018) in her research she wrote that the skimming technique tries to help find general topics or main ideas of reading text, and it would be better if you use this technique on non-fiction texts or material containing facts. or the eye seems to float to the bottom of the page, illuminating the main idea, or significant phrase or keyword. In a narrow sense, skimming is done with a fast-reading speed. With the skimming method we are required to read the entire section and find the core we are looking for quickly. Usually skimming is used when you want to find the main idea of a reading.

And according to Liao (2018), skimming is done at a speed three to four times faster than normal reading. In the skimming technique we are not required to read the entire reading. So, to get information faster, we must pay attention to keywords, bold words, headings or titles, first and last sentences. Skimming technique can be used to:(1) Quickly identify main ideas of a text; (2) Skimming is 3 to 4 times faster than regular reading; (3) Used when there is a lot of material and a short amount of time. Then, this is how to skimming: (1) See the keywords and bold words; (2) Read the first and last paragraph; (2) Read headings, subheadings, titles, subtitles, and illustrations; (3) Read the first sentence of every paragraph.

Basically, the reader should be able to identify the main idea in the passage of the text. There are other general guidelines on different articles, steps in skimming, read the following items: Title, Subheading, Introductory paragraph, Title, first sentence of each paragraph (Also called topic sentence, the author provides the main idea of the paragraph. If the reader's first sentence is not a sentence topic, the reader may jump to the end of the paragraph and read the last sentence for important information.), keywords, and try to get information to pay attention to names, numbers, dates, places, words and phrases in uppercase or italics. A quick glance will help the reader to get an overall impression of the paragraph and ensure that the reader has identified the main idea of the paragraph. Lastly, skimming refers to looking for general ideas from the reading text. If readers pick and choose carefully what they read, they will get the reading text information in no time.

2. Scanning

Second is scanning methods, according to Ngoc (2015) good scanning techniques teach are as follows:

- a) Have all the facts or pieces of information that you find clearly in mind. This will help you find others like what you are looking for or a particular one.
- b) Start at the beginning of the selection and let your eyes sweep the page down. Look for keywords that tell you what you're scanning might be nearby. Running your index finger in the center of each page while you can scan can help you not to miss any print lines.

- c) When you find a keyword or words, read around them or words to see if the information you scanned is there.

From these three points, it can be concluded that scanning is a method that aims to find information by reading every word in the text and scanning important words or sentences by underlining these points. In reading using the scanning method, we usually need the help of tools such as pencils or ballpoint pens to underline important information. After finishing reading the entire text, we only focus on the underlined words and arrange the main idea or information we want to get. Usually, this technique can also be used to find answers to questions given by the teacher. For example, if we get a question about the name or date of a historical event, the scanning method can be used for reading text activities.

3. SQ3R

The third is SQ3R methods, itself stands for "Survey", "Question", "Read", "Recite" and "Review." "Survey" in this method means to preview the chapter before you read it. The Goals of Surveying – to get:

- a) A general overview
- b) A feeling for the writer's style and organization
- c) A sense of what's important
- d) An idea of the chapter's natural breaks or divisions

The way to conduct a survey can be started by reading the title. Read any introductory material. Pay attention to chapter outlines, lists of questions, goals, and objectives. Formulate a general question about the chapter's overall points or points. Read each heading and the first sentence following each heading. Look at all visual aids. Read all captions and explanations accompanying the graphics. Read all bold-printed or italicized words and words in the margins. Read end-of-the-chapter summaries and questions, or read the last page if there is no summary.

"Question" Turn chapter headings/subheadings into questions to guide your reading. Ask what? Ask who? Ask why? Ask how? Where? and when? questions give you a very limited answer. The step question in this method makes us stay focused, gives purpose, and creates interest.

"Read" is recommended for study read with a highlighter and pencil in your hand. Read to answer your guide questions for each section and subsection. Rereading is common and reads every word. Be selective and underline or highlight only the words and phrases you need. When you go back and reread your underlining or highlighting, the text should have meant. Make notes in the margins. Mark important text items such as dates, names, concepts, and key points. Use circles, stars, arrows, numbers. Your goal is to read the chapter thoroughly only once.

"Recite" means to express or write what has been read in a different way (meaning the sentence itself) and relate it to what is already known (rephrasing and connecting). This step improves concentration and helps you remember the material. Immediately after reading each section you must recite. Start from put it in your own words, write a summary or create an outline, and finally write notes.

"Review" means recalling what has been read, what has been rewritten, or has been underlined. Here the reader decides what the author wants to convey. What are the things to remember? Are the questions asked fully answered? Are there things that readers don't understand? or are there things that we don't agree with the author. The function of "Review" is to elevate the reader's understanding to a higher level.

CONCLUSION

Reading is an activity that is very often done by everyone, especially for students. In seeking information or answering assignments from the teacher, students need a lot of reading from the text.

In reading there are various techniques that can be used in order to find information quickly and effectively. In a previous research article, it was found that three techniques are often used, namely Skimming, Scanning, and SQ3R. These three techniques have different ways and purposes in their application. To do skimming can be done quickly by skipping the parts that are not needed. The main focus in using skimming techniques is to find general topics or main ideas of reading text. Furthermore, to search for more specific information, students can use scanning techniques. Scanning makes it easier for students to find answers or information to answer questions given by the teacher specifically, such as the name of a character or the date of the incident. Because this technique has the benefit of finding specific answers, it is very often used in learning. If students have to look for information from thick books, they can switch to using the SQ3R technique. This technique makes it easier for students to find information specifically and quickly even in thick books. However, this technique has a sequence of steps that must be passed, namely "Survey", "Question", "Read", Recite "and" Review. These three techniques are very helpful for students in finding information as needed. Therefore, it is important to understand the meaning and use of techniques in reading well in order to choose the most efficient technique.

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