SPEED READING

by Patti York

With the volume of information thrown at us every day it is a wonder anyone has time to read anymore. College students know full well the importance of reading textbooks, but with the limited time available to us, reading can be a ponderous job. There are hundreds of techniques to help you read faster. Here are three especially good ones you can use immediately. The first two ways can help you get through tons of reading materials—fast—without reading every word. They'll give you the overall meaning of what you're reading, letting you cut out a lot of unnecessary reading.

1. PREVIEW—IF IT'S LONG AND HARD.

Previewing is especially useful for getting a general idea of heavy reading like long articles, business reports, and nonfiction books. It can give you as much as half the comprehension in as little as one tenth the time, such as previewing eight or ten 100-page reports in a hour.

Here's how to preview: Read the entire first two paragraphs of your material. Next read only the first sentence of each successive paragraph. Then read the entire last two paragraphs. It doesn't give you all the details but does give a quick, overall view of long, mostly unfamiliar material. For short, lighter reading:

2. SKIM—IF IT'S SHORT AND SIMPLE.

You should be able to skim a weekly popular magazine in less than half the time it takes now. It's also useful in reviewing material you've read before.

Here's how to skim: Think of your eyes like magnets. Force them to move fast. Sweep them across each and every line of type. Pick up only a few key words in each line. Everyone skims differently so while two people may not pick the same words when skimming, they should get a pretty similar idea of what it's all about.

To show you how it works, I circled the words I picked out when I skimmed the following story. Try it. It shouldn't take you more than about five seconds:

"My brother Kevin thinks monsters live in our bedroom closet at night. But I told him he is crazy. "Go check then," he said. "I didn't want to," Kevin said. "I was chicken. Am I not?" I said. Are so?" he said. Dad came into see what the argument was about. "Get to sleep!" he shouted. "We want to sleep fast and the monsters never did come back!"

As you can see, skimming and previewing can give you a general idea about content—fast. But neither technique can promise more than 50 percent comprehension. To read faster and understand most, you need to:

3. CLUSTER—TO INCREASE SPEED AND COMPREHENSION.

Word-by-word reading, the way each of us learned to read, actually cuts down on the speed of reading. Clustering trains you to look at groups of words instead of one at a time and increases your speed enormously. For most of us, clustering is a totally different way of seeing words.

Here's how to cluster: Train your eyes to see ALL the words in clusters of up to 3 or 4 words at a glance. Here's how I'd cluster the story we just skimmed:

"My brother Kevin thinks monsters live in our bedroom closet at night. But I told him he is crazy. "Go check then," he said. "I didn't want to," Kevin said. "I was chicken. Am I not?" I said. Are so?" he said. Dad came into see what the argument was about. "Get to sleep!" he shouted. We want to sleep fast and the monsters never did come back."

Learning to read clusters takes constant practice. Practice by clustering and reading very fast, then reading at your regular pace to see what you missed. Practice again. It may take a week or so to learn, but it is worth the time and effort to give you another useful tool to apply to your endeavors.
Editor's Inch

"That's what friends are for"

BY PATTI YORK

About one week shy of finishing my last Evening Edge newsletter, I fell ill and went through a very scary, and very trying, time. It took at least ten days and two doctors to verify my illness, and I was literally out of commission for another two weeks.

I tell you this for a reason. As I got sicker I realized I would not have the time to finish the Fall issue of the Edge. I tried my best to make sure that the Edge is varied and full of important information that we at Lindenwood can find useful in our college days. I had compiled most of the newsletter and had formatted most of the stories. But when I fell ill, I realized that I could not complete my task.

I immediately called Jeanne Malpiedi in the Public Relations Department here on campus and she pulled the issue through like the champion she is. Between her and Cori Puddl, a grad assistant in PR, the Edge came out on-time and in great shape. I want to take this opportunity to thank these fine people for bringing the newsletter to our students. Jeanne put it best:

"That's what friends are for!"

Did you know that...

... students do much better in college when they form alliances with fellow students, faculty members and student advisors? It is recommended that students enroll in at least one small class every semester. The frequent interaction among students and between students and teacher helps counter the anonymity of large lecture classes.

Most LCIE and MAP students have seen these benefit firsthand in their classes. It is what makes the camaraderie so great at Lindenwood!


Resume Gaffs

Excerpted from the MONDAY MEMO, St. Louis Post-Dispatch Business Section, November 30, 1992, compiled by Gary A. Clark.

You would think that folks would hire a proofreader before submitting something so crucial as a job resume. But those little mistakes are slipping through on a regular basis, even though millions are out of work these days.

Robert Half, founder of "Accountemps," a temporary-help firm in Menlo Park, Calif., has been collecting resume bloopers for years. Among his best in the collection are these actual excerpts:

- "I am relatively intelligent, obedient, and loyal as a puppy," wrote one job seeker, whose chances seemed to be going to the dogs.

- A dreamer (or braggart) wrote: "Typing speed: 756 words per minute."

- An industrious sort offered a personal goal: "To hand-build a classic cottage from the ground up, using my father-in-law. As what?"

- A fluent applicant wrote: "I speak Russian, Italian, and Dutch like a kindergartner."

- Another foreign-language expert wrote: "Languages include 'traderspeak,' 'shareholderese,' and 'analystalk.' " Is he making this up as he goes along?

- Finally, an expert in the German language wrote: "Exposure to German for two years, but many words are inappropriate for business." That one sounds like it might depend on the business.

- The top ten reasons for an adult to return to school

10. If you're going to do homework, it may as well be your own.
9. This time there is a chance you'll study.
8. No dorky dances.
7. You may actually have crib sheets somewhere around your house.
6. The system has probably forgotten what you did all those years ago.
5. Discounts, discounts, discounts!
4. Excused absences no longer require a forged note.
3. The back of the class is still a good place to catch up on sleep.
2. An astonishing percentage of your history course will actually be something you lived through.
1. You can have a car for graduation, even if you have to buy it for yourself!
One Student's Views

STUDY HALL

by Patti York

You remember study hall. It could be the longest class of the day, or the shortest if you had lots of homework needed finished by the following class period. It was an hour set aside in your schedule to use to prepare for exams, finish up projects, and to utilize most wisely.

Some students had that special knack of using every study hall wisely. They would judiciously study for an exam, peruse the library and compile research needed for a paper, or outline the next chapter of their history books. Some students used the time for catching up on studies, finishing up last night’s assignments, cramming for the science test, or stacking together their art projects. And there were those who felt study hall was more of a social time. We caught up on our comic book reading, wrote in our diaries, or prepared our nails for the next coat of polish.

How I would give anything for an hour a day of uninterrupted quiet time to work on my college studies! Besides attending school, I own and operate a Bed & Breakfast, raise four children, and do some volunteer work. This is along with the day-to-day living we all do. I find reading, writing, and study time to be at a premium.

When I started school, our family discussed the time commitment I needed to complete my studies. We all agreed that school comes before everything else in my live, except family and business. Kids don’t understand, though, what that actually means. Kids need mom (not dad) to study spelling words. Dad is running late and mom needs to pick Junior up from soccer practice. Guests need to be checked in the B & B, little ones need to be bathed, read to, tucked in for the night, and studies are postponed until 10 p.m. And I don’t even work full time for a living like most of the LCIE and MAP students do! How do I deep up with the work load? There are some helpful hints I’ve learned over the last couple years that I’d like to share with you.

1. Keep your goals in sight. You want to graduate from college with knowledge and skills that you didn’t have before. Grades aren’t the only thing. They are just an added incentive.

2. Talk with your family and friends about your goals. Let them know you are serious about your work and that it is a priority. Enlist their help in projects so they can share in your endeavors. They will be more serious about your goals.

3. Set aside a particular time, preferably in a particular place, that is your study time. Let everyone know you are not to be disturbed. And then don’t let them disturb you!

4. Use your lunch time, waiting time in the dentist’s office, airplane time, sitting time in car pool lines, ANY little time and use it to catch up on homework. Carry a notebook to jot down ideas, notes, and thoughts. Write in your class journals, read your homework, outline your paper. Don’t forget, thinking and planning are important parts of homework, too.

5. Keep everything together. This is a real time saver. Use a book bag or satchel and keep everything from your class in this one place. You will be ready to grab it when you are off to school, work, or the doctor’s office.

6. Library time is quiet time. When the going gets tough, hire a sitter and head for the library. It’s the closest thing I’ve found to a real study hall.

7. Focus on your subject and stay on target. Complete one task before starting the next. It will give you a great sense of accomplishment.

8. Work ahead if possible. This will give you some relief when everything comes due at the same time. You know the old saying: things will go wrong when your final project is due!

9. Take a day off to clear your head. I use the day after my class and just forget about school all together. It’s a nice reward.

10. Use your classmates as helpers as well as friends. They understand what you’re going through. Some of my toughest assignments have become clear when just discussing my options with my classmates. We’re all pulling for each other and this support is invaluable.

11. I think what makes college easy for me is that I REALLY enjoy school. It’s hard work. It’s long hours. It’s challenging my mind constantly and it requires a lot of my time. Yet it is the most rewarding thing I’ve ever accomplished. Even without a real "study hall."
Listen up!

1. **STUDENTS AND ALUMS WITH BACKGROUND IN COMPUTER SCIENCES**: Mr. Jerry Crismon with Digital Systems Consultants, Inc is searching for potential employees from educational institutions dedicated to quality higher education. Full benefits and revenue sharing for all employees. Anyone interested may contact Mr. Crismon at DSC, One City Place, Suite 240, St. Louis, MO 63141. His phone number is 432-8200.

2. **IMPORTANT**: For late night walks to your car, Security Guards are available to escort you safely. Call the Security Office at 277-9117 for assistance after class.

3. **FREE TICKETS**: Don't forget, all LCIE, MAP and graduate students are entitled to one free ticket to all College Mainstage theatre productions and home sporting events. Just show your student identification at the gate for home games and you're in! For information on theatre tickets, call the Box Office at 949-4996 during regular business hours.

4. **WE WANT YOU!**: Students to write articles for the Evening Edge. No experience required. Contact Patti York at 946-6221 or Jeanne at 949-4912 in Public Relations.

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**Campus Happenings**

**January 10 - 29.** Harry D. Hendren Gallery, Fine Arts Building. "Young Artists and Their Teachers." Call 949-4862.

**January 15, 7:30 pm.** The Lindenwood College Music Department is sponsoring the Metro Wind Quintet at the St. Charles Presbyterian Church. Enjoy an evening with original works by Reicha, Klughardt, Schuller, Ligeti, and Arnold. Admission is free.

**January 21, 22, 23, 28, 29, & 30, 8:00 pm.** The Downstage Theatre at Lindenwood presents *Cat on a Hot Tin Roof* by Tennessee Williams, performed by the St. Charles Theatre Guild. The performance will be held in room 101 of the Lindenwood Fine Arts Building. General Admission is $3 at the door.

**February 7 - 27.** Harry D. Hendren Gallery. Dorothy Kaskowitz, David Kaskowitz, and Gloria Henderson. Phone 949-4861.

**February 25, 26, & 27; March 4, 5, & 6, 8:00 pm.** The Elephant Man by Bernard Pomerance will be performed by the Lindenwood College Theatre Department. Tickets are $6 for adults and $3 for students and seniors. Call the Lindenwood College Box Office to make reservations, 949-4996.

**April 15, 16, 17, 22, 23, & 24, 8:00 pm.** A Mainstage debut of DANCE ALIVE: A Dance Concert will be performed by the Lindenwood College Dancers. The production features original choreography and dance performances by Lindenwood students and dance program faculty members Alice Bloch and Kate Cleary. Tickets are $6 for adults and $3 for students and seniors. Make reservations at the Box Office at 949-4996.

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**ACADEMIC CALENDAR**

Winter Quarter - 1993

- **LCIE OPENING SESSION**
- **MBA CLASSES BEGIN**
- **MAP SPRING OPENING SESSION**
- **DEADLINE TO APPLY FOR MAY GRADUATION**
- **SPRING QUARTER LCIE REGISTRATION***
- **WATCH FOR DETAILS IN THE MAIL AND FROM YOUR FACULTY ADVISOR**
- **QUARTER ENDS (LCIE)**
- **FINAL GRADES DUE, 12:00 NOON (LCIE)**
- **SPRING QUARTER STARTS (LCIE)**
- **SPRING QUARTER STARTS (MBA)**
- **DEADLINE TO REGISTER JUNE GRADUATION**

**NOTE:** You must see your faculty advisor before you can register.