	Skimming	Scanning
Meaning	Reading rapidly to get a general overview or the "gist" of the text.	Reading rapidly to find a specific piece of information.
Reading method	Moving eyes quickly over the text, focusing on titles, headings, and the first/last sentences of paragraphs.	Moving eyes quickly over the text to locate keywords, numbers, names, or specific data.
Information	General ideas, main points, and the overall structure of the content.	Specific details such as dates, statistics, proper nouns, or definitions.
Objective	To decide if the text is worth reading in detail or to get a quick summary.	To find an answer to a specific question without reading the entire text.
Familiarity	Usually used when encountering a new text for the first time.	Used when you already know what you are looking for.

LIVEWORKSHEETS