# 略讀&掃讀 Skimming & Scanning

想想看，你上一次瀏覽新聞時，和研讀課本一樣，每個字都讀嗎？你是不是先瀏覽新聞的<u>標題</u>，看到感興趣的文章，再詳細閱讀呢？瀏覽新聞是為了掌握最新消息，研讀課本則是為了增加知識、準備考試；**閱讀的目的不同，使用的閱讀策略也就不同。**這些閱讀中文的策略，也可以應用在英文的學習和考試上，一起來看看吧！

## 暖身活動

相信大家都曾經上網查資料，但卻不曾留意過程中我們閱讀資訊的方法。下方這段影片講者以「上網查閱食譜」為例，示範如何有效運用閱讀策略，解決生活中的問題。

Skimming & Scanning Recipes | ISSofBC ESL

影片來源：
https://youtu.be/fgBQ189dC4M

## 策略一：略讀

當我們想迅速地掌握文章的主要內容，通常會先瀏覽文章的標題、副標題、開頭引言與文末結論、每一段的主題句等部分，這樣的閱讀方法稱為**略讀 (Skimming)**。

以下我們用看報紙做示範：

**標題**呈現一篇報導的**主旨**
(通常是有興趣才會繼續讀下去)

**副標題**提供額外的**重點訊息**

**開頭引言**概述新聞事件
幫助了解**人事時地物**

**文章段落**詳細說明事情的過程
每段**主題句**說明這一段的**大意**

圖片來源：pixabay

考試的時候也可以使用**略讀**，當我們看到題目問的是「What is the main idea of this article?」或「What is the main purpose of this notice/advertisement?」，我們可以試試先讀文章的**標題**和**第一個句子**，掌握大概的內容。

範例 1

## **Waste & Recycling Collection**

To help residents get rid of unwanted items before Lunar New Year, the management committee will arrange an additional waste collection on New Year's Eve. At noon, a large truck will accompany crews to collect things such as old furniture, worn-out clothing, and broken electrical appliances. Objects that can still be used will be given to organizations that help the poor. For more information, please contact Mr. Li at 2610-4303.

**(範例 1)** What is the main purpose of this notice?

    A. To promote a sale

    B. To offer a service

    C. To settle an argument

    D. To attract more customers

**答題關鍵**

有沒有發現，答案就在段落的標題「**廢棄回收物收集處理**」，以及第一行「**為了協助住戶**在農曆新年前**丟棄不要的東西**」，明確表示這段公告目的是要「提供一項服務」。
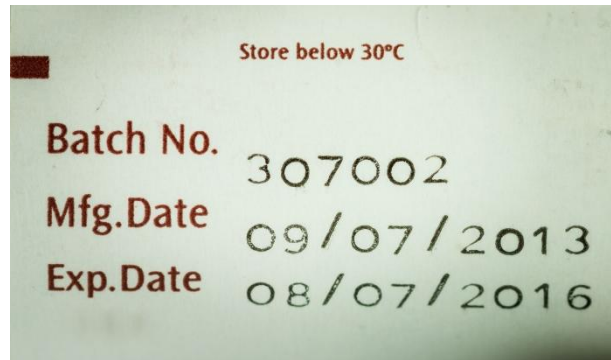
**閱讀習慣**

先瀏覽**標題**及**文章開頭**，知道文意的主題方向是不是我們需要或想要深入了解的內容，是我們平時讀報章雜誌、公佈告示的方法。大考或GEPT閱讀題組第一題常出現「What is this article mainly about?」的題型，跟我們平時的閱讀習慣是不是一樣呢？

## 策略二：掃讀

當我們想要查詢特定的資訊，例如：食品的有效期限、營養成分等等，我們可以用**掃讀 (Scanning)** 的方法瀏覽，直接尋找所需資訊的關鍵字，再細看關鍵字的前後文，了解詳細內容。

平常採購食品時，要確認食品有沒有過期，我們會在食品包裝上，像是罐頭底部或紙盒角落，找「製造日期」和「有效期限」，這樣的過程就是掃讀關鍵字：





如上圖，Mfg. Date 是製造日期 Manufacturing Date 的縮寫；
Exp. Date 是有效期限 Expiry Date 或 Expiration Date 的縮寫。

又如果我們是想要知道包裝食品中各種成分的含量，我們則會查看包裝上「營養標示」的資訊：



如左圖，假設我們想知道熱量有多少，要找的關鍵字就是
Nutrition Facts 營養標示，以及其中的
Calories 熱量

也就是說，要找特定的資訊時，我們是有目標地掃讀關鍵字，
只尋找我們需要知道的內容。

我們來練習掃讀。我們先往下看到第四頁讀題目，題目問「What is half price during the sale?」及「Who will get the largest discount?」，所以掃讀時須注意的目標關鍵字是商品價格的折扣「??% off」，試試看是不是可以找到答案呢？

範例 2

**Summer Sale at First Department Store**

From July 20th to 28th, enjoy discounts of up to 70% in selected departments. Don't miss this great opportunity to save lots of money! Remember -- at First Department Store, your satisfaction is always guaranteed. If you are not completely happy with your purchase, just return it to the store, and you will get your money back.

Business hours will be extended during the sale:

   Monday – Saturday:   9:30 A.M. – 10:30 P.M.
   Sunday:            9:30 A.M. –  9:00 P.M.

| Children's Department | Men's Department |
|---|---|
| 40% off on Girls' Summer Dresses<br>50% off on Boys' and Girls' Shoes | 30% off on Suits<br>60% off on all T-shirts and Shorts |
| **Women's Department** | **Electronics** |
| 70% off on all Swimsuits<br>40% off on Purses | 25% off on all Televisions<br>35% off on Computers and Home Appliances |

**(範例 2-1)** What is half price during the sale?
- A. Purses
- B. Children's shoes
- C. T-shirts and shorts
- D. Computers and home appliances

**(範例 2-2)** Who will get the largest discount according to this information?
- A. A woman who wants to buy herself a swimsuit
- B. Parents who are shopping for children's toys
- C. A college student who needs a computer
- D. A man who is looking for a watch

**答題關鍵**

當我們看到題目問的是「**折扣的商品類別**」，我們就可以開始注意關鍵字「??% off」。

範例 2-1 問「在特價期間什麼商品是半價？」掃讀表格，找到「50% off」的商品類別是童裝部的童鞋，答案明顯為 B。

範例 2-2 問「什麼樣的人能得到最多折扣？」掃讀表格，折扣最高的是「70% off」，商品類別是女裝部的所有泳裝，對照四個選項的描述，便不難選出答案為 A。

**閱讀習慣**

就像買東西的時候，我們不會閱讀商品上的每一個字，而是依個人需求或喜好，只注意特定幾個資訊，比如：價格、成分、材質、產地、效期等。GEPT 閱讀題組有「細節題」的題型，正是希望我們準備測驗時，能培養掃讀關鍵字，找到細節資訊的能力。

接著我們進一步來練習用「**略讀**」和「**掃讀**」來閱讀雙篇文本的題型。

**練習 1**

請根據以下的新聞及電子郵件回答問題：

### Local Orchestra Looking for Musicians

The Baker City Community Orchestra is looking for new players for the rest of their concerts this year. Helen Anderson, who conducts the orchestra, says, "We've had to bid farewell to some of our musicians recently. So, if you are at least 18 years old, and play a wind, brass, or string instrument, we need you!"

"We've become an important part of Baker City life," Anderson says. "We give local people the chance to hear classical music, and also provide a stage for young musicians to take their first steps as professionals."

Interviews will be held on Sunday, June 30th from 10 A.M. to 2 P.M. at the Baker Cultural Center. For more details, please contact the orchestra at 212-123-4567.

# 略讀&掃讀 Skimming & Scanning

From: kate.warren@qmail.com

To: emma.w@qmail.com

Subject: Big News!

Hi Emma,

The *Baker Times* ran a piece this morning saying that the city orchestra is looking for musicians.

I'm so excited! I've known about them for a long time, of course. But I really didn't think there would be a chance for me to play with them so soon. They usually take new members only at the start of the year.

And it was my birthday last week, so now I'm fully qualified to apply. After eight years of flute lessons, I feel ready! Wish me luck. I'm off to practice for Sunday!

Cheers,
Kate

**(練習 1-1)** What is the main purpose of the news article?

A. To praise an experienced conductor

B. To promote a live performance

C. To announce job openings

D. To hire new composers

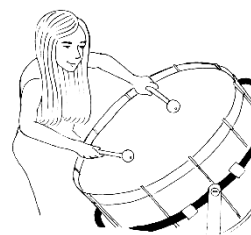[小提示] : 請先讀題目，確定本題的閱讀目標是「掌握第一篇新聞的主要目的」，再**略讀**看第一篇文章的**標題**和**第一個句子**。

**(練習 1-2)** According to the news article, which of these new musicians is **NOT** needed?

A.

B.

C.

D.

[小提示] : 請先讀題目，題目問「**不**需哪種樂器的演奏者」，確認要**掃讀**的關鍵字跟樂器種類有關，回到第一篇文章裡，搜尋關鍵字 **wind, brass, or string instrument**。

**(練習 1-3)** What can we infer about Kate?

    A.   She turned eighteen last year.

    B.   She is now in her mid-twenties.

    C.   She started learning the flute at ten.

    D.   She must wait another year to join the orchestra.

**[小提示]**：請先讀題目，題目問「關於 Kate 我們能推論出什麼？」，四個選項都跟 Kate 的年齡有關，所以要**掃讀**兩篇文章跟年齡相關的關鍵字，包括第一篇新聞中的「at least 18 years old」、第二篇電子郵件中的「...it was my birthday last week, so now I'm fully qualified...」以及「After eight years of flute lessons」，對照兩篇文章，整合這些線索，判斷四個選項何者符合文意。

### 統整比較

**略讀**和**掃讀**在日常生活中很常用到，小編以老鷹的視角做比喻，再幫你複習一遍，比較這兩個策略在閱讀方法上的不同：

| **略讀** (掌握文章的全貌架構) | **掃讀** (鎖定文章裡特定的關鍵細節) |
|---|---|
| 翱翔天際的老鷹，向下俯瞰的全景 | 向下俯衝的老鷹，在視野中鎖定目標捕捉獵物 |
|  |  |

圖片來源：pixabay

「**略讀**」和「**掃讀**」這兩個策略在應用上是相輔相成的，視閱讀的目的，我們閱讀時要適時交互運用，可以快速找到我們需要的資訊，正確而有效率地理解文意。

### 延伸學習



略讀和掃讀在閱讀方法上的差別，你清楚了嗎？再回顧一下這兩個策略各自著重的不同層面，透過這段影片來個統整復習。

https://youtu.be/jLoztfu-QwA

(Reading Strategy: Skim and Scan | Lindsay Deschamps)