

Speed Reading & Comprehension — Workbook

This workbook is your active practice companion for the Speed Reading & Comprehension course. Complete each section in sequence alongside the corresponding module — the exercises, worksheets, and checklists are designed to build on each other. Keep a printed or digital copy open during every reading practice session so your progress data stays in one place.

Diagnosing Your Reading Habits

Establish your baseline numbers and identify your dominant speed-limiting habit before you begin any drills.

Exercise: Baseline Reading Speed and Comprehension Test

Choose a non-fiction passage of 600–900 words at Grade 10–12 reading level. Set a 3-minute timer. Read at your normal pace — do not rush or slow down. When the timer ends, note the last word you read and count total words read. Then answer the 10 comprehension questions in the worksheet below without re-reading. Calculate your wpm and comprehension % using the formulas provided.

• What was your raw wpm score (words read / 3)?

• What was your comprehension score out of 10?

• What was your effective reading rate (wpm x comprehension%)?

• Was comprehension above or below 70%? What does that tell you about your current reading strategy?

Worksheet: Speed Habit Self-Diagnosis

Run each of the three habit diagnostic tests described in Lesson 2. Record your results honestly. Use these scores to determine which Module 2 drill sequence to prioritize.

Subvocalization test result (did your speed drop >30% while humming? Y/N)

Regression test result (estimated backward jumps per paragraph: 0, 1–2, 3–5, 5+)

Fixation test result (did your eyes lag behind a moving pointer? Y/N)

Dominant limiting habit identified (subvocalization / regression / narrow fixation / mixed)

Module 2 drill sequence I will prioritize (list in order)

Checklist: Module 1 Readiness Checklist

- Recorded baseline wpm in the Speed Tracking Template
- Recorded baseline comprehension % in the Speed Tracking Template
- Calculated effective reading rate
- Identified dominant limiting habit from the 3-test self-diagnosis
- Set a 4-week wpm target (baseline wpm + 30%)

- [] Identified practice material source (Gutenberg, Pocket, Instapaper, or personal library)
- [] Scheduled 15-minute daily practice blocks in my calendar for the next 4 weeks

Breaking the Speed Killers

Track your daily drill practice and monitor comprehension stability as you break the three mechanical habits limiting your speed.

Exercise: Subvocalization Suppression Drill Log

Complete the humming drill for 5 minutes and the speed-forcing pointer drill for 10 minutes each day for 14 days. After each session, record your subjective subvocalization intensity (1 = constant inner voice, 5 = minimal/absent) and estimated comprehension (1–5). This log reveals the dip-and-recovery pattern described in Lesson 1.

- On which day did you first notice your comprehension recovering to your pre-drill level?

- Describe what the experience of reading without subvocalization feels like compared to your default — what is different?

- At day 14, has your inner voice become intermittent or is it still constant? What topic or text type still triggers it most?

Worksheet: Weekly Drill Progress Tracker

At the end of each week in Module 2, complete a 3-minute retest and record results below. Compare to your baseline and note which drill produced the most visible change.

Week number (1, 2, 3, 4)

Retest wpm this week

Retest comprehension % this week

Effective reading rate this week

Change from baseline wpm (+ or -)

Primary drill practiced this week (humming / pointer / card-masking / chunking)

Most noticeable change in reading experience this week

Checklist: Speed Killer Elimination Checklist

- [] Completed 14 days of subvocalization suppression drills (humming + pointer pacing)
- [] Completed 10 sessions of pointer pacing or card-masking regression drill
- [] Completed 5 sessions of center-column fixation drill
- [] Confirmed subvocalization is now intermittent rather than constant
- [] Confirmed regression rate has dropped (fewer than 1 backward jump per paragraph)
- [] Retested wpm at end of week 2 and recorded in Weekly Drill Progress Tracker
- [] Comprehension remained above 70% even during speed-forcing drills

Comprehension Frameworks for Fast Reading

Apply the pre-reading, active annotation, and post-reading protocols to a real book or long-form article this week.

Exercise: SQ3R Deep Read Practice

Choose one non-fiction book chapter or long-form article (2,000–5,000 words). Apply the full SQ3R protocol: Survey (5-minute pre-read), Question (write one question per section heading), Read (with pointer pacing and minimal annotation), Recite (free recall immediately after), Review (24 hours later). Record your experience at each step.

- What was your central claim hypothesis after the Survey step — before reading a word of the main text?

- List the 3 questions you generated from the headings during the Question step.

- After the Recite step (immediate free recall), what percentage of the main claims do you think you captured?

- After the 24-hour Review, what did you find you had forgotten that surprised you?

Worksheet: Active Annotation Review Sheet

Immediately after a reading session, transfer your in-text annotations to this sheet. One row per section of text. This becomes your permanent retrieval cue document for the reading.

Section or chapter title

One-sentence summary of the main claim (in your own words)

Question mark items — claims you want evidence for

Star items — key conclusions or central arguments

Circled terms to look up

Connection to something I already know or believe

Checklist: Comprehension Protocol Checklist

- Completed 5-minute pre-read before starting a new chapter or article
- Generated at least one question per section heading before reading that section
- Used minimal annotation system (circle, question mark, star, one-sentence summary) — no highlighting
- Completed immediate free recall within 5 minutes of finishing the reading session
- Scheduled a 24-hour review reminder in my calendar
- Created 3–5 Anki or spaced repetition cards from the session
- Completed the teach-back: explained main ideas to someone or wrote a 300-word summary

Building a Sustainable Reading System

Design and launch your personal reading stack, daily practice session, and long-term progress measurement system.

Exercise: Reading Mode Audit

For the next 5 business days, track every piece of text you read (emails, articles, reports, books). Classify each by reading mode (skim, scan, deep read, study read). Estimate time spent. At the end of the 5 days, calculate what percentage of your reading time was spent in each mode and identify the largest time-waste category.

- What percentage of your reading time was spent deep reading material that actually warranted only a skim?
- Name 3 specific recurring documents or content types you will now downgrade from deep read to skim.
- Based on your audit, how many hours per week are you currently losing to mismatched reading mode?

Worksheet: Personal Reading Stack Setup

Build your three-tier reading stack using the template below. Fill in your current Tier 1 (active), Tier 2 (queue), and capture your Tier 3 inbox. Then define your weekly review process.

Tier 1 — Active Item 1 (title, author, goal/why reading)

Tier 1 — Active Item 2 (title, author, goal/why reading)

Tier 2 — Queue Items (list up to 10: title, author, connection to current goals)

Tool I will use to manage my stack (Notion, Bear, Readwise, paper notebook, other)

Day and time of my weekly stack review

My criteria for abandoning a Tier 1 book (e.g., not paying off by 30% completion)

Checklist: Daily Reading System Launch Checklist

- Designed my 25-minute daily reading session (5-min drill, 15-min active read, 5-min retention)
- Blocked daily reading time in my calendar for the next 30 days
- Set up my reading stack tool with Tier 1, Tier 2, and Tier 3 items
- Completed a reading mode audit for at least 3 days
- Identified 3 content types I will now skim instead of deep read
- Set up Anki or another spaced repetition tool for post-reading flashcards
- Scheduled a 4-week progress retest (same 3-minute format as baseline)
- Identified one person I can do a monthly teach-back conversation with

Your Action Plan

1. Run the 3-minute baseline test today and record your wpm and comprehension % before starting any drills
2. Complete the 3-habit self-diagnosis (humming, regression, pointer tests) to identify your dominant limiter
3. Set your 4-week wpm target at baseline + 30% and block 15-minute daily practice sessions in your calendar
4. Begin 14-day subvocalization suppression drills: 5 minutes humming + 10 minutes pointer

pacing daily

5. Add pointer pacing or card-masking regression drills in week 2 alongside the subvocalization drill
6. Practice the center-column 2-fixation-per-line drill on a news article every other day for 3 weeks
7. Apply the 5-minute SQ3R pre-read protocol to every non-fiction chapter or long-form article before reading
8. Switch from highlighting to the minimal annotation system: circle, question mark, star, one-sentence summaries
9. Complete an immediate 2-minute free recall after every reading session — write everything you remember
10. Create 3–5 Anki cards per chapter and commit to daily review at the app's scheduled intervals
11. Complete the reading mode audit over 5 business days and identify your largest time-waste reading category
12. Launch your three-tier reading stack with 1–2 active items and a weekly review habit

