



Your **Quick** Guide To Speed Reading

3 Techniques and 101 Tips
to Increase Reading Efficiency

by Mark Ways | speedreadinglounge.com



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THANK YOU



THANK YOU!

First of all, thank you for visiting Speed Reading Lounge and downloading this eBook. It's a quick guide to introduce you to some of the most effective techniques to learn to read faster. Please keep in mind, results may vary or take time to fully evolve.

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INTRODUCTION

Does this sound familiar? You get up, have breakfast, start your day, and *whoosh* it's night time. The day has gone.

Yes, time flies, and in our fast paced world time for learning is usually limited as it competes with many other activities. How does that now apply to our topic of speed reading?

Well, we assume that once we become fast readers we can easily read more and therefore learn more. That is absolutely true. However, our time is still limited and we still need to decide which things to focus on, don't we?

An improved reading performance therefore helps process information faster within a given time frame. Such a skill is particularly suitable for exam preparations and also for scheduled learning on the job.

How Do I Know I Have a Good Reading Performance?

It's certainly not all about numbers and speed. It's rather effectively applying the whole set of reading techniques. The average reading speed ranges between 200-300 words per minute (wpm), and may

be even lower for scientific material (150 wpm). Furthermore, while in learning mode those rates can be even slower.

There is little benefit in flying over a page with 750 wpm if we cannot remember anything afterwards or are unable to recall information. It's a *fight* between speed and comprehension.

If you are too fast you risk reducing comprehension. However, read too slowly and working through that stack of books you need to read for your exams will take too long, despite the comprehension gains. The goal is to find the right balance that matches your skills.

A good reading performance involves

- asking questions beforehand
- previewing the material
- deciding if a book is worth your time, or will suit your goals
- applying reading and memory techniques
- taking notes
- running recall session to implement new knowledge.

Ok, **if you like numbers**, I suggest to try to double or triple your current reading speed within the various categories.

You can learn to preview material with higher speeds (750 wpm) and use 400-500 wpm for in-depth reading. For scientific reading you may settle around 200-300 wpm to achieve an effective comprehension rate. However, these are just numbers.

How This eBook Can Help

This tutorial is a quick intro guide allowing you to skim over the most important concepts of speed reading. It will allow you to apply techniques immediately and start reading more books at the same time. This eBook does not aim to replace an in-depth online or in-person course. It's about getting started with speed reading and knowing how to improve further from here.

Key Learnings To Take Away

- Learn three basic speed reading techniques.
- Understand why selective reading is important.
- Understand what bad reading habits are and possible solutions.
- Apply various tips **today**.
- Understand common terminology used in speed reading.

What To Expect From This eBook (and what not)

The techniques provided in this eBook are suitable for beginners. Some chapters may include links to blog posts and other resources providing further information if you want to dig deeper.

This guide doesn't claim to be comprehensive at all. There are many great professionals out there sharing powerful tips, tricks and techniques. Hence, trying to include all of these tips or topics would simply overload this intro unnecessarily.

I therefore encourage you to research the topic even further and make your own experiences. Don't stop after the first course or tutorial. Try. Experiment. Practice. Learn how to teach it to yourself.

Some techniques might work for you, other ones you may find ineffective or even boring. In the end, the actual goal is to become more effective in reading, which includes increased speed, improved comprehension as well as good long-term storage and recalling skills.

Before heading into the individual chapters, have a look at the list below as a warm-up to try when reading non-fiction books.

6 Tips For Reading Non-fiction Books

- Understand what type of material you have in front of you.
- Preview book to check if the material is the right one.
- Decide if you want to read it and which parts of it.
- Work with the material intensively: take notes, visualize key factors, use memory techniques to store information.
- Recall regularly to be able to access information in the long run.
- Eliminate all reading habits that slow you down.

Now, let's explore some of the benefits that speed reading has to offer. After that, we will jump right into the basic techniques you can immediately apply to your reading style.

BENEFITS OF SPEED READING

“Why should I learn to speed read? This is nonsense!” is a common response I receive from people when I talk about reading improvement. My answer usually is: for higher speed and better comprehension! However, there are definitely more benefits here.

As with many other things in life: Speed reading can open up a few doors to other interesting skills such as remembering things better, making better reading choices or visualizing written words more precisely. Here is a quick warm-up before we discuss techniques.

Benefits of speed reading

- Increases average reading speeds.
- Allows information to be absorbed much faster.
- Increases overall comprehension.
- Increases knowledge in many fields of interests.
- Encourages you to learn and apply memory techniques.
- Allows you to recall information more effectively.
- Promotes visualization while reading.
- Helps manage information overload.
- Helps you unlearn bad reading habits.
- Organizes the reading process more effectively.
- Promotes concentration and discipline.
- Decide faster what is worth to read and what's not.
- Allows you to read material in less time.
- Opens up new job and career opportunities.
- Improves time management.
- Reading techniques can be applied to digital content.
- Promotes a more efficient writing style.



THREE BASIC TECHNIQUES

1. Hand Pacing Technique



Hand pacing is an easy to learn reading improvement technique allowing you to read faster while maintaining a steady level of comprehension.

Have you ever heard of the pointer method? Well, most of us learned it intuitively during school days but for some reason we stopped using this technique as we grew up.

The pointer method was developed by the creator of speed reading, Evelyn Wood. It involves moving/sliding the index finger or a pointer across the page and below the sentence you are reading.

This method will increase your overall focus and speed. Pacing yourself is the quickest way to learn how to speed read and probably takes one minute or less to learn.

How to hand pace

- Position pointer or left/right index finger under the first word.
- Start pacing yourself by moving along the lines.
- Focus your eyes on the pointer and the words.
- Keep moving the pointer while reading.
- Go to the next line once you are finished.
- Your index finger determines your reading speed and focus.
- Adjust speed according to your comprehension.
- Do not worry about missing a few words, just keep going.
- Use zig-zag movements to go across the page while previewing.

Tip: Combine this technique with previewing strategies and reading chunks of words. You can use your finger to hop through a text or fly over a page in circles, waves, vertical directions or zig-zag moves.

2. Scanning and Previewing Techniques



Scanning and previewing techniques can enhance your skill of capturing the central idea of what you are reading. This technique allows you to identify key sentences in a paragraph and scan for numbers, names and trigger words.

What is Scanning?

A technique to trigger and extract key information and specific facts. Scanning involves moving your eyes quickly down the page identifying specific words and phrases to either find a particular answer or grasping the basic main idea. You can also use it to

determine whether a new resource will answer your questions or not. This activity probably takes about 5-10 minutes.

What is Skimming?

Skimming will focus on understanding the main idea and concept. It works best with non-fiction material. You won't read everything. You read only what is important to you. You may stop for interesting facts but then quickly continue to skim the book.

When using this technique, make sure to look for elements such as the table of contents, headlines, lists, points, graphs, indexes and subheadings. Identify these key items before getting into detail.

Tip when skimming

A good analogy is to imagine flying above an unknown city. You can look at the town's structure and spot main roads, squares or large buildings and attractions. You may even discover interesting details such as houses, cars, people or activities.

However, try to resist the desire to get lost in the detail here; stay above and keep flying. Explore interesting details later.

The Five W-Questions

Previewing is all about answering these five 'W' questions: Who, Where, What, When, Why. *Who* relates to people involved. *Where* relates to the location. *What* refers to the general idea/topic. *When* is about the time of an event. *Why* refers to reasons, analysis. You may write down all key facts to remember them later.

At a Glance - 4 Previewing Techniques

- Previewing key sentences
- Scan for name and numbers

- Scanning trigger words
- Reading the title

How to Preview a Book? 12 Easy Steps.

1. Preview the contents page
 2. Read the title
 3. Read the back of the book
 4. Read the index
 5. Scan for images
 6. Look for letters in “bold”
 7. Read the chapter names and headlines
 8. Read first sentence of paragraphs
 9. Try spotting tables and graphs
 10. Spot ‘conclusion’ or ‘summary’ sections
 11. Jot down key information if suitable
 12. Decide if you want to read it in more detail or move on
- You will find further instructions [here](#) including a short video.

3. Reading Word Groups - Chunking Words

**GIVE ME THE
CHOCOLATE
AND NOBODY
GETS HURT**

Reading chunks of words is a more advanced and powerful reading technique. This method can be combined with hand pacing and previewing techniques and aims to reach reading speeds of 750-1,000 words per minute.

In fact, you will **read 2, 3, 4, 5 or even more words simultaneously** rather than hopping from one individual word to another as learned in school.

This technique is often linked to peripheral vision, a concept in which humans or readers make use of their natural peripheral eye vision capabilities to process more data in less time.

The main goal is to decrease the number of *fixations* or *stops* your eyes will perform while reading. Once you start taking chunks of words, your comprehension skills will naturally increase, improving your overall reading abilities.

The basic concept behind this technique is that single words barely transport any information, only phrases and sentences do. Each sentence is made of word phrases that contain an idea, often the whole sentence must be read to get its full meaning. Phrases can also be images, and understanding those images is the key experience behind the technique of learning to read word groups.

You can test this by reading this popular phrase below:



To
To Kill
To Kill Two
To Kill Two Birds
To Kill Two Birds With
To Kill Two Birds With One
To Kill Two Birds With One Stone

Learning To Read Chunks Of Words Trains You To:

- expand your eye vision
- reduce eye fixation stops
- focus on nouns and verbs
- visualize and remember information quickly ([Test 1](#) | [Test 2](#))
- ignore filler words
- reduce bad reading habits
- combine multiple reading strategies

I personally used Ron Cole's Alchemy Training Method and practiced with his free eye-hopping materials (see PDFs below).

There are also courses and apps available that cover expanding your eye vision. You can find an [overview of courses here](#). There will be more resources on the topic at the end of this eBook too.

PDFs by Ron Cole

- [PDFs for 2, 3, 4 and 5 word trainings](#)
- [Tool to create training sheets with your own material](#)

Other Techniques

Speed Drills - An exercise technique where you read as fast as you can while ignoring comprehension rates. This is ideal to train eyes, practice previewing skills and to build confidence.

How to - Set a timer of say 1, 2, 3 or more minutes and read a chapter or text of your preferred material. Stop when the time is over and make a bookmark of where you stopped.

In the next few drills you try to beat that time. You can set various drill goals from 10s to 60s or more. Jot down the results. Repeat this exercise regularly.

Tip: Use a pointer or index finger during speed drills. It will keep you from going too fast, hence it will keep it real and makes sure you have a training effect.

Memory Techniques - While drills will train your eyes to process words faster, pure speed is inefficient if you cannot remember a thing. [Memory techniques](#) help to actively visualize and memorize information while you read so you can recall them later. The blog post above will help you get started with this extensive topic.

In the next chapter we will discuss bad reading habits.



BAD READING HABITS

Bad reading habits will end up costing you valuable time and they will also ensure that you will not truly comprehend what you are trying to read, leading to miscommunication and misinformation. So it's worth it to eliminate them. Below are 4 common habits and suggestions on how to fix them.

1. Reading One Word At A Time

Most people are actually incredibly capable readers and can read at a good pace just from the techniques they learnt in school. Using your index finger to pace yourself is one method you might still apply every now and then. However, as we are required to become more and more specific with our information people start to read much slower, **focusing specifically on one word at a time** as they believe this will improve their comprehension rates.

Interestingly, the brain is more than capable of processing short phrases and groups of words incredibly quickly! When you consider that on average, half of your reading material consists of the most common 100 words in the English language this lessens the need for slow reading even further!

The solution? Quite simply, next time you read a technical text try reading it a little quicker and try reading groups of words as opposed to individual words. This will reinforce faster reading and train your eyes and mind to work in harmony to capture key information! However, it may take some time and practice to fully master this technique (*see chapter above for instructions*).

2. Reading Everything At The Same Speed

Applying the same reading speed to all types of material is not the most effective approach. Those texts you find incredibly easy to comprehend are not worth wasting excess time on, especially if it is information you already know. Likewise, for trickier sections, slowing down a little means you will not have to re-read the text later, which is another time wasting bad reading habit many have.

Solution: Try slowing down for tricky sections and speeding up for the easy ones the next time you read. You will be surprised at just how much more information will sink in! Furthermore, skim and scan a text if you only need an overview of the material.

3. Vocalization and Subvocalization

What is meant by vocalization? This is when you are reading and start pronouncing words out loud. Subvocalization is pronouncing words in your head. Many readers subvocalize as they believe it helps their memory retention if they hear information as well. In reality, it is slowing your reading down considerably. Why? It is hard to read faster than you can speak which is roughly 300 wpm.

The fix? Stop doing it by focusing upon groups of words instead of individual ones! It can take time to stop doing this. However, within a short space of time, you should find the process much easier which will help your reading abilities considerably. A proven trick is to hum a melody or chew gum while flying over the words. It works

for me. You may also try to actively visualize what you read to reduce subvocalization.

4. Regression - Skipping Back in Text

Having to repeat yourself when speaking is frustrating and it is the same case when reading. Often, even if you have fully understood the sentence you will find yourself getting to the beginning of a page/sentence and rereading it out of habit, which is a huge waste of time. **This is called regression.**

The solution here is somewhat simple. Do not reread sections of text unless you failed to comprehend any of it. By forcing yourself to read text just the once it reduces your tendency to build this habit. What if I require further reading? Try another text on the same subject. This will improve your perspective of the subject and will more than likely throw up additional interesting information!

Other Habits or Conditions With An Influence

- Information overload due to little time or stress
- Lack of preparation before reading
- Bad reading conditions: low light, late night, noisy surroundings
- Loss of attention and focus: procrastination, distractions
- Physical factors: bad body posture, lack of sleep, starvation
- Eye health issues
- Poor nutrition and little physical activity

In the next chapter you will find a list of useful tips that summarizes the topics above and include new ones as well.



TIPS 101 AT A GLANCE

These brief tips consist of basic methods and solutions to common reading problems as well as reading tricks for kids or tips to sleep better. If you want to read more about a specific topic please visit our blog or use the links provided in the resources below.

1. Getting Started

- Read overviews of what speed reading is and how to learn it.
- Watch one of the many handy videos if you prefer visual media.
- Listen to a podcast if you are an audio learning person.
- Make yourself familiar with common phrases and terms.
- Consider a [speed reading course](#) or class or book.
- Test your reading speed. Know where you stand. Set your goals.
- Test comprehension. Speed and comprehension act as a pair.
- Best speed reading tip: Exercise, Exercise, Exercise

2. Increase Speed and Comprehension

Works Instantly

- Preview material. Skim for trigger phrases, numbers and names.
- Recall the main idea. Set your reading goal.

- Ask questions: Who, Where, When, What, Why and How.
- For reading use your hand/finger as a pacing tool.
- Flip pages with the hand not used for hand pacing.
- **Web Reading:** Check headlines. Scan bullet lists and bold words. Use mouse pacing.

Needs Exercise

- Learn to read groups of words. Start with two words at a glance, then three, four and five.
- Hum a melody while reading to tackle subvocalization.
- Resist going back in text. Just keep reading and trust yourself.
- Learn common pref- and suffixes to understand words and derive meanings faster.
- Conceptualize and link an image to common words to improve comprehension.
- Improve your vocabulary. Learn new words to improve comprehension.
- Visualize information. Use memory and visualization techniques to effectively embed knowledge.

Involves Activity/Motivation

- Use mind maps to recall ideas, review content and to create knowledge data bases.
- Affirmations create a positive attitude. Trust in your skills.
- Reduce noise or any distractions.
- Test new skills or stick to new projects for at least 21 days.
- Read everything you come across. Practice techniques daily.
- Trust yourself and resist regression by keeping reading.

3. Learn and Master Basic Techniques

3.1 Skimming and Scanning *(see chapter 1)*

Whatever you plan to read, try to skim a text before you read it.

3.2 Hand Pacing

Using your index finger to lead your eyes is one of the best pacing methods. Simply move your finger underneath the lines.

3.3. Reading Chunks of Words

Letters hardly transport any meaning or information. Single words already have a meaning. Word phrases carry an idea or concept.

4. Speed Reading Tips for Kids

- Reading tests are not really necessary for kids. Relax and enjoy the fun.
- Easy methods such as hand pacing or previewing are great motivation boosters.
- 15 minutes a day is a good time frame to practice techniques.
- Keep sessions short and fun, a maximum of one hour. The younger the child, the shorter the sessions.
- Research books that are suitable for children.
- Think of a smart and inexpensive reward system to keep your children motivated.
- Try to invite/involve friends and kids from the neighborhood. Learning in groups can be very effective.
- Make a plan on what to teach and how to teach. Explain what you want to accomplish.
- Warm-up sessions help to increase focus.

5. Exercise and Practice Regularly

- Use a book, guide or course to get started with speed reading.
- Increase your vocabulary by reading something every day.
- Use memory techniques to recall better.
- Exercise reading chunks of words.
- Exercise visualization skills.
- Exercise skimming and scanning a book in 5-10 minutes

Start by reading a book or article that you have already read. It will be easier to skip words if you are familiar with the material.

When utilizing your index finger to lead your eyes, start slowly, but at a challenging pace. Keep moving for a page or two and then check your reading comprehension. You will soon be able to move your hand faster and comprehend more.

Take regular breaks. This way, your comprehension and focus will stay on a high level. Taking breaks also helps to keep your eyes healthy and avoid eye strain.

6. Remember These 4 Tips Wherever You Go

- Scan urban space for word groups. Understand them as one construct. Check signs, ads, layouts.
- Advertisement: Practice reading word phrases by skimming magazines, street or shop ads.
- At the doctor: Preview magazines. Recall ideas. Check ads. Read word groups.
- Check out free web apps to exercise reading techniques on mobile devices.

7. Sleep Better, Read Faster

- Have a sleep routine.
- Drink a glass of water before bedtime.
- Avoid meals, nicotine, alcohol, sugar, caffeine before sleeping
- Darken and cool your bed room.
- Exercise regularly to have a good night's sleep.
- A high quality mattress is beneficial to your sleep and well-being.
- Avoid screens at least one hour before bedtime.
- Stress is a concentration and sleep killer. Try to relax your mind!
- Meditation may help with falling asleep quickly.
- Progressive muscle relaxation can help prepare for sleep.
- A power nap usually improves focus and concentration.
- Read more about sleeping tips [here](#).

9. Tools, Apps

- Use [PDF Booklets](#) to practice word group reading.
- Use the converter to create your own exercises and material.
- Give RSVP readers such as [Spreeder](#) a go.
- Try Evernote or Read it Later apps for better organization.



VOCABULARY & TERMINOLOGY

This page will help with understanding various phrases you might come across. Feel free to contact me if you have any questions.

Affirmations

Affirmations will help set a goal for your speed reading efforts and communicate them to your subconscious. Best practice is saying: “I will read faster every day” or “I will comprehend more every day”. Note that practising techniques regularly will make up the other half of the journey.

Anticipation

Fast readers only need a few letters to recognize a word, or a phrase. The brain automatically completes the rest of a word. It also works with missing letters, whereas the meaning is still recognizable.

Bad Reading Habits

Many readers are accustomed to reading habits that let them go back in text (regression), pronounce single words in their head or

they easily get distracted by the activities happening around them. It's basically everything that may stop you from reading efficiently.

Comprehension

You can certainly fly over a text with incredible speed. But, what can you recall? The goal is to steadily improve comprehension while increasing reading speeds.

Conceptualizing

An interesting concept that focuses on visualizing words, word groups and then paragraphs or even pages. Connect words with images or learn the meaning of prefixes and suffixes to quickly understand nuances in meanings or unknown words.

Fixation

Refers to the amount of focus stops you need in order to understand what's being written in one single line. The goal is to minimize these fixations as much as possible to increase reading speed.

Hand Pacing

A technique to increase speed using a pointer tool, which is either your finger, hand or a pen. Place it underneath a word and move or hop along the line. [Learn more here.](#)

Memory Techniques

Can you remember numbers, names easily? Can you memorize things in a certain order? There are techniques to do so, and visualization plays an important role here.

Skimming and Scanning

A major fast reading technique to quickly get an overview of a book, article or piece of content to trigger main ideas and reading goals. You can skim & scan for numbers, words, dates,

infographics, headlines and much more. You can dig a little bit deeper into interesting points, but move on quickly.

Fast Reading Patterns

Patterns refer to more advanced fast reading techniques, where the reader applies specific moving patterns to move across a page in order to gather information.

Reading Distractions

Influences from the outer or inner environment with the effect of distracting you from performing well. It can be noises or restless thinking. Control them to stay focused.

Reading Speed

The time you need to read a text. It's roughly minutes divided by total words. Say you have a 400 word article and you read it in 1 minute, then your reading speed is 400 words per minute (wpm) respectively 200 wpm when taking 2 minutes.

Recalling

Reading only makes sense when you can remember what you actually have read. The goal is to permanently improve your recalls. Also see memory techniques.

Regression

You can't remember what's been written a few lines up and need to re-read it? That's understood as regression, to go back in the text repeatedly. It's a bad reading habit, but can be overcome.

Repetition

What ever you want to learn you probably need to do it more than once to master it. Repetition is the key to improve steadily.

Scanning

A synonym to skimming. Scan content for valuable information to separate interesting from unimportant content.

Skimming

Similar to previewing, but much faster. It's like flying above the ground to get an overall impression on what's going on and to decide whether to read an article or move on.

Speed Reading Test

The average reading speed for standard content ranges between 200 and 300 words per minute. You can test your speed to get a point of reference. See resources below for the link.

Subvocalization

Do you pronounce the words while reading them? That's called subvocalization. The goal is to stop it and visualize information and leave this bad reading habit behind.

Visualization

To see words and phrases as dynamic images and understand their meaning more colorful and faster.

Word Group Reading (Chunking)

Instead of reading word by word you try to see a specific word group or even a whole paragraph and understand their meaning.



SUMMARY

Thanks very much getting this far. I hope you enjoyed this tutorial.

What Is The Best Way To Get Started?

- Try out the pointer method.
- Make previewing a habit for any material you wish to read.
- Practice eye expansion techniques and exercises.
- Research memory and visualization techniques.
- Learn the most common pre- and suffixes
- Expand your vocabulary
- Reduce bad reading habits

Last but not least: READ, READ, READ!

Contact: If you have questions or wish to give feedback please get in touch using this [contact form](#).

Keep learning!

Mark Ways



RESOURCES & FURTHER READING

Speed Reading Lounge - Further Reading

[Overview Speed Reading Courses](#)

[Overview Speed Reading Apps](#)

[14 Ways to Read More Books](#)

[29 Words to Avoid to Improve Writing](#)

[20 Not to Be Missed Facts About Reading](#)

[4 Free Speed Reading Tests](#)

[Dyslexia Treatment Tips for Smarter Reading](#)

[Memory Techniques to Improve Reading](#)

[5 Visualization Techniques and Tips](#)

Speed Reading - General

[Definition for Speed Reading \(Wikipedia\)](#)

[Evelyn Woods \(Wikipedia\)](#)

About Learning - Techniques, Concepts

[Pomodoro Technique](#)

[Ted Talk Learning - Tim Ferris](#)

[Ted Talk Memory - Joshua Foer](#)

[How to Train Your Brain and Boost Your Memory](#)

[What is the memory capacity of the human brain?](#)

Reading Word Groups - Chunking

[The Magical Number, 7 Plus or Minus 2](#)

[Improve Your Memory with The Chunking Technique](#)

[Chunking \(psychology\)](#)

[How can we enhance working memory?](#)

[Exercise - Short Term Visual Memory Training](#)

[Exercise - 20 Random Words Generator](#)

Reading Habits

[It takes just 13 milliseconds to recognize an image, scientists discover](#)

[Effect of caffeine on memory - Wikipedia](#)

[How Long to Nap for the Biggest Brain Benefits](#)

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To be able to achieve results, regular practicing is needed and necessary. However, those results may vary in quantity and quality and are influenced by each student's own efforts, experience, understanding and persistency.

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