# Instructions for using SpeeRead programs

**Specific terms of use:**

1. **SpeeRead.com** is an online service available to everybody that wants to learn speed reading. All learning techniques offered by SpeeRead will be available online and only on special, time limited occasions will they be available offline. No testing or learning exercises will be available for download or for installation and use on personal devices. The user is solely responsible to ensure a stable internet connection is provided by their ISP (Internet Service Provider). SpeeRead cannot be held accountable for the quality of the user's internet connection. SpeeRead is not an Internet Service Provider.

2. SpeeRead is deemed to be a psychological service offered solely online by Dr. Calin Dragoman - Private Psychology Practice, a service meant to assist with personal development through users acquiring the speed reading skill; this information will be present on the client invoice. The service is available to both natural and legal persons residing in Romania, and only to natural persons residing outside Romania. Payments will be made to Dr. Calin Dragoman - Private Psychology Practice, a legal entity having its registered office in Romania.

3. SpeeRead is available to users only for pre-established periods of time and not indefinitely. Each speed reading training pack has a maximum number of days, which cannot be exceeded, during which it will be available. It is the user's responsibility to go through the learning pack in the allocated time frame. The program can be completed in a shorter period of time. SpeeRead will offer intensive versions of the training at special discount prices, since it is a known fact that an intensive training will enable users to develop their speed reading skills more efficiently. In the event the user cannot observe the purchased training program and is unable to complete it, SpeeRead cannot be held accountable and will not offer any compensations. Users unable to observe the purchased program are not entitled to any type of compensations.

4. SpeeRead will make every effort to offer training packs tailored to the needs of as many categories of users as possible. Both initial performances and any subsequent progress made during training will be monitored, so that each and every user is provided with a training formula suited to his or her capabilities. Nonetheless, SpeeRead does not guarantee unconditional success in acquiring the speed reading skill. The training is successful only if the user trains systematically and by following the training algorithm provided by SpeeRead, as well as if the user does not suffer from any medical conditions of which he/she is or is not aware of (like, for example, certain vision problems). Users are encouraged to inform SpeeRead regarding any such special circumstances to which they are subject, and SpeeRead will do their best (as conditions allow) to adjust the training algorithm to suit this category of users as well.

5. The present Terms & Conditions are subject to change and improvement at any such time SpeeRead considers it necessary, without any obligation to inform users in advance. Please regularly check the Terms & Conditions page and keep up to date with any news.

**Specific terms:**

1. Reading speed **test** (T): this is the text the user reads at their own pace and which will indicate, once it has been read fully, the speed at which it was read (specified in words per minute = wpm).

2. Memory and comprehension **questionnaire** (Q): this comprises 10 questions related to the text read during the reading speed test. Each question has 4 possible answers, out of which only one is correct. The user must choose the answer they consider correct for each question and the number of correctly chosen answers will indicate their memorising capacity expressed in percents (%). The reading speed test (T) will

always be followed by a memory and comprehension questionnaire, which must be filled out immediately after the test.

3. The speed reading workout (W): during this precisely defined time span, the user will experience a stimulation of both the movement abilities of their eyes, and of their cognitive abilities, in order to help develop the speed reading skill. The training is designed to be completed daily and it will take between 20 and 30 minutes.

4. Training session: training period lasting between 4 and 5 consecutive days, which is preceded and/or followed by a reading speed test and a memory and comprehension questionnaire.

5. Training pack (module): a succession of 6 training sessions, completed over a period of 24 or 30 consecutive days. The reading speed tests and the memory and comprehension questionnaires are included. Each training pack also includes a timetable of the daily activities.

**The way the speed reading training takes place:**

1. Each workout (W) begins with a session consisting of 3 T's and 3 Q's, in order to determine as accurately as possible the user's initial reading speed (in wpm) and memorisation capacity (in %), calculated as the arithmetic mean of the results from the 3 T's and 3 Q's. The basic rule is that these texts are read by the user at his/her own pace. It is recommended that users complete only one T + Q per day. If they choose to, they can complete all the tests with their corresponding questionnaires quicker, but they must be separated by intervals of at least two hours. The next test will only become available in the system two hours after the completion of the Q for the previous test. The tests must be completed during the first three days of the module. After the three days have passed, the tests are no longer available. The reading test is displayed after entering the test stage. After the test is completed and the reading speed is displayed, users go on to the questionnaire and the test is no longer visible, nor can it be reviewed. After the questionnaire is completed, the results of the testing are displayed and the questionnaire cannot be reviewed.

2. The next 4 or 5 days are dedicated to training activities. Depending on the type of program that was purchased, users will have 24 or 30 minutes of daily workouts (W). It is recommended that users complete one workout (W) every day. If they choose to, users can also complete the workouts at a quicker pace, but no sooner than 4 hours after completing the previous workout. The next workout (W) will become available 4 hours after completing the previous one. During each session's 4 or 5 days, users will have at their disposal 4 and 5 workouts (W's), respectively, which they must complete. Even if they are completed at a faster pace, the total number of workouts in one session will still be 4 and 5, respectively. If users do not complete all the workouts in one session, the ones that have not been completed will be lost once the time allocated to that session has expired. During the last day of the session, users will have one T and one Q to complete, in order to assess the progress made through training and to establish the parameters for the next workout (W) session.

3. At the end of the 5 or 6 workout (W) sessions (which last 24 or 30 days), users will go through another set of 3 T's and 3 Q's in order to assess the reading speed and the memorisation capacity users have reached through training. The rules described at point 1 of this section apply.

4. 14 days after the tests are completed, a new testing is undertaken, in order to assess the stability in time of the results obtained through the speed reading training. The rules described at point 1 of this section apply.

**Recommendations for W and T+Q:**

1. Speed reading is a way of reading that takes place by going through the entire text in a manner

different than the one we've been taught until now. Reading normally means going through an entire text, word by word, at an average speed of approximately 250 words per minute (wpm).

2.    The purpose of this type of speed reading training is to accustom the eye with two ways of going over a text. The first one refers to going through the text at an increased speed, word by word, and has as objective to train the eyes in visualising and understanding the selected word as quickly as possible, without turning back to words that have already been read. This takes place by systematically increasing the reading speed. The second way refers to going through a text by reading groups of words by increasing the number of words in the group in order to expand your visual field. The objective of this is to be able to visualise and understand the meaning of a large group of words in one glance.

3.    The actual training consists of looking at the word (or group of words) highlighted on the screen by the cursor, at various reading speeds. Your eyes will focus on the word and what is intended is that you read the word on its own, separately from its context. At this point during the training, we aren't interested in understanding the text, as a whole, but rather in exercising focusing the eyes on a word (or group of words) at a time, at increasing reading speeds, and also in being able to read that word (or group of words) irrespective of the reading speed. The final part of the training will involve reading groups of words (with various numbers of words in each group). These are groups of words that hold meaning, which will help with understanding the text that is being read.

4.    In order to test your reading speed, press the START button found at the top of the page. Then, read the entire text at your own pace and once you've finished reading the last word, press the STOP button found at the bottom of the page. You will now be able to see your reading speed, shown in wpm. Fill out the subsequent questionnaire straight away. Each Q has 10 multiple choice questions related to the T you previously read and each question has four possible answers. Each question has only one correct answer. Choose the answer you believe to be correct by using the corresponding radio button. Click on MEMORISING CAPACITY in order to see your results.

5.    In order to start the workout, press the START TRAINING button. There will be breaks throughout the training program, during which you will be informed of the next training speed. Just follow the movement of the cursor. The program's objective is to train the eyes to focus on and understand the word or group of words that are highlighted, as the reading speed increases. Don't worry about understanding the meaning of the entire text and don't go back to words you've already read if you didn't manage to understand them. This tendency to go back to previous sections is a natural one at this stage. Do your best to focus your eyes on the word or group of words that are highlighted, irrespective of the reading speed. Understanding will come with systematic training. The last training text clusters highlighted words in groups that hold meaning, which favours the process of understanding the text as well.

6.    Start with T+Q or with W only if you have had enough rest. Find a quiet place where you won't be disturbed during the test or the training. W lasts for approximately 20 - 30 minutes. Going through a T and filling out the corresponding Q takes 20 minutes. Read these texts as it suits you best, at your own pace. Any additional effort will distort your measured performance and you won't have a clear reflection of the progress you are making. Whatever your current reading speed is, it is a proper one and there's only to be gained from improving it. It is important for the quality of the evaluation and for the effectiveness of the training that your are NOT disturbed during this time.

7.    Focus on the cursor however monotonous or difficult it may see at first.

8.    If you normally wear seeing glasses or contact lenses, then it is recommended that you use these during the testing and especially during the training. Any visual distortions can affect your performance.

9.    Do not do the test or the trainings if you are under the influence of alcohol or any drugs, as the results won't be conclusive.

**SUCCESS!**