

IQRA NATIONAL UNIVERSITY



Communication skills

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ASSIGNMET : 2nd

Reading skills:

It is a process of decoding symbol to derived meaning from the text. It involves the ability to read and understand the words, phrases and sentence and other symbols and signs.

Active reading:

Active reading simply means reading some with determination to understand and evaluate it for it's relevant to your need. Simply reading and re-reading the material isn't an effective way to understand and learn.

techniques to make your reading active:

1. Underline or highlight key words and phrases as you read. When you return to it later on, you can easily see which points you identified as important.
2. Test yourself by reading for half an hour putting the text away and jotting down the key points from memory. Go back to the text to fill in gaps.
3. Explain what you've read to someone else.
4. Record yourself reading the module material or your notes, and listen to the recording while you're travelling or doing household chores

Types of reading:

- Skimming
- General
- Careful reading

1. Skimming reading:

You read fast often skipping the word, sentences sometime even a paragraph that are not important and try to get overall understanding the text.
i.e reading a story in exam days.

2. General reading:

This is also known as extensive reading. In this your reading is for pleasure, joy, entertainment you may read the text selectively without being bothered by unfamiliar words.

i.e reading a novel , reading a short story.

3. Careful reading:

This is also known as intensive reading. We read the text slowly word by word sentences by sentence because your aim is total or near total comprehension.

i.e preparing for exam.