

ASSIGNMENT

ID: 15895

SUBJECT TITLE: BUSSINESS ENGLISH

MODULE: SECOND SEMESTER

PROGRAM: BTD

READING SKILLS

MEANING:

Reading skill refers to the ability to understand written text. It is advisable to develop this skill at early age of schooling. When students comprehend or understand written text, and combine their understanding with prior knowledge, they are able to perform the following three reading-comprehension skills:

- Identify simple facts presented in written text .
- Make judgments about the written test.
- Connect the text to other written passages and situations

ACTIVE READING TECHNIQUES:

Active reading allows students to remain engaged in the text by using strategies such as read aloud/think aloud, clarifying, summarizing, highlighting and making predictions. By using these strategies, students will stay focused on what they are reading and increase their ability to comprehend the material

Here are some point for active reading:

- Circle and look up the definitions to words you do not know or cultural references that you are not familiar with.
- Underline the thesis or main idea.
- Ask questions about the text.
- Make connections between your own life experiences or knowledge and the text.
- Find patterns within the text.

READING SKIMMING:

Skimming and scanning are reading techniques that use rapid eye movement and keywords to move quickly through text for slightly different purposes. Skimming is reading rapidly in order to get a general overview of the material. Scanning is reading rapidly in order to find specific facts.

GENERAL READING:

General reading is for knowledge and for improvement of reading it helps ur skills grow and good at everything. it is good to read books to inspire and motivate u. it increases ur knowledge i every way its gives u peaceful time and u also lean nw words and things.

CAREFUL READING:

Careful reading refers to different operations where the reader attempts to extract complete meanings within or beyond sentences right up to the level of the entire text so as to construct the text macrostructure. Careful reading meand o read in a relax way and in a detailed form. to understand every singe word and sentence.