

**Assignment # 03**

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| **Subject:** | **Business English** |
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Assignment No 3.

**Reading Skills:**

**Active reading techniques, skimming, general and careful reading.**

**Introduction:**

**Reading:**

Reading is an essential skill for academic success, and we all know how important it is. We wouldn’t spend the time we do teaching it if we didn’t value reading. Even though reading is so essential, we often overlook the fundamental reading skills that our students need. Reading isn’t just about going from the beginning to the end of a written passage. There are different reading strategies to use for different informational outcomes.

**Reading techniques**

In order to read effectively, you need to use different reading techniques for different purposes and texts. You should always read for a clearly defined purpose.

* **Active Reading:**

Active reading strategies are the mental processes that highly effective readers use when approaching reading. These reading strategies require a reader to read critically by focusing on the material to understand and actively engage with the material by being aware of one’s own thought process when reading. Through active reading readers gain greater critical thinking skills that makes things easier to understand and enables readers to retain information for a longer period of time.

Active reading takes place when we are proactively involved in the reading of a text. Active reading is about more than reading words in black and white and answering questions afterwards. Student engagement is important in order to optimize learning.

* **Skimming:**

Skimming, like scanning, is a quick type of reading. Unlike scanning, though, **the goal of skimming is to learn the main points** in a larger selection of writing rather than answer one specific question. When you skim milk, you take the richest part off the top. Likewise, when your students skim a reading passage, they should be pulling all the most essential information out of a piece. **The most straightforward way to skim a given passage is to read the entire first paragraph, the entire last paragraph and read the first sentence of each additional paragraph in between.** In so doing, your students should be able to identify the major themes throughout the passage. Students should also pay attention to italicized or bold words, headings and subheadings. After skimming a passage, students can then decide whether to go back and read the entire selection or to scan for particular information. Skimming can be a difficult activity for ESL students as they often get bogged down by [new vocabulary](https://busyteacher.org/classroom_activities-vocabulary-worksheets/) and confusing [grammar](https://busyteacher.org/classroom_activities-grammar-worksheets/). Reassure your students that when they skim a passage, they only need to get the author’s primary points. Encourage them to guess at any new vocabulary they come across and not to worry about the details.

* **Careful Reading:**

Careful reading or reading for detail is probably the most commonly used reading strategy. This is a **slower reading process**that starts at the beginning of passage and proceeds to the end. When reading for detail, **students should read every sentence**, but they should not try to know the exact meaning of each word. Even [native speakers](https://busyteacher.org/4570-esl-controversy-native-speaker-vs-non-native.html) infer the meaning of unknown words as they read. Reassure your students that even when reading for information, they do not need to know every word on the page but should try and guess its meaning from the context, a valuable skill in and of itself. If students put too much pressure on themselves when it comes to new vocabulary, the [dictionary](https://busyteacher.org/classroom_activities-vocabulary/dictionary_activities/) may become more of a burden than a blessing. When reading for detail, **students should aim to understand about eighty percent of the information they read**. If they need an answer to a particular question that they may have missed, they can always go back and scan for it.

* **General Reading:**

It is the one in which, we only read the prominent sentences or words. Or in other words we read out only those things which are more emphasized.

**For example:**

When we read billboards, sign boards, posters, we only read those words which are prominent and catchy. Sometimes, it is because of font size, font color etc.

In general, reading we don’t read thoroughly, we just read it generally.