

## **Assignment No: 3**

### **Reading Skills:**

Reading skills are abilities that pertain to a person's capacity to read, comprehend, interpret and decode written language and texts. Some people think of the act of reading as a straightforward task that's easy to master. In reality, it's a complex process that draws on many different skills.

### **Skills for Effective Reading:**

Skills for Effective reading are as follows:

#### **1. Fluency:**

Fluency is what it sounds like to read, which can directly impact your ability to comprehend what you read.

##### **Example:**

A child becomes more fluent in their reading, they will be able to quickly find meaning and understanding of what they read, which contributes to understanding the text.

#### **2. Vocabulary:**

The ability to decode or determine the meaning of new words can also influence your reading comprehension. When you can quickly interpret new meanings and identify relationships between new vocabulary and familiar terms, you can increase your ability to make assumptions, form ideas and generally better understand the texts you read.

#### **3. Inference:**

Inference is also a key element of reading comprehension. When we make inferences, we are connecting information from texts to our own ideas and opinions that help us identify the meaning of what we read.

#### **4. Retention:**

Comprehension is based on the retention of information, and by practicing your summarizing skills and remembering what you have read, you can further strengthen your reading comprehension.

### **Ways to Improve Reading Skills:**

#### **1. Set aside time to read each day:**

One of the most effective ways to build your skills is to practice. Developing your reading skills will ultimately take practice, and you can set aside 10 to 15 minutes each day to read.

#### **2. Set reading goals:**

You can set reading goals for yourself to help you develop a wider vocabulary, gain a deeper understanding of different texts and improve your ability to make connections between things you read and your own perspectives and ideas.

#### **3. Preview the texts you read:**

Previewing and scanning over texts can be another step toward improving your reading skills. You can apply this strategy by previewing titles, captions, headlines and other text features to get an idea of what you are reading about. This can help you form central ideas about the text before you begin reading it.

#### **4. Determine the purpose:**

As you read through different texts, practice determining the purpose. Think about why various texts were written and what meanings or themes can be understood from a text.

#### **5. Apply key reading strategies:**

When previewing a text, you might identify the text structure as informational, persuasive or instructional. You might also determine key elements of different texts like the central themes, problems and solutions or comparative ideas presented in what you read. Using strategies like identifying text features, determining the purpose, and taking notes can all work to help you improve your reading skills.

#### **6. Take notes while you read:**

Another highly effective method for improving your reading skills is to take notes while you read. Effective notetaking can prompt you to ask questions about and make connections to what you read.

#### **7. Apply what you read by summarizing:**

Summarizing what you read can also improve your reading skills. Summarizing forces you to remember specific details and central topics about what you read in your own words and through your own unique perspective.

#### **Reading goals:**

Clear reading goals can significantly help with your reading efficiency. Not everything in print will be of use to you. Use reading goals to select and prioritise information according to the task in hand. Use your reading goals to help you identify the information that is relevant to your current task.

#### **Techniques for Active Reading:**

Try these techniques to make your reading active

1. Underline or highlight key words and phrases as you read. You can easily see which points you identified as important.
2. Make annotations in the margin to summarise points, raise questions, challenge what you've read. This takes more thought than highlighting, so you'll probably remember the content better. Use sticky notes if you don't want to mark the text.

3. Read critically by asking questions of the text. Who wrote it? When? Who is the intended audience? Why do you think it was written? Is it an excerpt from a longer piece of text? In this way you will understand
4. 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.
5. Look for 'signposts' that help you understand the text phrases like 'most importantly', 'in contrast', 'on the other hand'.
6. Explain what you've read to someone else.
7. Record yourself reading the module material or your notes and listen to the recording while you're travelling or doing household chores.

**Skimming:**

Skimming is the process of speedy reading for general meaning. Let your eyes skip over sentences or phrases which contain detail. Concentrate on identifying the central or main points. Use this technique to pre-view a selection of text prior to detailed reading and refresh your understanding of a selection of text following detailed reading.

**Scanning:**

Scanning is glancing from point to point to point quickly but thoroughly. You move your eyes over a page looking for key words. When you locate the info you want, you read carefully for specific details.

**Reading Carefully:**

Careful reading allows you to understand material thoroughly and to monitor your comprehension. During this technique, you read the text slowly to pay close attention to all details.