

name Adnan Khan

ID NO 16208

Semester 2nd

Deptt Electrical

Subject Communication skills

Assignment

Iqra national university

Reading Skills:

Reading Comprehension is the ability to process text, understand its meaning and to integrate. Reading skills required in efficient reading comprehension are knowing meaning of words.

i) Active reading technique :-

The following steps are required for an active reading technique.

1) Skim:

Skim through the text quickly to get an overall impression.

2) Question:

Second step is question if you are reading it for a particular purpose.

3) Read:

third step is to read the text in a focused and fairly speedy way.

4) Remember:-

Remember that what you want to say. The theme is must in your mind.

1) Review :

the last step to review
and read the text for more understand.
the text in detail.

2) Skimming technique :-

Skimming is reading a text quickly to get a general idea of meaning. it can be contrasted with scanning, which is reading in order to find specific information, eg. figures or names, Skimming is a specific reading skill which is common in newspaper, messages and e-mails.

3) Careful reading :

Careful reading refers to different operations where the reader attempts to extract complete meanings within or beyond sentence sight up to the level of the entire text so as to construct the text macrostructure (wise and khalifa, 2008a; khalifa and wise 2009).