Assignment no 3

**Reading skills**

Reading is one of the language skills that you study and practice in text books. It is the ability to understand written texts. reading is important in every students life. There are different types of reading

1. **Active reading techniques**

Reading something with full focus, determination is active reading and it force you to think at the same time to recognize key points and exact information you want. read it with the intention of getting something out of that text. In order to catch Definition and meaning from the text Active reading is required. It doesn’t involve rereading active reading safe your time.Stopping by at intervals to process , making questions that comes in your mind, highlighting key points and purpose reading are the main goals of active reading.

1. **Skimming reading**

In this way of reading you never read every single word of content, a person go through the subject gasps only that content which is important to them not unnecessary texts. For example in an essay to get an idea you just read first paragraph, then headings and their first lines, then you read last paragraph. Skimming helps in business to get the work done fast. Some of the examples of Skimming are

1. Skimming while reading newspapers just to get general information
2. In magazines you just choose one article to read
3. In business you just want to get informed
4. **General reading**

Firstly you have to think that what kind of information you want from the text. And then just read the relevant part to get the information you needed. It is done by just focusing on key points, phrase you know about. Scanning is important in that part just ignore the irrelevant information, find the specific location of an idea and there read the required part only. For example for finding job you just read the necessary information.we don’t have to memorize anything just a particular area reading is required.

1. **Careful reading**

In this technique you read the text slowly and gradually with the intention of not missing any single subject, you can reread if the text is new to you or you didn’t get it at first, write notes and questions for later review. You can judge yourself that you read everything thoroughly if you can give the presentation on that particular topic then you have done it properly but if you can’t reread it.