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***What reading skills are?***

***Ans***

* Reading is the process of constructing meaning from written texts Is complex skill requiring the coordination of a number interrelated sources of information ( Anderson et al ,, 1985 )
* Reading skills refers to the specific abilities that enable a person to read with independence and interact with the message.

***ACTIVE READING***

Active reading simply means reading something with a determination to understand and evaluate it for its relevance to your needs.

Simply reading and re-reading the material isn’t an effective way to understand and learn. Actively and critically engaging with the content can save you time. Most OU study books and websites include in-text questions and self-assessed questions. Use these as build-in to make your study active.

***Try these techniques to make your reading active***

●Underline or highlight keys and phrases has you read. When you didn't to it later on you can is easily see which points you identified has important Be-selective to much highlighting won’t help.

● Make annotation in the margin to summarise points, raise questions challenge work you have read dot down examples and so on you can do this in printed this books or etexts. This take more thought then highlighting so you’ll probably remember that contact better. (Use sticky notes if you don’t want to mark text).

● 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.

●Look for ‘signposts’ That help you understand that text-phrases like’ most importantly’ ‘in contrast on the other hand.”

● Explain what you’ve read to someone else.

● Record yourself reading the module material or your notes, and listen to the recording while you're traveling or doing household chores.

***SKIMMING***

This gaming is bell process of quality vol section of text to Kate i general impression of the argument, themes or ideas. There are three types of this skimming preview overview and review.

***PREVIEW SKIMMING***

Most often followed by a second skimming or a thorough reading, previews skimming is used.

●in selection a book.

●in surveying a chapter before reading or studying.

●in finding appropriate material for use in research

●in searching through correspondence before answering it.

 You preview in an effort to learn about the idea presented and the structure of their development.

***METHOD***

Read the first paragraph and the headings and first sentences of letter paragraph and sections.

***OVERVIEW SKIMMING***

You use overview skimming to a simple the reading material more thoroughly than you do in a preview . As you may not intend to read the material at later time.

***METHOD***

As you do in preview skimming, you would read the first paragraph, the headings and first sentences of paragraphs and sections. ,but in addition, as you alternately read and skim, you alert yourself to the structure and content of the material through an awareness of paragraph patterns, thought transitions and clue words.

This awareness will help you to understand the content to recall more information and juicy relationships more clearly and quickly.

***REVIEW SKIMMING***

 Your purpose with review skimming re-familiarise yourself with material you have previously read thoroughly or skimmed

***METHOD***

Prepare yourself by trying to remember as many of ideas and details clearly. It may be that you already have a good grasp of the main ideas and will be stopping primarily to note significant details names, places, terms, etc. You may b trying to establish in your mind a sequence of events or a produce, or you may b3 attempting to fill in a skeleton outline to clarify the structure of the whole.

Familiarity with the material will enable you to skim over a great deal of it, stopping only when necessary.