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ASSIGNMENT NO: 3

(Q) Reading Skills:

Active reading techniques, skimming, general and careful reading.

1. READING SKILLS:

Reading skills are the skills acquired through reading, such as comprehension, fluency, and independence. These skills give people the ability to give clear meaning to the turn words on a page. These skills are important because we read something in some form every day.

* Reading is a skill which enables us to get a message;
*  recognizing the written words (written symbols);
*  getting (understanding) the meaning;
*  used to teach pronunciation;
*  grasping information from texts.

There are five aspects to the process of reading: phonics, phonemic awareness, vocabulary, reading comprehension and fluency. These five aspects work together to create the reading experience.

7 Reading Techniques or Styles are the following:

1. Scanning.

2.Skimming.

3.Active Reading.

4.Detailed.

5.Speed.

6.Structure-Proposition-Evaluation

7.Survey-Question-Read-Recite-Review.

Active Reading Technique:

Active reading aims to get an in-depth understanding of the text. Under this technique, the reader actively involved with the text while reading it. Getting in-depth knowledge of the text at hand is not possible by reading to skim through or scan through the text.

Goals of Active Reading:

When we read actively, we try to understand the text thoroughly by reading slowly and carefully, pausing to question a main idea or to reexamine a passage that confuses us, and interpreting the larger meanings and implications of the text we’re reading. We try to keep our minds actively thinking about what the text means. In general, active reading allows us to

* Capture main ideas, key concepts, and details of reading.
* Target, reduce, and distill the needed information from the text.
* Engage with the text by making connections with our own knowledge and lives.
* Ask questions that help us think deeper about the content.

Strategies for Active Reading:

Many techniques can help us read more actively. Here are a few of the main ones:

1.Start by previewing the text.

1. Scan the title, subtitle, footnotes, pictures, and headings in the text. What do these tell you about the topic being discussed in the reading?
2. Think about what you know about the topic. You already know a great deal about many topics. What preconceived notions might you bring to the reading?
3. Look for information about the author. What does the author’s other works tell you about his or her stance?
4. Think about the rhetorical situation. What is the author’s purpose? Who is the author’s intended audience?

2.Read the text carefully and write ideas about the text in the margins, on your own paper, or on sticky notes placed in the text.

1. Circle and look up the definitions to words you do not know or cultural references that you are not familiar with.
2. Underline the thesis or main idea.
3. Ask questions about the text. Questions may consider topics such as the author’s purpose or goal in writing, his or her use of evidence to support claims, or his or her use of language. Pause to think of questions you have about the topic at various points in the reading.
4. Make connections between your own life experiences or knowledge and the text. Does the argument agree with your prior experiences? Have you read other texts with similar arguments? Do you think most people would agree with the evidence presented in the text? Has your own life confirmed or denied any of the arguments in the text?
5. Find patterns within the text. Does the writer use repetition to get a point across?
6. Identify assumptions the author makes in presenting the argument. Are the assumptions valid? Do the author’s assumptions challenge your own? In what ways?
7. Interpret key passages to find the underlying meaning. Are there parts of the texts that can be interpreted in multiple ways? How do you interpret key passages? What does the text really mean?

1. Reread the text.
2. Review passages that are difficult. Now that you’ve read the text, can you more easily identify the meaning of difficult passages? What can you look up that might help you dissect the text’s meaning?
3. Find shifts in points of view or in voice and identify any language that might cue you into the underlying meanings in the text.
4. Paraphrase difficult passages by restating the passage in your own words.
5. Create a summary of the text’s main argument in your own words.
6. Try to describe the text to someone who has not read it.

SKIMMING:

Defination:

Skimming is a reading technique meant to look for main or general ideas in a text, without going into detailed and exhaustive reading. In skimming, a reader reads only important information, but not everything. This technique works effectively in non-fiction materials, newspapers, and long novels. To get a gist of the text, a skimmer reads the introductory paragraph, the topic sentences of paragraphs, and notices pictures, graphs, charts, titles, headings, subheadings, italicized and boldface words, and their illustrations, and makes a mental picture of the text after viewing this information. He then transforms this picture into a summary.

Skimming is the process of quickly viewing a section of text to get a general impression of the author's main argument, themes or ideas. There are three types of skimming: preview, overview, and review. Skimming is defined as taking something off of the top. An example of skimming is getting the leaves out of the pool. Another example of skimming is taking a few dollars each time you make a sale.

**General Reading:**

The General Reading contains two or three short factual texts, one of which may be a composite (consisting of 6-8 short texts related by topic, eg. hotel advertisements). Topics are relevant to everyday life in an English-speaking country. It may also contain two short factual texts focusing on work-related issues (eg. applying for jobs, company policies, pay and conditions). Furthermore it may contain one longer, more complex text on a topic of general interest. Texts are authentic and are taken from notices, advertisements, company handbooks, books, magazines and newspapers.

**Careful reading:**

Careful reading refers to different operations where the reader attempts to extract complete meanings within or

beyond sentences right up to the level of the entire text so as to construct the text macrostructure .Careful reading is a construct that is operationalized through the identification of lexis,the understanding of syntax, the seeking of an accurate comprehension of explicit meaning and the making of inferences .These tasks may take place at a local level or at global level .Careful reading at the local level involves processing a text until the basic meaning of a proposition is established whereas careful reading at the global level involves processing the text until its macro-structure is built.Expeditious reading involves a quick, selective and efficient reading to access needed text information . In expeditious reading, the linearity of text is not necessarily followed as the

reader attempts to sample the text in order to extract pieces of information necessary to answer specific test items.