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SUBJECT = Communication
Skills

(Assignment)

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1) ~~Active~~ Careful reading techniques :

Following are some techniques of active reading.

1) Highlight / Underline :-

Highlight or underline the key words when you read. Because it helps you when you return to it later on, you can easily see which important point you have underline.

2) Read it carefully :-

Read it carefully because when you read it if finish it. So, then after reading explain it what you have read to someone else.

3) Use dictionary :-

Use dictionary for difficult words while reading because it helps you to understand word or sentence.

2) Skimming :-

Skimming is a strategic, selective reading method in which you focus on the main ideas of a text. Instead of closely

• reading every word, focus on the ~~introducing~~ introduction, chapter summaries, first & last sentence of paragraphs, bold words etc.

Skimming is extracting the essence of the author's main messages rather than going to full details.

Active Reading:-

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

a) SKim:-

Skim through the text quickly to get an overall impression.

b) Read:-

Read the text with a full concentration & focused.

c) Remember:-

Keep remember what you read.

d) Review:-

Read the text in more details. & review that text to get more understand.