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Submitted To

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Subject:

Communication Skills.

# Assignment

(i) Active Reading Techniques.

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

## Techniques of Active Reading

(i)

Underline or highlight key words and phrases as you read.

(ii)

Make annotations in the margin to summarise points, raise questions, challenge what you have read.

(iii)

Read critically by asking questions of the text.

(iv) Test yourself by reading for half an hour putting text away and jotting down the key points from memory.

(v) Explain what you have read to someone else.

(vi) Record yourself reading the module material or your notes, and listen to the recording while you are travelling or doing household chores.

## (ii) Skimming:-

Skimming involves running your eye very quickly over large chunks of text. It is different from previewing because skimming involves the paragraph text. Skimming allows you to pick up some of the main ideas without paying attention of detail. It is fast process and a single chapter should take only a few minutes.

### How to Skim:-

- (i) Note any bold print and graphics.
- (ii) Start at the beginning of the reading and glide

your eyes over the text  
very quickly.

(iii) Do not actually read  
the text in total.

## General and Careful reading:-

Reading is defined as a cognitive process that involves decoding symbols to arrive at meaning.

Reading is an active process of constructing meanings of words.

Reading with a purpose helps the reader to direct information towards a goal and focuses their attention.

## Careful Reading:-

It refers to different operations where the reader attempts to extract complete meanings within or beyond sentences sight up to the level of the entire text

so as to construct the  
text macrostructure.