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Subject Communication Skills.

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Assignment Three (3).

Reading Skills

Active reading, techniques, Skimming

Active Reading.

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

Simply reading and re-reading that 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 built-in cues to make your study active.

→ Try these techniques to make your reading active

→ Underline or highlight key words and phrases as you read. When you return to it later on, you can easily see which points you identified.

→ Make annotation in the margin to summarise points, raise questions, challenge what you've read.

→ 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 the text - phrases like most importantly in contrast, on the other hand.

Reading for comprehension:

SQ3R is a technique for reading comprehension.

'SQ3R' stands for five steps.

1 SKIM through the text quickly to get an overall impression.

2 Question if you are reading it for a particular purpose (for example, to answer an assignment), who?, what?, where?

3 Read the text in a focused, and fairly speedy way.

4 Remember Text your memory - but don't worry if you can't remember much.

5 Review the text in more detail taking notes, else your own words.

* Skimming:

is high speed reading that can save you lots of time

→ To get the general sense of a passage or a book

→ You want to find out about the recent election in America.

→ There is a long news paper article on the subject, but you don't have time to read it

→ How do you Skim?

Read the only words that will help you get the sense of text

→ These are the parts that usually give the author's idea or opinions

Read the first paragraph quiet carefully.

The beginning often contains general information about the rest of text.