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**Subject: Communication Skills**

**Teacher: Mam Rizwana Iqbal**

**Assignment no (03)**

**Reading Skills.**

Reading skills are specific abilities which enable a reader.

* To read the written form as meaningful language.
* To read anything written with independent, comprehension and fluency,
* To mentally interact with the message.

**Skimming.**

 A reading techniques means going quickly over the material in order to get an idea of its subject matter without having to pay close attention to details.

* This is a technique used to identify the main ideas of a text.

**Active reading technique:**

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 is not n effective way to understand and learn.

1. **Skim**: through the text quickly to get an overall impression.
2. **Questions**: if you are reading for a particular purpose for example to answer an assignment ask your self how it helps. also ask question of the text .Who? What? Where?.
3. **Read**: the text is a focused, and fairly speed way.
4. **Remember**: test your memory-but don’t worry if you can not remember much.
5. **Review**: read the text in more detail, taking note. Use your own words.

**Careful reading:**

Sometimes we read books rather quickly and don’t give them much thought, so the action reading does not necessarily imply that we have given enough thought to any book we read.