

# IQRA NATIONAL UNIVERSITY



## Communications skills

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## Reading skills:

Reading skill refers to the ability to understand written text. It is advisable to develop this skill at early age of schooling. When students understand written text, and combine their understanding with prior knowledge, they are able to perform the following three reading-comprehension skills.

1. Identify simple facts presented in written text
2. Make judgments about the written text's content
3. Connect the text to other written passages and situations

## Active reading techniques:

Active reading techniques can help you stay focused and retain more information, but it is a skill that takes time and effort to develop. there are some techniques of active reading which help you get started right away.

### Identify New Words:

When you read a difficult passage or book for an assignment, take a few moments to really observe challenging words. You will likely find that there are many words that you think you know but that you can not really define. Practice by underlining every noun or verb that you cannot replace with a synonym. Once u have list of these new words write these word and define them in a note book , revisit this note book several time and quiz your self on the words.

### Find the Main Idea:

The main idea may no longer be provided in the first sentence it may be located in the second paragraph or even the second page. Finding the main idea is crucial to comprehension. You will need to practice finding the main idea of the text or article each time you are reading.

### Read With a Pencil:

It is more effective to use a pencil and sticky notes to write important point when you are reading the text . Use the pencil to underline, circle, and define words in the margins, or (if you're using a library book) use sticky notes to mark a page and a pencil to write specific notes to yourself.

### Draw and Sketch:

No matter what type of information you are reading, visual learners can always create a mind map, a sketch, or a timeline to represent the information.

Start by taking a clean sheet of paper and creating a visual representation of the book or chapter you are reading. You will be amazed by the difference this will make for retaining information and remembering details.

### Read Again and Again:

Science tells us that we all remember more when we repeat a reading. It is good practice to read once for a basic understanding of the material, and read at least one more time to grasp the information more thoroughly.

### Skimming:

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

### General and careful reading:

General reading is the most habitual manner of reading, applies in a wide variety of situation reading newspaper articles, novels, or magazines in which the reader usually does not have a clearly defined purpose that demands either detailed comprehension or rapid completion.

Careful Reading may also be described as critical, analytical or thoughtful to detail, reflective. This type of reading is usually employed in studying or reading thought provoking material. Reading of the task assignment attentively belongs to the very important steps in problem solving. It is desirable for students to can distinguish important information from unimportant. Many students write all numeric values from the assignment but they do not pay much attention to the remaining text.

Nevertheless, students should also give attention to the nonnumeric information in the task that is crucial for the solution. This activity exercises purposefully an analysis of the task

assignment for that reason. Explicit aiming and emphasizing of the careful reading within the described activity should lead students to think about each physics task similarly.

Main aim of careful reading To emphasize the necessity of attentive reading of the assignment. To show that nonnumeric data in the task assignment are also important in solving physics tasks.