

Institute of Sciences, Humanities & Liberal Studies

Department of Languages

Topic: Reading Strategies

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“Reading without reflecting is like eating without digesting.”- Edmund Burke

- Reading is ability to see and comprehend the written/drawn words and symbols accurately.
- To understand not only the apparent meaning but also the implied or intended meaning.
- It is the process of decoding the written message and perceiving it at an individual level.

One must keep certain factors in mind for reading that might help to choose an appropriate strategy.

1. One must be aware about the purpose of reading.(Why)
2. One must decide the depth of reading.(How much to know)

Skimming

Three Types of Skimming:

1. Pre-read skimming refers to preparing to read.
2. Skim reading refers to situations in which skimming is the only coverage you plan to give the material.
3. Review skimming assumes you have already read the material and are going back over it as a means of study and review.

How Do I Use Skimming?

1. Read the title. If it is an article, check the author, publication date, and source.
2. Read the introduction. If it is very long, read only the first paragraph completely. Then, read only the first sentence of every paragraph. That sentence will usually be the main idea of that paragraph.
3. Read any headings and sub-headings. The headings, when taken together, form an outline of the main topics covered in the material.
4. Notice any pictures, charts, or graphs; they are usually included to emphasize important dates or concepts.
5. If you do not get enough information from the headings, or if you are

working with material that does not have headings, read the first sentence of each paragraph.

6. Glance at the remainder of the paragraph.
 - a. Notice any italicized or boldface words or phrases. These are key terms.
 - b. Look for lists of ideas within the text of the material. The author may use numerals, such as (1), (2), (3) in the list, or signal words such as first, second, one major cause, another cause, etc.
7. Read the summary or last paragraph.

SCANNING

Scanning is a method of selective reading, when searching for a particular fact or answer to a question. Scanning can best be described as a looking rather than a reading process.

How Do I Use Scanning?

1. State in your mind specifically the information for which you are looking. Phrase it in question form, if possible.
2. Try to anticipate how the answer will appear and what clues you might use to help you locate the answer.
3. Determine the organization of the material; it is your most important clue to where to begin looking for information. Especially when looking up information contained in charts and tables, the organization of the information is crucial to rapid scanning.
4. Use headings and any other aids that will help you identify which sections might contain the information for which you are looking.
5. Selectively read and skip through likely sections of the passage, keeping in mind the specific question you formed and your expectations of how the answer might appear. Move your eyes down the page in a systematic way.
6. When you have found the needed information, carefully read the sentences in which it appears in order to confirm that you have located the correct information.

Intensive reading

It is a method of serious and rigorous reading which is more time consuming than skimming and scanning.

When should one adopt such reading?

- ◆ To research or attain higher level of knowledge for some thing

- ◆ To master the topic of reading
- ◆ To develop an incompatible advancement of the subject

How to do intensive reading?

1. Select the reading material as per the requirement.
2. Mark and take notes while reading
3. Recall the previously gained knowledge and try and relate with it.
4. Discuss the read content with others and frame the gained knowledge into own words to remember it permanently.

Extensive reading

It is a method to read for pleasure. For this one must choose a book that does not consist of high vocabulary, which is mostly in vernacular/comfortable language.

How to do extensive reading?

1. Choose the book /material related to your interest
2. Read in an peaceful environment with utmost concentration
3. Read with the appropriate and comfortable speed.
4. Transform the comprehension into a written form