



Reading Skills

- ◆ **Skimming**
 - ◆ **Scanning**
 - ◆ **Extensive reading**
 - ◆ **Intensive reading**
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Skimming: for getting the gist of something

- ◆ The technique you use when you're going through a newspaper or magazine: you read quickly to get the main points, and skip over the detail. It's useful to skim:
 - ◆ to preview a passage before you read it in detail
 - ◆ to refresh your understanding of a passage after you've read it in detail.
 - ◆ Use skimming when you're trying to decide if a book in the library or bookshop is right for you.
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Examples of Skimming:

- ◆ The Newspaper (quickly to get the general news of the day)
 - ◆ Magazines (quickly to discover which articles you would like to read in more detail)
 - ◆ Business and Travel Brochures (quickly to get informed)
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Scanning

- ◆ Scanning is used to find a particular piece of information. Run your eyes over the text looking for the specific piece of information you need. Use scanning on schedules, meeting plans, etc. in order to find the specific details you require. If you see words or phrases that you don't understand, don't worry when scanning.
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Examples of Scanning

- ◆ The "What's on TV" section of your newspaper.
 - ◆ A train / airplane schedule
 - ◆ A conference guide
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Extensive reading

- ◆ Extensive reading is used to obtain a general understanding of a subject and includes reading longer texts for pleasure, as well as business books. Use extensive reading skills to improve your general knowledge of business procedures. Do not worry if you understand each word.
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Examples of Extensive Reading

- ◆ The latest marketing strategy book
 - ◆ A novel you read before going to bed
 - ◆ Magazine articles that interest you
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Intensive reading

- ◆ Intensive reading is used on shorter texts in order to extract specific information. It includes very close accurate reading for detail. Use intensive reading skills to grasp the details of a specific situation. In this case, it is important that you understand each word, number or fact.



Examples of Intensive Reading

- ◆ A bookkeeping report
- ◆ An insurance claim
- ◆ A contract

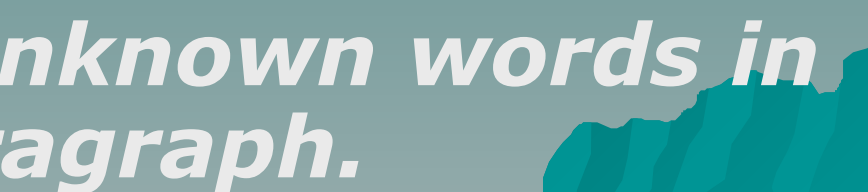


Reading Clues

- ◆ **Deduction** - What does the sentence concern? Which words does the *unknown* word seem to relate to?




Vocabulary Activation

- ◆ When quickly skimming through the text, what does the text seem to concern? Does the layout (design) of the text give any clues? Does the publication or type of book give any clues to what the text might be about? Which words can you think of that belong to this vocabulary category?
Make logical guesses about the meaning of the unknown words in the following paragraph.
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Underlining and highlighting

- ◆ Pick out what you think are the most important parts of what you are reading. Do this with your own copy of texts or on photocopies, not with borrowed books.

If you are a visual learner, you'll find it helpful to use different colours to highlight different aspects of what you're reading.

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Note key words

- ◆ Record the main headings as you read. Use one or two keywords for each point. When you don't want to mark the text, keep a folder of notes you make while reading.

