

READING PROCESS WORKSHEET

GED0001

NAME: Maminta, John Angelo A.

SECTION: TW-04

TEXT TITLE: The Ultimate Productivity Hack is Saying No

DATE: January 18, 2024

TEXT TYPE: Blog

AUTHOR: JAMES CLEAR

I. PRE-READING (10 POINTS)

A. Complete the table with the headings, subheadings, and visual titles/descriptions from the text. Provide at least 2 entries for each column.

Headings	Subheadings
<ul style="list-style-type: none">The Ultimate Productivity Hack is Saying No	<ul style="list-style-type: none">Why We Say YesThe Difference Between Yes and NoThe Role of NoHow to Say NoThe Power of No

B. Fill the table with information that you already know about the topic (K), you wonder about the topic (W), and you will learn after reading the text (L). Fill the L Column after reading the text. Provide at least 2 entries for each column.

K	W	L
<ul style="list-style-type: none">It is a blog on how to be productiveIt must be a tip on how to be productive.	<ul style="list-style-type: none">What are the importance of saying no?Is saying yes really that bad?	<ul style="list-style-type: none">Saying no is a time credit and saying yes is a time debt.Only say yes to what is actually really interesting things.

II. READING (30 POINTS)

A. Fill the table with specific details from the text and inferences that can be drawn from it. Provide at least 2 entries for each column.

Details from the Text	Plausible Inferences
"Remember that there is no code faster than no code."	In this blog, it just simply means that if you don't have to do something. It will be much faster and preferable
Saying yes costs you time in the future. No is a form of time credit.	Saying no is a time investment and saying yes would mean that you already bet that your time spent there would be worth it for you

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- B. Figure out the meaning of the technical term from the text. Write the technical term, indicate the clue from the text, and use the term in your own sentence. Provide at least 2 entries for each column.

Technical Term	Context Clue (i.e., antonym, synonym, examples, description, word parts, definition or any clues in the text)	Use each technical term in a sentence
1. time debt	Debt	You have invested already your time on something
2. time credit	Credit	You can still use your time in the future
3. upgrade your "no's"	Upgrade	To only say yes on what is only important

- C. Supply the missing information below:

1. Topic of the text: Time management and increase productivity
2. Writer's opinion about the text's topic: Saying no and knowing what is important will make your life even more productive
3. Support for writer's opinion (e.g., evidence such as facts, testimonies, examples, etc.):
 - a. We often found ourselves saying yes. This was already built in because of the social pressure put on to us.
 - b. Saying yes means the was already reserved for something whether it would be helpful to us or not.
 - c. Saying no to unimportant things can increase both productivity and efficiently waste our time.

III. POST-READING (10 POINTS)

- A. Answer the following rhetorical analysis guide questions.

1. What credentials does the author have which give him/her the authority to write about the topic of the text?
James Clear is the author of the award winning book Atomic habbits that sold over 15 million copies worldwide. He is also writing blogs about habits, decision making, and continuous improvement since 2012.
2. After considering the author's profession and affiliation, what possible biases the author might have about the topic?
Freedom. Just as he stated on the said blog. Saying no is seen as a luxury. It is hard to say no when you are in debt to someone. On paper, it might look easy to say no. But when it comes in to application, you will be dissapointed on how hard would it be to say no.

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3. What is the purpose of the text, and how does the author accomplish that purpose? What evidence does the author use to support the main idea in the text?
The purpose of the blog was to give advise on how to be productive and how saying no can help us improve our productivity. I think his identity of being a writer of a book that was sold all over the world would be enough evidence and credability to me. But him saying quotes on Famous successful person such as Steve Jobs and Tim Harford got me. Additionally, some of what he wrote is also relatable (argumentum ad ignorantiam).
4. What specific idea/information in the text challenges or surprises you? Why?
Saying no itself. As a people pleaser, it is sometimes hard to say no. Additionally, even when we want to say no, just because of the social pressure on social conformity, we have no choice but to say yes.
5. Is the style of writing suitable for the intended audience? Is it too formal or too casual? Why?
Yes. It is just about right. It was casual and easy to read that he go far beyond and explain some things that normal people would not understand (just like his opening quote regarding the code).