



Reading Comprehensions(Aminotes)

SQ3R is an active reading exercise that is designed to help you get a fuller understanding of your reading materials. You will need to keep a pen and some paper on hand to use this method. SQ3R stands for:

1. Survey
2. Question
3. Read
4. Recite
5. Review

Survey

The first step of SQ3R is to survey the chapter. *Survey* means to observe the layout of something and get an idea of how it is constructed. Skim over the chapter and observe the titles and subtitles, take a look at the graphics, and make a mental note of the overall layout.

The survey of the chapter gives you an idea of what the author considers most important. Once you have surveyed the chapter, you will have a mental framework of the reading assignment. Jot down any words that are in bold or italics.

Question

First, jot down questions that address the chapter titles and boldface (or italicized) words you've noted.

Read

Now that you have a framework in your mind, you can begin to read for deeper understanding. Start at the beginning and read the chapter, but stop and write down additional sample test questions for yourself as you go, fill-in-the-blank style. Why do this? Sometimes things make perfect sense as we read, but not so much sense later on, as we try to remember. The questions you form will help the information "stick" in your head.

You may also find that the question you write matches the teacher's actual test questions.

Recite



When you reach the end of a particular passage or section, quiz yourself on the questions you've written. Do you know the material well enough to answer your own questions?

It's a good idea to read and answer aloud to yourself. This can be a great learning strategy for auditory learners.

Review

For best results, the review step of SQ3R should take place a day after the other steps. Go back to review your questions, and see if you can answer them all easily. If not, go back and review the survey and the reading steps.

Summarizing and paraphrasing

Summary - A summary is a brief overview of an entire discussion or argument. You might summarize a whole research paper or conversation in a single paragraph, for example, or with a series of bullet points, using your own words and style. People often summarize when the original material is long, or to emphasize key facts or points. Summaries leave out detail or examples that may distract the reader from the most important information, and they simplify complex arguments, grammar and vocabulary.

Summarizing Technique -

1. Get a General Idea of the Original

First, speed read the text that you're summarizing to get a general impression of its content. Pay particular attention to the title, introduction, conclusion, and the headings and subheadings.

2. Check Your Understanding

Build your comprehension of the text by reading it again more carefully. Check that your initial interpretation of the content was correct.

3. Make Notes

Take notes on what you're reading or listening to. Use bullet points, and introduce each bullet with a key word or idea. Write down only one point or idea for each bullet.



If you're summarizing spoken material, you may not have much time on each point before the speaker moves on. If you can, obtain a meeting agenda, a copy of the presentation, or a transcript of the speech in advance, so you know what's coming.

Make sure your notes are concise, well-ordered, and include only the points that really matter.

4. Write Your Summary

Bullet points or numbered lists are often an acceptable format for summaries – for example, on presentation slides, in the minutes of a meeting, or in Key Points sections like the one at the end of this article.

However, don't just use the bulleted notes that you took in step 3. They'll likely need editing or "polishing" if you want other people to understand them.

Some summaries, such as research paper abstracts, press releases, and marketing copy, require continuous prose. If this is the case, write your summary as a paragraph, turning each bullet point into a full sentence.

Aim to use only your own notes, and refer to original documents or recordings only if you really need to. This helps to ensure that you use your own words.

If you're summarizing speech, do so as soon as possible after the event, while it's still fresh in your mind.

5. Check Your Work

Your summary should be a brief but informative outline of the original. Check that you've expressed all of the most important points in your own words, and that you've left out any unnecessary detail.

Summarizing: an Example

Original

So how do you go about identifying your strengths and weaknesses, and analyzing the opportunities and threats that flow from them? SWOT Analysis is a useful technique that helps you to do this.

What makes SWOT especially powerful is that, with a little thought, it can help you to uncover opportunities that you would not otherwise have spotted. And by understanding



your weaknesses, you can manage and eliminate threats that might otherwise hurt your ability to move forward in your role.

If you look at yourself using the SWOT framework, you can start to separate yourself from your peers, and further develop the specialized talents and abilities that you need in order to advance your career and to help you achieve your personal goals.

Summary

SWOT Analysis is a technique that helps you identify strengths, weakness, opportunities, and threats. Understanding and managing these factors helps you to develop the abilities you need to achieve your goals and progress in your career.

Paraphrasing - When you paraphrase, you use your own words to express something that was written or said by another person.

Putting it into your own words can clarify the message, make it more relevant to your audience , or give it greater impact.

You might use paraphrased material to support your own argument or viewpoint. Or, if you're putting together a report , presentation or speech , you can use paraphrasing to maintain a consistent style, and to avoid lengthy quotations from the original text or conversation. Paraphrased material should keep its original meaning and (approximate) length, but you can use it to pick out a single point from a longer discussion.

Paraphrasing Technique -

To paraphrase text, follow these four steps:

1. Read and Make Notes

Carefully read the text that you want to paraphrase. Highlight, underline or note down important terms and phrases that you need to remember.

2. Find Different Terms

Find equivalent words or phrases (synonyms) to use in place of the ones that you've picked out. A dictionary, thesaurus or online search can be useful here, but take care to preserve the meaning of the original text, particularly if you're dealing with technical or scientific terms.

3. Put the Text into Your Own Words

Rewrite the original text, line by line. Simplify the grammar and vocabulary, adjust the order of the words and sentences, and replace "passive" expressions with "active" ones



(for example, you could change "The new supplier was contacted by Nusrat" to "Nusrat contacted the new supplier").

Remove complex clauses, and break longer sentences into shorter ones. All of this will make your new version easier to understand .

4. Check Your Work

Check your work by comparing it to the original. Your paraphrase should be clear and simple, and written in your own words. It may be shorter, but it should include all of the necessary detail.

Paraphrasing: an Example

Original

Despite the undoubted fact that everyone's vision of what constitutes success is different, one should spend one's time establishing and finalizing one's personal vision of it. Otherwise, how can you possibly understand what your final destination might be, or whether or not your decisions are assisting you in moving in the direction of the goals which you've set yourself?

The two kinds of statement – mission and vision – can be invaluable to your approach, aiding you, as they do, in focusing on your primary goal, and quickly identifying possibilities that you might wish to exploit and explore.

Paraphrase

We all have different ideas about success. What's important is that you spend time defining your version of success. That way, you'll understand what you should be working toward. You'll also know if your decisions are helping you to move toward your goals.

Used as part of your personal approach to goal-setting, mission and vision statements are useful for bringing sharp focus to your most important goal, and for helping you to quickly identify which opportunities you should pursue.