

Reading Skills

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Benefits of effective reading:

1. Effective reading can provide you with a 'comprehensible input' from the book or document that you read.
2. It can enhance your general ability to use other language skills such as listening, speaking and writing.
3. It can enhance your vocabulary, that is, you can always learn new words, phrases and expressions.
4. Effective reading also helps you keep your mind focused on the material and prevents it from unnecessary distractions.
5. It enables you to extract information much more efficiently within a limited time.

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6. It can help you consolidate both ~~previously learned~~ language and knowledge.
7. It helps in building confidence as you start reading longer and later, voluminous texts.
8. It gives you pleasure and relaxation as books are the best and most reliable friends.
9. Effective reading facilitates the development of various other skills, such as making predictions, comparing and contrasting facts, creating samples, hypothesizing, reorganizing the message as transmitted by the text, improving your critical thinking, and hence developing a sharp acumen with passage of time.

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Speed of reading:

- An average college student reads between 150 and 250 words per minute. A 'good' reading speed is around 250 to 400 words per minute, but some people can read even 1000 words per minute or more.

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Rates of reading:

Purpose of reading	No. of words (words per minute/wpm)
Reading for memorization	Fewer than 100
Reading for learning	100-200
Reading for comprehension	200-400
Skimming	400-700

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Types of Reading:

1. Skimming: It is used to quickly gather the most important information or 'gist' from the document or novel that you read. You just make your eyes run over the text, noting important information. For example, while reading a newspaper in the morning, you quickly try to get the general news of the day or you go through magazines quickly to discover which articles you would like to read in more detail.
2. Scanning: It is used to find a particular piece of information. In this, you run your eyes over the text to find a specific piece of information. For example, scanning the table of contents or indexes and turn directly to interesting articles to arrive at the specific information.

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3. Extensive Reading: It is used to obtain a general understanding of a subject. It includes reading of longer texts for pleasure, and business reports to know about the general trends. In this, you do not try to understand each and every word.
4. Intensive Reading: It is used on shorter texts in order to extract detailed information. It includes very close and accurate reading for details. For example, when you read your text book for understanding the concepts or various theories, you have to read intensively. You need to understand almost every word in the text.

Different types of passages for reading comprehension:

1. Science passages
2. Social Science passages
3. Business passages
4. Entertainment passages
5. Literary passages
6. Poems

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Approaches to Efficient Reading:

Type of Difficulty	Suggested Approach
Unfamiliar terminology	Try to understand it in the context at that point read on and return to it later
Difficult sentence and paragraph structure	Slow down enough to enable you to untangle them and get the accurate context for the passage
Unfamiliar or abstract concepts	Look for applications or examples of your own
Detailed, technical material	This includes complicated directions, statements of difficult principles, and materials on which you have scant background. Be patient and approach the text critically.
Material on which you want detailed retention	Since you want to remember them for a longer duration, read such a material with intensity, observation, and painstaking effort.

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Tips for Identify the Central Idea

1. *Never read a passage in a laid-back manner*
2. *A passage-particularly a longer one-is often divided into several parts e.g. an introducer, developers and a terminator.*
3. *Carefully read the beginning of each paragraph.*
4. *Also carefully follow the ending of each paragraph.*
5. *Predict and anticipate certain views.*
6. *Paying careful attention to each of the linkers.*
7. *Try to think about a suitable title for the passage.*

The art of condensation:

- Condensation - A shortened version of a written work
- Major forms of condensation are:

1. Précis
2. Abstract
3. Paraphrasing
4. Summary
5. Synopsis

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Précis –

It is most common. It is a short and concise account of some text which gives all its important points but none of its details. Since the purpose of a précis is to briefly restate the idea expressed in the original write-up, it does not include any superfluous or illustrative material which may be a part of the original. A précis follows and maintains the view of the author. It records in minimum words the central idea which has been presented in detail in the original piece of writing. It is usually $\frac{1}{3}$ of the total words in a text.

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Abstract –

- Shorter than a summary, an abstract is written to highlight the purpose, scope and significance of a work. It is often preferred to a summary in technical and specialized forms of communication.

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Paraphrasing –

- The purpose of paraphrasing is to reproduce the author's ideas in your own words. So, you may employ as many words as the author has chosen to express himself/herself. Paraphrasing of write-ups is done in order to convey to the reader in simpler terms an idea which, otherwise, appears to be too ambiguous.

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Summary –

- A summary is often written and included in the reports prepared by professionals. Summaries are also written to briefly present the main findings of a study, a journalistic article or a geographical survey. The summary presents the entire matter in a nutshell. While writing a summary, the author does not add, develop or delete any idea. A summary is often shorn of examples and illustrations, and emphasizes the main arguments and conclusions of the original. And it follows the sequence of the ideas as expressed in the original text.

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Synopsis –

- A synopsis is a shortened version of an article, research paper, a chapter of the book, a report, or a book itself. A synopsis highlights in brief all the essential features of the original document. Normally, a synopsis is required to be submitted to universities when research proposals, dissertations, and theses are proposed to be written by researchers. In a synopsis, the researcher is required to highlight the purpose, scope, and significance of the research. It also provides the general plan of the entire work and tries to establish its importance in the relevant field.

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