

# **READING THE LAST COMMUNICATION SKILL**

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# PERSONAL READING



# READING

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- ✖ As we develop our skills in reading, the process often becomes more challenging
- ✖ We are introduced to new vocabulary and more complex sentence structures
- ✖ Early school textbooks offer us facts or ‘truths’ about the world which we are required to learn



# PROGRESSION OF READING

- ✖ As schooling progresses, we learn to compare these perspectives and begin to form opinions about them
- ✖ This change in reading from a surface approach (gathering facts) to a deep approach (interpreting) is essential in order to gain the most out of our studies

# PURPOSE OF READING

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- ✗ Reading becomes not simply a way to see what is said, but to recognize and interpret what is said, taking into account subtleties such as bias, assumptions and the perspectives of the author
- ✗ Academic reading, therefore, means understanding the author's interpretation of reality, which may be very different from our own

# PURPOSE OF READING

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- ✖ We read to gain factual information for practical use, for example, a train timetable or a cinema listing. For such documents we rarely need to analyse or interpret
- ✖ We may also read fiction in order to be entertained; depending upon the reader, a level of interpretation may be applied



# PURPOSE OF READING

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- ✖ Many of us read newspapers and magazines, either in print or online, to inform us about current events. It is therefore easy to view a particular article as a statement of opinion rather than fact. Political biases, for example, are well known in the press

# PURPOSE OF READING

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- ✗ When reading academic material such as textbooks, journals and so on, you should be always reading to interpret and analyse
- ✗ Nothing should be taken as fact or ‘truth’



# PURPOSE OF READING

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- ✖ When you read while studying an academic course, your principal goal will be to gather information in order to answer an assignment question or gain further information on a subject for an exam or other type of assessment.

# GROUP READING



# LEARNING

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- ✘ Underlying this is the more general theme of **learning and development**,
- ✘ To develop your thoughts, to incorporate new ideas into your existing understanding, to see things from different angles or view-points, to develop your knowledge and understanding and ultimately yourself



# LEARNING AND DEVELOPMENT

- ✖ Learning, therefore, comes about not from reading and remembering details, but from developing your understanding of the meaning of the details
- ✖ To engage with your ideas and opinions and rethink them in a positive and constructive way

# ACTIVE READING

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- ✖ When you're reading a document or book in detail, it helps if you practice "active reading" by highlighting and underlining key information, and taking notes as you progress.
- ✖ This emphasizes information in your mind, and helps you to review important points later
- ✖ Doing this also helps you keep your mind focused on the material, and stops you thinking about other things

# MAGAZINES AND NEWSPAPERS

- ✖ The most effective way of getting information from magazines is to scan the contents tables or indexes and turn directly to interesting articles
- ✖ Newspapers tend to be arranged in sections. If you read a paper often, you can quickly learn which sections are useful, and which ones you can skip altogether



# MAGAZINES AND NEWSPAPERS

- ✗ **News Articles** – these are designed to explain the key points first, and then flesh these out with detail. So, the most important information is presented first, with information being less and less useful as the article progresses.
- ✗ **Opinion Articles** – these present a point of view. Here the most important information is contained in the introduction and the summary, with the middle of the article containing supporting arguments.
- ✗ **Feature Articles** – these are written to provide entertainment or background on a subject. Typically the most important information is in the body of the text

# HOW TO PASS EXAMS

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## ✖ Ask the teacher

- + Remember that your teacher is not your opponent or your nemesis: he or she is not out to frustrate you or irritate you but are always trying to help you

## ✖ Beat the teacher

- + Teachers will help you enormously, but ultimately it's your job and yours alone
- + Understand the curriculum or syllabus you're studying and exactly what you're expected to know

# HOW TO PASS EXAMS

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## ✖ Understand the marking scheme

- + Understand how the marks are allocated. If you understand where your marks will come from, you can allocate your efforts accordingly

## ✖ Plan your revision

- + Find a pattern that works for you. One good tip is to make revision a habit: treat it like a job and make yourself revise between certain set times of the day whether you feel like it or not



# HOW TO PASS EXAMS

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## ✖ Prioritize weak subjects

- + Aim to revise everything but devote more time to things you don't understand or know less off

## ✖ Be honest with yourself

- + What are you good at and what are you bad at. Understand where you need to focus your efforts

## ✖ Practice makes perfect

- + Exams are theoretically a way of testing your knowledge and your understanding and the object of studying is to get a good education, not to pass exams
- + Practicing exam questions and papers under time pressure is one of the best ways to improve your exam performance

# HOW TO PASS EXAMS

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## ✗ Use memory aids

- + When you had to remember the colors of the Rainbow (red orange yellow green blue indigo violet) “richard of york gave battle in vain”

## ✗ Answer the question

- + So take time to read and understand the questions on the exam paper & not the essay you just happen to have revised

# HOW TO PASS EXAMS

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## ✕ Remember why you're studying

- + You want to pass your exams, but don't forget that you're also trying to learn and understand things and get a good education



# HOW TO PASS EXAMS

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## ✖ On Exam day

- + Give plenty time for getting to the exam
- + Don't revise as you're walking into the exam
- + Read the question properly
- + Spend the right amount of time on each question
- + Explain each point as clearly as possible
- + Set aside time for notes before you tackle the question
- + Read over the answers when you're done
- + Present your work neatly
- + Answer the questions in the order you want to
- + Don't panic
- + When short on time, use bullet points

# SUCCESS IN EXAMS





# REFERENCES

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- ✕ Authors: Lawrence Robinson, Jeanne Segal, Ph. D., and Melinda Smith, M.A. Last updated: October 2015.