**Sub-skills of reading---Skimming and Scanning—CSE-A**

1. **Skimming:** It refers to the process of reading only main ideas within a passage to get an overall impression of the content of a reading. Reading through a text quickly to get an overall idea of the contents; that is, the gist of the passage. For example, before buying a book we glance quickly at the cover page, the reviewer’s comments on the back cover (also called book jacket), the contents page, etc., to get a general idea of its contents.

We do the following in skimming:

1. Read the title.
2. Read the introduction or the first paragraph.
3. Read the first sentence of every other paragraph.
4. Read any headings and sub-headings.
5. Notice any pictures, charts, or graphs.
6. Notice any italicized or boldface words or phrases.
7. Read the summary or last paragraph.
8. **Scanning:** Scanning is a reading technique to be used when you want to find specific information quickly. Scanning involves moving our eyes quickly down the page seeking specific words and phrases. In scanning you have a question in your mind and you read a passage only to find the answer, ignoring unrelated information.

**Purposes of Scanning**

1. To search for a word in a dictionary or index
2. To find a phone number or an address in a directory
3. To check the time schedule of a program in an agenda
4. To check the price of a specific item in a catalog
5. To know particular information from a text.

**Global comprehension:** It is associated with extensive reading (reading for pleasure…novels, short stories).

**Local comprehension:** It is associated with intensive reading. (textbooks, journals, serious reading material.

**Extensive reading:** Extensive reading involves learners reading texts for enjoyment and to develop general reading skills. It can be compared with intensive reading, which means reading in detail with specific learning aims and tasks.

Eg: Novels, magazines, story books

**Intensive Reading:** It is a reading method wherein learners are supposed to read the short text carefully and deeply so as to gain maximum understanding. It is for understanding the literal meaning of the text.

Examples: Textbooks, journals, periodicals, scientific texts, etc.