Meeting Report: English for Reading and Communication Skills Online Session

Date: Tuesday_05/Mar/2024
Time: 7.30 - 9.10
Title : Reading Strategies for Information System

Discussion & Question

1. Defa Malnovizam
   - question:
     - can the reading strategies explained in your paper be universally applied to all types of information systems, or do they need to be adapted to the specific contexts and needs of each organization?
   - answer:
     - The core reading strategies like skimming, scanning, and in-depth reading can be universally applied across different information systems. However, their effective implementation requires adapting them to the specific technical language, concepts, and objectives of an organization's information systems landscape. While the fundamental techniques are broadly applicable, users need to familiarize themselves with domain-specific terminology and concepts relevant to their organization. Additionally, the objectives of reading system information may vary based on the unique needs and goals of each organization, necessitating customization of the reading strategies.

2. MHD Sufiananda Butar Butar
   - question:
     - how important is a deep understanding of information systems for professionals in this field? are there any consequences if they lack adequate understanding?
   - answer:
     - A deep understanding of information systems is crucial for professionals in this field. Lacking adequate understanding can have significant consequences, A thorough grasp of information systems is essential for professionals to effectively navigate, interpret, and leverage information within these complex systems. Without this understanding, professionals may face challenges in extracting meaningful insights, making informed decisions, and contributing meaningfully to discussions and collaborations. Inadequate understanding can lead to inefficient utilization of information systems, hindering operational efficiency and decision-making processes within an organization. This can result in suboptimal resource allocation, missed

opportunities, and an overall lack of competitiveness in the rapidly evolving digital landscape.

3. Meylia Andriani
   - question:
     - What is the difference between reading in detail and skimming when learning about information systems?
   - answer:
     - In-depth reading involves a comprehensive and meticulous examination of specific content to gain a profound understanding of complex concepts, detailed reports, or critical information. This strategy requires a substantial time investment but is essential for acquiring nuanced insights and understanding intricate details within information systems. On the other hand, skimming is a rapid overview technique used to filter through a large volume of information quickly. It allows users to grasp the main ideas, identify key elements, and determine the relevance of information without delving into details. Skimming is useful for getting a general sense of extensive reports, documents, or datasets within information systems.

4. Siti Indah Afifah
   - question:
     - What role does a Database Management System play in a typical Information System, and how does it contribute to efficient data organization and retrieval?
   - answer:
     - Within an Information System, the DBMS serves as a central repository for storing and managing data in a structured and organized manner. It facilitates systematic data arrangement, hierarchical categorization, and establishment of relational links between different pieces of information. This structured approach streamlines data access, retrieval, and management processes. The DBMS also enables efficient querying and searching capabilities, allowing users to input specific criteria or questions and retrieve relevant information promptly. This functionality is essential for locating specific data points, addressing challenges, and supporting informed decision-making within the broader Information System context.

5. Rabbiatul Rafi'ah Salamah
   - question:
     - What is the best strategy to improve efficiency in decision-making?
   - answer:
     - Integration with Decision Support Tools: Information Systems often integrate with decision support tools like analytics, data visualization, and predictive modeling. These empower decision-makers to analyze complex information thoroughly and make strategic choices efficiently.

- Real-Time Information Access: Providing decision-makers with real-time access to up-to-date reports, forecasts, and performance data from Information Systems. This ensures that decisions are based on the latest available information, enhancing their relevance and effectiveness.

6. Yunita Auliani
   - question:
     - Why is building relational relationships between information in Information Systems important, especially in relational databases?
   - answer:
     - Establishing relational relationships between information in Information Systems, especially in relational databases, is important because it allows retrieval of related and more complex information. In a relational database, tables can be linked through primary keys and foreign keys, which allow data from one table to be linked to data from another table. This makes it possible to retrieve more detailed and relevant data, thus improving the overall connectedness and accessibility of information.

7. Hotman Surya
   - question:
     - What are effective reading strategies that can be applied to comprehend information in Information Systems?
   - answer:
     - as mentioned in teh paper the effective strategies are Skimming, Scanning, and In-depth reading. By employing these strategies appropriately, users can efficiently navigate, comprehend, and extract valuable information from the often complex and technical landscape of Information Systems.

8. Ryan Hartanto Pasaribu
   - question:
     - How can you enhance your understanding of the "Reading Strategies for Information Systems" material?
   - answer:
     - It can be achieved through implementing the reading strategies mentioned in the paper, by implementing those you will get better understanding of the material.

9. Ayubdi Lubis
   - question:
     - What role do reading strategies play in mastering information systems concepts more efficiently?
   - answer:
     - Reading strategies play a vital role in mastering information systems concepts efficiently. Strategic techniques like skimming, scanning, and in-depth reading allow users to navigate complex technical information

effectively, comprehending and retaining key concepts with optimal time investment. Additionally, reading strategies support the understanding of foundational knowledge, such as technical terminology and core principles. This foundational understanding serves as a framework for further learning, enabling users to grasp advanced concepts more efficiently when employing tailored reading approaches aligned with their specific objectives and needs.

10. Masyratul Hayati
    - question:
        - Why is a deep understanding of reading strategies important in analyzing business needs and implementing the right information system solutions?
    - answer:
        - Firstly, it enables thorough comprehension of technical documentation, system specifications, and user requirements. Effective reading strategies like in-depth reading and scanning facilitate extracting detailed insights and identifying specific needs, ensuring that the chosen information system aligns with the organization's objectives.
        - Secondly, reading strategies aid in efficiently navigating and comprehending various information system options and their functionalities. Techniques like skimming and scanning help quickly evaluate potential solutions, while in-depth reading supports a nuanced understanding of their capabilities and suitability for the business's unique requirements.

11. Alse Ceria
    - question:
        - How can one employ advanced reading techniques to extract nuanced information from complex information systems effectively?
    - answer:
        - Employing advanced reading techniques for complex Information Systems involves strategic use of skimming, scanning, and in-depth reading. Skimming provides an overview, scanning locates specifics, and in-depth reading ensures a thorough understanding. Mastery of technical terms and familiarity with basic concepts, like database structures, enhance comprehension. Overcoming challenges, such as deciphering technical language, requires using glossaries, FAQs, and collaborating with IT professionals. Integrating these techniques and skills enables effective extraction of nuanced information for informed decision-making in Information Systems.

12. Norma Liana Pohan
    - question:
        - How can information systems integrated with decision-making tools increase efficiency and effectiveness in organizations, and what are the benefits in the long term?
    - answer:

- Integrating information systems with decision-making tools enhances organizational efficiency by providing real-time, accurate data and automating routine tasks. This streamlining leads to quicker and informed decision-making, saving time and resources. In the long term, these benefits translate into cost savings, improved competitiveness, and sustained growth, making the integration a strategic investment for organizational success.

13. Zakki
    - question:
        - How to apply effective reading strategies to improve performance and productivity in work in the information systems field?
    - answer:
        - Applying effective reading strategies in the Information Systems field boosts performance and productivity. Skimming aids quick understanding of main ideas, scanning efficiently extracts specific details, and in-depth reading provides a deeper comprehension for decision-making. A strong grasp of technical terms and concepts ensures clear communication and interpretation. Regularly updating knowledge through these strategies supports continuous improvement in the dynamic Information Systems environment, enhancing overall productivity.

Attendance: 31/31

- Aditya M Fajar / 2117020073
- Ainaul Mardiah / 2117020043
- Alse Ceria / 2117020071
- Atika Reizky Marini / 2117020082
- Ayubdi Lubis / 2117020026
- Bagus Pribadi / 2117020028
- Beryl Cholif Arrahman Meuraxa / 2117020030
- Defa Malnovizam / 2117020081
- Elfi Ramadani Siregar / 2117020064
- Hotman Surya / 2117020060
- M. Rizky Gustira Ilham / 2117020077
- Mahathir Shahreza / 2117020080
- Masithah Safitri Mulyadi / 2117020041
- Masyratul Hayati / 2117020025
- Meylia Andriani / 2117020034
- MHD Sufiananda Butar Butar / 2117020037
- Muhammad Iffan Ramadhan / 2117020036
- Muhammad Ihsan Zikri / 2117020047
- Nanda Saputra / 2117020045

- Norma Liana Pohan / 2117020038
- Putri Hanifah / 2117020062
- Rabbiatul Rafi'ah Salamah / 2117020035
- Rayhan Alhafiz Ananta / 2117020029
- Ryan Hartanto Pasaribu / 2117020033
- Silvia Ariati / 2117020046
- Sinta Romantika / 2117020072
- Siti Indah Afifah / 2117020056
- Ummi Rosmita / 2117020044
- Wahyu Septi Wana / 2117020079
- Yunita Auliani / 2117020039
- ZAKKI / 2117020078