

Reading Skills



Lecture (1)

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Reading skills for academic study



Introduction

There is not enough time to read everything line by line.
You need to be able to read efficiently.

General efficient reading strategies:

- scanning to find the book or chapter
- skimming to get the gist
- careful reading of important passages (Wallace, 1980, pp. 9-51) are necessary as well as vocabulary building exercises in your own area. Learning about how texts are structured can also help you to read more efficiently.

Important Points



- **Understanding meaning:** deducing the meaning of unfamiliar words and word groups; relations within the sentence/complex sentences
- **Understanding relationships in the text:** - text structure; the communicative value of sentences
- **Understanding important points;** distinguishing the main ideas from supporting detail
- **Reading efficiently:** surveying the text, chapter/article, paragraphs, skimming for gist/general impression; scanning to locate specifically required information; reading quickly.

Reading skills for academic study

Advice



- scan the library to find the correct shelves,
- scan the shelf to find useful books,
- use the contents pages, indexes to find the relevant parts,
- skim the chapters to find out if they are useful
- and finally read in detail.

Efficient reading skills



- **Purposeful**

Reading is purposeful. The way you read something will depend on your purpose. You read different texts in different ways. In everyday life, you usually know why you are reading, you have a question and you read to find the answer.

- **Interactive**

Reading is an interactive process - it is a two-way process. As a reader you are not passive but active. This means you have to work at constructing the meaning from the marks on the paper, which you use as necessary. You construct the meaning using your knowledge of the language, your subject and the world, continually predicting and assessing

READING TECHNICS



Useful skills are:

- Scanning to locate specifically required information.
- Surveying a text.
- Using the title. Sometimes you have to make quick decisions based on the title.
- Skimming a text to get an overall impression.
Skimming is useful when you want to survey a text to get a general idea of what it is about.



- **Skimming** is a reading technique that provides understanding of the whole text without reading it from word to word. It involves discovering the main ideas of a text by reading first and last paragraphs and topic sentences, and paying attention to other details on the page like titles, bold type or italics, photograph captions, etc.



- **Scanning** is a reading technic that one uses to find specific information without reading the whole text. It involves looking down and around a page quickly and efficiently searching for important words, facts or phrases to find specific information.
- When scanning a text, one should use peripheral vision and shouldn't focus only on the logical flow of the text.
- Scanning often comes before skimming. For example, scanning can be used to determine if a resource has the information you are looking for. Once the resource is scanned, it can then be skimmed for more detail.

TYPES OF READING



Light reading

- Reading for leisure tends to be 'light':
- Read at a pace which feels comfortable.
- Read with understanding
- Skim the boring, irrelevant passages.

An average light reading speed is 100-200 words per minute. This form of reading does not generally require detailed concentration.

TYPES OF READING



Word by word type reading

- This type of reading is time consuming and demands a high level of concentration. People use this type of reading for unfamiliar concepts, scientific formulae etc.

TYPES OF READING



Reading to study

Its aim is to understand the material in depth. The method involves five simple steps; Survey, Question, Read, Recall and Review.

- -Survey: skim through to gain an overview and not key points.
- -Question: devise questions you hope the text will answer.
- -Read: slowly and carefully.
- -Recall: from memory, write down the main points made by the chapter.
- Review: revisit your questions -compare these to your recall and establish how well the text has answered them; fill in any gaps by further reading and note-taking.

Speed reading

TIPS



Depending on the reading technical and aim, students can:

- Underline important, key sentences, and definitions.
- Highlight words or whole paragraphs
- Use special marks on the margin to indicate importance, relevance, or reference to other parts
- Take notes in a notebook
- Draw visual representations of the text like charts and graphs etc.