

Unit-6 Reading Comprehension

Intermediate level

Semester 3 – Professional Communication Skills

(303193203)

Learning Objectives

- Understand the nature and purpose of reading comprehension.
- Identify key skills required for analyzing and interpreting texts.
- Apply reading strategies to improve comprehension and engagement.
- Analyze written material with better vocabulary and contextual understanding.
- Improve academic and professional reading habits.

Introduction

Definition of Reading:

Reading is a cognitive process that involves decoding written symbols to derive meaning. It's not just about recognizing words, but understanding what they represent.

Definition of Reading Comprehension:

Reading comprehension is the ability to **read a text, process it, and understand its meaning**. It involves interpreting words, sentences, and larger units of text.

Introduction

Importance in Academics and Professional Life:

- **Academic Success:** Helps students understand textbooks, technical content, exam questions, and research material.
- **Professional Efficiency:** Essential for reading reports, emails, manuals, proposals, and other workplace communication accurately and quickly.
- **Critical Thinking:** Enhances ability to **analyze, synthesize, and evaluate** written information.
- **Effective Communication:** Improves writing and speaking by building vocabulary and understanding sentence structure.

Introduction

Key Components of Reading Comprehension:

- 1. Text Comprehension:** Grasping the meaning of the overall message in the text.
- 2. Vocabulary Knowledge:** Understanding the meaning of words and how they're used in context.

What is Reading Comprehension?

Reading Comprehension is the ability to **understand and interpret written text** effectively.

- It is an **active and intentional** reading process.
- It is also **strategic and interactive**, involving thinking before, during, and after reading.

Two Key Components:

1. **Text Comprehension** – Understanding the **main idea**, details, and overall meaning of the text.
2. **Vocabulary Knowledge** – Knowing the **meaning of words** to make sense of the text.

Why Reading Comprehension Matters?

- **Understands Workplace Documents**
Helps read emails, reports, and manuals accurately.
- **Improves Communication**
Builds better writing and speaking skills.
- **Engages with Current Affairs**
Supports understanding of news and updates.
- **Boosts Focus & Motivation**
Makes reading enjoyable and focused.

Key Reading Comprehension Skills

- Decoding
- Fluency
- Vocabulary
- Sentence Construction and Cohesion
- Background Knowledge and Reasoning
- Attention and Working Memory

Decoding

- Understanding the meaning of each word.
- Identifying key ideas and details.

Questions to ask:

- . Why is this important?
- . What is the author's purpose?

Fluency

- Reading accurately, quickly, and with expression.
- Fluency helps in grouping and understanding words faster.
- Silent reading vs. oral reading fluency.

Vocabulary

- Understanding word meanings.
- Importance of context and usage.

Ways to improve vocabulary:

- Read widely
- Use new words
- Take vocabulary quizzes

Sentence Construction and Cohesion

- Structuring sentences with clarity.
- Linking ideas between sentences and paragraphs.
- Builds coherence in understanding.

Background Knowledge and Reasoning

- Relating the text to what you already know.
- Reading between the lines.
- Use reasoning to infer and understand.

Attention and Working Memory

- Staying focused while reading.
- Holding and processing information in real-time.
- Importance of self-monitoring for understanding.

Tips to Improve Comprehension

- Improve vocabulary
- Use context clues
- Ask questions
- Determine the main idea
- Summarize
- Break into sections
- Set goals
- Eliminate distractions
- Reread when necessary

Strategy 1: Using Context Clues

What Are Context Clues?

Hints in the **surrounding words or sentences** that help you figure out the meaning of unfamiliar words.

Types of Context Clues:

- **Synonyms** (similar words)
- **Antonyms** (opposite words)
- **Examples**
- **Explanations or definitions**

Practice Tip:

While reading, try to **guess the meaning** of unknown words by using context before checking the dictionary.

Strategy 2: Ask Questions

Ask Questions While Reading

- *What is happening?*
- *Who is involved?*
- *Why did it happen?*

Why It Matters:

Asking questions helps you **stay focused**, think critically, and remain **actively engaged** with the text.

Strategy 3: Identify the Main Idea

What is the Main Idea?

The **central point or message** of a paragraph or section.

Why It Matters:

It helps you understand what the author wants to convey overall.

How to Do It:

- . Look for **repeated ideas** or focus points.
- . Ask: "*What is this paragraph mostly about?*"
- . **Restate the main idea in your own words** to check your understanding.

Strategy 4: Summarizing

What Is Summarizing?

Writing a **brief overview** of what you've read.

How to Do It:

- Summarize **after each section or paragraph**
- Identify the **main idea** and **key supporting details**

Why It Helps:

It strengthens understanding, boosts memory, and ensures you grasp essential points.

Activity 1 -Reading Practice

Read a short technical or general passage.



**READING
COMPREHENSION
IN
EXAMS**

Conclusion

Recap of key comprehension skills.

- Importance of regular practice.
- Reading is not just passive – it's an active process.
- Use strategies consistently to improve.

Learning Outcomes

By the end of this two-hour session, students will be able to:

- Recognize and apply core reading skills.
- Use strategies to improve reading comprehension.
- Analyze and interpret written text effectively.
- Summarize and respond to written material.
- Develop independent reading habits.

Thank You