



## **Parul Institute of Engineering and Technology**

### **Career Development Cell**

#### **Semester-3**

### **Professional Communication Skills (303193203)**

## **Unit 6: Reading Comprehension Skills: Intermediate Level**

### **1. Content**

#### **Definition and Benefits of Reading Comprehension Skills**

Reading comprehension is the ability to **actively understand, interpret, and respond** to written text. It involves **analyzing the meaning** of the content, making **connections with prior knowledge**, and sometimes **inferring meaning beyond the written words**.

It is a **strategic and interactive process** where the reader:

- Decodes the language,
- Internalizes the message,
- Responds with interpretation or critical analysis.

#### **Benefits**

- Enhances understanding of workplace documents and professional communication
- Improves writing and grammar skills
- Encourages active engagement with current affairs and academic reading
- Strengthens focus and attention span
- Makes reading a more enjoyable and meaningful activity

### **2. Key Components: Text Comprehension and Vocabulary Knowledge**

#### **A. Text Comprehension**

This refers to how well the reader **understands the overall meaning** of a text, including:

- Main ideas and supporting details
- Author's purpose and tone

- Logical structure and transitions
- Implicit meanings and inferences

## **B. Vocabulary Knowledge**

This includes:

- Understanding the **meaning of words and phrases**
- Recognizing **synonyms, antonyms, and homonyms**
- Using **context clues** to infer the meaning of unknown words
- Recognizing **technical or domain-specific vocabulary**

## **3. Examples of Reading Comprehension Skills**

### **1. Decoding**

- Interpreting individual words and phrases
- Recognizing sentence structures
- Understanding literal and figurative language
- Asking: *What is the text saying? What is the author's intent?*

### **2. Fluency**

- Reading **smoothly, accurately, and quickly**
- Reading aloud with **correct intonation and emotion**
- Improving automatic word recognition to support comprehension

### **3. Vocabulary**

- Understanding **general and academic words**
- Enhancing vocabulary through **practice, exposure, and word lists**

### **4. Sentence Construction and Cohesion**

- Understanding how **sentences are built**
- Recognizing **connectors, transitions, and cohesive devices** (like "however", "moreover")
- Linking ideas across paragraphs for better understanding

### **5. Background Knowledge and Reasoning**

- Using **prior knowledge** to relate to new information
- Making **inferences** where meaning is implied
- Drawing **conclusions** based on context

## 6. Attention and Working Memory

- Holding and recalling information while reading
- **Monitoring understanding** and re-reading if necessary
- Staying **focused** throughout a text

## 4. Strategies to Improve Reading Comprehension

### 1. Improve Your Vocabulary

- Read widely (books, newspapers, online articles)
- Maintain a **personal vocabulary journal**
- Use **flashcards or word maps**
- Take **vocabulary quizzes** regularly

### 2. Use Context Clues

- Identify unfamiliar words
- Use surrounding words or sentences to guess meanings
- Focus on the **main idea of the sentence or paragraph**

### 3. Ask Questions While Reading

- Who is the main character?
- What is the theme or message?
- Why did the author choose this setting?
- What do I think will happen next?

### 4. Determine the Main Idea

- Summarize the **central message or theme**
- Identify **key supporting details**
- Try to paraphrase each paragraph in your own words

### 5. Write Summaries

- Retell the story or content in **brief, clear sentences**
- Include **who, what, when, where, why, and how**
- Helps in retaining and recalling key concepts

## 5. Practice Exercises and Sample Passages

Provide students with:

- **Short passages** with **MCQs** (multiple choice questions) to test inference, vocabulary, and reasoning
- **Fill-in-the-blanks** with context-based vocabulary
- **Jumbled sentences** to practice sentence construction and cohesion
- **Paragraph analysis tasks** for identifying main idea and supporting evidence

### Example Exercise

Read the passage below and answer the questions:

*“In recent years, technology has drastically changed the way people communicate. From instant messaging to video calls, the evolution of digital tools has improved personal and professional interactions.”*

**Q1. What is the main idea of the passage?**

**Q2. What are some tools mentioned?**

**Q3. What has been the impact of technology on communication?**

## 6. Tips for Reading Longer Texts and Improving Focus

### Break Down Long Texts

- Divide articles or chapters into **smaller chunks**
- Focus on **one or two paragraphs** at a time
- Pause to **reflect or summarize**

### Set Reading Goals

- Daily targets (e.g., read 2 chapters or 20 minutes per day)
- Use a **reading log** to track progress
- Choose topics of **personal interest** to stay motivated

### Eliminate Distractions

- Find a **quiet and comfortable space**
- Switch off notifications and background noise
- Use **digital tools** like focus timers (Pomodoro technique)

### Reread for Clarity

- Don't hesitate to go back and **reread confusing parts**

- Use a **highlighter or underline** important sections
- Ask yourself: *Do I understand this fully?*

## Conclusion

Reading comprehension is a vital skill for academic success, workplace performance, and lifelong learning. By actively using these strategies and practicing regularly, students can improve their understanding, become more confident readers, and perform better in professional communication settings.

## 2. 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.

## 3. Introduction

Reading comprehension is the ability to process and understand the meaning of a text. It is a vital skill for academic success, professional communication, and lifelong learning. Through this unit, learners will explore how to read strategically, build vocabulary, and engage deeply with written content.

## 4. Key Concepts/Definitions

- **Reading Comprehension:** Understanding and interpreting the meaning of written text.
- **Text Comprehension:** Awareness and understanding of what the text conveys.
- **Vocabulary Knowledge:** Understanding the words and language used in a passage.

## 5. Detailed Explanation (with examples where needed)

- **Before Reading:** Preview headings, skim for key ideas.
- **During Reading:** Annotate, ask questions, highlight main points.
- **After Reading:** Summarize, discuss, or apply what was read.

- **Example:** Reading a passage on climate change and identifying causes, effects, and proposed solutions.

## 6. Diagrams/Tables (if applicable)

*Table: Steps in Strategic Reading*

Step	Strategy
Before Reading	Skim, scan, preview
During Reading	Highlight, question, infer
After Reading	Summarize, analyze, reflect

## 7. Real-life Applications/Case Examples

- Reading technical documentation or manuals in engineering.
- Understanding academic textbooks and research papers.
- Following instructions or guidelines for project implementation.
- Interpreting news articles and journals related to technology.

## 8. Tips, Tricks, or Mnemonics

### Mnemonic: "SQ3R"

Letter	Meaning	Description
S	Survey	Skim the text for a general idea
Q	Question	Turn headings into questions
R	Read	Read actively and attentively
R	Recite	Summarize in your own words
R	Review	Re-read and reinforce learning

## 9. Classroom Activity/Interaction:

- *Reading Drill:* Assign a passage and ask students to highlight main ideas.
- *Think-Pair-Share:* Interpret a complex sentence with a peer.
- *Group Exercise:* Vocabulary enhancement game using context clues.

## **10. Summary/Key Takeaways**

- Reading comprehension enhances both academic and real-world understanding.
- Focused strategies before, during, and after reading improve clarity.
- Vocabulary and inference play a crucial role in interpreting texts.
- Practice and reflection are key to mastering comprehension skills.

## **11. References/Resources**

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