

Unit-1

Professional Communication

Unit: 1



Topic-1
Introduction to the Course

B Tech 1st Year

Module1: Introduction to the Course & Reading Skills

- Introduction to ESP
- Reading Skills-
 - Rapid Reading-Skimmiing&Scanning
 - Churning, & Assimilation
- Reading comprehension
- Reading texts for paraphrasing & notes making
- Chart, Diagram & Picture reading
- Critical reading of texts through suggested list of books

Module 2: Writing Skills

- Vocabulary building - word formation; root words, prefixes & suffixes; synonyms; antonyms; homophones; abbreviations; one-word substitutes
- Requisites of a Good Sentence
- Common Errors - subject-verb agreement and concord, tenses, articles, preposition; punctuation
- Paragraph Writing
- Basics of Letter & email writing; notice & memo writing

Module 3: Listening Skills

- Process of listening
- Types of listening
- Overcoming barriers to listening
- Tips for effective listening
- Exercises on listening skills
-

Module 4: Speaking Skills

- Skills of effective speaking
- Applied phonetics – phoneme, syllable, word accent
- Stress, rhythm & intonation in English
- Neutral accent – difficulties of non-native speakers of English
- Speaking with confidence

Module 5: Public Speaking Skills

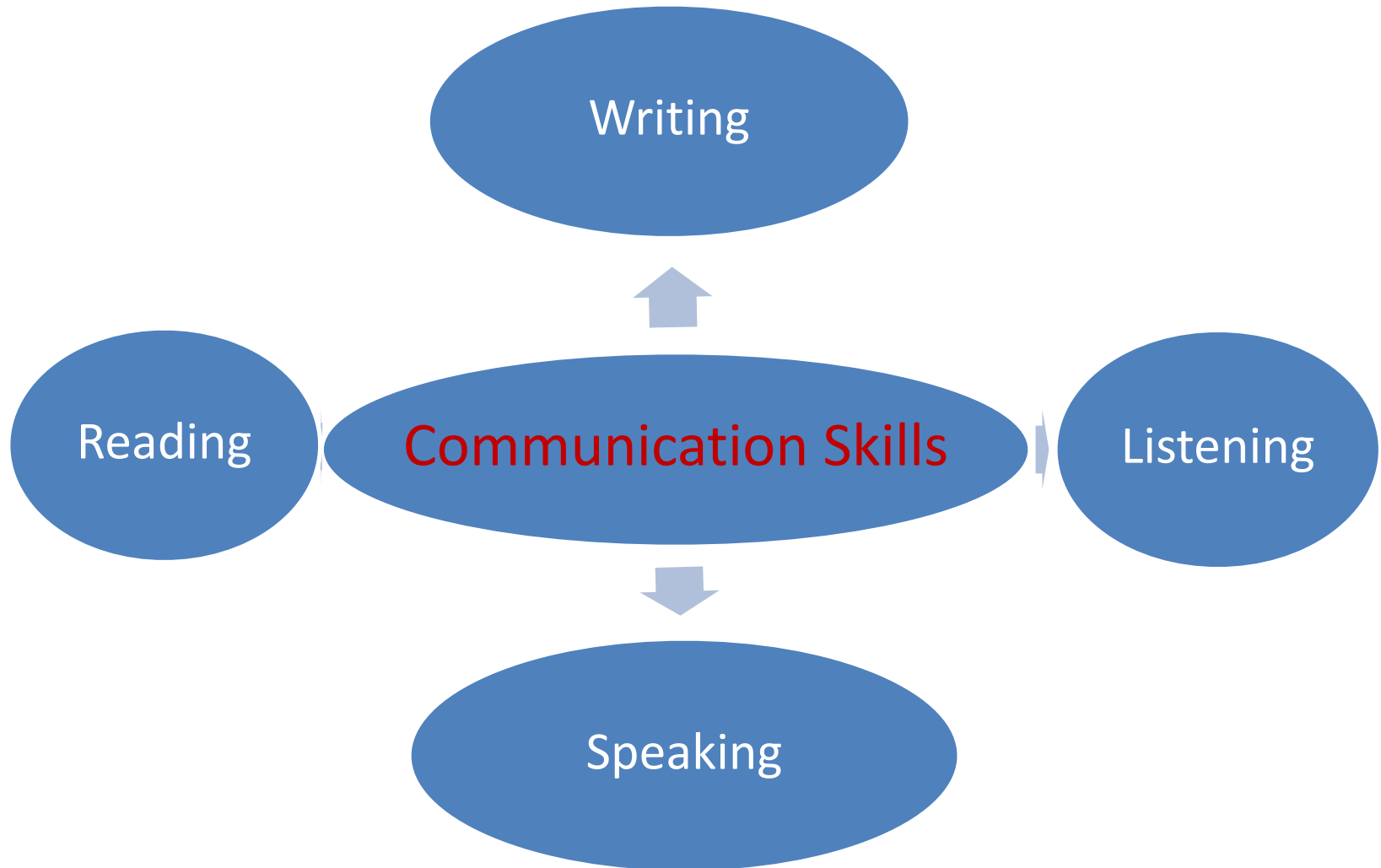
- Components of effective speaking in the workplace
- Public speaking – Kinesics, Chronemics, Proxemics
- Voice dynamics
- Use of audio-visual aids
- Basics of Presentation
- Online Presentations & Etiquette
- Facing an Interview

Study on Spoken English Skills of Engineers

September 13 ,2018 By Aspiring Minds Team

- Around 3/4th engineers do not have SES (Spoken English Skills) required for any job in corporate
- The key problem is in pronunciation, fluency skills followed by grammar and sentence construction
- 33% candidates do not know the meaning of words like update, stern, etc. highlighting the poor understanding of words

- ✓ • The first essential aspect of doing **effective business and to be a successful professional** is appropriate **communication**.
- With the growth of its economy, this makes **Indian business communication** the most important thing.



Introduction & Reading Skills

Unit: 1

Topic-2

Rapid Reading-Skimmming
& Scanning

B Tech 1st Year



Out of the given list of books, choose any one. Read it at length:

- This Side Of Paradise – F. Scott Fitzgerald.
- Alchemist- Paulo Coelho
- Pilgrimage- Paulo Coelho
- The Secret- Rhonda Byrne
- To Kill A Mockingbird – Harper Lee
- A Brave New World - Aldous Huxley
- The Autobiography of a Yogi-Yogananda
- Man’s Search for Meaning-Victor Frankl

- The Code of Extra ordinary Mind-Vishen Lakhiani
- Abundance Now-Lisa Nichols
- You are Unique-APJ Abdul Kalam
- Outliers-Malcolm Gladwell

Topic Objective

After the completion of the topic, students will be able to understand the basics of reading and apply proper techniques of rapid reading.

- Reading-Definition
- Purpose
- Good Reading speed
- Basic Steps to Effective Reading
- Common Obstacles
- Rapid Reading skills-
 - Skimming
 - Scanning



- An act of understanding, written or printed material
- More than mere recognizing and understanding words in isolation

Purpose of Reading

- Memorization
- Comprehension
- Learning
- Others

Good Reading Speed

- 250-400 words per minute
- Some people can read up to 1000 words per minute
- Reading rate depends on the purpose

Importance of Speed Reading

- ✓ **Improved Memory** - The brain is like a muscle. If we train our brains, it will grow stronger and it will be able to perform better. Speed Reading challenges our brains to perform at a higher level.
- ✓ **Better Focus** - Speed Reading helps build focus.
- ✓ **Higher levels Of Self-Confidence** - When you improve your ability to read and learn faster, you will find that more and more doors open up for you and you start to get more options in life.
- ✓ **Emotional Well-being** - Reading is very relaxing in general. It can help reduce stress because it gets your mind off worries and other thoughts that sometimes are not healthy or beneficial.

Basic Steps to Effective Reading

- Purpose for reading a particular text
- Sifting the relevant
- Adopting appropriate reading strategy
- Constantly testing comprehension



Common obstacles

- Lack of concentration
- Eye fixation
- Regression
- Reading aloud/turning the head
- Rushing to dictionary

- ✓ • **Skimming:** reading rapidly in order to get a general overview of the material
- ✓ • **Scanning:** to find a particular piece of information

Efficient Reading-TIPS

- Try to understand difficult words in context
- Slow down a little for difficult sentences
- Material which has to be remembered has to be read more intensely
- Vary speed according to difficulty
- Rapidly go through unnecessary examples

- Identify the central idea
- Understand vocabulary in context
- Identify supporting details
- Identify relationships between ideas
- Identify the transitions
- Identify idea organizing patterns

Exercise

These schools introduce the child first to the local environment and then systematically bring him into contact with larger environment. The relative emphasis on factual knowledge is preferred widely. Nevertheless , the principle that a child's learning should move from the immediate and familiar to the distant and unfamiliar appears to be widely accepted

Some thoughtful parents raised a voice against academic burden and unsatisfactory quality of learning. The Ishwarbhai Patel Review Committee (1997) , the NCERT Working Group (1984) made several recommendations to reduce the burden . But the problem became more and more acute with the introduction of new curriculum recommended by the Revised NDE (1992).

Exercise cont...

1. Do the skimming of the paragraph and write what is the paragraph about?(Skimming)
2. Which two committees made recommendations to reduce the burden?(Scanning)

Faculty Video Links, Youtube & NPTEL Video Links and Online Courses Details

- Youtube/other Video Links
- <https://www.youtube.com/watch?v=qut2uepkLbU>
- <https://www.youtube.com/watch?v=xiTK523Ot5U>
- <https://www.youtube.com/watch?v=knj0LR3uSvo>

1. What is an average reading speed?

- (a) 100-200 wpm (b) 250-400 wpm (c) 500-600 wpm

2. Fill up the blanks:

(i) _____ to quickly gather the most important information

- (a) Skimming (b) Scanning (c) Churning (d) Assimilation

(ii) _____ to find a particular piece of information

- (a) Skimming (b) Scanning (c) Churning (d) Assimilation

1. What is an average reading speed?

(a) 100-200 wpm

2. Fill up the blanks:

(i) Skimming to quickly gather the most important information

(a) Skimming (b) Scanning (c) Churning (d) Assimilation

(ii) Scanning to find a particular piece of information

(a) Skimming (b) Scanning (c) Churning (d) Assimilation

Summary

- Reading is a complex cognitive process of decoding symbols to derive meaning. It is a form of language processing.
- Dynamic process in which reader interacts with a text to construct meaning
- Average reading speed is 250-400 words per minute
- Lack of concentration. Eye fixation,Regression,Reading aloud/turning the head, Rushing to dictionary are some obstacles in becoming efficient reader.
- Skimming:** reading rapidly in order to get a general overview of the material.
- Scanning:** to find a particular piece of information

Expected Questions for University Exam

The Discovery of X-rays

X-Rays played a crucial role in the development of modern physics. X-rays were discovered in 1895 by Roentgen while studying the phenomena of gaseous discharge. Using a cathode ray tube with a high voltage of several tens of kilovolts, he noticed that salts of barium would fluoresce when brought near the tube, although nothing visible was emitted by the tube. This effect persisted when the tube was wrapped with a layer of black cardboard. Roentgen soon established that the agency responsible for the fluorescence originated at the point at which the stream of energetic electrons struck the glass wall of the tube. Because of its unknown nature, he gave this agency the name *X-rays*. The discovery of X-rays aroused the interest of all physicists, and many joined in the investigation of their properties.

1. Scan the text and write the following answers:
 - When were X-rays discovered?
 - Who discovered them?

2. Do the skimming of the paragraph and write what is the paragraph about?

Introduction & Reading Skills

Unit: 1

Topic-3

Churning and Assimilation

B Tech 1st Year



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Topic Objective

After the completion of the topic, students will be able to understand the basics of reading and apply proper techniques of reading and comprehending the text.

- Reading skills-
 - Churning
 - Assimilation
- Video links
- Daily Quiz
- Weekly Assignments
- MCQs
- Old Question Paper
- Expected Questions for University Exam
- Summary
- References

- **Churning** : to understand the primary and secondary ideas of the text
- **Churning** also helps us infer the unstated facts in the text.
- Knowledge of word-meanings is very important for **churning**.

✓ **Assimilation:** to comprehend the text
Assimilating is the final stage of reading, when we set the information in our memory, for use in future.

Exercise

These schools introduce the child first to the local environment and then systematically bring him into contact with larger environment. The relative emphasis on factual knowledge is preferred widely. Nevertheless , the principle that a child's learning should move from the immediate and familiar to the distant and unfamiliar appears to be widely accepted

Exercise cont...

Some thoughtful parents raised a voice against academic burden and unsatisfactory quality of learning. The Ishwarbhai Patel Review Committee (1997) , the NCERT Working Group (1984) made several recommendations to reduce the burden . But the problem became more and more acute with the introduction of new curriculum recommended by the Revised NDE (1992).

Exercise cont...

1. What is the central idea of the passage? What was the concern of the parents?(Churning)
2. Do you agree with the principle that a child's learning should move from the immediate and familiar to the distant and unfamiliar. Give your ideas.(Assimilation)

1. _____ to find a particular piece of information
(a) Skimming (b) Scanning (c) Churning (d) Assimilation
2. _____ to understand the primary and secondary ideas of the text
(a) Skimming (b) Scanning (c) Churning (d) Assimilation
3. _____ to comprehend the text
(a) Skimming (b) Scanning (c) Churning (d) Assimilation

1. Scanning to find a particular piece of information
(a)Skimming (b)Scanning (c)Churning(d)Assimilation
2. Churning to understand the primary and secondary ideas of the text
(a)Skimming (b)Scanning (c)Churning(d)Assimilation
3. Assimilation to comprehend the text
(a)Skimming (b)Scanning (c)Churning(d)Assimilation

- **Churning** : to understand the primary and secondary ideas of the text
- **Assimilation**: to comprehend the text

Introduction & Reading Skills

Unit: 1



Topic-4

Reading Comprehension

B Tech 1st Year

- What is reading comprehension?
- Levels of comprehension
- Process of comprehension
- Reading strategies you can use to improve your comprehension skills

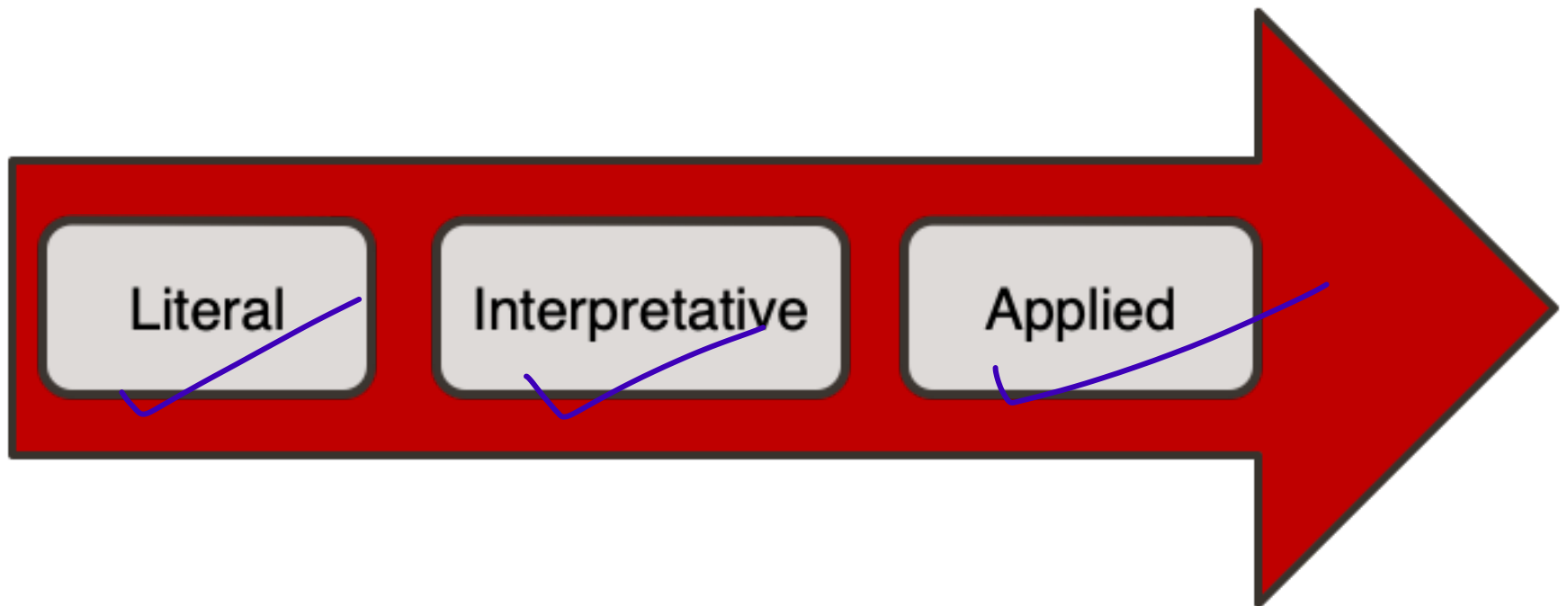
What is Reading comprehension?

✓ Reading comprehension is the ability to process text, understand its meaning, and to integrate with what the reader already knows.

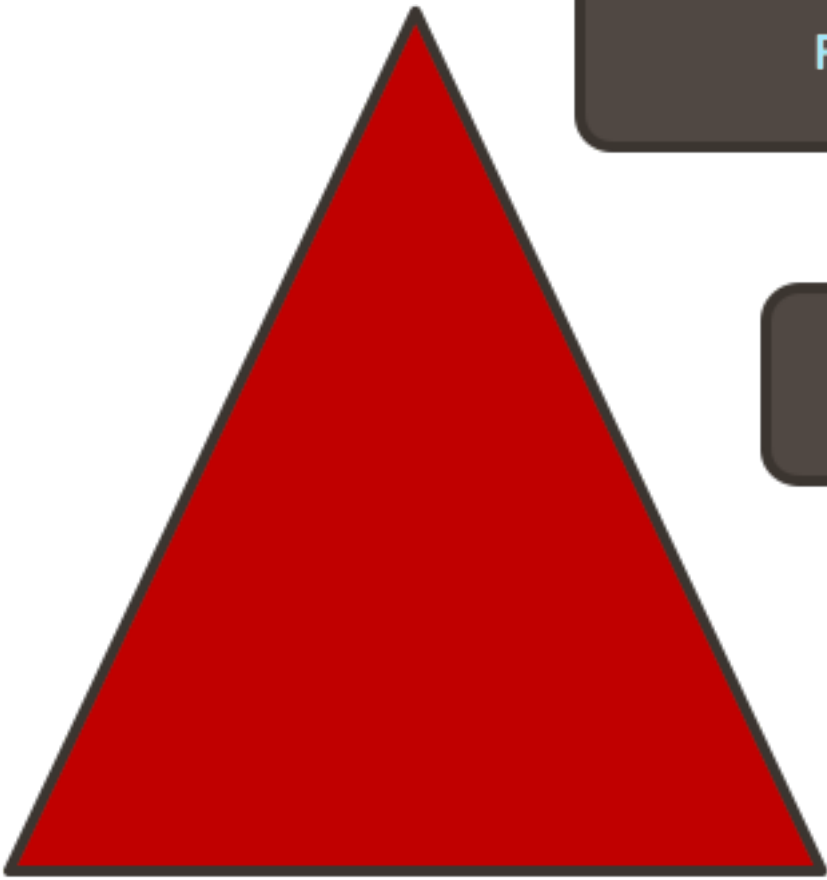


- Comprehension is the essence of 'reading' (Durkin 1993)
- ✓ • Reading comprehension is the ability to read a text, process it and understand its meaning
- It is the way of understanding what is being read

3 levels of comprehension



Process of Reading Comprehension



Reading beyond the lines

Reading between the lines

Reading the lines

Reading strategies you can use to improve your comprehension skills

- Improve your vocabulary.
- Come up with questions about the text you are reading.
- Use context clues.
- Look for the main idea.
- Write a summary of what you read.
- Break up the reading into smaller sections.
- Do not memorize/rote learning
- Do not think the correct option would come from outside the passage

Daily Quiz

Read the passage and answer the question based on it:

If a person suddenly encounters any terrible danger, the change of nature one undergoes is equally great. Sometimes fear numbs our senses. Like animals, one stands still, powerless to move a step in fright or to lift a hand in defense of our lives, and sometimes one is seized with panic, and again, act more like the inferior animals than rational beings. On the other hand, frequently in cases of sudden extreme peril, which cannot be escaped by flight, and must be instantly faced, even the most timid men at once as if by miracle, become possessed of the necessary courage, sharp quick apprehension and swift decision. This is a miracle very common in nature. Man and the inferior animals alike, when confronted with almost certain death ‘gather resolution from despair’ but there can really be no trace of so debilitating a feeling in the person fighting, or prepared to fight for dear life. At such times the mind is clearer than it has ever been; the nerves are steel, there is nothing felt but a wonderful strength and daring. Looking back at certain perilous moments in my own life, I remember them with a kind of joy, not that there was any joyful excitement then, but because they broadened my horizon, lifted me for a time above myself.

1. The title that best suits the passage would be:-

- A. The Will to Fight
- ☒ B. The Miracle of Confronting Danger
- C. The Change of Nature
- D. Courage and Panic

**2. Man may react to sudden danger in three different ways .
What are they?**

- A. He may flee in panic, or fight back or stand still.
- B. He may be paralyzed with fear, seized with panic or act like an inferior animal.
- ☒ C. He may be paralyzed with fear, or seized with panic, or as if by miracle, become possessed of the necessary courage, and face the danger.
- D. He may be paralyzed with fear, run away or fight.

3. What is the meaning of the word debilitating ?

- ☒ A. enfeeble
- B. strengthen
- C. debase
- D. Thriving

4. Explain the phrase ‘gather resolution from danger’.

- A. Find peace in times of difficulty.
- ☒ B. A state of utter hopelessness makes one determined to face the difficulty.
- C. To remain calm and not to lose hope.
- D. To be enthusiastic and brave the odds.

Answer1: **Option B**

Answer2: **Option C**

Answer3: **Option A**

The word “enfeeble” means to make weak or feeble.

Answer4: **Option B**

It means that in times of difficulty one gathers courage to make decisions.

- <https://learnenglish.britishcouncil.org/covid-19-learning-support>
- <https://www.youtube.com/watch?v=ZNq2JHEd0HE&list=PLffLKBjSzxT-HLDZ--bm5i51TQ159iN2q>

✓ ➤ Reading comprehension is the ability to process text, understand its meaning, and to integrate with what the reader already knows.

✓ ➤ 3 levels of comprehension are Literal, Interpretative and Applied

✓ ➤ Process of Reading Comprehension are:

- Reading the lines
- Reading between the lines
- Reading beyond the lines

Introduction & Reading Skills

Unit: 1

Topic-5

Reading texts for Paraphrasing
& Note Making

B Tech 1st Year



After the completion of the topic, students will be able to understand the basics of reading skills, paraphrase the text and make notes.

- What is Paraphrasing?
- Difference between Paraphrasing and Summary
- Steps to Paraphrase
- Notes Making
- Effective Steps of Note Making
- Example of Paraphrase
- Permission and Citation
- Keynotes

Paraphrasing



Paraphrasing is a critical process and skill for close reading and one of the first strategies that helps to improve reading comprehension! The deepest reading comprehension and best understanding of complex text is reached when one has a good working, understanding and skill of paraphrasing.

Paraphrasing is restating a passage in simpler language

In order to **paraphrase** well, you must :

- Read the passage carefully
- Understand the meaning of the passage
- Analyze and rewrite the passage in your own words.
- The well-written **paraphrase** has the same meaning as the original passage and is approximately the same length.

Difference Between Paraphrase and Summary

Paraphrase

- When you paraphrase, you use your own words to express something that was written or said by another person.

- Putting it into your own words can clarify the message, make it more relevant to your audience, or give it greater impact.

Summary

- In contrast, a summary is a brief overview of an entire discussion or argument. You might summarize a whole research paper or conversation in a single paragraph

- People often summarize when the original material is long, or to emphasize key facts or points.

How to Paraphrase Text

To paraphrase text, follow these five steps:

- 1. Get a General Idea of the Original**
- 2. Check your understanding**
- 3. Make the notes**
- 4. Write the summary(in your own words)**
- 5. Check your work**

1. Get a General Idea of the Original

First, **speed read** the text that you're summarizing to get a general impression of its content. Pay particular attention to the title, introduction, conclusion, and the headings and subheadings.

2. Check Your Understanding

Build your comprehension of the text by reading it again more carefully. Check that your initial interpretation of the content was correct.

3. Note Making

- a) Take notes on what you're reading or listening to. Use bullet points, and introduce each bullet with a key word or idea. Write down only one point or idea for each bullet.
- b) If you're summarizing spoken material, you may not have much time on each point before the speaker moves on. If you can, obtain a meeting agenda, a copy of the presentation, or a transcript of the speech in advance, so you know what's coming.
- c) Make sure your notes are concise, well-ordered, and include only the points that really matter.
- d) It is an effective way to organize your notes as you write them, so that you can easily identify key points and actions later.

A quick and easy way to be active when reading is to highlight and/or underline parts of the text. There are two main elements that you need to include in your notes:

- **The content of your reading**, usually through brief summaries or paraphrasing, plus a few well-chosen quotes (with page numbers)
- **Your reaction to the content**, which may include an emotional reaction and also questions that you feel it raises

Your notes may also take various forms and style, for example:

- i. **Linear**, or moving from one section to the next on the page in a logical way, using headings and sub-headings;
- ii. **Diagrammatic**, using boxes and flowcharts to help you move around the page; and
- iii. **Patterns**, such as mind maps, which allow a large amount of information to be included in a single page, but rely on you to remember the underlying information.

Once you have gone through the text and made notes as you go, you will have a reasonable summary of the document, and your reactions to it. It is therefore important to ensure that your notes are well-organized and you can find what you want when you need it.

4. Write Your Summary

- Bullet points or numbered lists are often an acceptable format for summaries – for example, on presentation slides, in the minutes of a meeting, or in Key Points sections like the one at the end of this article.
- Some summaries, such as research paper abstracts, press releases, and marketing copy, require continuous prose. If this is the case, write your summary as a paragraph, turning each bullet point into a full sentence.
- Aim to use only your own notes, and refer to original documents or recordings only if you really need to. This helps to ensure that you use your own words.

5. Check Your Work

- Your summary should be a brief but informative outline of the original. Check that you've expressed all of the most important points in your own words, and that you've left out any unnecessary detail.

✓ **Permission and Citations**

If you intend to publish or circulate your document, it's important to seek permission from the copyright holder of the material that you've paraphrased or summarized. Failure to do so can leave you open to allegations of plagiarism, or even legal action

Keynotes

Paraphrasing means rephrasing text or speech in your own words, without changing its meaning. Summarizing means cutting it down to its bare essentials. You can use both techniques to clarify and simplify complex information or ideas.

To **paraphrase** text:

- Read and make notes
- Find different terms
- Put the text into your own words
- Check your work

Faculty Video Links, You Tube & NPTEL Video Links and Online Courses Details

- <https://www.youtube.com/watch?v=oiM0x0ApVL8>
- <https://www.skillsyouneed.com/write/notes-reading.html>

Paraphrase the following paragraph:

"The Antarctic is the vast source of cold on our planet, just as the sun is the source of our heat, and it exerts tremendous control on our climate," [Jacques] Cousteau told the camera. "The cold ocean water around Antarctica flows north to mix with warmer water from the tropics, and its upwellings help to cool both the surface water and our atmosphere. Yet the fragility of this regulating system is now threatened by human activity." [From "Captain Cousteau," Audubon (May 1990):17]

According to Jacques Cousteau, the activity of people in Antarctica is jeopardizing a delicate natural mechanism that controls the earth's climate. He fears that human activity could interfere with the balance between the sun, the source of the earth's heat, and the important source of cold from Antarctic waters that flow north and cool the oceans and atmosphere ["Captain Cousteau" 17]

1. Paraphrasing is a critical process and skill for close reading:

(a) True

(b) False

2. _____ is a type of Note Making

(a) Linear

(b) Horizontal

(c) Circular

- Paraphrasing is a critical process and skill for close reading:

(a) True

- _____ is a type of Note Making

(a) Linear

Introduction & Reading Skills

Unit: 1

Topic-6

Chart, Diagram &
Picture reading

B Tech 1st Year



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After the completion of the topic , students will be able interpret and understand the charts, graphs and diagrams well.

- Visual representations help us to understand data quickly. When you show an effective graph or chart, your report or presentation gains clarity and authority, whether you're comparing sales figures or highlighting a trend.
- Pictures, drawings and Diagrams - are used to depict the objects, processes, circuits etc. that are being described.
- Charts - there are two types of charts - organization and flow charts

5 - Steps Approach for Reading Charts and Graphs

Visual data is meant to be “read,” just like text on a page. Images with data often contain crucial information that isn’t available elsewhere in a text. They can be diagrams, charts, and picture reading

- Ask these questions when you encounter visual data in your reading:

✓ 1. What is the topic?

– look for the title and reword it in your own words

✓ 2. What is being measured?

– look for labels to get an idea of what the graph/chart is saying

3. How is it being measured?

- look for units
- ask yourself if the units make sense with what you know about the graph/chart so far

4. Is color-coding used and if so, how?

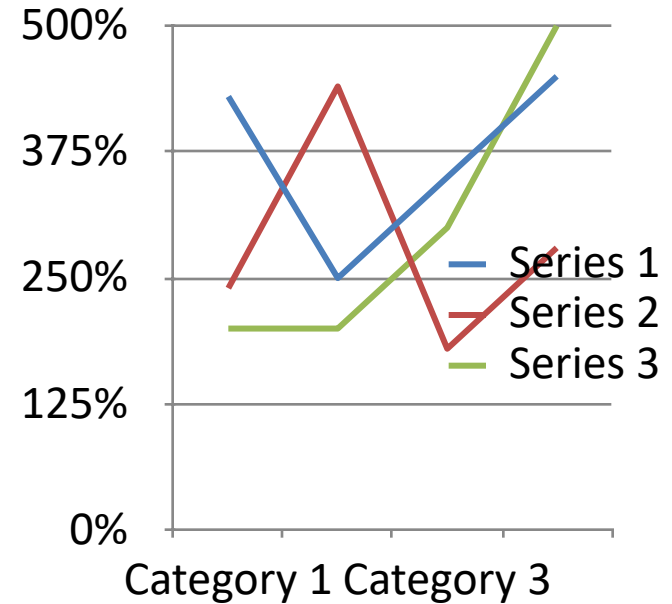
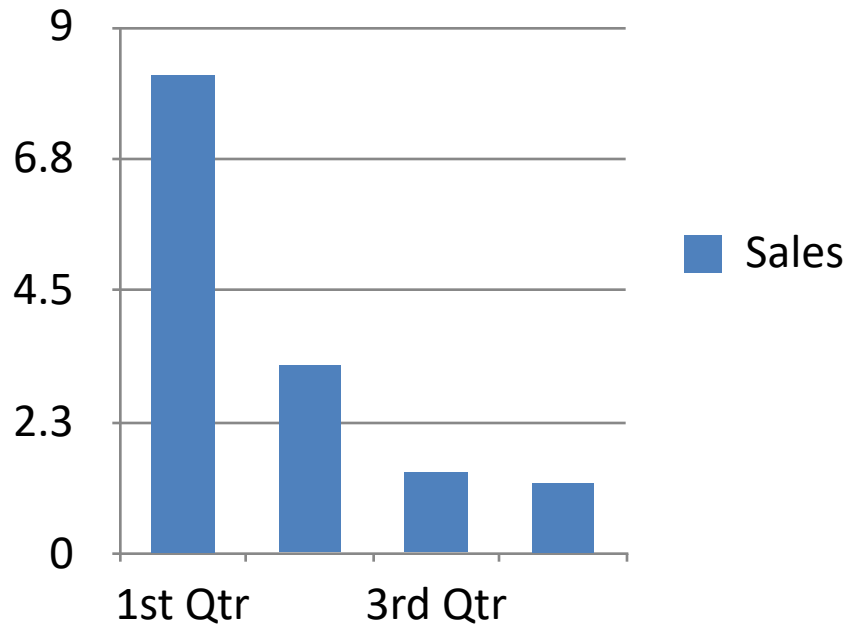
- color-coding is often used to add additional information without taking up extra space
- check for a key that explains the color coding

5. Can I summarize this information in my own words?

- look for a trend or a piece of information that you find interesting and mentally form a sentence about it
- if you are struggling with this step, don't get frustrated or give up—start over from Step 1. Each time you investigate the graph you are building up your knowledge and understanding of the information.

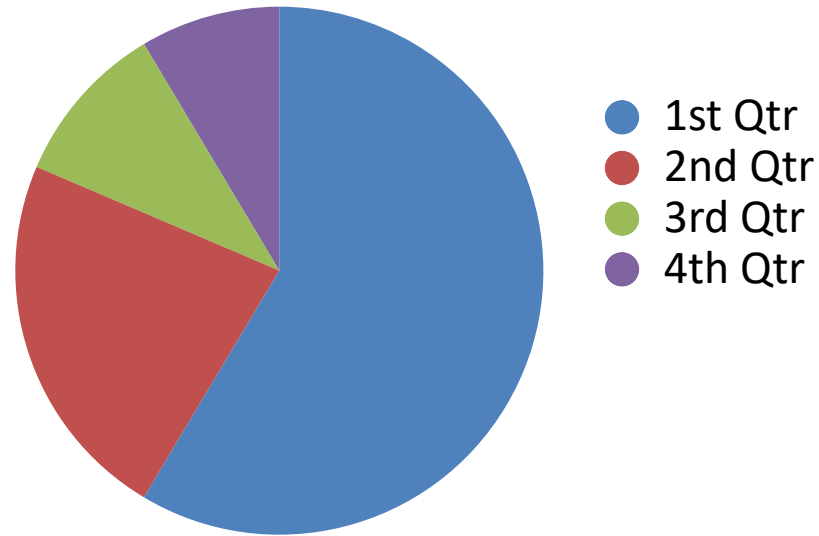
Bar graph and Line Graph

Sales



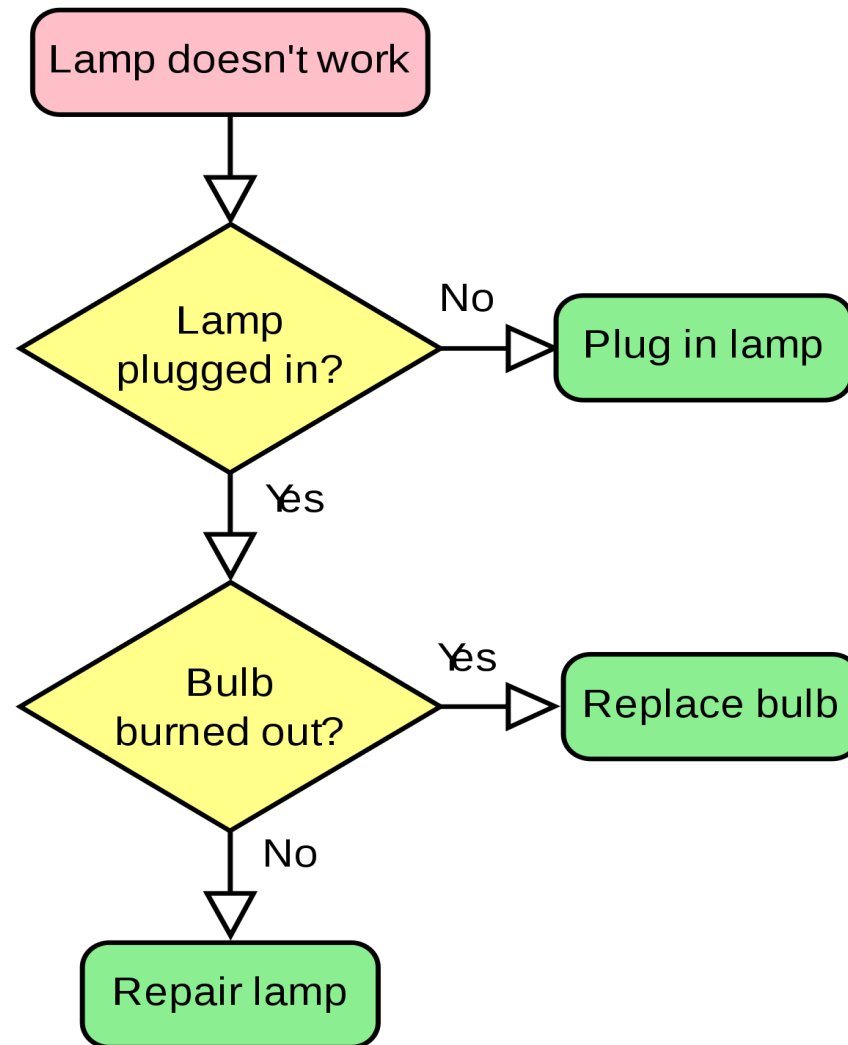
Both the charts depict the sales of 4 quarters

Sales



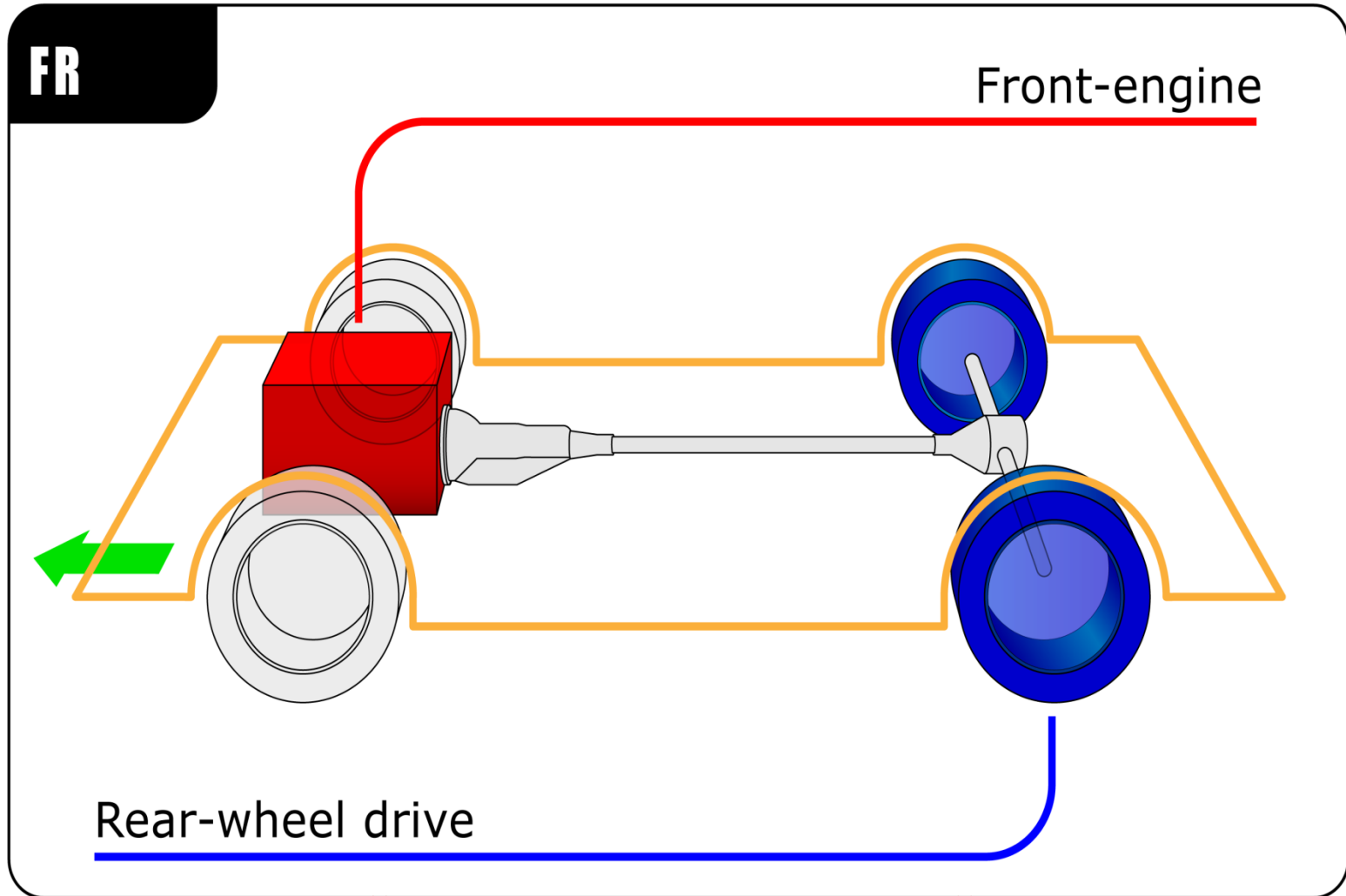
The pie chart depicts the sales of 4 quarters

Flow Chart depicting the working of a lamp



- Picture Reading - Inspires Visual Thinking - Illustrations in a **picture** book help to understand what one is **reading**, allows new **readers** to analyze the text/story.
- Seeing is Believing
- A **diagram** is a symbolic representation of information using visualization techniques. They are used to depict objects , processes, circuits etc.

Diagram



- <https://www.youtube.com/watch?v=62Ljzx-ik50>

(i) Graphs make the data more _____

(a) Complex (b) Confusing (c) ~~Easy to understand~~

(2) _____ are used to depict circuits etc.

(a) Graphs

(b) ~~Diagrams~~ (d) line diagrams

(i) Graphs make the data more _____

(c) Easy to understand

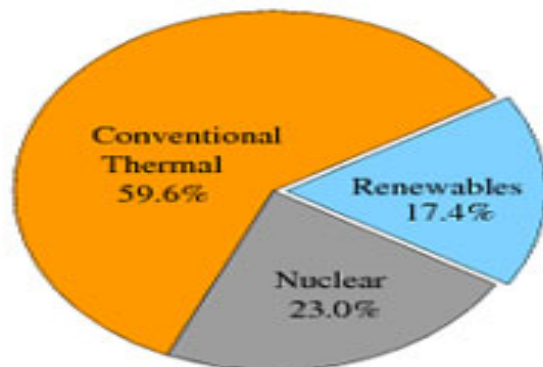
(ii) _____ are used to depict circuits etc.

(b) Diagrams

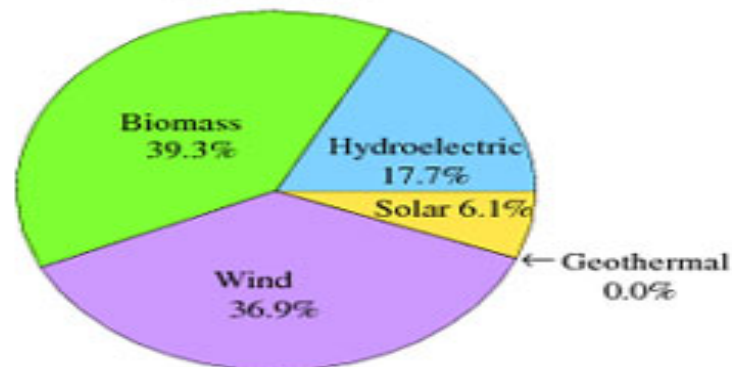
The pie charts show the electricity generated in Germany and France from all sources and renewables in the year 2009. Summarize the information by selecting and reporting the main features and make comparisons where relevant. Write at least 150 words.

Germany Electricity Generation, 2009 (560 Billion kWh)

All Types

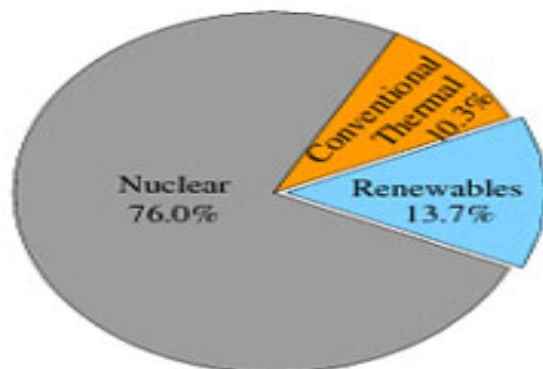


Renewables

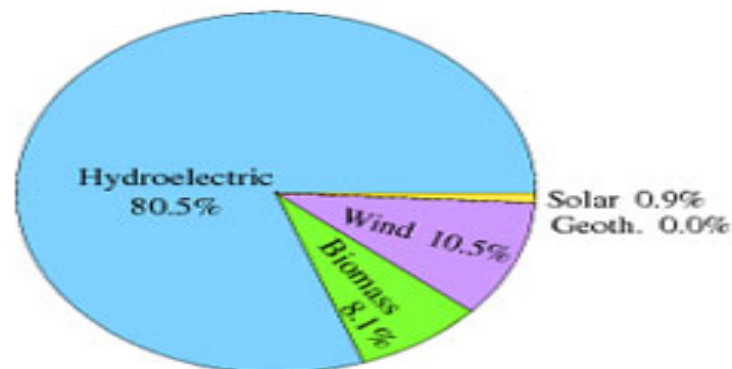


France Electricity Generation, 2009 (510 Billion kWh)

All Types



Renewables



Introduction & Reading Skills

Unit: 1

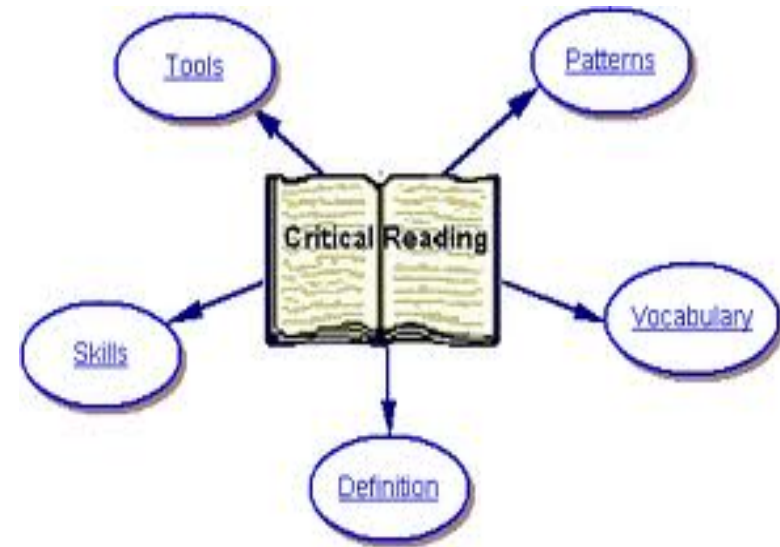
Topic -7

Critical Reading of Texts Through
Suggested List of Books

B Tech 1st Year



Critical reading is a form of language analysis that does not take the given text at face value, but involves a deeper examination of the claims put forth as well as the supporting points and possible counter-arguments.



- Critical reading means engaging in what you read by asking yourself questions such as, '*what is the author trying to say?*' or '*what is the main argument being presented?*'
- Critical reading involves presenting a reasoned argument that evaluates and analyses what you have read.
- Being critical, therefore - in an academic sense - means advancing your understanding, not dismissing and therefore closing off learning.

Components of Critical Reading

- The ability to reinterpret and reconstruct for improved clarity and readability is also a component of critical reading
- The identification of possible ambiguities and flaws in the author's reasoning
- Critical reading, much like academic writing, requires the linkage of evidential points to corresponding arguments

- **As a critical reader you should reflect on:**
- **What the text says:** after critically reading a piece you should be able to take notes, paraphrasing - in your own words - the key points.
- **What the text describes:** you should be confident that you have understood the text sufficiently to be able to use your own examples and compare and contrast with other writing on the subject in hand.
- **Interpretation of the text:** this means that you should be able to fully analyse the text and state a meaning for the text as a whole.

Critical Thinking is an Extension of Critical Reading

The characteristic features of critical reading that you will adhere:

- Examine the evidence or arguments presented
- Check out any influences on the evidence or arguments
- Check out the limitations of study design or focus;
- Examine the interpretations made; and
- Decide to what extent you are prepared to accept the authors' arguments, opinions, or conclusions

- **Why do we need to take a critical approach to reading?**
- Regardless of how objective, technical, or scientific the subject matter, the author(s) will have made many decisions during the research and writing process, and each of these decisions is a potential topic for examination and debate, rather than for blind acceptance.
- You need to be prepared to step into the academic debate and to make your own evaluation of how much you are willing to accept what you read.
- A practical starting point therefore, is to consider anything you read not as fact, but as the argument of the writer. Taking this starting point you will be ready to engage in critical reading.

- **Critical reading: the process**
- **Step 1: Pre Read**-Do not start reading right away, look at the title, material, headings and subheadings
- **Step 2: Read**-After pre reading you will have some idea of the passage, start reading with full attention, find out purpose, ideas context
- **Step 3: Annotate**-After reading this is the time to take notes
- **Step 4: Questions**-Write down the questions that you may have in the margins
- **Step 5: Review and Summarise**-review and summarize the text
- **Step 6: Reflect**-Spent some time thinking about the text
- **Step 7: Evaluate** -Evaluate the text

<https://www.youtube.com/watch?v=H2znt-udk1A>

<https://www.youtube.com/watch?v=5Hc3hmwnymw>

- Critical reading means engaging in what you read by asking yourself questions such as, ☒ (a) What is the author trying to say?
(b) Why to read this text?
(c) Who is the author?
- The process of Critical Reading begins with
(a) Evaluate (b) Analyse ☒ (c) Prereading
- Component of critical reading is
☒ (a) The ability to reinterpret and reconstruct
(b) To produce the text as it is without analysing

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- This Side Of Paradise – F. Scott Fitzgerald.
- Alchemist- Paulo Coelho
- Pilgrimage- Paulo Coelho
- The Secret- Rhonda Byrne
- To Kill A Mockingbird – Harper Lee
- A Brave New World - Aldous Huxley
- The Autobiography of a Yogi-Yogananda
- Man's Search for Meaning-Victor Frankl

- The Code of Extra ordinary Mind-Vishen Lakhiani
- Abundance Now-Lisa Nichols
- You are Unique-APJ Abdul Kalam
- Outliers-Malcolm Gladwell

- Critical reading is a form of language analysis that does not take the given text at face value, but involves a deeper examination of the claims put forth as well as the supporting points and possible counterarguments.
- As a critical reader you should reflect on what the text says;what the text describes; interpretation of the text; critical thinking is an extension of critical reading
- The process of critical reading are step 1: Pre Read;step 2: Read;step 3: Annotate;step 4: Questions;step 5: Review and Summarise;step 6: Reflect;step 7: Evaluate