**BUSINESS ENGLISH**

**WEEK-3**

**LONG DESCRIPTIVE QUESTION**

**1, what are the different techniques for effective reading**

Effective reading is a skill necessary to acquire knowledge, improve comprehension, and retain information. There are many ways and means to read well.

**Preview the Material**

* Before you get into the text, do a quick scan through it for an overview.
* Read headlines, subheadings, any text in bold or italics.
* Look at plans, drawings, and diagrams to gather relevant information.

**Set a purpose**

* Explain why you are reading the article. Do you read for information, entertainment, research, or a specific goal?
* Knowing your purpose helps you focus on your reading and understand the text better.

**Take Note**

* As you read, write down some points, summaries, or questions in the margin or in a notebook.
* Taking notes frees your mind and helps you remember important information.

**Use Highlighting and Annotations**

* Highlight or highlight keywords or phrases that are specific to you.
* Add some notes or comments in the sidebar for future reference.

**Chunking**

* Break long texts into shorter manageable sections or chapters.
* Listen to any one thing without being overwhelmed.

**Skim and Scan**

* Skimming involves a quick glance at the text to identify key concepts and structures.
* Scanning involves looking for specific information such as names, dates, or keywords.

**Active reading**

* As you read, engage actively with the text by asking questions, making predictions, or forming opinions.
* Try to relate the material to your previous knowledge and experiences.

**Using a dictionary or Glossary**

* When you come across unfamiliar words or phrases, look them up in a dictionary or glossary to improve your understanding.

**Avoid Sub vocalization**

* Sub vocalization is the tendency to silently pronounce each word during reading.
* Try to break this habit to improve your reading speed

**Practice Speed Reading**

* Speed ​​reading techniques can help you read faster and maintain comprehension.
* This may include reading groups of words at once, minimizing eye movement, and minimizing excessive volume.

**Review and Summarize**

* When you finish a section or chapter, take a moment to reflect on what you have read.
* Write a summary of the main points or a summary of the story.

**Use a Reading Environment**

* Choose a quiet, comfortable place to read where you can concentrate without distractions.
* Ensure good lighting and comfortable seating.

**Take Breaks**

* Prolonged reading can lead to fatigue and loss of comprehension.
* Take a short break to relax your eyes and mind.

**Reflect and Discuss**

* When you finish a book or article, take time to reflect on the content.
* Discuss what you read with others to get ideas.

**Practice Regularly**

* Like any skill, reading is most effective when practiced.
* Challenge yourself with a variety of reading passages

Effective reading is not just about reading fast; That’s a matter of reading with meaning and purpose