

Reading skills

For comprehension

Skimming and Scanning

- Skimming refers to a quick reading of the given passage to focus on the general overview. It is a superficial reading of the text.
- Scanning is also a part of quick reading but focuses on specific details in the text pertaining to the questions.
- While skimming or scanning a text, it is necessary to keep the target audience in mind (public, formal or business letter, examination, article, informal letter, email, or ads)
- Main purpose of the writer.

Non-verbal signals in the text

- Non-verbal signs in the text must be kept in mind while analysing a given passage.
- Font size variations, bold print, italicised words or phrases, underlined words, etc.
- The headings, title, subtitle, pictures, captions or paragraph divisions, are part of non-verbal signals in the text.

Structure of the text

- Paragraph divisions
- Title or subtitles
- Coherence
- Prediction is important while reading a passage.

Structure of paragraphs

- To figure out the topic sentence in a paragraph.
- Whether the paragraph has a new idea or not.
- Summary of ideas at the end of each paragraph.
- Usually, a paragraph will have these parts or subdivisions.

Punctuation

- To clearly understand the grammatical structure of the text.
- Interpretation varies according to the punctuation.
- Parantheses- Example, She replied quickly (without thinking twice) and wrapped up the argument.
- Brackets, quotation marks, comma or full stop.

Author's viewpoint

- At times, we notice subjective views of the author.
- Words like luckily, unfortunately, desirable, terrified, etc are added to intensify a particular idea in the text.
- Understanding author's viewpoint enhances deeper knowledge of the text.

Reader anticipation

- Figuring out unfamiliar words in the text.
- To find out if the word acts as a noun, adjective, verb or an adverb.
- Secondly, to figure out the coherence.
- Word connotation.
- Finding out if the word has any familiarity to the reader.
- Meaning derivation.

Summarising

- Scribble summary to familiarise the text.
- To cull out important information.
- Paraphrasing ideas in your own words.
- Length of the summary should be brief and concise.