

## **GSP 1202/2202 USE OF LIBRARY, STUDY SKILLS & ICT**

### **MODULE 6: WRITING, READING & SPEAKING SKILLS**

#### **LECTURE NOTES**

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- **Study Skills**
- The four basic language skills are: **LISTENING, SPEAKING, READING** and **WRITING**. These are vital aspects of studies for most studies take place using language. Among the objectives of this module is to introduce students to proper attitudes towards their studies and especially the use of the English language (as in listening to lectures, speaking in the classroom and beyond, reading and writing).
- **Writing skills**
- Writing is a skill you can learn.
- **What is writing?**
- Writing is simply the process of transferring thoughts and feelings from one's head/mind onto a sheet of paper. You can write with a pen on a paper or type on your computer using the word-processing applications. However, special students (the blind/partially sighted) use Braille (a system of writing in which letters are represented by dots arranged in three rows of two dots and are read using finger tips) to write.
- **Writing process**
- Whether you are writing a short essay, an article, a report or a research paper, the overall process is the same.
- **Pre-writing stage (planning)**
- Brainstorm for ideas in connection with your topic, read extensively, prepare a list of interesting concepts (key words), make notes or prepare an outline.
- **The writing stage (presentation)**
- This is the drafting stage. A draft is a rough written version of something that is not in its final form. The draft should be in formal sentences and paragraphs.
- **Review/edit**
- This means re-see what you have written in order to improve it.
- **Proofreading**
- Read the final draft once more to find and correct surface errors like spelling, punctuation and grammar (you may find it helpful to ask someone to proofread your final draft).
- **Reading skills**
- Reading presupposes both literacy and numeracy skills in a certain script.
- **What is reading?**
- Reading is the ability to recognize conventional visible markings, signs or symbols, the sounds and meaning they produce when combined. Reading basically means 'interpretation' (the particular way in which written text is understood) or 'decoding' (finding the meaning of something written). Reading enhances the acquisition of knowledge and skills in any discipline.

### **Types of reading**

- Basically there are two types of reading, the 'intensive' and 'extensive'. These determined how we read.
- **Intensive reading** involves a significant amount of reading (reading for details). An example of this type of reading is the one engaged by students as they search for information in books or journal articles. In other words, intensive reading requires a substantial text or a whole book.
- **Extensive reading** is done leisurely for general information; here different reading materials are consulted.

## **The Reading Process**

### **Before reading**

- Determine your purpose for reading.
- Consider what you already know about the topic.
- Preview the text to make predictions about what it will include

### **While reading**

- Figure out the writer's main ideas.
- Look for support for the main ideas.
- Notice how the ideas on the text are organized.

### **After reading**

- Evaluate the text to decide how accurate it is and its overall quality.
- Relate what you have read to the world around you by reading further or applying new ideas.
- Reflect on what you have read.

The method above provides an approach to reading, phasing your reading into different stages.

### **The SQ3R Method**

The reading task is being eased by various reading techniques. The SQ3R method of reading encapsulates all the strategies discussed above. SQ3R is an acronym which stands for SURVEY, QUESTION, and then the 3R (RRR) namely READ, RECIET and REVIEW.

### **Speed Reading**

Speed reading or faster reading means reading a text very fast with understanding of its content and/or answering the questions (in a comprehension passage). Speed in reading counts only when it goes with efficient extraction and assimilation of the required information.

### **Reading problems**

A typical problem of reading is lack of comprehension after reading which mostly results from problems of English grammar/vocabulary. The ways to tackle these problems have been discussed under various sub-readings above

