

Reading Skills: -



- **Reading Comprehensions:**

According to Richard Steele, ‘Reading is to mind what exercise is to the body’.

Comprehending what we read is the most demanding aspect of our reading. Improved reading comprehension skills can positively impact many facets of a student’s academic performance. Students who have effectively read and understood reading assignments are better prepared for class, leading to improved class participation and more accurate and complete notes.

The following are some of the ways in which comprehension skills can be improved.

- Read a variety of materials. Do not limit yourself to textbooks.
- Read a fairly long portion of the material. It would be difficult to assess reading comprehension based on one or two paragraphs. Try to read an entire section or chapter instead.
- Circle unknown or unfamiliar words as you read.

- After reading, recall as much of the information as possible. Jot down points if you like.
- Consider how interesting the subject matter is and how much you already know about the subject.
- **Techniques for Good Comprehension.**

1. Skimming and Scanning

Skimming	Scanning
Quick Reading	Slow reading
No pause	pause
Only headings	Detailed Information
(Index of the page)	(Chapters of the book)

2. **Non-verbal signals** (different fonts, bold print, underlining, or italics).
3. **Structure of the text** (Title and main idea)
4. **Structure of paragraph** (Introduction, main idea, conclusion)
5. **Punctuation**
6. **Author's viewpoint** (authors opinion)
7. **Reader's anticipation:** Determining the meaning of words.
8. **Summarizing**
9. **Typical reading comprehension questions.**

SQ3R Reading Method

This useful strategy aids reading comprehension and is especially helpful for difficult textbook material. Each part of the process is helpful by itself, so do not feel that you must follow all of the steps. Use what works for you.

Survey

Before you begin a new chapter, skim the material and get a feel for the main topics and ideas in the text. The process below should take

5-10 minutes.

- Read the introduction
- Look at the headings and subheadings
- Look at the pictures, charts and graphs (anything visual)
- Read the chapter summary
- Look at the study questions at the end of the chapter

Question

Use questions to guide your reading.

- Take the first heading in the chapter and turn it into a question before reading the paragraphs in that section. For instance, if the heading is “A Limited Partnership”, read it as “What is a limited partnership?” Now you have created a purpose for reading because you are looking for the answer to the question.

Read

As you read look for answers to the questions you created. Use the following tips when reading:

- Usually the first sentence of each paragraph states the main idea.
- Look for transition words such as next, for example, in contrast, in addition, to help you follow the author’s point.
- Make notes in the margin or in a notebook as you read. Paraphrase main points and ideas; do NOT simply copy information from the textbook.
- Highlight only the most important points. Too much highlighting can make it difficult to separate the main point from support details.

Recite

After reading, look at the questions you created or those at the end of the chapter.

- Can you answer them? If you cannot, go back, reread the appropriate sections, and

take notes.

- Take the time and recite or recall whatever you can remember as soon as you finish reading.

Review

- After you study new material, it is extremely important to conduct an overall review within 24 hours for maximum comprehension and memory. You can lose 80% of what you have learned if you do not review within the next day.