

EFFECTIVE READING/ WRITING & LISTENING SKILLS

Reading, writing, and listening are the types of language skills, all these skills have a vital role in the **Personality development** of a person. The purpose of skills is to develop proficiency in people.

❖ **READING SKILLS**

“Reading is a process that negotiates the meaning between the text and its reader”.

➤ **Objective of Reading skill:**

- By reading correct pronunciation, sound, proper force etc.
- To awaken the tendency of self-study by reading.

➤ **Ways to develop Reading skill:**

- By effective reading of dual language books.
- By effective reading of newspapers or online journals
- By effective read on blogs whatever your interests.
- By effective read from a good dictionary and a pocket notebook.

❖ **Writing Skills:**

“Writing is a way by which we can express creativity, uniqueness and indicate what we want”.

➤ **Objective of Writing skills:**

- able to express the feelings systematically.
- We can write the correct spelling of words.

➤ **Ways to develop Writing skills:**

- Be concise, clear, and effective when expressed.
- Effectiveness in language and style.
- The writing should be beautiful, clear, and shapely.
- The topic should be divided into appropriate paragraphs.

❖ **LISTENING SKILLS:**

“Listening comprehension refers to the understanding of the implications and explicit meanings of words and sentences of spoken language”.

➤ **Objectives of Listening skills:**

- To develop the ability to receive meaning by listening.
- To develop the ability to summarize the source material.

➤ **Ways to develop Listening Skills:**

- Short bursts are often more effective.
- Give the audio your full attention
- Write down words you don't recognize
- Listen to the same audio multiple times

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