



Reading and its importance

Aswathy Das, Assistant Professor
Lekshmi Jayadev, Curriculum Developer
Amritha G, Curriculum Developer
Prof. Jay Misra, Consulting Professor, MBA, Harvard

Amrita Vishwa Vidyapeetham

Learning objectives

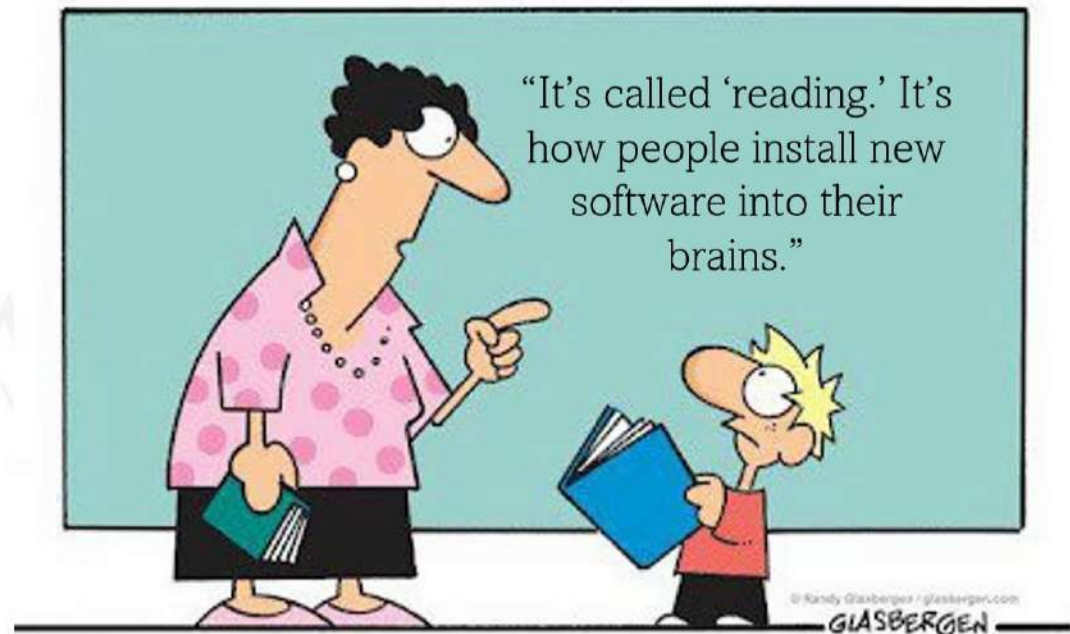
- Understand what reading is
- Know the importance of reading in our personal and professional life



Importance of reading

Reading is the gateway skill that makes all other learning possible

—Barack Obama



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Importance of reading

Reading along with listening plays a vital role in effective communication and there are many similarities between them.

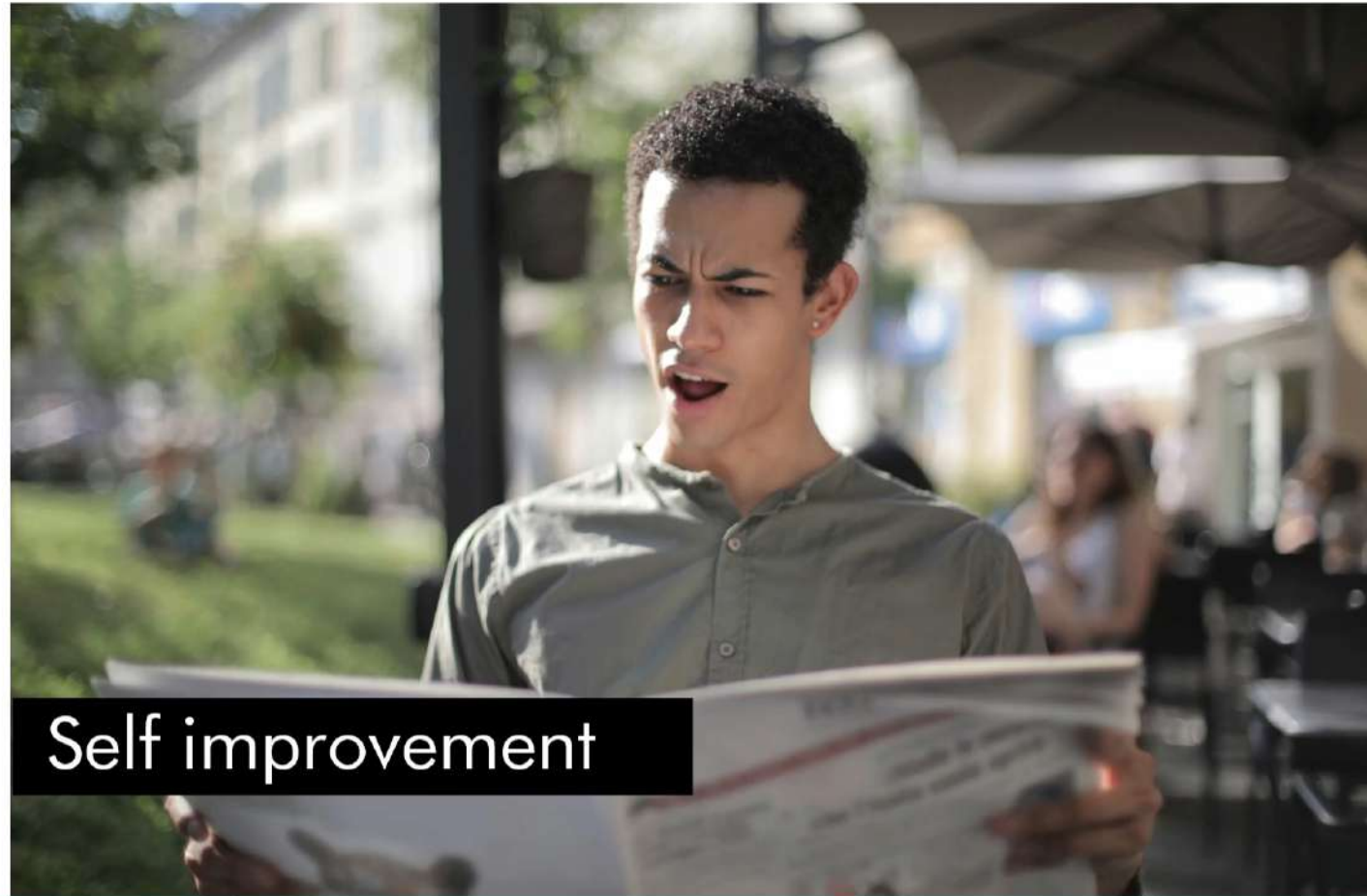
- Active listening helps to make sense out of what we hear
- Reading helps make sense out of what we read
- Reading requires skills- speed, time, accuracy, purpose
- Strong vocabulary helps reading and vocabulary can be further improved by reading

Importance of reading





Relate to new things



Self improvement



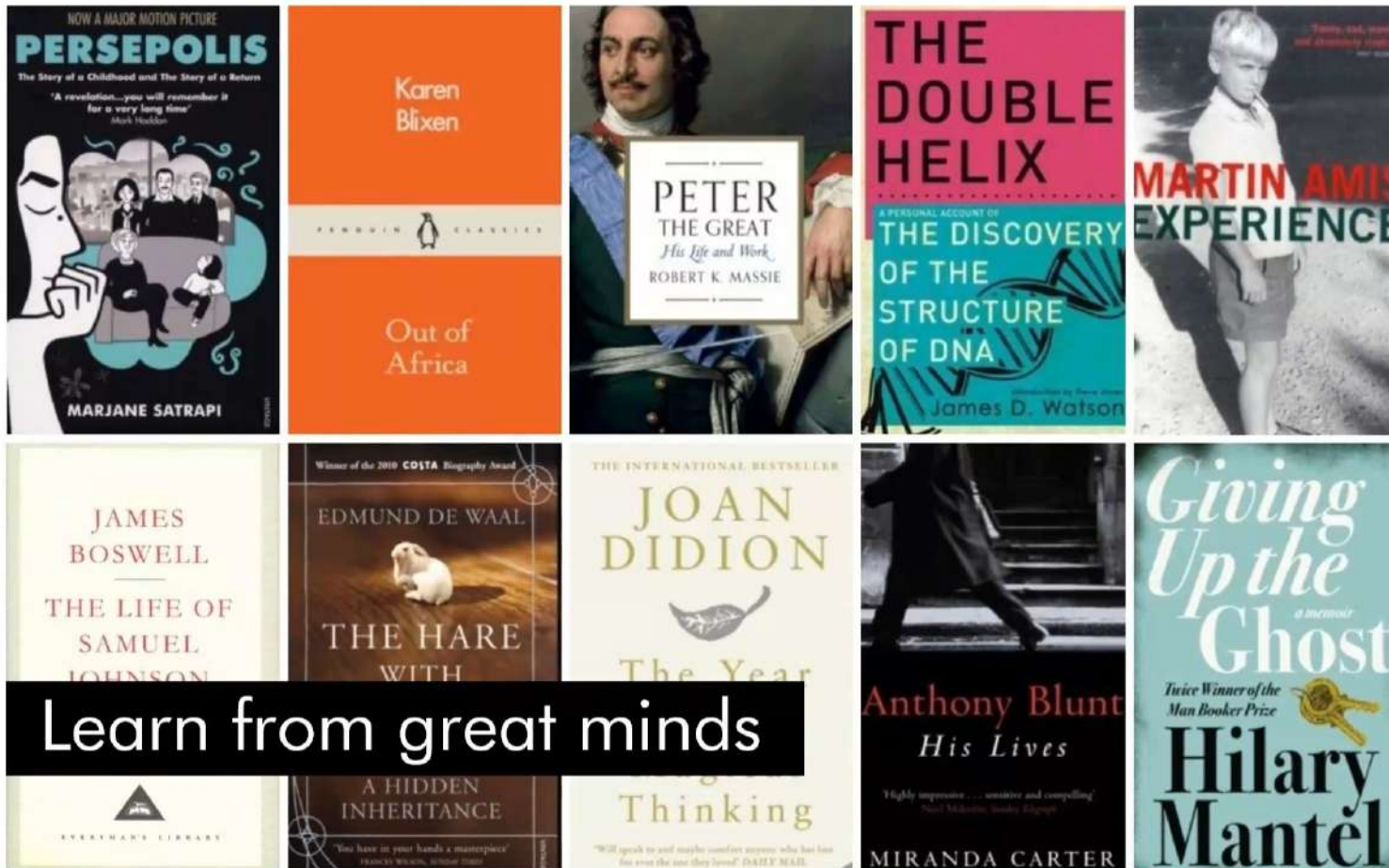
Improve social skills

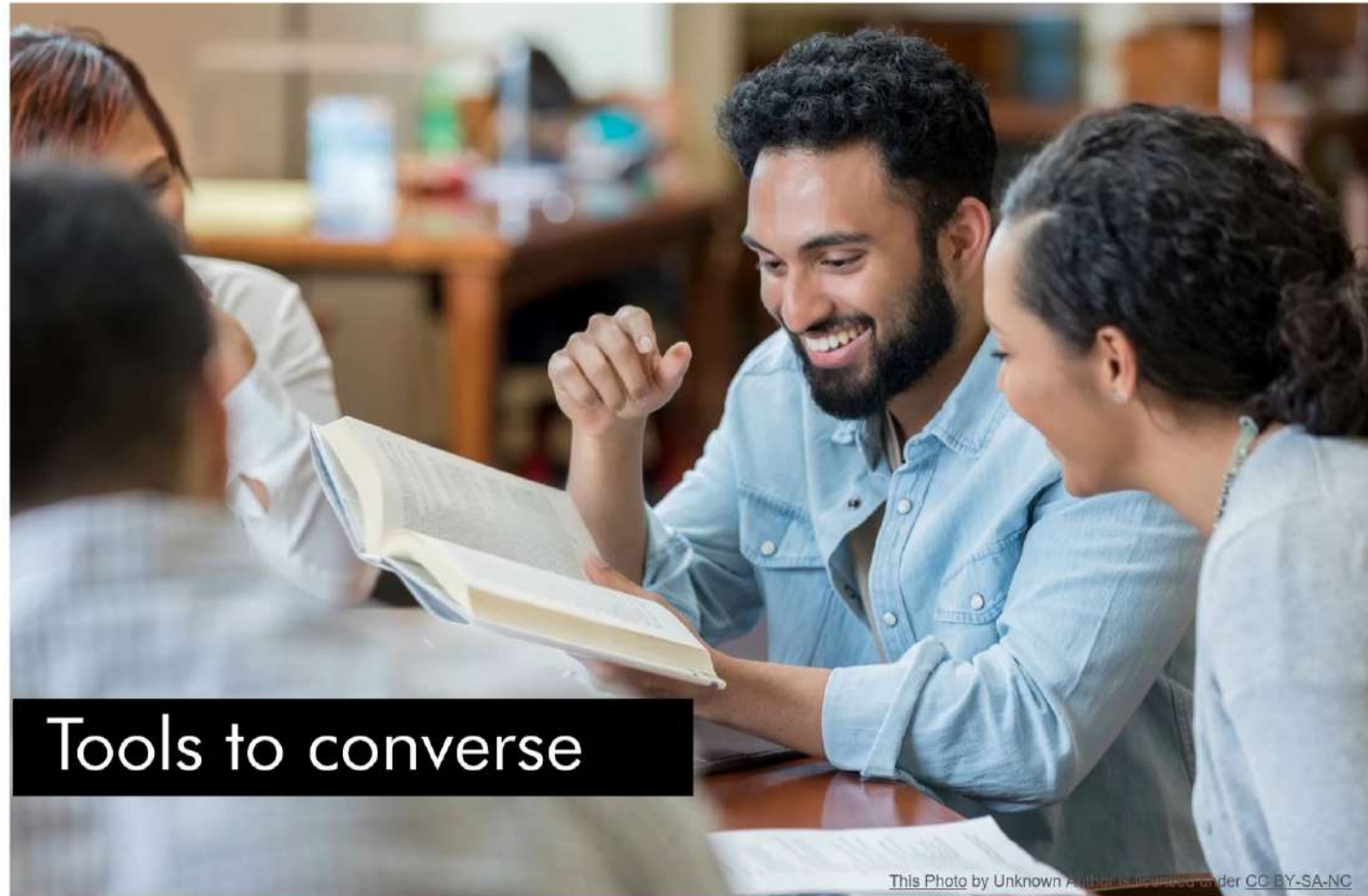
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Prepare to act

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Tools to converse

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Connect with brain

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Boost reason and intuition



Reading in the corporate world

- Reading is important not only in academia but in the corporate world also.
- Read a variety of texts- short emails, voluminous books, lengthy reports

To sum up

- Reading is a very important way for people to acquire information and knowledge.
- Reading is a skill that is crucial for professionals also as they spend a significant amount of time reading documents.





Types of reading

Aswathy Das, Assistant Professor
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Learning objective

- To learn the different types of reading





Introduction

- Reading helps us gain knowledge.
- It is a vital skill for nearly every job.
- Improved reading efficiency can greatly improve productivity.
- "We used to pick up the telephone. Now we e-mail. Reading and writing are more important than ever." - *Gloria Pincu, president of Basic Learning Systems, a training firm in Plantation.*

Types of reading

Sampling

Labelling

Skimming

Studying

Summarizing

Scanning

Comprehension

Sampling

- To decide the relevant material to read.
- Read the entire material, or a part of it from between, or the review



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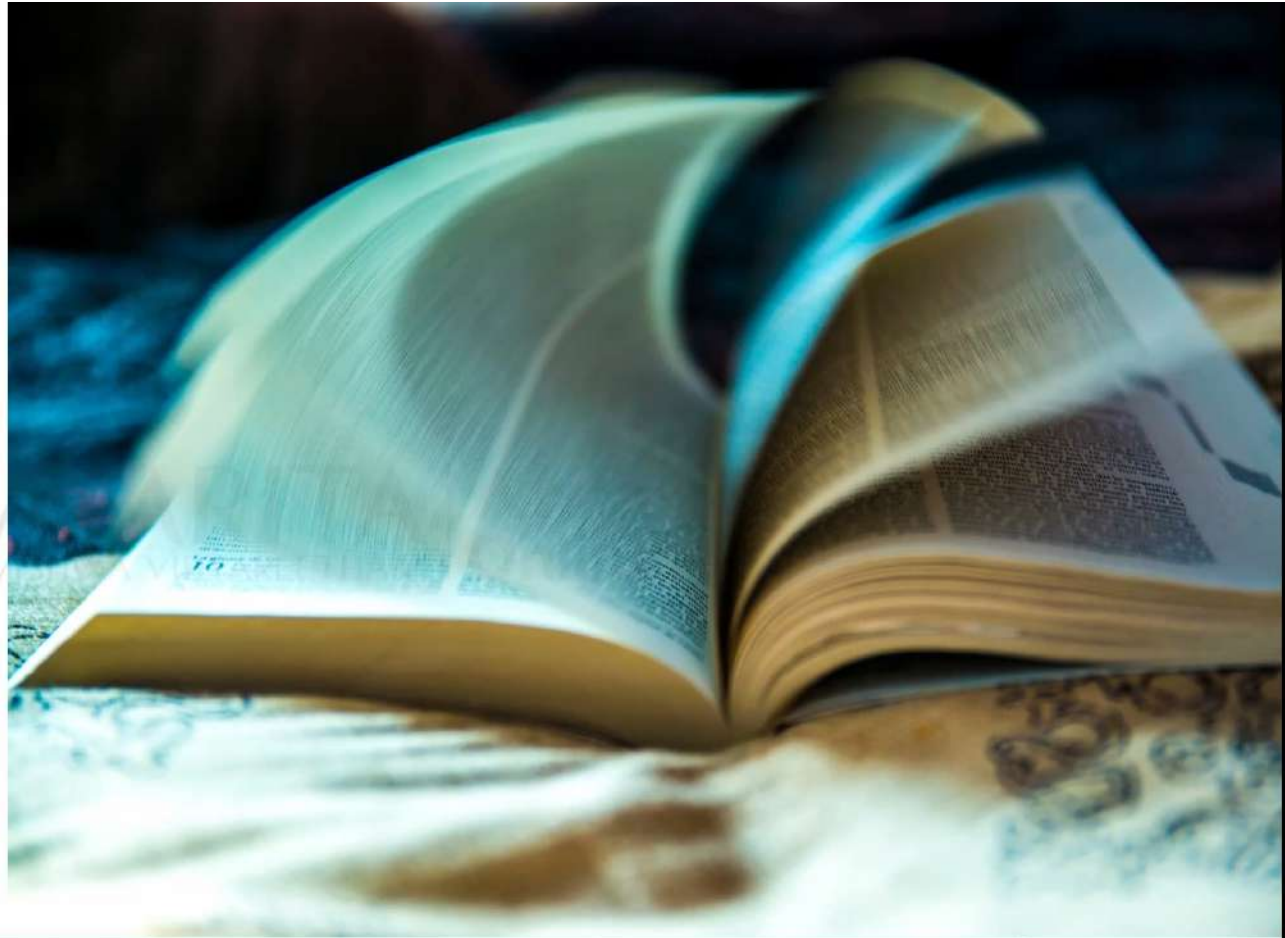
Labelling

- No focus on the details of the entire text
- To have an overall idea of the concept



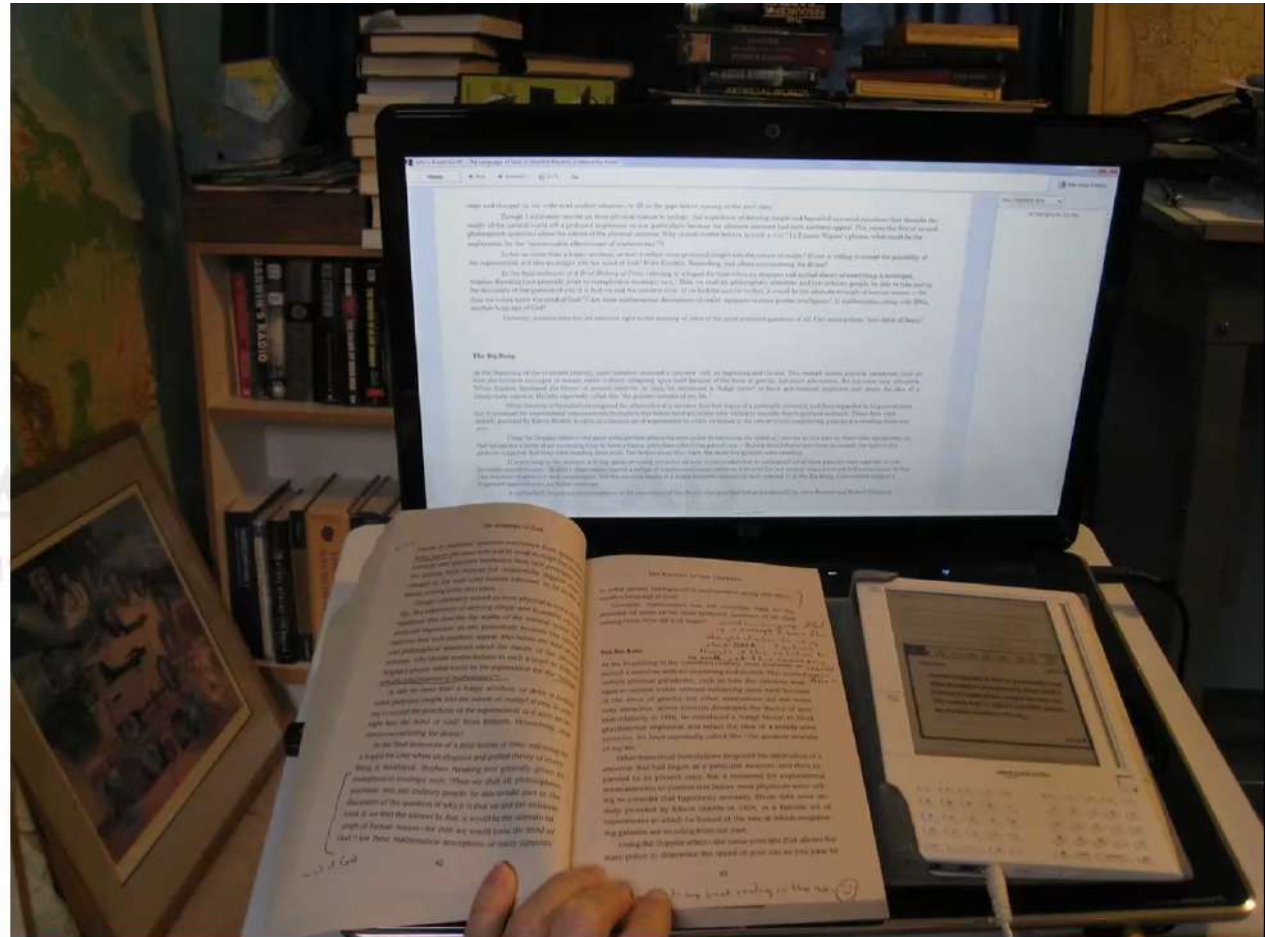
Skimming

- Reads quickly taking minimum pauses
- Focus is on the central idea and connected details
- Starting line, last line, subheadings and pictures



Studying

- More serious of all types of reading.
- For technical, business or scientific documents
- To store and reproduce information



Studying

1

Reading for the first time

1. identify the major and associated ideas,
2. underline the main ideas
3. make notes
4. prepare a paraphrase or summary of the text.
5. Eliminate unimportant details
6. substitute longer descriptions with suitable idioms and one words

2

Interpreting the text

1. To thoroughly get the central and associated ideas
2. Identify the tone and intention of the author
3. Grasp the major & minor ideas
4. Comprehend the use of language in the text
5. Distinguish between explicit and implicit information

Summarizing



- The reader compacts the length of the original text
- A good summary would be one third of the original text
- Identify some important points and note them
- Understand the logical ordering of idea and consistency of the text.
- Write the summary with the lowest number of words- use one-word substitutes, eliminate unnecessary details and examples



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- The reader gets sufficient time to grasp the central idea and the supplementary ideas linked with it.
- An advanced skill that can be polished.

Scanning

1. Know the purpose before you read
2. Concentrate well
3. Use guides and aids
4. Comprehend, explain, describe, differentiate and summarize the required material
5. Find where the necessary information lies & avoid the rest



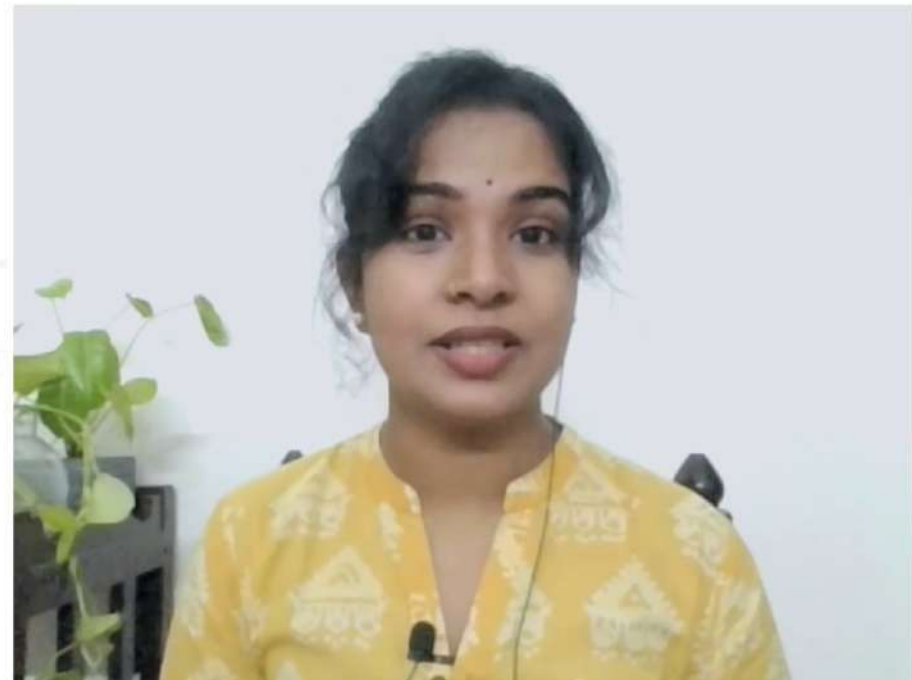
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Comprehension

- Reading with comprehension assist in finding the right meaning of words
- Comprehending Passages
 1. Get the general meaning and note down the main points
 2. Read all the questions attentively and look for answers.
 3. Be precise and to the point in answering the questions.
 4. Note the usage of grammar, spelling and punctuation.

To sum up

- Different types of reading aim to aid you in various ways; acquire knowledge, define and list things, describe specific material, quote any specific matter.
- Understand the overall purpose of the text, the central idea, and logical organization of the ideas.





Steps for effective reading

Aswathy Das, Assistant Professor
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Prof. Jay Misra, Consulting Professor
MBA, Harvard
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Learning objective

- Understand the steps for effective reading



Introduction



- Reading is an everyday activity but, reading carefully for better understanding involves some steps in reading.
- Following a strategic method will help us retain most of the information we read.

Steps for effective reading



Recognition

- a. Survey
- b. Questions



Assimilation

- a. Read
- b. Note making



Retention

- a. Recite
- b. Write



Review

- a. Recall
- b. Communicate



1. Recognition

1. Survey

Read the foreword, afterword, contents, headings, subheadings, number of chapters

2. Questions

Who? When? What? Where? And Why?



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2. Assimilation

1. Read
Find answers for the 5 Ws & 1 H
2. Note making
Prepare charts, key words, mind maps, flashcards, summaries

I. Introduction

II. Body of Speech
A. Body Point 1
B. Body Point 2
C. Body Point 3

III. Conclusion



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3. Retention

1. Recite
Ask yourself questions, discuss with someone
2. Write
Write down to test your comprehension and memory

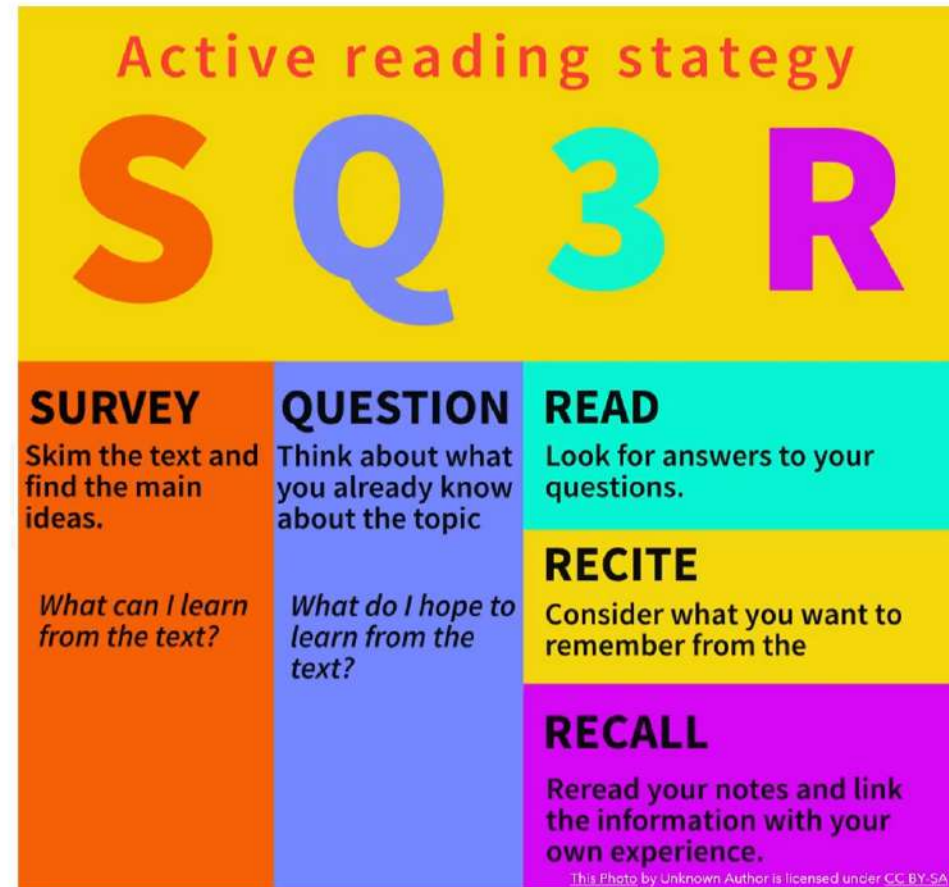


4. Review

1. Recall
Recall the steps completed,
refer your notes
2. Communicate
Share your knowledge. Sharing
helps in remembering.



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To sum up

- Recognition, assimilation, retention, review
- Survey, question, read, recite, recall

