**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Skimming & Scanning\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

there are two comprehensions of reading:

- **Skimming**: is the way that we use to quickly identify the main ideas of a text.

\* Read the title

\* Read the introduction or the first paragraph

\* Read the first sentence of every other paragraph

\* Notice any pictures or charts

\* Notice any words or phrases

\* Read the summary or the last paragraph

- **Scanning**: is a reading technique to be used when we want to find specific information quickly.

\* Search for keyword

\* Move over the page

\* less reading and more searching

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Critical Thinking\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

-**Thinking**: the process of using your mind to consider something carefully.

-**Critical Thinking**: the process of thinking that involves analytic evaluation of a situation.

It is all about:

\*Thought \*Planning

\*Reasoning \*Explanation

\*Consideration \*Preparation

\*Process \*Problem-Solving

With critical thinking, you can: Criticism Vs Critical thinking

\*Perform better \*About finding fault \*Finding fault but

\*Achieve more with something has more emphasis

\*Enhance creativity \*Direct at person on Que and Analysis

\*Problem-Solving \*Sometimes driven by emotion \*Direct toward the

argument

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Learning Style\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Learning Style: You have your own way of learning new information and ideas.

Process of learning style:

\* Concentrate => process => Absorb => Retain (save)

There are three of learning style:

\* Auditory learner: Learn best when they listen to the information that they are

studying.

\* Visual learner: Learn best by seeing the information in front of them, rather

than listening to the information or doing project.

\* Kinesthetic learner: Learn best by doing things such as taking a walk while

they are studying information.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Structure Of a Text\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

- Text: the original word of something written, spoken, and printed.

- Title: The name of the book, poem, reading text, picture, music..etc

- Table of content: the number of the page that they begin on.

- Subtitle: It is used to give additional information about its content.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Topic Sentence\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Topic Sentence:

- Tell what the paragraph is about

- Tell the whole main idea of the paragraph

- Usually appear at the beginning of the paragraph

- Develop or tell only single idea

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Identify Keyword\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Keyword: Are the content word that carry the most meaning in a text:

- Describe the main topic

- The important words from the title or part of text

- A keyword may be one or more words

There are two ways to identify keyword:

- Identify in short sentence

- Identify in a paragraph or text

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Problem Solving and SWOT Analysis\*\*\*\*\*\*\***

Problem**:** is a matter or a situation regarded as unwelcome or harmful and need to deal with and overcome.

Skills that an effective problem solver should have:

\* Creativity \* Emotional intelligence

\* Researching skills \* Risk Management

\* Teamwork \* Decision Making

7 Steps for effective problem solving:

Identify the problem => Define goals => Brainstorm => Access Alternative

=> Choose the solution => Execute the solution => Evaluate

Problem tree:

\* Trunk is the core problem

\* Roots represent the causes of the core problem

\* Branches represent its consequences

Solution tree and Problem tree:

\* Effects \* Consequences

\* Goals \* Core problem

\* Solutions \* Causes

Key stages of the problem and solution tree analysis:

Define the core problem => Identify the cause of the problem => Identify consequence of

the problem => Develop solution tree => Use solution tree to identify opportunities.

**SWOT Analysis**

- Strengths**:** characteristics that give its an advantage over other.

- Weaknesses: Characteristics that place person, business, or project at a disadvantage relate

to other.

- Opportunities: Elements that a person, business, or project could exploit to its advantage.

- Threat: Elements in the environment that could cause trouble for the business or project

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Effective Communication\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Communication is simply a two ways process of exchanging idea and information or transmitting

Verbal and non-verbal message.

The components of Jackobson’s communication model:

\* Sender is someone who speaks or writes in order to send a message to the receiver.

\* Message is the information that the sender says, writes, or demonstrates.

\* Receiver is someone who listens or reads the message send by the sender.

\* Code is the common language that the sender and the receiver have already known in

order to understand each other.

\* Channel is the material way used by the sender to communicate with the receiver.

\* Context is the environment in which the communicative situation happens

Importance of communication:

\* Stronger business relationship

\* Steady work flow

\* Increase productivity

\* Stronger decision making

\* Quicker problem-solving

\* Improve reader’s response

\* Enhance professional image

Barriers to effective communication:

\* Disability \* Noise \* Too many questions

\* Lack of interest \* Language \* Distance

\* Put down \* Time \* Discomfort with the topic

\* Distraction \*Other people

Verbal & Non-verbal:

Verbal is about the using of language in both written and spoken.

\* Reports \* letters \* Emails \* Meeting/Discussion \* Talking \* Interview \*Newsletters

Non-verbal refer to communication that is used the activity such as body-language, gestures, and silence.

\*Voice tone \* Gestures \* Body-language \* Facial expression \* Attitude \* Eye contact