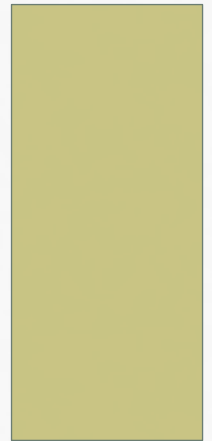# READING SKILLS

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CONTENTS

- Introduction to Reading Skills

- Skimming

- Scanning

- Practice

- References

INTRODUCTION TO READING SKILLS

- What do we read?

- Why do we read?

- How do we read?

INTRODUCTION TO READING SKILLS CONTD.

- Reading skills

  - Skimming

  - Scanning

  - Inferring information

  - Intensive reading

  - Critical reading

  - Extensive reading

SKIMMING

- Speed reading

- Rapid eye movement

- Identifies the main ideas (gist) in the text

- Gives an overall idea of the text

- Tells you whether you should read it in more detail

SKIMMING CONTD.

Techniques:

- Don't read the whole text word for word.

- Read the title, subtitles and subheadings to find out what the text is about.

- Look at the illustrations to give you more information about the topic.

- Read the first and last sentence of each paragraph/ first and the last paragraph.

- Look out for key words.

- Continue to think about the meaning of the text.

WATCH THE VIDEO AND FIND OUT IF THE FOLLOWING STATEMENTS ARE **TRUE (T)** OR **FALSE (F)**.

1. Skimming requires a careful reading of the text.

2. It gives the main points of the text.

3. Skimming helps us decide what to read.

4. Paying attention to key words is sufficient in skimming.

1. Skimming requires a careful reading of the text. **F**

2. It gives the main points of the text. **T**

3. Skimming helps us decide what to read. **T**

4. Paying attention to key words is sufficient in skimming. **F**

SCANNING

- Speed reading

- Rapid eye movement

- To find out specific information we need

- We need not read/ understand every word

SCANNING CONTD.

Techniques

- Let your eyes move quickly across the page until you find what you're looking for (you don't need to read every word).

- Use clues on the page (such as headings and titles) or header words (like in a dictionary) to help you.

WATCH THE VIDEO AND FIND OUT IF THE FOLLOWING STATEMENTS ARE TRUE (T) OR FALSE (F).

1. Scanning requires a careful reading of the text.

2. You are not sure what information you are looking for.

3. It's not important to understand every word in the text.

4. Headings and titles in the text can be used as clues to find the information.

1. Scanning requires a careful reading of the text. **F**

2. You are not sure what information you are looking for. **F**

3. It's not important to understand every word in the text. **T**

4. Headings and titles in the text can be used as clues to find the information. **T**

GIVEN BELOW ARE STEPS IN SKIMMING AND SCANNING. BASED ON THE ABOVE DESCRIPTION CAN YOU NAME THE TWO COLUMNS?

……………………………..	……………………………..
i. Read the Title. ii. Read the first paragraph completely. iii. If there are subheadings, read each one. iv. Read the first sentence of each remaining paragraph. v. Dip into the text looking for **who, what, when, where, how** and **why** vi. Read the final paragraph completely.	• Keep in mind at all times what it is you are searching for. • Anticipate in what form the information is likely to appear. e.g. numbers, proper nouns etc. • Analyze the organization of the content before starting to scan. • Let your eyes run rapidly over several lines of print at a time. • When you find the sentence that has the information, read the complete sentence.

Given below are steps in skimming and scanning. Based on the above description can you name the two columns?

Skimming	Scanning
i. Read the Title. ii. Read the first paragraph completely. iii. If there are subheadings, read each one. iv. Read the first sentence of each remaining paragraph. v. Dip into the text looking for **who, what, when, where, how** and **why** vi. Read the final paragraph completely.	• Keep in mind at all times what it is you are searching for. • Anticipate in what form the information is likely to appear. e.g. numbers, proper nouns etc. • Analyze the organization of the content before starting to scan. • Let your eyes run rapidly over several lines of print at a time. • When you find the sentence that has the information, read the complete sentence.

SKIMMING VS. SCANNING

Skimming	Scanning
Fast reading / rapid eye movement	
Uses keywords/headings and titles	
Gives a general overview of the text	Finds specific information

You can **skim** to find out what it is all about.

Headings and pictures can help you do this.

Or you can **scan** to look for important information.

Look for key words or numbers to help you do this.

Cat up a tree? Chimp in a chimney?

Fire crews in the capital had to help 620 animals last year. The fire brigade says if an animal is stuck call the RSPCA first.

Unusual rescues

Unusual rescues include a chimp in a chimney, a parrot trapped in its cage, an iguana stuck on a roof and a hamster trapped in a disabled lift. Fire crews have also captured a snake at a retirement home and rescued a kitten with its head stuck in a bongo drum.

More important work

The commissioner says, "Our crews are highly trained emergency service personnel. When we are out rescuing animals, we can't attend real emergencies."

Wasting tax payers' money

"Animal rescues cost money and in these tough financial times many people question why their taxes are being spent on animal rescues. After all, when was the last time you saw a cat's skeleton up a tree?"

SKIMMING VS. SCANNING

look up a word in a dictionary or index	look up details or prices in a catalogue
look through the television guide to see what's on one evening	see what's in the news in a paper or on a website
flick through a catalogue to see what's on discount	pick out the website you want from options on a Google search
browse through a book to see if you want to read it	check what time your programme is on television
find an address or a phone number in a directory	see what's in the news in a paper or on a website

Given below are some tips that you can use when selecting important and/or relevant books/articles to read. Can you categorize them under the relevant topic?

a. Read the *table of contents* or *chapter overview* to learn the main divisions of ideas.
b. Glance through the main headings in each chapter just to see a word or two. Read the *headings of charts and tables*.
c. Read the entire *introductory paragraph* and then the *first and last sentence* only of each following paragraph. For each paragraph, read only the first few words of each sentence or to locate the main idea.
d. Identify your keywords before reading.
e. Stop and quickly read the sentences containing *keywords* indicated in boldface or italics.
f. It's usually easier to look for one key word at a time.
g. When you think you have found something significant, stop to read the entire sentence to make sure. Then go on the same way. Resist the temptation to stop to read details you don't need.
h. Read *chapter summaries* when provided.
i. When you locate a keyword, read the surrounding text carefully to see if it is relevant.

Skimming	Scanning
a. Read the table of contents or chapter overview to learn the main divisions of ideas.	d. Identify your keywords before reading.
b. Glance through the main headings in each chapter just to see a word or two. Read the headings of charts and tables.	f. It's usually easier to look for one key word at a time
c. Read the entire introductory paragraph and then the first and last sentence only of each following paragraph. For each paragraph, read only the first few words of each sentence or to locate the main idea.	i. When you locate a keyword, read the surrounding text carefully to see if it is relevant.
e. Stop and quickly read the sentences containing keywords indicated in boldface or italics.	g.When you think you have found something significant, stop to read the entire sentence to make sure. Then go on the same way. Resist the temptation to stop to read details you don't need.
h. Read *chapter summaries* when provided.	

Organizing, Introduction To Management, Controlling, The Environment of Management, Planning, Leading

Section	Description	Title
One	Introduces the world of management, including the nature of management, issues related to today's chaotic environment, historical perspectives on management, and technology-driven workplace.	
Two	Examines the environments of management and organizations. This section includes material on the business environment and corporate culture, the global environment, ethics and social responsibility, and the environment of small business and entrepreneurship.	
Three	Presents three chapters on planning, including organizational goal setting and planning, strategy formulation and execution, and the decision- making process.	
Four	Focuses on organizing processes. These chapters describe dimensions of structural design, the design alternatives that mangers can use to achieve strategic objectives, structural designs for promoting innovation and change, the design and the use of human resource function, and how the approach to managing diverse employees is significant to the organizing function.	
Five	Devotes to leadership. The section begins with a chapter on understanding individual behavior, including self-awareness and self-understanding. This foundation paves the way for subsequent discussions of leadership, motivation of employees, communication, and team management.	
Six	Describes the controlling function of management, including the basic principles of total quality management (TQM), the design of control systems, and the difference between hierarchical and decentralized control.	

Organizing, Introduction To Management, Controlling, The Environment of Management, Planning, Leading

Section	Description	Title
One	Introduces the world of management, including the nature of management, issues related to today's chaotic environment, historical perspectives on management, and technology-driven workplace.	**Introduction to Management**
Two	Examines the environments of management and organizations. This section includes material on the business environment and corporate culture, the global environment, ethics and social responsibility, and the environment of small business and entrepreneurship.	**The Environment of Management**
Three	Presents three chapters on planning, including organizational goal setting and planning, strategy formulation and execution, and the decision- making process.	**Planning**
Four	Focuses on organizing processes. These chapters describe dimensions of structural design, the design alternatives that mangers can use to achieve strategic objectives, structural designs for promoting innovation and change, the design and the use of human resource function, and how the approach to managing diverse employees is significant to the organizing function.	**Organizing**
Five	Devotes to leadership. The section begins with a chapter on understanding individual behavior, including self-awareness and self-understanding. This foundation paves the way for subsequent discussions of leadership, motivation of employees, communication, and team management.	**Leading**
Six	Describes the controlling function of management, including the basic principles of total quality management (TQM), the design of control systems, and the difference between hierarchical and decentralized control.	**Controlling**

Scan through the passage given below find answers to the questions.

Innovative Way – Qi Lu, Microsoft

Qi Lu grew up in a rural village in China with no electricity or running water. Today, he is the president of Microsoft's Online Services division. How did he get there? Not from personal ambition, say former colleagues at Yahoo!. "He shunned the limelight", said Tim Cadogan, now CEO of OpenX, "but he was considered one of the stars."

Lu rose through the ranks at Yahoo!, and he got the job at Microsoft based not on aggressiveness and pursuit of personal advancement, but rather because of his sheer intellectual abilities and his commitment to go above and beyond the call of duty to accomplish organizational goals. Lu feels a strong sense of duty and loyalty, pouring his heart and souls into the mission rather than spending his energies promoting himself. On the last day of work at Yahoo!, a problem came up with a database. Rather than leaving the problem for others, Lu worked side by side with former employees to try to fix it. He finally left at midnight, when his network access was automatically cut off.

1.Where was Lu born?

2.According to the passage, where does he work now?

3.Based on the information given in the passage, is the following statement true or false?

Tim Cadogan works at Microsoft now with Lu.

4.Why did he get the job at Microsoft?

5.Name two qualities of Lu.

6.Why did he stay till late at work on his last day at Yahoo!?

1.Where was Lu born? In a rural village in China.

2.According to the passage, where does he work now? At Microsoft

3.Based on the information given in the passage, is the following statement true or false? False

Tim Cadogan works at Microsoft now with Lu.

4.Why did he get the job at Microsoft? Because of his sheer intellectual abilities and his commitment to go above and beyond the call of duty to accomplish organizational goals

5.Name two qualities of Lu. Strong sense of duty and loyalty

6.Why did he stay till late at work on his last day at Yahoo!? There was a problem with a database.

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