

FUNCTIONAL ENGLISH

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graph TD; A[FUNCTIONAL ENGLISH] --> B[PRODUCTIVE SKILLS<br/>1. SPEAKING SKILL<br/>2. WRITING SKILL]; A --> C[RECEPTIVE SKILLS<br/>1. LISTENING SKILL<br/>2. READING SKILL];
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Mijan_Class Lecture

PRODUCTIVE SKILLS

1. SPEAKING SKILL
2. WRITING SKILL

RECEPTIVE SKILLS

1. LISTENING SKILL
2. READING SKILL



READING

- ➔ Cognitive process of decoding symbols
- ➔ Derive meaning from a text
- ➔ A language activity
- ➔ And receive information

COMPONENTS OF READING

- Decoding
- Comprehension
- Retention

TYPES OF READING:

Scanning

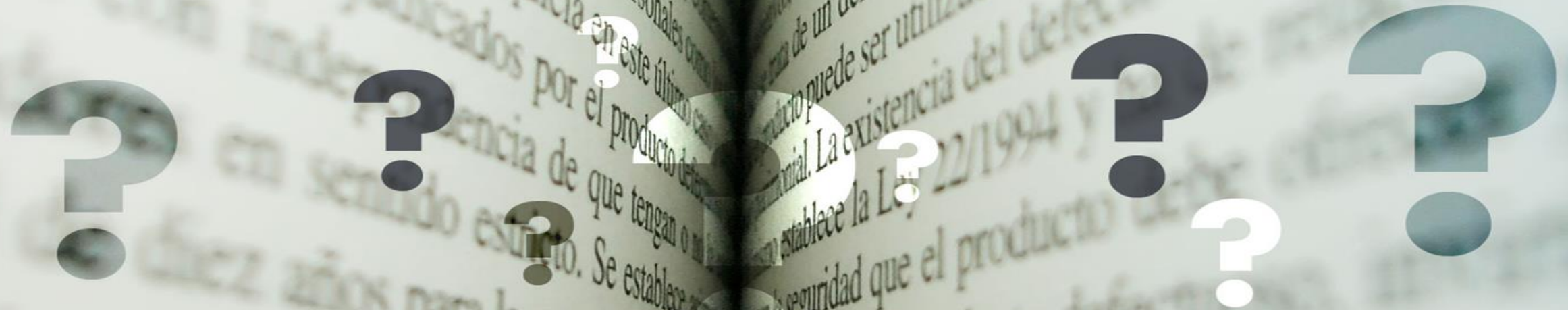
Skimming

Extensive reading

Intensive reading

Silent reading

Oral reading



Skimming & Scanning

BASIC

Skimming and scanning are two specific speed reading techniques which enables one to cover a vast amount of material very rapidly. Which are similar in process but different in purpose.

Skimming

What is skimming?

Skimming is a reading technique that allows reader to get the gist of a text without having the whole text read.

- ❖ Getting only the main idea
- ❖ Having a general overview of the content
- ❖ Looking for important pieces of information.
- ❖ Read the title, any heading or any pictures, charts, graphs

Scanning

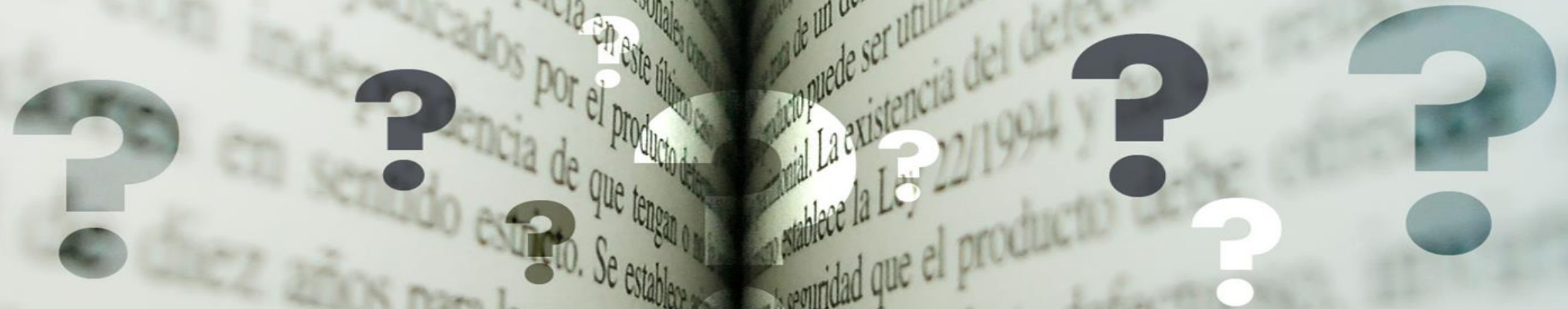
What is scanning?

Scanning rapidly covers a great deal of material in order to locate a specific fact or piece of information

- ❖ Useful for finding specific name, statistics or fact.
- ❖ Having particular idea.
- ❖ Must be willing to skip over large sections of text.
- ❖ For example, if you were looking for a certain date, you would read the paragraph looking only for numbers.

Difference Between Skimming & Scanning

Topic	Skimming	Scanning
<ul style="list-style-type: none">Purpose	<ul style="list-style-type: none">Give an idea of what the full text is about	<ul style="list-style-type: none">Helps one to find specific information
<ul style="list-style-type: none">Techniques	<ul style="list-style-type: none">Reading the introduction headlines	<ul style="list-style-type: none">Going through an article quickly looking for a date or quote
<ul style="list-style-type: none">Imply	<ul style="list-style-type: none">Implies not having read the text before	<ul style="list-style-type: none">implies previously knowing the information
<ul style="list-style-type: none">Usages	<ul style="list-style-type: none">In the library or in a bookshop	<ul style="list-style-type: none">To research index of books, websites and reference materials



Extensive & Intensive Reading

Extensive Reading:

- Free Reading
- Reading for pleasure & Enjoyment
- Developing general reading skills
- Speed fast & level easy
- Reading interesting materials & Evolving mindset

Intensive Reading:

- ☐ Detail Reading
- ☐ Specific learnings, Aims & Tasks
- ☐ Teacher centered
- ☐ Assuming grammar , vocabulary & context properly
- ☐ Lengthy & needs effort

Basic Difference between Extensive & Intensive Reading:

Topic	Extensive	Intensive
Purpose	General Understanding & Enjoyment	Learning specific task & context
Focus	Overall meaning	Words & Structure
Material	Student selected (Entertaining)	Teacher selected (Class related)
Level	Easy	Often difficult
Speed	Fast	Slow

Topic	Extensive	Intensive
Time & Place	Almost anytime anywhere	Usually within class & Homework time
Method	No specific methods	Specific & Compulsory
Assessment	No regular testing	Regular testing compulsory
Teacher role	Motivator	Authority & Ultimate Arbiter
Student role	Active & Creative	Passive & Subordinate
Goal	Fluency & Pleasure	Accuracy in target context

Merit & Demerit of Intensive & Extensive Reading

Merit

Extensive

Enjoyable , Less boring,
Fluency , Understanding general
concepts , autonomous studies

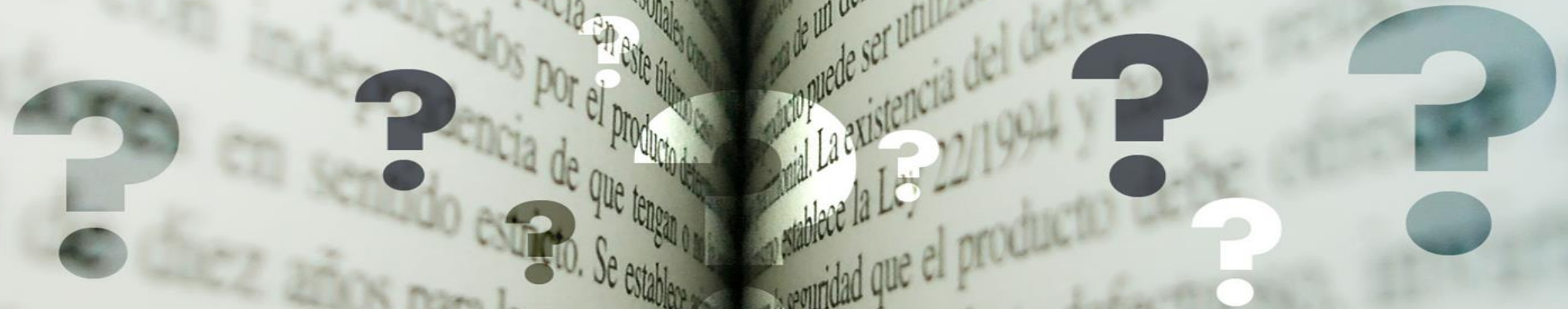
Intensive

Grammatical explanation
, Basic Vocabulary ,
Improving knowledge &
specific skills

Demerit

Difficult to evaluate , More
books needed & Difficult to
check development

Time consuming , Teacher
centered, Heavy & oppressive ,
Tired & Boring & Less
communicative



SILENT & ORAL READING



SILENT READING:

- Read silently or without making noise
- No pronunciation



ORAL READING

- Read loudly
- Correct pronunciation



● USAGE OF SILENT READING:

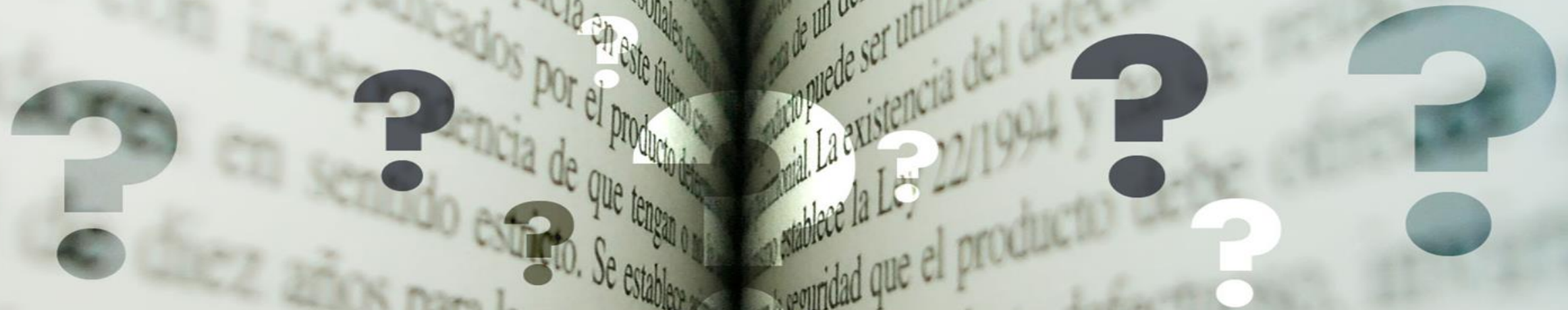
1. Reading in classroom.
2. Reading in library.
3. Reading a story or novel.
4. Reading exam question.
5. Revising exam paper.

● USAGE OF ORAL READING:

1. When the teacher says a student to read.
2. Reciting a poem.
3. Memorizing something.

- DIFFERENCE BETWEEN SILENT READING AND ORAL READING:

TOPICS	ORAL READING	SILENT READING
Process	Combination of mind, eyes & vocal.	Combination of mind and eyes.
Pronunciation	Better than silent reading.	No need of pronunciation.
Importance of pronunciation	More important.	Less important.
Speed	Slower.	Fast.
Effectiveness	More effective.	Less effective.



SQ3R

A reading method

What are the steps???

- s - survey
- Q- Question
- R- Read
- R-Recite
- R-Review

?

Why do we need SQ3R??



SURVEY



- Take a tour of the assigned pages
- Examine the illustration and the charts
- Look at the bold faced words
- Think about what you might already know about the passage

QUESTION



- Discuss the given question
- Turn the headlines, sub headlines ,titles into question
- Use why , what , how , when

READ

- Read the assigned passage slowly and carefully
- Search answers for your question
- Make small section of large passage
- Highlight important information



RECITE

- Summarize the information into your own words
- Answer to your question loudly
- Read the passage loudly in case of difficulty



REVIEW

- Review the main idea of the passage
- Make flash cards for difficult questions
- Orally answer your question or write from the memory
- Make questions for the notes

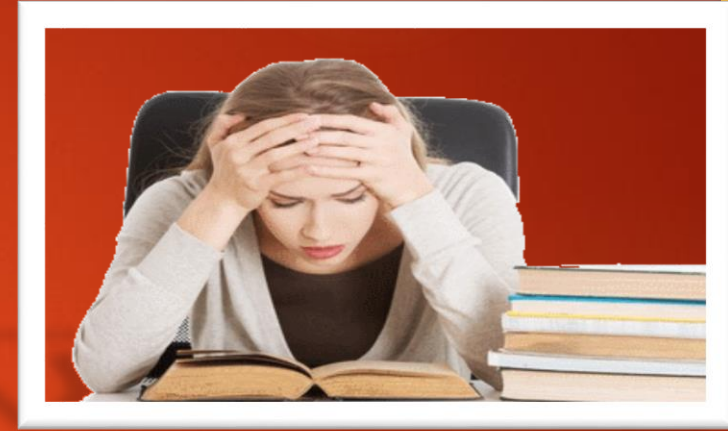


COMMON DIFFICULTIES OR PROBLEMS WHILE READING

LOSING YOUR PLACE:

- Losing word what you are on:
- **Losing line what you are on:**

Solution:



Losing your focus:

- Inattentiveness

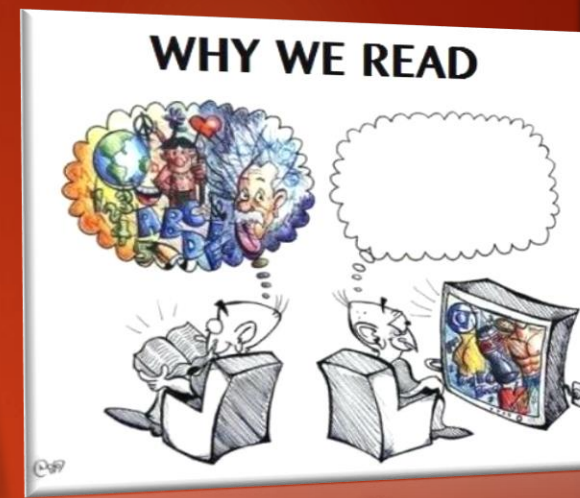
Solution:

- A. Reserve reading time
- B. Block out noise
- C. Find your ideal place

NOT GETTING THE POINT:

SOLUTIONS:

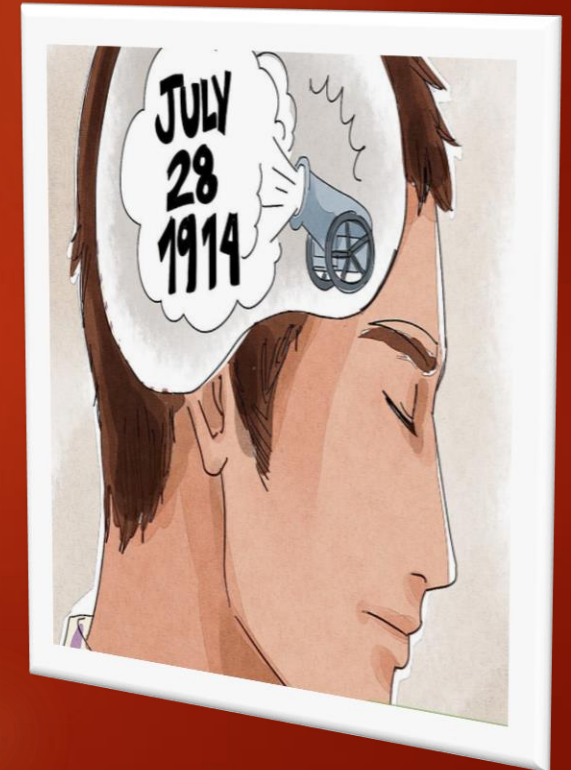
- ❑ Re-read the material
- ❑ Read in short segment
- ❑ Think in picture
- ❑ Pay more attention

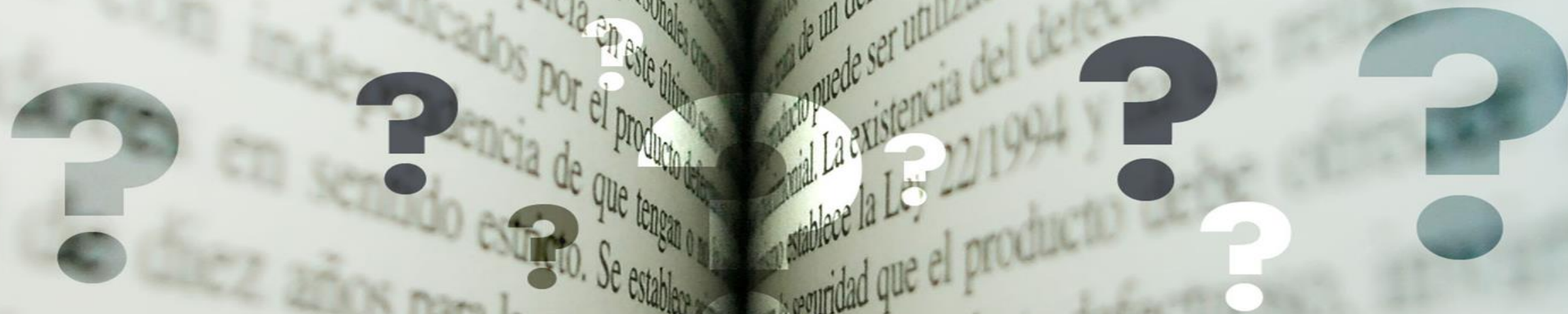


FORGETTING WHAT YOU HAVE READ:

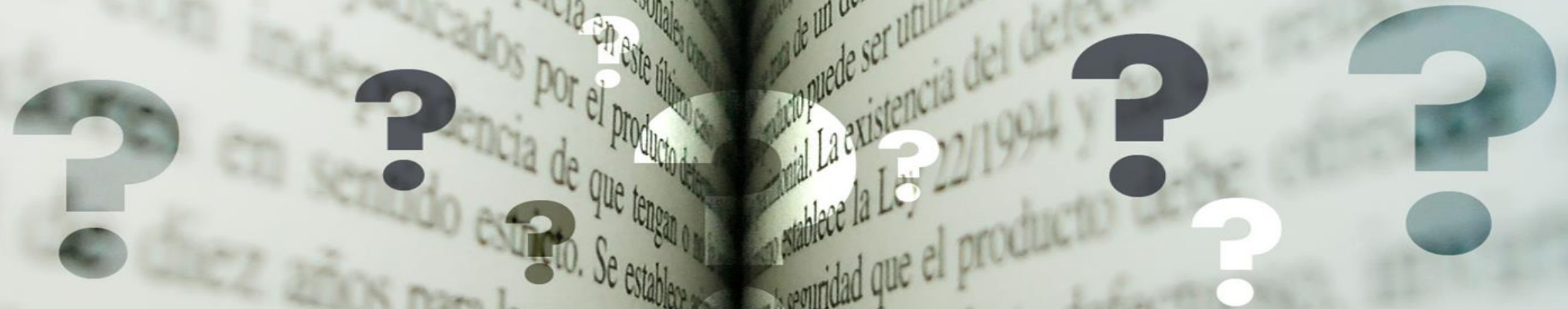
SOLUTIONS:

- Discuss the material with someone
- Re-word what you have read
- Read out loud





Comprehension




Overview of the Topic

READING

□ Types of Reading

- Scanning
- Skimming
- Extensive Reading
- Intensive Reading
- Silent Reading
- Oral Reading

✓ SQRRR/SQ3R

- 
- Common Difficulties While Reading
 - Solution of the Problems



Q/A



Thank You