



## Skimming:

Skimming is a reading technique, used to identify the main idea of the text, without reading every word.

### → How to skim effectively:-

For effective skimming we should follow the following rule:

- ∴ Set a purpose
- ∴ Look at headings
- ∴ Look for keywords (italic, bold or highlighted)
- ∴ Read first sentence of each paragraph.
- ∴ Scan for visuals (images, charts, graphs)
- ∴ Get a quick overview.

### → Uses of skimming:

Skimming is useful in many situations:

- i) Time saving: quickly get the main idea without reading everything.

Date:

- ii) Decision making: quickly understand the main points to make decisions.
- iii) Reviewing: Skim notes or text to refresh your memory.
- iv) Previewing: Skim a text to decide if you want to read it in depth later.
- v) Information overload: skim through large amount of data to find what's important.

**Scanning** refers to reading a text quickly in order to locate specific piece of information.

### How to scan?

- ∴ know the purpose of research.
- ∴ Use your eyes effectively
  - Headings
  - Subheadings
  - Bold or highlighted text.
- ∴ Look for keywords.
- ∴ Don't read unnecessary details.

Date: \_\_\_\_\_

M T W T F S

- Use a quick glance.

## How scanning is useful:

- Find specific information quickly.
- Locating key terms and phrases.
- Identifying main idea or concept.
- Verifying facts or data.
- Saving time by not reading unnecessary details.
- Scanning helps effectively what you need and move on.

## Intensive and Extensive

- **Intensive** reading also known as close reading in which we read the text thoroughly and carefully.

## How to read intensively:-

- Set a purpose
- Choose a text
- Read in a peaceful environment.
- Read slowly and carefully.
- Highlight important text.
- Take breaks

Date: \_\_\_\_\_

M T W T F S

- Summarise the text
- Ask questions
- Connect the information to daily life.

## Uses of intensive reading:-

Intensive reading is useful for:

- Research and study.
- Understanding complex text.
- Learning a new language
- Preparing for exams
- Personal growth and development.
- Remembering what you read.

## → Extensive reading is

a technique where you read a large quantity of text to read the main idea.

## How to read extensively:

- Read many books and articles.
- Choose diff types of texts.
- Skim and scan to get the main idea.
- Takes notes and review them.

Date: \_\_\_\_\_

M T W T F S

- Don't focus on difficult parts
- Make reading enjoyable

## Uses of extensive reading:

- Reading faster and better.
- Learning new words and ideas.
- Understanding the world more.
- Thinking critically.
- Researching and learning new things.
- Relaxing and reducing stress.
- Helps to improve reading skills.



Date: \_\_\_\_\_

M T W T F S

## "Speed Reading"

"Speed reading is ability of reading a text quickly and efficiently while still understanding the information."

### → How to improve speed reading:

Here are some tips to improve speed reading:

(i) **Practice:** Regular reading is essential to improve speed reading.

(ii) **Improve vocabulary:** Expand your vocab. to recognise words quickly.

(iii) **Use Peripheral vision:** Instead of focusing on individual words, take in group of words, at a time.

(iv) **Stay focused:** Maintain your concentration on your topic.

(v) **Use a pointer:** Use a finger or a pointer to guide your eyes what you read.

(vi) **Take breaks:** to rest your eyes and retain information.

Date: \_\_\_\_\_

M T W T F S

## (vii) Skim and Scan: headings

and bullet points.

## Types of speed reading

Following are the types of

speed reading:

- (1) Skimming
- (2) Scanning
- (3) Intensive reading
- (4) Extensive reading

## Obstacles / Barriers of speed readings

There are some reason that why all the people are not fast readers:-

→ **Subvocalisation:** Saving words in your head as you read, slowing down your reading pace.

→ **Regression:** Going back to re-read text, often due to lack of focus on studies.

Date: \_\_\_\_\_

M T W T F S

## Presentation Skills

"Presentation is a way of transferring thoughts and information with the audience."

### Oral Communication:-

Oral communication refers to the process of conveying information ideas or messages through spoken words, face to face conversations or public speaking.

Verbal  
communication

Non-Verbal  
communication

#### ① Non-verbal communication skills:

are the ways to communicate without saying words. This communication includes:

Body language (Posture, gestures, facial expressions), Eye contact, Tone of voice, touch etc.

Date: \_\_\_\_\_

M T W T F S

## → Types of non-verbal communication:

Following are the types of non-verbal communication:

(1) Facial expression

(2) Body Postures

(3) Eye contact

(4) Touch

(5) Space

(6) Voice

## ② Verbal communication:

The way of conveying msgs ideas, thoughts through words is called verbal communication.

## → Effective presentation

- Use clear language.
- Make eye contact.
- Prepare your presentation according to the needs of audience.
- Use a friendly pitch
- Ask questions
- Get Feedback.

## Ways for effective presentation:

Following are the ways for an effective presentation:

### (i) know the aim and Purpose:

The speaker should know that the message he is delivering to audience what is the title of the message.

### (2) know your audience:

A speaker should know the size, language and culture of audience. If they are technical people so the speaker should use a technical language and if they are ordinary people so, the speaker should use a simple language.

### 3) Main idea of message:

A speaker should know the main theme to collect information according to main idea.

Date: \_\_\_\_\_

#### (4) Research the topic:

The speaker should research some information according to their topic and according to the audience. Select such an information which is suitable to the audience minds.

#### (5) Organise the data:

Organise the collected information in such a way that can easily be understood by the audience.

#### (6) Create visual aids:

For making a presentation effective or to get the audience attention a speaker should use visual aids (charts, graphics etc).

It will improve the understanding of audience.

#### (7) Rehearsal talk:

A speaker should make a rehearsal speech. This will make him <sup>helps</sup> concentrate and <sup>to</sup> organise mistakes.

Date: \_\_\_\_\_

M T W T F S

## → Delivery of effective Presentation:

When you come to stage for delivering speech you must be sure that you are fully prepared.

### ① Make eye contact:

Engage with the audience and build trust with them.

### ② Confident body language:

Stand up straight and use appropriate body languages.

### ③ Voice:

Voice is the main means of communication. Voice should neither be loud nor low.

### ④ Pitch:

Pitch is the highness and lowness of voice. The pitch should be maintained in such a way that the last member can listen to the speaker.

Date: \_\_\_\_\_

M T W T F S

## ⑤ Clear and concise language:

Use a simple language which can easily be understood by the audience.

## ⑥ Maintain time:

The length of presentation should be according to allotted time that the audience will not feel bored.

## ⑦ Practice:

After preparing the presentation rehears it before your colleagues and friends to recognise your mistakes or to not lost confidence level before an audience.

## ⑧ Get Feedback:

After giving presentation get feedback from the audience.

## ⑨ Ask questions:

and engage audience in discussion.

Date: \_\_\_\_\_

M T W T F S

## → How to get rid of Presentation fears:-

Most people get nervous when they are asked to speak before an audience and feel themselves uncomfortable. It is wrong to say that nervousness is not good before an audience. Besides this nervousness is natural.

It is wrong when the speaker has no control on it's gear.

Following are some tips to overcome the fear of Presentation:-

### ① Be Positive :

Always tell yourself that you have great potential to deliver presentation. This positive attitude save you against the nervous feelings when you deliver your speech.

Date: \_\_\_\_\_

M T W T F S

## ② Prepare your presentation:-

If you have sufficient time for describing your topic just practice your topic before presenting to the audience.

## ③ Visualise:

Spend a few time in visualisation that how will you perform your presentation before an audience. Body language, face expressions

## ④ Cause of Anxiety:

It is important to ask yourself that actually which thing makes you nervous than overcome your weakness.

## ⑤ Planning some interesting activity in advance:

Plan an interesting activity in presentation it will create a good impact on audience minds.

## ⑥ Begin with some appropriate incident:

Start your talk with some relevant incident for the amusement of audience and prevent them from getting bored.

## ⑦ Preparing a list of points to be covered:

Make a list of all the points you want to describe to the audience. It helps you to easily memorise the points.

## ⑧ Be selective in quality and quantity:-

A good speech should not be more than 15-20 min. Presentation quality and quantity is managed in such a way that it feels touchy to people and establish a bond b/w speaker & audiences.

M T W T F S

Date: \_\_\_\_\_

## Memorandum

A memorandum is a short note used to share information or make announcements within a group or organisation.

### Memo includes usually:

- (i) Date and Time
- (ii) To and From (Recipient & Sender)
- (iii) Purpose
- (iv) Brief body text
- (v) Action required

### Importance of Memorandum:

- Clearly share information
- Saves time
- Helps to stay organised
- Helps with decision making
- keeps a record of decisions.
- Quick source of transpiring information.

Date:

## Format of Memo:

- \* **Date:** Write the date the memo is being written.
- \* **To:** Address the recipient by title and name.
- \* **From:** Write your name and title.
- \* **Subject:** Clearly state the purpose of memo.
- \* **Body:** keep it concise and focused, using bullet points or short paragraphs.
- \* **Action required:** Specify which action is required if needed.
- \* **Contact information:** Provide contact details for questions.

M T W T F S

Date: \_\_\_\_\_

## → Minutes of Meeting (M.O.M)

M.O.M are a record of what was discussed and decided during a meeting.

### Purpose of M.O.M:

- To keep a record what was discussed and decided.
- keep others informed who were not there.
- Provide a reference for future decisions.
- Provide a historical record of Meeting.
- To ensure accuracy and clarity.

### Format of M.O.M:

#### (1) Meeting details:

Date, Time, location

(2) Attendance: list of People present.

(3) Apologies: list of People absent.

(4) Purpose: Brief statement of meeting Purpose.

Date: \_\_\_\_\_

M T W T F S

## Summary of Discussion:

Concise overview of key points discussed.

Decision making: List of decisions made, including actions.

Action items: Detailed list of tasks assigned to specific persons.

Next step: Outline of future actions & deadlines.

Adjournment: Time the meeting ended.

Responsible person: Name and signature of the person responsible for recording and distributing minutes.

Date: \_\_\_\_\_

M T W T F S

## Library and Internet

what is library???

library is a building or room containing organised collection of books, newspapers, films and recorded music.

### Librarian's Responsibility

librarians are responsible for organising, managing and distributing library resources that all it's users meets their needs

### Uses of Library:

- To search a required data in printed form.
- To borrow books.
- Study and read in quiet place.
- Explore historical records.
- Access to books, journals and media.
- Research with help from librarians.

Date: \_\_\_\_\_

## Types of libraries:

- \* **Public libraries:** Open to everyone offering free access of books, media & programs.
- \* **Academic libraries:** Located in universities and colleges supporting research and study.
- \* **School libraries:** In elementary middle and high schools to promote learning.
- \* **National libraries:** Preserving a country's cultural heritage.
- \* **Digital libraries:** Online collection of digital resources.
- \* **Corporate libraries:** Supporting business research and employee development.
- \* **Government libraries:** Serving government agencies and public policy result.

Date: \_\_\_\_\_

## Internet:

Internet is a global networking of interconnected computers and servers that communicate with each other.

## Uses of internet:

- Easy access of information
- Abundant information.
- Faster update of information
- Time saving
- Cost effective & affordable.
- Multi-resources (Printed, video, Audio)
- Sharing of study material.
- Helps people to keep in touch with each other
- People can joint group discussion at any subject.
- Offers online courses, tutorials and educational content.
- Enables research
- Provides vast amount of information.

Date:

# Library Vs Internet

Library	Internet
• Organised	• Not organised
• Reliable and Authentic	• Non-reliable E.g unauthentic
• Quality control	• Not quality control
• Printed books	• E-books / E-libraries
• Time consuming	• Easy Access
• Traditional	• Modern
• Paid resources	• Free resources.