

# UNIT 3

## TOPIC: READING SKILLS

### LECTURE 16

#### CO: HM002.5



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# Subtopics

- Introduction to different kinds of reading material: technical and non-technical- the reading process, purpose, different kinds of texts, reference material, scientific and technical texts
- Active and passive reading, reading strategies- vocabulary skills, eye reading and visual perception, prediction techniques, scanning skills, distinguishing facts, and opinions, drawing inferences and conclusions



# Subtopics

- Comprehension of technical material- scientific and technical texts, instructions and technical manuals, graphic information
- Note making- tool for study skills, tropicalizing, organization, and sequencing. Making notes from books, or any form of written materials. Summarizing and paraphrasing

# Reading



Reading is an important communicative process

Reading Skills are the most important language skills required for academic and professional purposes

Reading is a complex communicative process of receiving and interpreting the written word

While reading and interpreting the written word, the reader is concerned with four factors: Decoding, Comprehending, Text Analysis and Response



# Reading Process

Decoding: The reader reads letters and focuses on them in order to change the coded message into information

Comprehending: The reader interprets the message and understands its literal meaning

Text Analysis: The reader critically examines and evaluates the message

Response: The reader responds to the message

# Reading Purpose

What is the purpose of reading?

Relaxation

Getting Information

Discussion

Get an introductory idea of a text

Get a broad understanding of the subject matter

Understand Scientific Ideas, Theories, and Principles

Obtain specific information

Understand new changes and developments in a particular field

Broaden one's outlook and understanding

Discover the author's viewpoints

To seek evidence for one's point of view

# Reading Different Kinds of Texts

- Reading Entertaining Messages/Texts
- Reading General Messages/Texts
- Reading Reference Materials
- Reading Business Documents
- **Reading Scientific and Technical Texts**

Which of the above reading activities require a basic understanding of the subject and familiarity with the material?

# ACTIVE & PASSIVE READING

## ACTIVE READING

- Pays attention to both content as well as style
- Interprets and analyses what he or she reads in order to understand both explicit as well as implicit meaning of a written message
- Predicts and responds to context
- Pays attention to the writer's intention
- Differentiates between ideas, opinions, feelings, and facts
- Infers the meaning of unfamiliar words from contextual or internal clues
- Identifies and evaluates a writer's attitude
- Understands and interprets graphic information
- Draws inferences and conclusions

## PASSIVE READING

- Pays attention to wither content and style
- Does not analyze what he or she reads
- Does not predict and respond to context
- Does not pay attention to the writer's intention
- Does not distinguish between factual and non-factual information
- Does not infer the meaning of unfamiliar words from contextual or internal clues
- Does not identify or evaluate a writer's attitude
- Does not interpret graphics
- Concerned with the literal meaning of a written message



# Reading Speed

- Reading Speed is measured in words per minute (wpm)

## READING SPEED

Very Fast - +400 wpm (Casual Reading)

+350 wpm (Academic & Professional Reading)

Fast – 300 to 400 wpm (Casual Reading)

250 to 350 wpm (Academic & Professional Reading)

Average – 200 to 300 wpm (Casual Reading)

150 to 250 wpm (Academic & Professional Reading)

Slow – Less than 200 wpm (Casual Reading)

Less than 150 wpm (Academic & Professional Reading)

# Reading Strategies

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Vocabulary Skills

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Eye Reading and Visual Perception Skills

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Prediction Techniques

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Scanning Skills

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Skimming Skills

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Intensive Reading Skills

# Vocabulary Skills

- **Guessing the meaning from word structure and context:**
  - Analysis of Word Structure
    - Word meaning recognition strategy is to guess the meaning from its structure by using prefixes, suffixes, and word roots – Example 'interurban'
  - Analysis of Context Clues
    - Need to look for contextual signal words, examples, illustrations, and linguistic clues that indirectly help to define an unknown word/phrase
    - Ex – 'He is very down-to-earth, and you will find his approach to life practical'
    - Ex – 'Although she is very loquacious, she remains silent before her father'

# Vocabulary Skills

- **Involves Word Meaning Recognition:**

- Perceive the words and phrases used, and recognize their definitions to follow what we read
- Difficult to understand a message if the meaning of the word or the phrase is not known
- To strengthen the word meaning recognition skills the reader should:
  - Develop appropriate sight recognition skills to recognize a word or phrase in a fraction of a second
  - Able to quickly recall the meaning of the word
  - Should not stop reading if unable to recall the meaning of a certain word
  - Should not immediately consult a dictionary because it will be time-consuming and will disrupt the reading flow
  - Try to guess the meaning of an unfamiliar word/phrase from the contextual cues

# Eye Reading & Visual Perception

- Eye Reading requires accurate visual perception of words and phrases, faster eye fixations, and complete elimination of vocalization
- Important to develop visual perception skills
- Visual Perception is a basic requirement for reading effectiveness because we recognize a word through sight
- Many people are inefficient readers because they suffer from poor visual perception
- Efficient reading involves reading with fast eye movements
- Eye reading makes reading fast, efficient, and result oriented

# Eye Reading & Visual Perception

- **Develop Faster Eye Fixations**
  - Resting of the reader's eyes on a particular word, phrase, word group, or thought unit
- **Read in Word Groups/Thought Units instead of word-by-word**
  - Focus not on single words but on several words
- **Improve Accurate Visual Perception of Words and Phrases**
  - Accurate visual perception of words to read fast therefore requires better concentration and motivation for reading
- **Avoid Vocalization and Sub-Vocalization**
  - Avoid saying words loudly (Vocalization) and saying words silently to oneself (Sub-vocalization) as it reduces speed
- **Rapidly Recognize Word Meaning**
  - Recognize the meaning quickly through vocabulary check or guessing the meaning
- **Concentrate while Reading**
  - Urge to read and motivated to read efficiently



# Prediction Techniques

- Prediction is a rapid reading skill
- An efficient reader can think ahead, hypothesize, and predict
- Predictions are generally based on headings, sub-headings, one's background knowledge of the subject, graphic or non-verbal context such as graphs, diagrams, charts, and so on as well as linguistic clues
- Techniques of Prediction involve:
  - Familiarize yourself with the subject of the content by glancing rapidly through it
  - Guess the information through the linguistic/graphic cues
  - Recall related information
  - Use background information related to the topic to accelerate the prediction process

# Scanning Skills

- Ability to locate specific information or facts as quickly as possible
- An important rapid reading technique which provides better comprehension while reading a scientific or technical text
- The following will help increase proficiency at scanning
  - Know what you want to find
  - Do not read everything
  - Use guides and aids
  - Know the organization of the material to be read
  - Concentrate while scanning

# Skimming Skills

- More sophisticated skill than scanning
- Process of reading a text or passage in order to get a rough idea of what is in the text or passage
- Involves three main skills: identifying the central idea, recognizing the main ideas, and identifying the writing patterns of the passage/text
- Preview the text before one reads a text in detail
- Reading quickly without pausing to study the details
- Needs to understand for which audience this text was written
- Needs to understand what type of text it is
- Needs to understand what is the purpose of writing this text
- Needs to understand the general content of the text

# Distinguishing Facts & Opinions

- Reader needs to distinguish facts from opinions and ideas
- To distinguish between facts and opinions requires the ability to read with critical response and analyse the information in a text
- It involves analytical and critical skills
- Fact is the truth that can be verified by observation and experimentation
- Opinion is subjective which cannot be objectively verified
- Fact is universal in nature, opinions are personal

# Drawing Inferences & Conclusions

- An inference is defined as a statement that is based on some situations, observations, facts, or specific details
- Drawing inferences is a process of knowing the unknown from the known
- Draw inferences and conclusions based on observations
- Inferences and conclusions can be drawn from
  - Facts
  - Specific details
  - Examples and illustrations
  - Factual observations
  - Contextual clues

# Comprehension of Technical Material

- Recognize transition points in the instructions
- Understand the ordering of instructions
- After scanning and skimming, read the instructions carefully and thoroughly to get all the details.
- Note the following:
  - Concentrate on precautions
  - Understand the safety points
  - Reading Technical Manuals to use, operate, and maintain complex systems
  - Reading to use, operate, and technical manuals requires various reading strategies such as scanning, skimming, maintain complex intensive reading skills, and critical and inferential comprehension



# Comprehension of Technical Material

- The following steps may be adopted in order to increase reading efficiency while reading technical manuals:
  1. Glance rapidly through the manual before reading any part of it in order to get focus on the subject, guess the information that the text contains, and become aware of the aids in the text that might make reading faster and easier.
  2. Take a few minutes to skim the manual before detailed reading to discover the purpose and organization of the manual and identify the main points in it.
  3. Scan the manual to discover graphic information, pictures, or diagrams.
  4. Finally, read the manual carefully and thoroughly to get all the details.
  5. Note the following:
    - Concentrate on the safety part
    - Identify the precautions to be taken
    - Consult the glossary, if any, in order to know the meanings of unfamiliar words and scientific/ technical terms
    - Look for contextual signal words as well as examples that indirectly help define an unknown word or phrase
    - At the end of detailed reading, try to recall and remember the content of the text.

# Note making- tool for study skills, topicalizing, organization and sequencing.

- Note making acts as a mechanism for gathering resources notes
- Note making as a systematic method of writing down quickly, briefly, and clearly the important points of a reading text.
- There are several functions of note making. It is used to:
  - Writing down quickly
  - Keep a record of the main points of a reading text for future use
  - Revise for an examination or a writing assignment reading text
  - Reinforce or compare information contained in different textbooks/the textbooks and lecture to analyse a text.
- Note making is a productive skill, which integrates both reading and writing skills. It involves the following:
  - Reading strategy: a careful reading plan to identify the central idea, the main points, and important supporting details
  - Note-writing techniques: topicalizing, copying, transcribing and schematizing
  - Reduction devices: using abbreviations and symbols
  - Methods of sequencing: numerals and letters, decimalization

# Note making- tool for study skills, topicalizing, organization and sequencing.

- Note making is the creation of one's own notes.
- Note making does not involve paraphrasing.
- While making notes, everything that is read should be written.
- A careful strategy must be adopted to enable understanding the text.
- Note making acts as a mechanism for gathering resources from many sources and pooling them towards a common objective.

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- There are four different techniques of writing notes, i.e., topicalizing, copying, transcribing, and schematizing.
- Topicalizing refers to writing down a word or phrase to represent a section of the text
- Copying refers to techniques include writing down verbatim what is written
- Transcribing is writing down verbatim topicalizing, copying, what is written, and writing down verbatim what is said
- Schematizing is the transcribing, and 'transcribing' is writing method of using graphics to organize notes

# Summarizing and Paraphrasing

- Note taking is defined as the process of writing down quickly, briefly, and clearly the important points of a lecture, speech, presentation, or any structured verbal message.
- It involves summarizing and paraphrasing the verbal message.
- Note taking includes four simple steps, i.e., listening, filtering, paraphrasing, and noting.
- Mainly three techniques are used in summarizing, i.e., selection, rejection, and substitution.



# Summarizing and Paraphrasing

- Selection in order to summarize a passage, the reader may select what is important.
- This process of choosing the information that is essential to the meaning of the passage is known as 'selection'.
- In order to select the core information, the reader need to concentrate on the central idea or theme of a passage, main points, and major supporting points.
- He/she may select the following in a text or passage: (a) the theme, as expressed in the main heading or title; (b) the main ideas of each paragraph and a few key phrases that support the main idea; and (c) special terms or new phrases essential to understand the theme.

# Summarizing and Paraphrasing

- Paraphrasing refers to the process of rewriting a passage or text in different words without changing or distorting its original meaning.
- It involves changes in to the process of lexis, structure, and the logical organization of the core information in a passage rewriting a passage or without changing its meaning.
- Phrasing requires various linguistic skills, which include using appropriate without changing synonyms, replacing sentence patterns by appropriate equivalents, simplifying or distorting its difficult terms and expressions for clarity, and modifying paragraph structure and original meaning.
- Paraphrasing involves techniques for passage: rewriting or replacing

# TAKEAWAY

