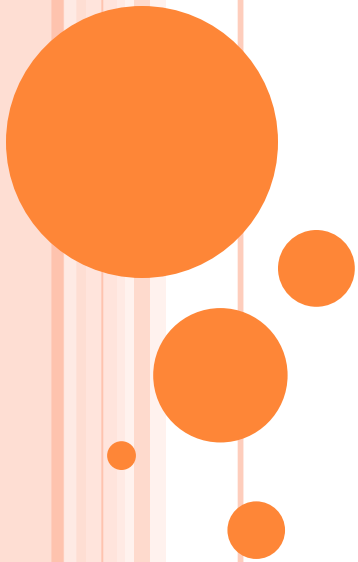


## UNIT 2 : LANGUAGE PROFICIENCY

- ❖ Reading comprehension and speed
- ❖ Speaking and Listening skills
- ❖ Technical and academic vocabulary

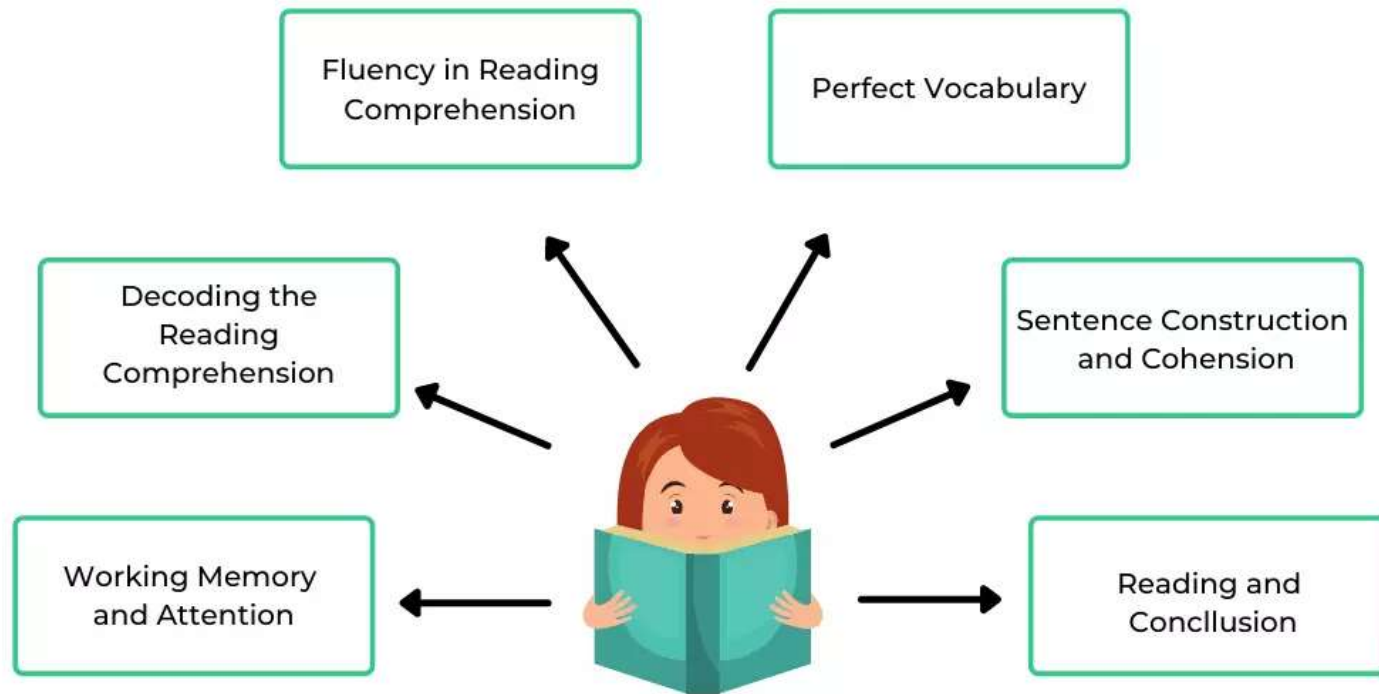


# READING COMPREHENSION AND SPEED

- Reading comprehension is the ability to understand written text and its meaning. It's a creative process that involves connecting what you read to what you already know.
- How does reading comprehension work?
  - Reading comprehension relies on word reading and language comprehension.
  - It's dependent on four language skills: phonology, syntax, semantics, and pragmatics.
  - It's a part of literacy.



# Rules For Reading Comprehension



# READING COMPREHENSION IS IMPORTANT FOR SEVERAL REASONS:

- 1. Academic Success:** Whether in school or in higher education, most subjects require strong reading comprehension skills. Being able to understand textbooks, articles, and assignments is key to learning and succeeding academically.
- 2. Critical Thinking:** Good reading comprehension helps develop the ability to think critically about what you're reading. This involves analyzing, questioning, and making connections between new information and prior knowledge.



- 3. Problem Solving:** In everyday life, understanding instructions, news, or even directions requires solid comprehension skills. The better we understand written materials, the more effectively we can navigate tasks and make informed decisions.
- 4. Communication Skills:** Good comprehension is linked to better writing and speaking skills. When we understand what we read, we can express ideas more clearly and contribute thoughtfully in conversations.



- **5. Lifelong Learning:** Reading comprehension is a skill that supports lifelong learning. Whether for personal growth, professional development, or simply enjoying hobbies, being able to read and understand diverse texts is essential.
- **6. Empathy and Perspective:** Reading, especially literature, can help broaden our understanding of different cultures, experiences, and perspectives. This encourages empathy and emotional intelligence.



# WHAT IS SPEED READING?

- Speed reading is a technique used to increase the rate at which a person reads while maintaining comprehension. It involves reducing sub vocalization (mentally pronouncing words), minimizing eye fixation time, and efficiently scanning text to absorb key points quickly.



# KEY POINTS TO REMEMBER:

- **Minimize eye movements:**

Use a pointer (finger or pen) to smoothly guide your eyes across the line, reducing unnecessary jumps between words.

- **Stop subvocalizing:**

Avoid saying the words in your head as you read, which slows you down considerably.

- **Chunking:**

Group words together to read larger sections at once, improving reading speed.

- **Previewing:**

Quickly scan the text before reading to get a sense of the main ideas and key points.

- **Active reading:**

Ask yourself questions about the text as you read to stay engaged and focused.

- **Practice regularly:**

Consistent practice with different types of text will build your speed and comprehension.





# HOW TO IMPROVE YOUR SPEED READING

- **Avoid distractions.** Create an environment where there are as few interruptions and distractions as possible, to allow you to focus fully on the words in front of you.
- **Go easy.** Read an uncomplicated novel or a simple online article to get a feel for which technique is going to work best for you. Gauge how much you've remembered or understood, and set a timer to see how much faster you are now reading.
- **Cover words that you've already read.** This helps you to stop your eyes from flitting back to earlier words and slowing down your reading.



- **Know what you want from the text.** This can be useful if you are using the skimming method, as it primes you to pay attention when you see relevant words, sentences or phrases. You can then slow down at these points, or circle them for emphasis, but otherwise move across the page quickly.
- **Benchmark your progress.** This way you can tell whether your practice is paying off. There are many free speed reading assessments online, such as at [ReadingSoft.com](http://ReadingSoft.com).
- **Practice, practice, practice.** You have to practice speed reading to get good at it. The more you train yourself, the more natural it will feel.



# SPEAKING AND LISTENING SKILL

- Speaking and listening skills are crucial components of effective communication. Developing these skills can enhance your ability to express yourself clearly, understand others, and build strong interpersonal relationships. Here are some tips to improve your speaking and listening skills



# SPEAKING SKILLS:

1. **Practice regularly:** Like any skill, speaking improves with practice. Engage in conversations, participate in discussions, and make presentations to build your confidence and fluency.
2. **Vocabulary enhancement:** Expand your vocabulary to express yourself more precisely. Read widely, learn new words, and use them in your conversations.
3. **Organize your thoughts:** Before speaking, take a moment to organize your ideas. This helps you convey your message in a clear and structured manner.



4. **Speak slowly and clearly:** Enunciate your words and speak at a moderate pace. This allows your audience to understand you better and helps you avoid sounding rushed or unclear.
5. **Use non-verbal cues:** Body language, facial expressions, and gestures can enhance your communication. Pay attention to your non-verbal cues to reinforce your message.
6. **Seek feedback:** Ask for feedback from others to identify areas for improvement. Constructive criticism can help you refine your speaking skills.



# LISTENING SKILLS:

1. **Active listening:** Focus on the speaker, avoid interrupting, and show genuine interest in what they are saying. Active listening involves fully concentrating, understanding, responding, and remembering what is being communicated.
2. **Maintain eye contact:** Establishing eye contact demonstrates that you are engaged and attentive. It also conveys sincerity and interest in the conversation.
3. **Ask questions:** Clarify any points you don't understand by asking questions. This not only helps you comprehend better but also shows the speaker that you are actively involved in the conversation



4. **Avoid interrupting:** Allow the speaker to finish their thoughts before responding. Interrupting can disrupt the flow of communication and may lead to misunderstandings.
5. **Paraphrase and summarize:** Repeat key points or summarize what the speaker has said to confirm your understanding. This also shows the speaker that you are actively processing the information.
6. **Reduce distractions:** Minimize distractions such as noise, electronic devices, or internal thoughts that may hinder your ability to focus on the speaker.



# TECHNICAL AND ACADEMIC VOCABULARY

- Technical and academic vocabulary are specialized forms of language used in specific contexts. Developing proficiency in these vocabularies is essential for effective communication in technical and academic settings. Here are some tips for improving your grasp of technical and academic vocabulary





# FOR TECHNICAL VOCABULARY:

- 1. **Understand the field:** Different technical fields have their own sets of specialized terms. Whether it's computer science, engineering, medicine, or any other discipline, take the time to familiarize yourself with the specific terminology used in that field.
- 2. **Read technical literature:** Read books, research papers, articles, and documentation related to your field of interest. Exposure to technical writing will expose you to specialized vocabulary and help you understand how it is used in context.
- 3. **Use online resources:** Online glossaries, dictionaries, and forums specific to your technical field can be valuable resources for learning and reinforcing technical vocabulary.



- 4. **Engage with professionals:** Connect with professionals in your field, attend conferences, and participate in online forums. Engaging with experts allows you to observe and learn how technical terms are used in real-world scenarios.
- 5. **Take courses and certifications:** Enroll in courses or pursue certifications in your technical area of interest. These programs often include exposure to technical vocabulary and concepts used in the industry.




## FOR EXAMPLE

- In computer science: "algorithm," "coding," "debugging."
- In medicine: "diagnosis," "treatment," "symptomatology."
- □ In engineering: "prototype," "circuit," "mechanism."



# FOR ACADEMIC VOCABULARY:

- 1. **Read academic literature:** Academic writing, including research papers, articles, and scholarly publications, uses a formal and specialized vocabulary. Regularly reading such material will expose you to academic language.
  - 2. **Use academic resources:** Take advantage of academic dictionaries, thesauruses, and style guides. These resources provide definitions, synonyms, and guidance on proper usage of academic vocabulary.
  - 3. **Attend lectures and seminars:** Actively participate in academic events, attend lectures, and engage in seminars. Exposure to spoken academic language can complement your understanding of written academic vocabulary.
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- **4. Join study groups:** Collaborate with peers in study groups or discussion forums. Engaging in discussions about academic topics can help you practice using academic vocabulary in a conversational context.
- **5. Write and edit academic papers:** Practice writing essays, research papers, and other academic documents. The process of writing and editing will help reinforce your use of academic vocabulary.
- **6. Consult with instructors:** Seek feedback from instructors on your use of academic language. They can provide guidance on how to improve your written and verbal communication within an academic context.



## FOR EXAMPLE

- "Hypothesis," "experiment," "conclusion" in science.
- □ "Thesis," "argument," "citation" in writing and literature.
- □ "Prime number," "equation," "variable" in mathematics.

