

"Reading Techniques"

1. Skimming.

The process of reading only the main ideas that are present in the passage to get an overall impression or the gist (main idea/theme) of that particular passage.

Example:

- Reading only the headlines of the newspaper to get a know how that what is happening every day.
- During Browsing, different results for the "searched term" appear and we skim through all the links to see which article best meets our needs.

Process of Skimming.

1. Read the title of the passage.
2. Read the introductory or the first paragraph.
3. Read the first sentence (topic sentence) of every paragraph of the passage.
- ← 4. Notice the pictures, charts, graphs, italicized and boldface words of the passage.
5. Read the summary or the last paragraph to get the conclusion.

2. Scanning.

Reading a text with the intention of finding or locating a particular information in the text like a specific name or detail, is called scanning. Skimming and scanning are two different reading skills. Skimming means looking at a text or chapter quickly in order to get the main idea of the text or to have a general meaning of the contents. Scanning means looking at a text to find some particular information. You ignore all the unrelated information in scanning.

Example:

- Looking through a restaurant menu.
- Seeing a graph.
- Meeting Schedules.
- Bus schedules.
- Searching for a particular a person's phone number in a telephone diary or mobile phone
- Looking for a particular word in dictionary

When a student is asked to employ scanning in a task, this process involves moving the eyes quickly through the text (or down a page) looking for specific words and/or phrases. / *keywords*

3. Intensive Reading.

Intensive reading involves reading in detail with specific learning aims and tasks in mind. Such tasks can include, for example:

(even at preschool or nursery level.)

- making tasks of work.
- the learners read a short text and put the events from it into a sequence.
 - another task can include skimming a text for specific information to answer true or false statements or filling gaps in a summary.
 - scanning a text to match headings to paragraphs.
 - scanning jumbled (mixed/not in the order) paragraphs and then reading them carefully to put them into the correct order. (match the columns)

4. Extensive Reading.

In extensive reading, a learner reads a text for enjoyment and for pleasure purpose. It is also used to develop general reading skills. Extensive Reading helps learners to build reading speed and reading fluency. In particular, developing reading speed is important because it helps learners to understand content faster and better. It is an approach to second language reading. All the stuff that a person reads to relax himself is included in extensive reading, for example, comic books, novels, short stories, magazines, jokes and light reading material. (source of entertainment.)

5. Speed Reading. → Broad term (broadest level)

Speed-reading is actually a combination of various reading methods. The aim of speed-reading is basically to increase the reading speed as well as understanding of the text. Simultaneously, one asks questions about the text to himself like what, why, who, where, when and how. Some of the strategies used in speed reading are as follows:

- sounding
- Identifying words without focusing on each letter. (spelling aloud)
 - Not to sounding-out all words. (reciting in heart)
 - Not sub-vocalizing some phrases.
 - Spending less time on some phrases than others.
 - Skimming small sections.

