

## Improve reading skills

*"A capacity and taste for reading gives access to whatever has already been discovered by others." – Abraham Lincoln*

*"Not all readers are leaders, but all leaders are readers." – Harry S. Truman*

*"To read without reflecting is like eating without digesting." – Edmund Burke*

*"To acquire the habit of reading is to construct for yourself a refuge from almost all the miseries of life." – W. Somerset Maugham*

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Ask yourself this question: *Do I read every word in your own language when I am reading a schedule, summary, or other outlining document?*

The answer is most definitely: *No!* Reading in English is like reading in your native language. This means that it is not always necessary to read and understand each and every word in English. Remember that reading skills in your native language and English are basically the same.

Here is a quick overview of the four types of reading skills used in every language:

- Skimming - used to understand the "gist" or main idea
- Scanning - used to find a particular piece of information
- Extensive reading - used for pleasure and general understanding
- Intensive reading - accurate reading for detailed understanding

You can use these reading skills in a number of ways to improve other areas of English learning such as pronunciation, grammar and increasing vocabulary.

### SKIMMING

Skimming is used to quickly gather the most important information, or 'gist'. Run your eyes over the text, noting important information. Use skimming to quickly get up to speed on a current business situation. It's not essential to understand each word when skimming.

Examples of Skimming:

- The Newspaper (quickly to get the general news of the day)
- Magazines (quickly to discover which articles you would like to read in more detail)
- Business and Travel Brochures (quickly to get informed)

### SCANNING

Scanning is used to find a particular piece of information. Run your eyes over the text looking for the specific piece of information you need. Use scanning on schedules, meeting plans, etc. in order to find the specific details you require. If you see words or phrases that you don't understand, don't worry when scanning.

Examples of Scanning

- The "What's on TV" section of your newspaper.
- A train / airplane schedule
- A conference guide

### EXTENSIVE READING

Extensive reading is used to obtain a general understanding of a subject and includes reading longer texts for pleasure, as well as business books. Use extensive reading skills to improve your general knowledge of business procedures. Do not worry if you understand each word.

Examples of Extensive Reading

- The latest marketing strategy book
- A novel you read before going to bed
- Magazine articles that interest you

### INTENSIVE READING

Intensive reading is used on shorter texts in order to extract specific information. It includes very close accurate reading for detail. Use intensive reading skills to grasp the details of a specific situation. In this case, it is important that you understand each word, number or fact.

Examples of Intensive Reading

- A bookkeeping report
- An insurance claim
- A contract

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#### A1. Do you read every word in every document in your native language?

- A) Sure!
- B) Of course!
- C) No
- D) Yes

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#### A2. Are reading skills in your native language and English similar?

- A) Yes
- B) Not at all
- C) No
- D) They are completely different

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#### A3. Skimming is ...

- A) used on shorter texts in order to extract specific information
- B) used to find a particular piece of information
- C) used for pleasure and general understanding
- D) used to understand the "gist".

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#### A4. Scanning is ...

- A) used on shorter texts in order to extract specific information
- B) used to find a particular piece of information

- C) used for pleasure and general understanding
- D) used to understand the "gist".

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**A5. Extensive reading is ...**

- A) used on shorter texts in order to extract specific information
- B) used to find a particular piece of information
- C) used for pleasure and general understanding
- D) used to understand the "gist".

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**A6. Intensive reading is ...**

- A) used to find specific information
- B) used to get a general idea
- C) used when reading for pleasure
- D) used to understand the "gist".

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**A7. Use ... to find a train departure time on a schedule**

- A) skimming
- B) scanning
- C) extensive reading
- D) intensive reading

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**A8. Reading a business brochure to get a general idea of a business is**

- A) skimming
- B) scanning
- C) extensive reading
- D) intensive reading

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**A9. Finding your favorite TV show is an example of**

- A) skimming
- B) scanning
- C) extensive reading
- D) intensive reading

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**A10. You should ...**

- A) understand each and every word when reading a novel in your free time
- B) not worry about understanding each when reading a novel in your free time
- C) look up each word you do not understand when reading a novel in your free time
- D) worry about understanding each when reading a novel in your free time

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**A11. What is 'skimming'?**

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**A12. What is the difference between 'skimming' and 'scanning'?**

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**A13. What is the difference between 'intensive reading' and 'extensive reading'?**

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**A14. What does the term 'gist' refer to?**

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**A15. Do you practice reading skills only to improve reading?**

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