

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

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

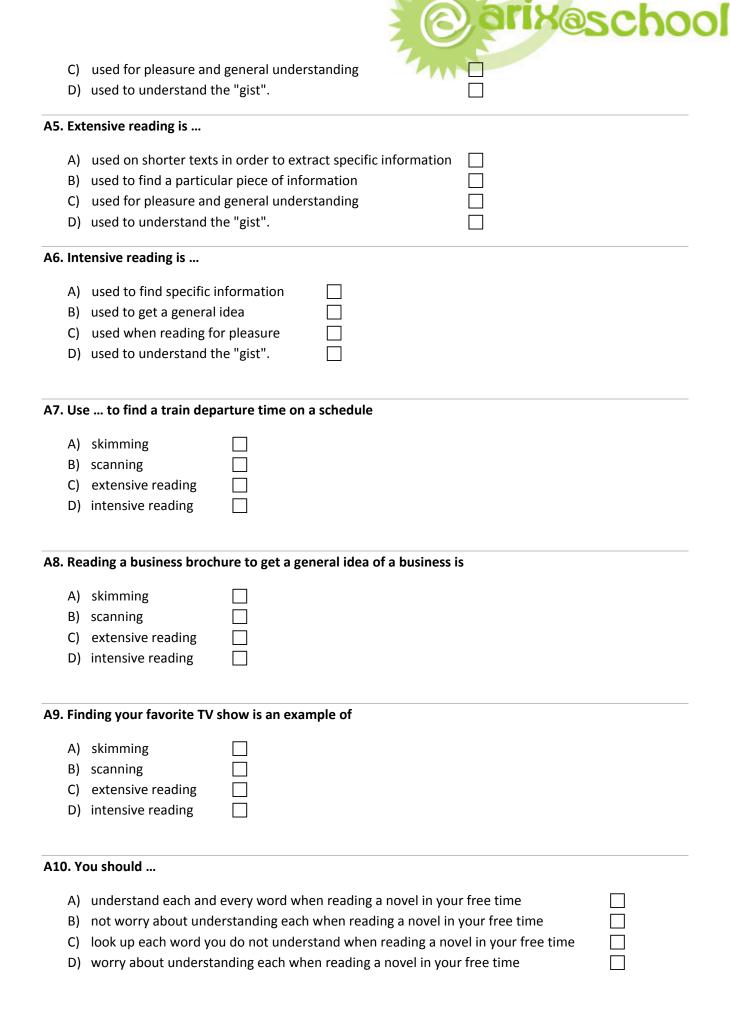
INTENSIVE READING

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

	All illigation claim	
•	A contract	
A1. Do	you read every word in every document in your native langua	nge?
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•	Sure! Of course!	
в) С)		
,	Yes	
(ט		
A2. Ar	e reading skills in your native language and English similar?	
A)	Yes	
В)	Not at all	
C)	No	
D)	They are completely different	
A3. Sk	imming is	
A)	used on shorter texts in order to extract specific information	
-	used to find a particular piece of information	
C)	used for pleasure and general understanding	
D)	used to understand the "gist".	
A4. Sc	anning is	
Δ۱	used on shorter texts in order to extract specific information	П
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A11. What is 'skimming'?		
A12. What is the difference between 'skir	mming' and 'scanning'?	
A13. What is the difference between 'inte	ensive reading' and 'extensive reading'?	
A14. What does the term 'gist' refer to?		
A15. Do you practice reading skills only to	o improve reading?	