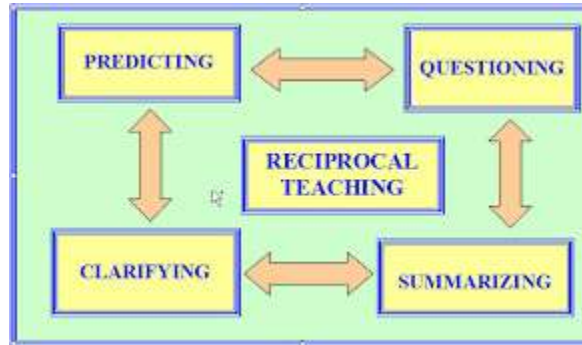


## TECHNIQUES OF READING

Reading is an important communicative process and reading skills are probably the most important language skills required for academic and professional purposes.



### 1. SCANNING:

‘Scanning’ refers to the ability to locate specific information or facts as quickly as possible. While trying to look for the meaning of a word in a dictionary or looking for a telephone number in the telephone directory.

### 2. SKIMMING:

‘Skimming’ is a more sophisticated skill than scanning. It refers to the process of reading in order to get a rough idea of what the text or passage is all about.

3. INTENSIVE READING: Intensive reading is detailed reading that demands better concentration and motivation. The three rapid reading techniques of prediction, scanning, and skimming prepare the reader for intensive reading.

In nutshell, we need the following micro-skills of reading for intensive reading of a technical text:

- (a) understanding major and minor details
- (b) distinguishing between factual and non-factual information.
- (c) Understanding the characteristics of a writer's use of language.
- (d) Understanding and interpreting graphic information
- (e) Identifying and evaluating a writer's attitude.
- (f) Understanding the author's intention
- (g) Responding to more than the plain sense of the words
- (h) Distinguishing between explicit and implicit information
- (i) Drawing inferences and conclusions

Thus, in order to develop intensive reading skills, thorough reading practice is required.

4. **EXTENSIVE READING:** Extensive reading is nothing but critical reading which helps the reader to understand the depth of the content or context in other words author's notion or intention which is given in the content. The reader here is in a position to predict as well as analyse the meanings given in the content.

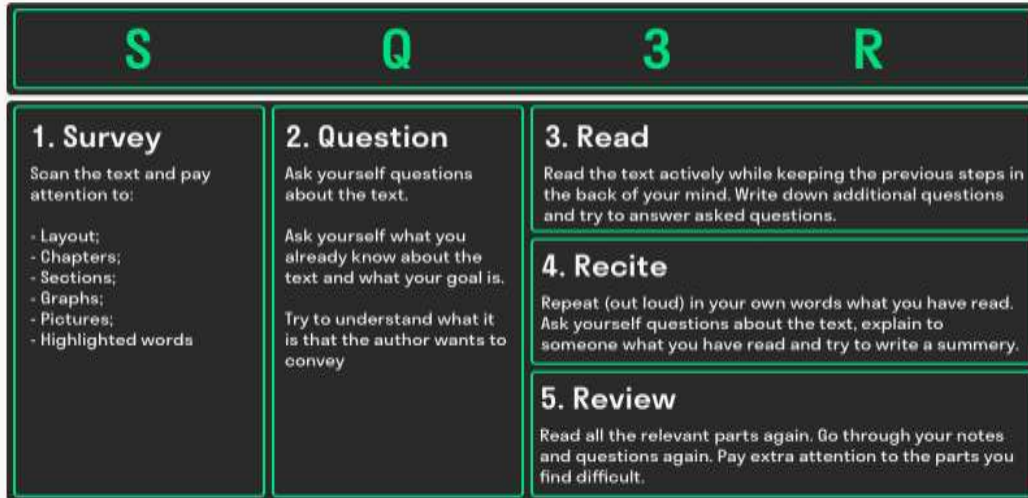
## 5. SQ3R METHOD

This article explains the **SQ3R Method** in a practical way. After reading it, you will understand the basics of this **active reading method** to read and learn more **effectively**. It's a great **reading method**. In this article you will also find a downloadable SQ3R method **template**.

The goal of this reading method is to help students to efficiently and actively work on reading and understanding (educational) texts. But it can be useful for everyone who, in their work, studies or free time rely on written information and want to understand it better. SQ3R Method stands for the following five steps: **Survey, Question, Read, Recite and Review**.

## SQ3R Method by Francis P. Robinson

toolshero



www.toolshero.com

## 1. Survey

First, you take a few minutes to scan the entire text. Pay attention to layout, chapters, sections, graphs, pictures, words in bold and italics. In general, these provide important information about the contents of the text. By quickly scanning through the text first, you create an overview and structure. This serves as the foundation for the active reading and understanding of the text.

## 2. Question

Ask yourself questions about the text that you scanned during the previous step. You can for instance turn the chapter titles into questions. Write down the questions. Ask yourself what you already know about the topic and what your goal is for reading the text. Try to understand what it is that the author wants to convey. You can use the left margin to write down your questions about the text in a structured way. At a later stage, you can note down the answers in the right margin.

### **3. Read**

Read the text while keeping the structure from step 1, “S” and the questions from step 2, “Q” in the back of your mind. Pay attention to chapters, sentences printed in bold, explanations under graphs and images. Read ‘actively’, write down (additional) questions while you are reading and try to find answers to previously asked questions. Write down answers and explanations in the right margin of the text. Take your time for the more complicated parts of the text and read it again if you need to. Give less attention to unimportant information. Reread per part and repeat these parts to yourself in your own words.

### **4. Recite**

Repeat (aloud) in your own words what you have read. Ask yourself questions about the text. Explain what you have read to someone else, you can also do this in your imagination. Making a summary in your own words provides extra support.

### **5. Review**

Read all the relevant parts of the text again, look at your notes. Possibly improve on your notes, paying extra attention to the parts you found difficult. Read your own questions on the left side of the text (cover the answers on the right) and try to answer them. This step is the most effective if you do it a day after step 1 through 4. After following these five steps, you will have actively read a text and you will be better able to remember and explain what it is about.