

Chapter one

International student

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Effective Reading

During your course, you will do a lot of reading. It is essential that you learn how to be **an effective and efficient reader** in order to make the best of your study time. Learning to be a good reader takes practice. **You need to develop different strategies or methods of reading.**



○ Skimming

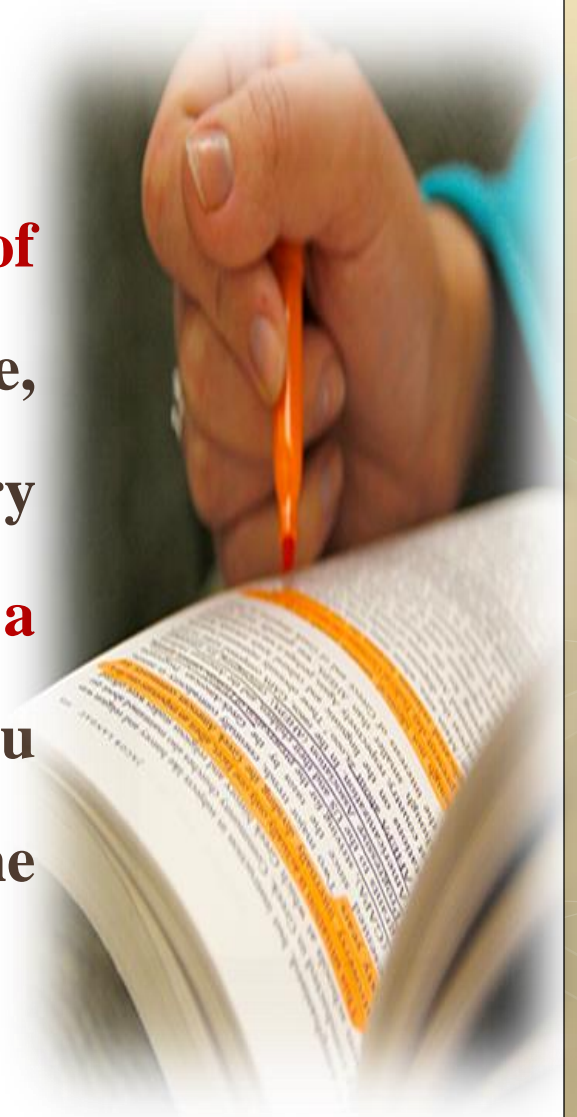
Sometimes you will read just **to get a general idea of a text.**

This is skim reading. First, identify your **reason for reading**, for example, to decide whether an article meets your needs, or perhaps to understand a writer's attitude. To do this, **read the text very quickly.** Don't worry about reading and understanding everything. Instead, **look particularly at the first and last paragraphs, and the first and last sentences of paragraphs.** These often summarize the main points.



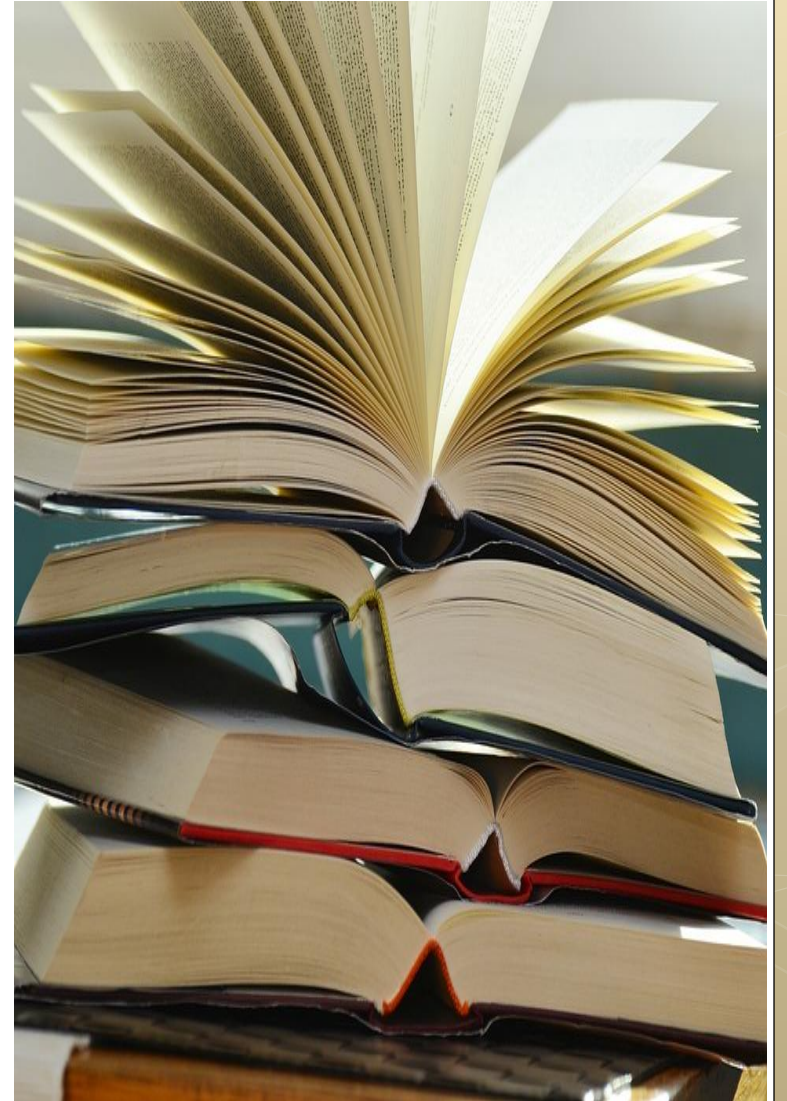
○ Scanning

Sometimes you will **read quickly** to find **particular pieces of information**, for example, a statistic, a date, a person's name, or the name of a place. Again, you do not need to read every word to find this information. Instead, **scan the text using a finger or a pencil to move quickly through the words**. You could time yourself to see how long it takes you to find the information. **Always try to improve your speed.**



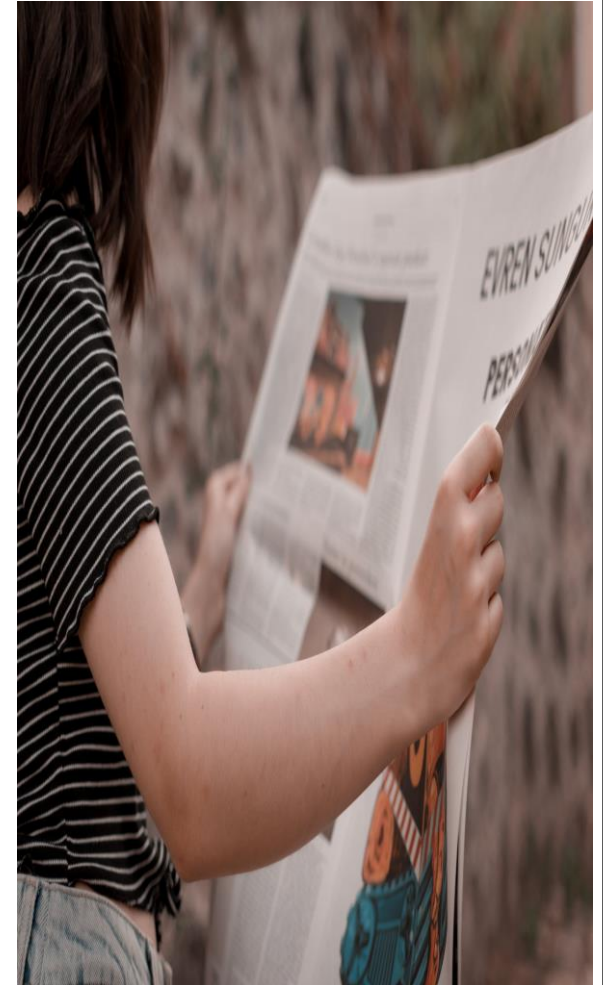
○ Intensive reading

Sometimes you **read for every detail**, for example, a description of a process, the results of a scientific study, or a set literature text. **To do this, take your time.** Stop and think about what you are reading. Have you understood the text? You may need to read the text more than once, in order to make notes or highlight important points for future reference. **This is called intensive reading or study reading.**



○ Extensive reading

Sometimes you will **read for pleasure - perhaps as extra research, or purely for interest.** You may concentrate, but you don't have to worry about detail. This is extensive reading. We do not always read the same kinds of texts in the same way, and we often use more than one method of reading for a single text. **Your reason for reading will help you decide how to read.**



STUDY SKILL **Following instructions**

- **When filling in official documents, it is important to read and follow the instructions carefully, for example:**
 - **Use black ink only.**
 - **Please print / Write in BLOCK CAPITALS.**
 - **Tick ✓.**
 - **Please specify (give more details).**
 - **Delete (cross out) as appropriate.**
 - **Circle the correct answer.**

STUDY SKILL Reading methods

- You usually have a reason for reading something. That reason changes the way you read, and the time you spend on a text. Think about what you want from the text, and decide the best way to get it. For example:
 - Skim a journal to find an article of interest.
 - Scan an article for specific information.
 - Read relevant parts of an article intensively to make notes.

STUDY SKILL Checking your writing

- Every time you write, remember to check your work for;
 - capital letters at the beginning of sentences and for proper nouns (names of people, cities, and countries)
 - full stops at the end of sentences
 - question marks at the end of questions
 - spelling mistakes. Use a dictionary or computer spellchecker to check your spelling. Keep a record of any words you misspell. Learn the correct spelling.

STUDY SKILL A dictionary entry Choose

- Choose an English-English dictionary and make sure it is a recent edition.

Dictionaries include a lot of useful information. For example:

- parts of speech
- stress
- pronunciation
- definitions
- example sentences **Be careful! Some words have more than one meaning and use. Make sure you look at the correct part of a definition.**

STUDY SKILL Recording vocabulary (1)

- It is important to keep a record of new vocabulary. You may wish to keep these records in a vocabulary notebook or in a special vocabulary file on the computer.
- Wherever you record new vocabulary, it is helpful to note more than the translation. Also note, for example:
 - the pronunciation
 - the stressed syllables
 - part of speech
 - associated words and grammar, eg . a biography of someone

Thank you