**Unit II**

**Reading Skill**

 Reading Skills & its Types:

Reading skills are abilities that pertain to a person’s capacity to read, comprehend, interpret and decode written language and texts.

 Phonological and phonemic awareness, phonics and decoding, fluency, and print concepts are widely recognized as foundational reading skills. (Or) phonics, phonemic awareness, vocabulary, reading comprehension and fluency are the five basic reading Skill.

When you read, you exercise your comprehension abilities and your analytical abilities. It fires up your imagination and stimulates the memory centres of your mind. It helps recall information as well as stabilize your emotions. The importance of a reading habit is that it strengthens mental muscles.

There are four types of reading skills that every reader should know: skimming, scanning, intensive reading, and speed reading.

 **4 basic steps for an effective reading:**

SQ3R is a reading comprehension method named for its five steps: survey, question, read, recite, and review.

SURVEY : Gather the information necessary to focus and formulate goals

QUESTION : Help your mind engage and concentrate

READ : Fill in the information around the mental structures you’ve been building

RECITE : Retrain your mind to concentrate and learn as it reads.

REVIEW : Refine your mental organization and begin building memory.

 **List the needs for developing effective reading:**

Reading effectively means reading in a way that helps you understand, evaluate, and reflect on a written text. By reading effectively you will learn to question and survey the text you are reading to gain a better understanding of your subject.

Decoding, fluency, and vocabulary skills are key to reading comprehension. Being able to connect ideas within and between sentences helps kids understand the whole text. Reading aloud and talking about experiences can help kids build reading skills.

To improve students’ reading comprehension, teachers should introduce the seven cognitive strategies of effective readers: activating, inferring, monitoring-clarifying, questioning, searching-selecting, summarizing, and visualizing-organizing.

Reading is good for you because it improves your focus, memory, empathy, and communication skills. It can reduce stress, improve your mental health, and help you live longer. Reading also allows you to learn new things to help you succeed in your work and relationships.

**Speed reading** is the process of rapidly recognizing and absorbing phrases or sentences on a page all at once, rather than identifying individual words. Speed reading is any of many techniques claiming to improve one’s ability to read quickly. Speed-reading methods include chunking and minimizing sub-vocalization.

Speed reading is important because it saves you time, thus improving your time management skills. Other reasons include benefits for the brain like improved memory and logic. By reading fast, your brain will get used to processing information rapidly. Slow reading encourages a wandering mind and makes it more difficult to concentrate. The human brain is capable of grasping knowledge and information at a much higher speed and by reading one word at a time, the brain starts day dreaming.

 **Types of Reading Skills in detail:**

**Skimming**

Skimming, sometimes referred to as gist reading, means going through the text to grasp the main idea. Here, the reader doesn’t pronounce each and every word of the text but focuses their attention on the main theme or the core of the text. Examples of skimming are reading magazines or newspapers and searching for a name in a telephone directory.

**Scanning**

Here, the reader quickly scuttles across sentences to get to a particular piece of information. Scanning involves the technique of rejecting or ignoring irrelevant information from the text to locate a specific piece of information.

**Intensive Reading**

Intensive reading is far more time-consuming than skimming and scanning as it needs the reader’s attention to detail. It involves close reading that aims at the accuracy of comprehension. Here, the reader has to understand the meaning of each and every word.

**Extensive reading**

Extensive Reading (ER) is the process of reading longer easier texts for an extended period of time without a breakdown of comprehension, feeling overwhelmed, or the need to take breaks. Extensive reading involves learners reading texts for enjoyment and to develop general reading skills.

Extensive reading lays more emphasis on fluency and less on accuracy. It usually involves reading for pleasure and is more of an out-of-classroom activity. It is highly unlikely for readers to take up the extensive reading of text they do not like.

**Tips for Effective reading:**

* Choose a pleasurable reading environment
* Have a clear reading purpose
* Choose what to read – In your selections read the best alone
* Preview a text -Scan before you dig in
* Use different ways of reading
* Ask critical questions of the text
* Take notes of your reading
* Improve your language skills
* You don’t need to understand everything
* Discover your reason for reading
* Read with focus
* Do reach the finish line

**10 benefits of reading:**

* Reading Exercises the Brain
* Reading is a Form of (free) Entertainment
* Reading Improves Concentration and the Ability to Focus
* Reading Improves Literacy
* Reading Improves Sleep
* Reading Increases General Knowledge
* Reading is Motivational
* Reading Reduces Stress
* Reading Sets a Positive Example
* Reading Teaches Empathy

 \*(OR)\*

* It’s a Workout for your Brain
* It improves your Critical Thinking
* It improves your Focus and Concentration
* It boosts Mental Stimulation
* You can gain Knowledge
* It improves your Memory
* You gain more English Vocabulary
* You improve your English Writing Skills
* You improve your English Reading Skills
* You get better English Speaking Skills
* It prevents Premature Ageing
* It reduces Stress
* It promotes Healthy Sleep
* It reduces Depression
* It reduces Anxiety
* It increases Empathy
* It increases your General Well-Being
* You gain more Self-Confidence
* You gain more Self-Esteem
* Reading makes you Happy!

**Writing skills**

**The Importance of Writing Skill :**

Improving your writing helps you to become a better communicator overall and it also improves your reading, which is another essential job skill. It also fosters our ability to explain and refine our ideas to others and ourselves. Good writing skills allow you to communicate your message with clarity and ease to a far larger audience than through face-to-face or telephone conversations.

**Précis Writing**

Précis writing is a summary. It is an exercise of compression. A précis writing is a gist of any passage in as few words as possible. A précis should mention all important details of the original paragraph so that anyone who is reading it is able to understand the idea of the original passage.

**Rules of Précis Writing:**

* Read the comprehension carefully.
* Note down the important points.
* Make a rough draft of the precis.
* Make use of simple and precise language, as much as possible.
* Draft the final précis once all the points have been included.

 **Paragraph Writing:**

A paragraph is a series of sentences that are organized and coherent, and are all related to a single topic. Almost every piece of writing you do that is longer than a few sentences should be organized into paragraphs.T are four essential elements that an effective paragraph should consistently contain: unity, coherence, a topic sentence, and sufficient development.

The basic paragraph consists of three parts: a topic sentence, supporting details, and a concluding sentence. This basic paragraph format will help you to write and organize one paragraph and transition to the next. Topic Sentence: Often, the Topic sentence is the first sentence of a paragraph.

In order for a paragraph to maintain a sense of unity, the paragraph must focus solely on a single idea, point, or argument that is being discussed.

 **Essay Writing:**

An essay should have a single clear central idea. Each paragraph should have a clear main point or topic sentence. Each paragraph should support or expand the central idea of the paper. The idea of each paragraph should be explained and illustrated through examples, details, and descriptions.

The purpose of an essay is to present a coherent argument in response to a stimulus or question, and to persuade the reader that your position is credible (i.e. believable and reasonable).

**Letter writing:**

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such. Any such message that is transferred via post is a letter, a written conversation between two parties.

The five parts of letter & the tips for writing a letter.

1. The heading : This includes the address, line by line, with the last line being the date. Skip a line after the heading. The heading is indented to the middle of the page. If using pre-addressed stationery, add just the date.
2. The greeting : The greeting always ends with a comma. The greeting may be formal, beginning with the word “dear” and using the person’s given name or relationship, or it may be informal if appropriate. (Occasionally very personal greetings may end with an exclamation point for emphasis.)
* Formal: Dear Uncle Mike, Dear Ms. Jillian
* Informal: Hi Darryl, Greetings!
1. The body : Also known as the main text. This includes the message you want to write. Normally in a friendly letter, the beginning of paragraphs is indented. If not indented, be sure to skip a space between paragraphs. Skip a line after the greeting and before the close.
2. The complimentary close : This short expression is always a few words on a single line. It ends in a comma. It should be indented to the same column as the heading. Skip one to three spaces (two is usual) for the signature line.
* Formal: Sincerely, Best
* Informal: All my love, Eagerly awaiting your response
1. The signature line : Type or print your name. The handwritten signature goes above this line and below the close. The signature line and the handwritten signature are indented to the same column as the close. The signature should be written in blue or black ink. If the letter is quite informal, you may omit the signature line as long as you sign the letter.

 **E-mail Etiquette**

Email etiquette is the observance and communication of generally accepted standards of sense, grammar and politeness when sending email messages. Having good email etiquette makes it more likely that people will respond positively to your emails. It shows people that you are professional and polite, and makes it less likely to cause misunderstandings.

 Checklist before sending an important email:

Make sure you use the right salutation and greeting in the email. Adopt the right style and tone for the email — formal, informal, or somewhere in between. Get to the point quickly, don’t waste time. State the details of why you are writing in the first couple of lines.

 Review the “from” field and “reply to” address. Examine the subject line of the email — your recipient should be able to read the full subject line in his email client. Confirm that all images complement your text and are rendering correctly. Verify that all links work correctly and lead to the right sites.

If there’s no other alternative, you should encrypt and password-protect your images and documents before sending them as email attachments. Again, you must send the password separately, either via a different messaging service or in the post.