

7 Read the handout for new students about reading. Answer the questions.

- 1 Which two ways of reading are the quickest?
- 2 Which way would you read for enjoyment?
- 3 Which way of reading is the slowest?

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.

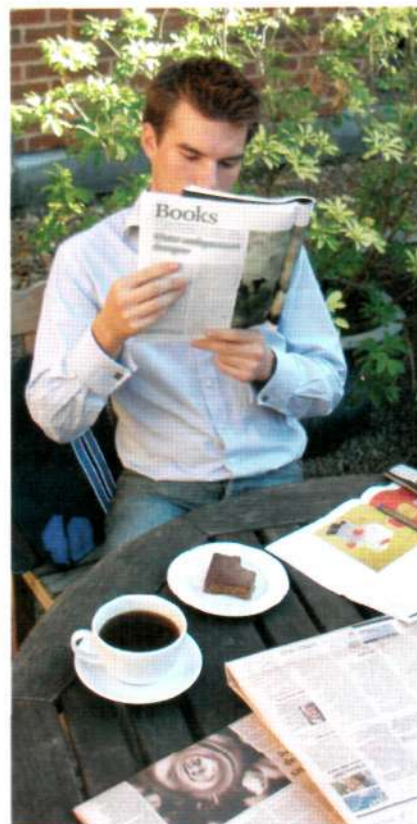
Intensive reading

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.



University of
WEST LONDON

CJ Study Skills ER07

8 Choose five examples of reading materials from exercise 5 on page 5. *Why* and *how* do you read?

text book	Why?	to find a relevant chapter to take notes
	How?	scan contents page read intensively

9 Look back at exercises 2 and 4 on pages 4 and 5. In which exercise did you 'skim' and in which did you 'scan'? **Read Study Skill**

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.

2 Where in the world ...?

READING SKILLS Skimming and scanning

WRITING SKILLS Brainstorming ideas • Linking ideas (1) • A description of my country

VOCABULARY DEVELOPMENT Synonyms and antonyms • Recording vocabulary (2)

READING Three countries

1 Look at photos a–c and skim texts 1–3 on page 11. Match them with the titles below. **Read Study Skill**

- Cities, Deserts, Seas
- A World on an Island
- Your Dream Castle?

STUDY SKILL Skimming and scanning

Remember there are two ways of reading quickly:

- skimming for the general idea
- scanning for particular information

2 Scan the texts. Find information to complete the table.

	location	important date	economy	attractions	language(s)
Singapore			<i>strong economy, tourism</i>		<i>Malay, English, Mandarin, Tamil</i>
Morocco	<i>North Africa</i>			<i>Fez, beaches, Sahara Desert</i>	
Wales					

3 Scan the texts again to answer the questions.

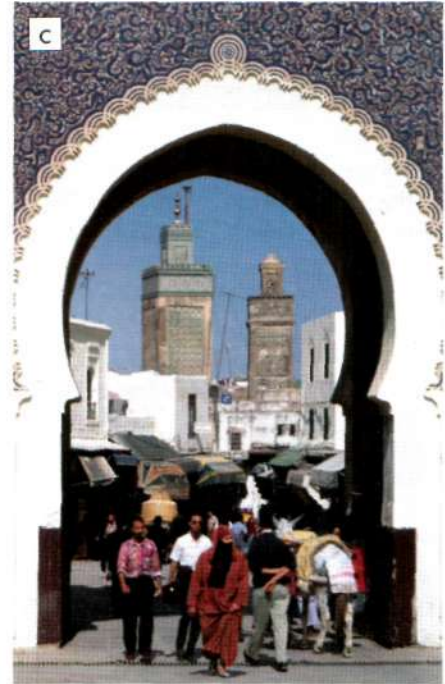
Which country ...

- has a border with England?
- has a desert?
- has a lot of ancient castles?
- is an island?
- has man-made beaches?
- is ruled by a king?
- has a wild coastline?
- is in South-East Asia?
- has an ocean to the west, and a sea to the north?

4 Scan the texts to match a word in A with a word in B, and a definition in C.

A	B	C
historic	1 _____ beaches	a <input type="checkbox"/> beaches made by people, not by nature
natural	2 _____ city	b <input type="checkbox"/> coal, gas, oil, and fresh water are all examples of these
tourist	3 _____ destination	c <input type="checkbox"/> a popular place to go on holiday
national	4 _____ language	d <input type="checkbox"/> a place with a long and important history
man-made	5 _____ resources	e <input type="checkbox"/> the main language used in a country
official	6 _____ assembly	f <input type="checkbox"/> the group of people chosen to govern a country

5 Read the texts again more slowly. In pairs, discuss similarities and differences between the three countries and your own country.



1

The Republic of Singapore is an island in South-East Asia, just 137km north of the Equator. It became an independent city-state in 1965. Singapore has few natural resources. However, it developed a strong economy and is a popular tourist destination. People come here for its fabulous shopping, the famous Singapore Zoo, and its beautiful man-made beaches. Singapore has a rich mixture of people and many languages are spoken here, including Malay, English, Mandarin, and Tamil.

2

The Kingdom of Morocco is a country in North Africa. It has the Atlantic Ocean to the west, the Mediterranean Sea to the north, Algeria to the east, and Western Sahara to the south. It became an independent kingdom in 1956. Its economy depends on mining and tourism. Morocco's attractions include the historic city of Fez, the wonderful beaches on the Atlantic and Mediterranean, and the Sahara Desert. Arabic is the official language, although French is often used for business.

3

Wales is in northern Europe. It is part of the United Kingdom. It borders England to the east, and has the Irish Sea on the west. Wales was ruled by England for many centuries, but in 1999 its own National Assembly was created. Farming and tourism are important parts of its economy. Tourists come to Wales to see its many ancient castles, to walk and climb in its beautiful mountains, or to walk along its wild coastline. Although most people speak English, both Welsh and English are the official languages.

4 Modern technology

READING SKILLS Identifying the main message – topic sentences

WRITING SKILLS Organizing ideas (1) • Linking ideas (2) • A discursive essay

VOCABULARY DEVELOPMENT Avoiding repetition (1)

READING Innovations

1 Skim the articles and letters on page 23. Answer the questions.

- 1 Where would you expect to find a page like this?
- 2 How many articles are there?
- 3 What is the topic of each article?
- 4 How many letters are there?
- 5 What piece of technology is each letter about?

2 **Read Study Skill** Scan the text *The Silent Plane* and the readers' letters opposite. Pay attention to topic sentences only. Are the statements true (T) or false (F)?

- 1 Maybe one day planes won't make a noise. T
- 2 Noise is being reduced in two ways.
- 3 The project to build the plane hasn't begun yet.
- 4 Mr Campbell is happy with his computer.
- 5 The writer of the third letter wants help.
- 6 Paula Adams' opinion is the same as an earlier letter writers.

STUDY SKILL

Identifying the main message – topic sentences

Students are often required to do a large amount of reading. To save time and to select the best text(s) for your needs, it is important to identify the main message as quickly as possible.

To do this:

- look at the title.
- quickly skim the text to find the topic sentences. They are usually the first sentence in each paragraph. They summarize what the paragraph is about.

3 Read the summaries a–d of the paragraphs in the article *The Car that Drives Itself*. Match them with topic sentences 1–4. Do not read the article.

Summaries

- a describing how the car works
- b predicting future developments
- c outlining some problems
- d introducing the subject

Topic sentences

- 1 A car manufacturer has designed and built a car that drives itself.
- 2 Despite these disadvantages, car manufacturers see driverless cars as the future.
- 3 However, there are still two main drawbacks.
- 4 The car works using two main devices.

4 Skim the article to match topic sentences from exercise 3 to paragraphs A–D. Use the summaries to help.

INNOVATIONS

THE SILENT PLANE

Annoyance from aeroplane noise could be a thing of the past as plans are announced to design a silent aircraft. The aim is to reduce the noise from a plane so that city-dwellers will no longer hear it passing overhead once it has left the airport.

This noise reduction will be achieved in three main ways. Firstly, the plane is being designed as a single, wide wing. Secondly, the engines will be placed above the wing, inside the plane, rather than under the wings and outside, and thirdly the airplane will be flown differently, for example at a reduced speed when it is near the airport.

The aircraft is just a design concept at the moment and many technological challenges will have to be met before we have silent planes overhead.



THE CAR THAT DRIVES ITSELF

A _____ It can steer itself and control its speed. This is the latest development in the long history of the automobile industry.

B _____ The first is a radar sensor in the front of the car. It scans the road in front of the car, looking for other vehicles. It then speeds the car up or slows it down according to the traffic conditions. The second device is a camera below the rear-view mirror which watches the white lines in the road. It uses these lines as a guide to steering the car.

C _____ Firstly, the system can only work on motorways, and secondly, they still need a driver. If the driver doesn't touch the steering wheel every 10 seconds, the devices can stop working.

D _____ They are already working on new models that will be able to drive on city roads. So, perhaps one day soon, we will be able to jump into our cars and sleep or read a book as we are driven to work!



Opinions and Questions: the Readers Write!

Sir,

Is anyone else fed up with their home computer? I bought one to make my life easier and it has done exactly the opposite! Everyone told me that it would be easy to set up. 'A child could do it!' they said. So, I tried and it has been a disaster. It crashes constantly and instead of saving me time, I seem to spend all my free time trying to make it work. If this is an example of modern technology, give me an old-fashioned typewriter anytime!

Yours

W.F. Campbell (Mr)

Dear Sir,

I strongly disagree with the previous correspondent about the quality of photographs from digital cameras. Perhaps for the professional photographer, an old-fashioned camera is better, but for most of us a digital camera is ideal. You can preview your photos, edit them, and then only download the ones you want. What's more, you can send them to your family and friends at once. Brilliant!

Yours faithfully,

Paula Adams

Sir,

I am writing to ask for some advice about memory sticks. I use mine to keep a copy of my data, in case something goes wrong with my computer. However, I was told that memory sticks are unreliable and are easily damaged by anything magnetic, or by going through scanners, at airports, for example. Could you please clarify for me whether this is true? I have a new job that requires me to travel regularly, and I was hoping to take my memory stick on trips.

Yours,

A. Jefcoate

9 Inventions, discoveries, and processes

READING SKILLS Intensive reading • Linking ideas (4)

WRITING SKILLS The passive voice • Clarifying a sequence • Writing about a process

RESEARCH Using indexes

READING How things work

1 Work with a partner. Read the sentences describing the benefits of five inventions. What inventions do they refer to?

- 1 The sound quality is good and you can move freely as you speak.
- 2 Connect to the Internet without plugging it into a phone line.
- 3 You don't have to get out of the car – just press a button and drive in.
- 4 You can listen for the baby crying from a different room.
- 5 Use this to download music and take it with you wherever you go.

2 What makes the inventions work? Skim the title and paragraph 1 of the text on page 53 to check. Were you right?

3 **Read Study Skill** Read paragraph 2 of the text. Answer the questions.



STUDY SKILL Intensive reading

Students often read intensively in order to make notes, or fully understand what they are reading.

To focus on the detail of what you are reading:

- ask yourself *why* you are reading and *what* you need from your reading. Skim the text including the title and any diagrams or tables, to get an overview.
- read the material from beginning to end. Circle words and phrases you don't know, but *don't* stop reading to look them up.
- read the material *more slowly* and *underline/highlight* the *main ideas*. Then make notes (see Study Skill p34) – if the text is very difficult, read it two or three more times before making notes.
- go back to the *new vocabulary* you circled. If necessary, look up the words in a dictionary. Record them appropriately (see Study Skill p8).

- 1 What makes the 'voice waves' stronger?
- 2 What sends out the 'radio waves'?
- 3 What picks up the 'radio waves'?
- 4 What are the 'radio waves' turned back into at first?

4 Find the words in the box in paragraph 2 and underline them. If necessary, check the meanings in a dictionary.

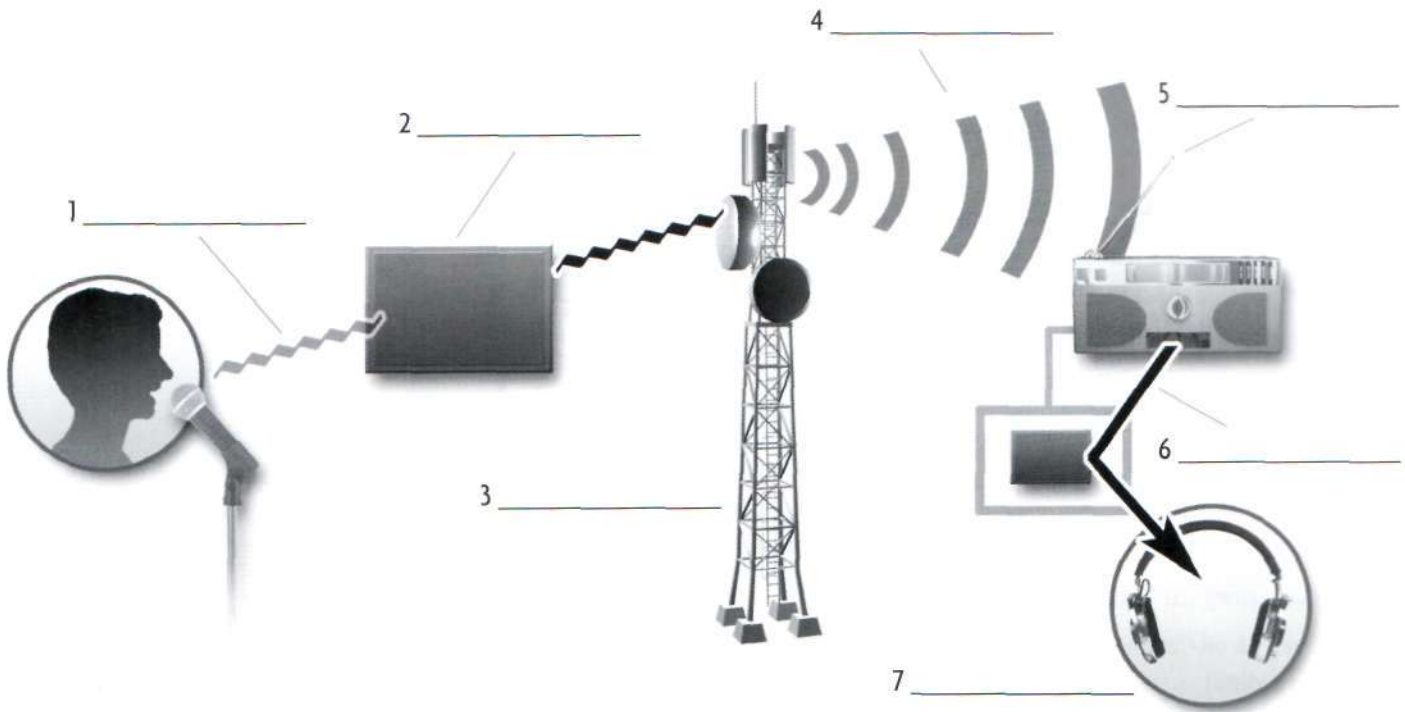
amplifier headphones large aerials
radio waves receiving aerials voice waves (x2)

- 5 Look at the diagram in the text. What does it show?
- 6 Read the text again. Label the diagram using the words from exercise 4. Compare your labelled diagram with a partner's.

The old-fashioned secret behind modern technology

1 Have you heard of Guglielmo Marconi? He is said to have invented radio at the end of the nineteenth century. Until television became widespread, radio was one of the basic means of communication and entertainment. The simple transistor radio may seem a little old-fashioned in these days of mobile phones, laptop computers, and iPods. However, radio waves, which are invisible and undetectable to humans, have changed the world completely. When you use a mobile or cordless phone, a wireless network for your laptop, or switch TV channels by remote control, you are using radio waves.

2 So, how does it work? Let's take a radio programme as an example. Firstly, in the studio the voices and music are turned into electronic signals, called 'voice waves'. Next, they are made stronger by passing them through an amplifier. These stronger waves are called 'carrier waves' and they are passed to large aerials. Then the aerials send out these waves, which are now called 'radio waves'. These are subsequently picked up by a receiving aerial, in this case, the one on your radio. After this, the radio waves go through a reverse process. They are first turned back into voice waves, then passed through another amplifier, and finally sent out through speakers or headphones. The result is your favourite music or the latest news!



- 7 Read Study Skill** Look again at paragraph 2 of the text and underline eight sequencing words or expressions.

STUDY SKILL Linking ideas (4)

Sequencing words are used to link steps in a description of a process.

Some examples are:

- *Firstly, ... Secondly, ... etc.*
- *Then ... Next, ... After that, ... Subsequently, ... etc.*
- *Finally, ... Lastly, ...*