Unit 6 – Lesson 11

Reading Comprehension – Scanning for Information

Effective communication skills are always essential for your academic and professional career. Reading comprehension improves your reading speed. When you read a text you comprehend the following

Author's purpose

Central idea

Cause & effect

Compare & contrast

Facts and Opinions

Sequencing

Draw inferences

Summarize

Draw conclusions

Reading without comprehension is just equal hearing and not listening. Reading can be done at two levels; Intensive Reading and Extensive reading. Intensive reading is done for complete understanding of the text by focusing on various aspects as mentioned in reading comprehension while extensive reading is done only for overall understanding. It is done at a superficial level.

Intensive reading involves several skills, namely predicting the content, understanding the gist, scanning, role of paragraphs and sequences of sentences.

Many people think they need to read a text from beginning to end to find relevant information. However this is not necessary always. Developing effective reading strategies helps you locate specific information in a text without having to read it scanning is a reading skill used to locate key or specific information quickly example dates, numbers, examples and definitions. Scanning is the technique you use when you are looking up a name in the Telephone Directory. You move your eye quickly over the pages to find particular words or phrases that are relevant to the task you are doing. It is useful to scan parts of text to see if they are going to be useful to you.

- The introduction of preface of the book
- The first or last paras of chapters
- The concluding chapter of the book

Steps for Scanning

- for
- Look for highlighted words – e.g. words in ‘italics’ and ‘bold’ keywords Look
- Look for definitions
- Look for numbers, dates and statistics
- Look for examples including diagrams
- Do not stop the movement of your eyes till you find the specific information
- Have a thorough knowledge of the organization and content of complex material
- Use a pointer to help you move swiftly through the text.
- Try to be accurate