

# IMPROVE READING SKILLS

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Подготовила: Агафонова Александра

If you ask yourself: Do I read every word in your own language when I'm reading?

The answer is simple:

No! Reading in English is like reading in your native language.

This means that it is not always necessary to read and understand each and every word in English. Remember that reading skills in your native language and English are basically the same.

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I decide to  
make a quick overview of the four types of reading skills  
used in every language:

**Skimming** - used to understand the "gist" or main idea

**Scanning** -used to find a particular piece of information

**Extensive reading** -used for pleasure and general understanding

**Intensive reading** -accurate reading for detailed understanding

As so Ann is telling you about  
“Scanning and skimming”, I tell you  
about **Extensive reading and  
Intensive reading**

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# EXTENSIVE READING

Extensive reading is used to obtain a general understanding of a subject and includes reading longer texts for pleasure, as well as business books.

Use extensive reading skills to improve your general knowledge of business procedures. Do not worry if you don't understand each word.

# SOME PRINCIPLES

1. Don't look up words in the dictionary.
2. Skip over parts you don't understand.
3. If you aren't enjoying one book, toss it aside and get another.

## *Examples of **Extensive reading***

The latest marketing strategy book  
A novel you read before going to bed  
Magazine articles that interest you

# INTENSIVE READING

Intensive reading is used on shorter texts in order to extract specific information. It includes very close accurate reading for detail. Use intensive reading skills to grasp the details of a specific situation. In this case, it is important that you understand each word, number or fact.



# SOME PRINCIPLES

- O – Overview (looking on the titles, pictures, the beginning, headings, and endings, and note illustrations)
- P – Purpose (what you wish to get from the reading: ideas, facts, how long you need in it)
  - Q – Questions (make a questions)
- R – Reading (The most familiar technique and the heart of intensive reading is to read carefully and thoughtfully.)
- S – Summarize (An important part of summarizing is organizing the ideas and supporting points.)

## *Examples of Intensive Reading*

A bookkeeping report

An insurance claim

A contract

Thanks for attention!