# Unit 2:  Working with Texts

## Working with texts, strategies for reading, Internet resources

1) Which elements influence <u>how difficult</u> a text is for you?

> a) <u>size, type</u> and <u>style</u> of the printed text and frequency of <u>changes</u> within the text, <u>spaces</u> between lines

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Many college students discover that there is **significantly more to read** in college than there was in high school.

Students frequently remark that they _don't have enough time to read_ through all of their assignments during the week. However, many students have <u>bad habits</u> and subscribe to <u>reading myths.</u> Some of the common reading myths:

- Read every word.
- One reading is sufficient.
- Don't skip passages.
- Machines improve speed.
- A faster rate means less comprehension.

> (taken from 'Reading Your Textbooks Effectively and Efficiently`, převzato z http://www.dartmouth.edu/~acskills/success/reading.html)

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> b) <u>colour</u> of the text and background

> c) <u>keywords</u> highlighted in the text (e.g. in bold or colour)

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d) information from the text organized visually (e.g. in a chart, graph, mind map etc.)

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**Reading myths**

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Machines improve speed.
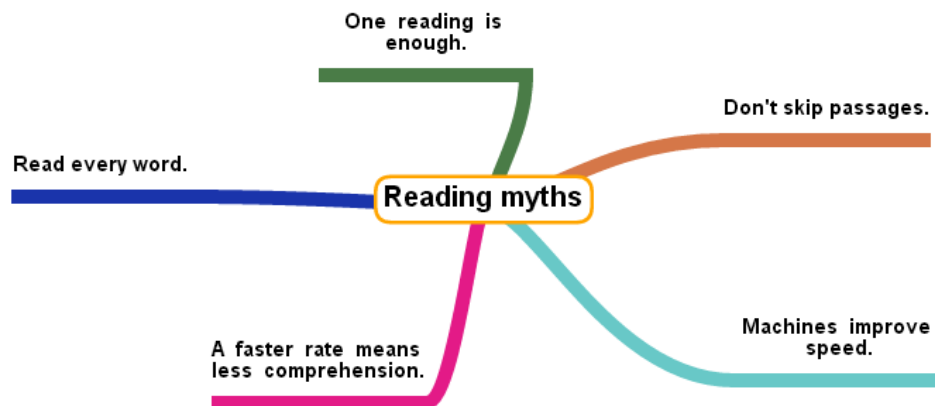
(adapted from 'Reading Your Textbooks Effectively and Efficiently')

e) making and using <u>notes</u> from the text

2) Decide which <u>type of reading</u> these statements refer to. Write I (<u>intensive</u>) or E (<u>extensive</u>).

_____ reading involves reading in detail.

_____ reading involves reading to develop general reading skills.

_____ reading is mostly reading for pleasure.

_____ reading has specific learning aims and tasks.

_____ reading means reading longer texts.

_____ reading is focused on teaching particular reading strategies.

_____ reading is reading for general understanding.

3) <u>Skimming</u> is useful when you want to quickly gain an <u>overview</u> or familiarise yourself with a text to understand its structure. You should look for the <u>main idea</u> (= gist) that the message, the sentence or paragraph wants to convey.

a) <u>Skim</u> each sentence about reading strategies <u>and find the gist</u> (= main message).

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- Previewing enables readers to get a sense of what the text is about and how it is organized before reading it closely.

- When you need to understand and use new information, though, it is most beneficial if you write the questions, as you read the text for the first time.

- As you read a text for the first time, mark an X in the margin at each point where you feel a personal challenge to your attitudes, beliefs, or status.

- Summarizing begins with outlining, but instead of merely listing the main ideas, a summary recomposes them to form a new text.

<div align="right">(taken from "Reading a Textbook.", převzato z<br>https://www.salisbury.edu/counseling/New/7_critical_reading_strategies.html)</div>

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b) <u>Skim</u> the text to get the <u>gist of the paragraphs.</u>

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# Reading Strategies

Reading is a foundational learning activity for university courses. Assigned readings prepare you for taking notes during lectures and provide you with additional examples and detail that might not be covered in class. Also, according to research, readings are the second most frequent source of exam questions (Cuseo, Fecas & Thompson, 2007).

Reading study materials for university courses effectively takes practice and should be approached differently than reading a novel, comic book, magazine, or website. Becoming an effective reader goes further than completing the reading in full or highlighting text.  There are a variety of strategies you can use to read effectively and remember the information you read.

TIPS

- Schedule time to read. Reading is an easy thing to put off because there is often no exact deadline.  By scheduling a time each week to do your reading for each class, you are more likely to complete the reading as if it were an assignment.  Producing a study guide or set of notes from the reading can help to direct your thinking as you read.

- Set yourself up for success.  Pick a location that is conducive to reading.  Establish a reasonable goal for the reading, and a time limit for how long you'll be working. These techniques make reading feel manageable and make it easier to get started and finish reading.

- Monitor your comprehension. When you finish a section, ask yourself, "What is the main idea in this section?  Could I answer an exam question about this topic?" Questions at the end of chapters are particularly good for focusing your attention and for assessing your comprehension. If you are having difficulty recalling information or answering questions about the text, search back through the text and look for key points and answers.

- Take notes as you read. Whether they're annotations in the margins of the book, or notes on a separate piece of paper. Read through your notes – ask questions, answer questions, make connections, and think about how these ideas integrate with other information sources (like lecture, lab, other readings, etc.).

(adapted from "Reading Strategies", převzato z
http://success.oregonstate.edu/learning/reading-strategies-tips)

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4) <u>Scanning</u> is what you do when you are searching <u>for particular information</u>, or relevant key words to see whether a whole passage is relevant for you.

<u>Scan the previous text</u> and find answers to these questions:

- What is the second most frequent source of exam questions?

- Should reading study materials be approached differently than reading a novel, comic book, magazíne or website?

- Is completing the reading in full enough to become an effective reader?

- Why is reading an easy thing to put off?

- Which questions should you ask yourself when you finish a section?

- What is recommended to do with your notes?

5) Some Internet and software <u>resources</u>:

- Robobraille – an online tool for converting documents into editable formats http://robobraille.org/

- Text to speech, for example:

  - http://www.oddcast.com/home/demos/tts/tts_example.php?sitepal

  - SpeakIt! for Chrome, Text to Voice for Mozilla

  - http://www.naturalreaders.com/onlinetts.php

  - A program with similar but wider functions, ClaroRead (http://www.spektra.eu/cs/komunikace/dyslexie/claroread) is free to try within Teiresias Centre but is licensed for further use

- Prezi – a presentation tool based on mind maps using creative templates for presentations https://prezi.com/