

Chapter 1

Developing Reading Skills

Reading Is Important

It is a hard fact that most of the readers have only the most basic reading and writing skills & the rest of them not only lack the skills to function successfully in a literate society but also are not aware of are their inadequacies.

→ People just aren't reading as much anymore & yet the need for reading, comprehension & communication skills has increased.

Reading Comprehension

→ Comprehension = understanding

→ According to Webster's Dictionary, "comprehension" is the capacity for understanding fully; the act, or action of grasping with the intellect.

→ Identifying words on a page does not make someone a successful reader. When the words are understood and transcend the pages to become thoughts & ideas then they you are truly reading. Therefore, comprehension is the capacity for understanding those thoughts & ideas.

* Skimming and Scanning

Skimming is getting the essence of material without reading all of it. To skim milk, we take the cream), the richest part of milk, The same strategy applies to reading material also We extract the most important parts i.e., the main points & the significant details out of the reading text.

Skimming is used to quickly identify the main ideas of a text Skimming is also useful tool for reviewing. When you need to review the main points or list of material that you have already read

Skimming can produce an efficient review within minimum possible time with minimum effort & maximum success.

Scanning while speed reading is the process of looking for a specified piece information, like looking up a word, in the dictionary.

For example, you don't read every word, you scan through the text to look for what you want & stop once you have found & absorbed the information you are looking for.

*TIPS FOR A FASTER READING.

- (1) Read More
- (2) Learn to read for main ideas.
- (3) challenge for comprehension
- (4) Budget your time

- (5) Develop Habit of Immediate concentration
- (6) Read for short bursts.
- (7) Find a quite location.
- (8) Monitor your Comprehension
- (8) Try Skimming the chapter first.

Some Important steps to solve the question on Comprehension

- (1) Do not read the questions first.
- (2) Read the passage very carefully to get its general idea.
- (3) Read it again for the second time to understand its contents well.
- (4) Pay attention to difficult words and their meaning also.
- (5) while reading it, try to follow the thought process of the author, underline the important points in passage.
- (6) Read the gives questions one by one & find out the answers from the passage.
- (7) Be careful not to copy word to word answer from the passage
- (8) Write answer in your own language. Prefer indirect form of narration while writing answer.
- (9) Your answers should be brief & to the point. Be careful & avoid mistake of spelling, punctuation & grammatical nature.

SOLVED EXERCISE

Read the following passage and answer the question that follow.

PASSAGE

There was particular corner of the show which was in great favour. Here for a ticket costing eight annas you stood a chance of acquiring a variety of articles- pincushions ,sewing machines, cameras or even a road engine. One evening they drew a ticket number 1005, and I happened to own the other half of the ticket. Glancing, down the list of articles they declared that I became the owner of the road engine! Don't ask me how a road engine came to be included among the prizes. It is more than I can tell you .

Now it was not the sort of prize one could carry home at short notice. I asked the showman if he would help me to transport it. The showman merely pointed at a notice which said that all winners should remove their prizes immediately. However, they had to make an exception in this case. They agreed to keep the engine at the Gymkhana grounds till the end of their session. Beet they made it clear to the talkative man that he would have to make his own arrangements to take it out.

Questions

1. which part of the show was in great favour? why?
2. who was the lucky owner of the lottery ticket?
3. What prize did the ticket no. 1005 fetch?
4. How did the narrator feel on getting this prize? why ?
5. What problem did the narrator face? How far did the showman agree to extend help?

Answers

1. One particular corner of the show was in great favour. One could get a variety of articles here for a ticket of eight variety of annas. These articles included pin cushions, sewing machines, cameras and even a road engine.
2. The narrator was the lucky owner of the Lottery ticket.
3. The ticket no. 1005 fetched him the Prize of a road engine .
4. The narrator felt surprised as well as happy. Because he had become the owner of the road engine.
5. The narrator faced the problem of transporting the road engine to his home as the prizes had to be removed immediately. The showman agreed to Keep it at the Gymkhana grounds till the end of their session.

CHAPTER -2

NOTE MAKING

* Note-making means presenting big chunks of knowledge in a neat and brief form.

*The characteristics of good notes are

(1) They are brief.

2) Only relevant facts are given.

(3) Only words or phrases are used. Full sentences are often not necessary.

(4) The language used in making or taking notes may not be grammatically very correct.

(5) Information is presented in a tabular

form. It is divided in 2 parts.

Main sections: 1,2,3 etc.

#Sub section: a, b, c, etc.

(6) Abbreviations and symbols are used instead of complete words.

PASSAGE

Conversation is indeed the most easily teachable of all arts. All you need to do in order to become a to find a good conversationalist is to find a subject that interests you and your listeners. There are, for examples, numberless hobbies to talk about. But the Important thing is that you must talk about the other fellow's hobby rather than your Own. There in lies the secret of your popularity. Talk to your friends about the things that interest them, and you will get a reputation for good fellowship, charming wit and a brilliant mind. There is nothing that pleases people so much as your interest in their interests.

It is just as important to know what subjects to avoid as what subject to select for good conversation. If You don't want 10 beset down a wet blanket or a bore, be careful to avoid certain unpleasant topics. Avoid talking about yourself, unless you are asked to do so. people are interested in their own problems, not in yours. Sickness or death bores everybody. The only who willingly listens to such talk is the doctor, but he gets paid for it.

To be a good conversationalist, you must know not only what to say, but how to say it be civil and modest. Don't over emphasize your own importance. Be-mentally quick and witty. But don't hurt others with your wit. Finally, try to avoid mannerism in your conversation.

Questions

(a) On the basis of your reading of the above Passage, make notes on it. Use recognizable abbreviations wherever necessary. Give a suitable title to the passage.

(b) Find from the passage. Words that have

the following meanings: (i) a good name (ii) delightful (iii) peculiar habit or behaviour, speech etc.

Answers

(a) Notes on the passage:

A. To become a good on:

(i) Find sub. that interests listeners

(ii) be civil and modest

(iii) be mentally quick and witty

B Avoid:

(i) talking about yourself

(ii) talking about sickness and death. (iii) overemphasizing your own imp.

(iv) hurting others with your wit

(v) mann.

*Abbreviations Used:

con. -conversationalist

sub.- Subject

imp. - importance

mann. -mannerism

TITLE: How to Become a Good Conversationalist

(b) (i) reputation

(ii) charming

(ii) mannerism