

# Reading Skills Handbook



## ► Reading: What's in It for You?

What role does reading play in your life? The possibilities are countless. Are you on a sports team? Perhaps you like to read about the latest news and statistics in your sport or find out about new training techniques. Are you looking for a part-time job? You might be looking for advice about résumé writing, interview techniques, or information about a company. Are you enrolled in an English class, an algebra class, or a business class? Then your assignments require a lot of reading.

### *Improving or Fine-tuning Your Reading Skills Will:*

- Improve your grades
- Allow you to read faster and more efficiently
- Improve your study skills
- Help you remember more information accurately
- Improve your writing

## ► The Reading Process

Good reading skills build on one another, overlap, and spiral around in much the same way that a winding staircase goes around and around while leading you to a higher place. This handbook is designed to help you find and use the tools you will need **before**, **during**, and **after** reading.

### *Strategies You Can Use*

- |   |  |
|---|--|
| • Identify, understand, and learn new words | • Take breaks while you read and ask yourself questions about the text |
| • Understand why you read                   | • Take notes   |
| • Take a quick look at the whole text       | • Keep thinking about what will come next                              |
| • Try to predict what you are about to read | • Summarize  |

## ► Vocabulary Development

Word identification and vocabulary skills are the building blocks of the reading and the writing process. By learning to use a variety of strategies to build your word skills and vocabulary, you will become a stronger reader.

# Reading Skills Handbook

**Albert Henry Brigrance**



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