*Lecture Three:* ***Reading Techniques***

**The four main types of reading techniques are the following:**

* Skimming
* Scanning
* Intensive
* Extensive

**1. Skimming**

 Skimming is sometimes referred to as gist reading. It may help in order to know what the text is about at its most basic level.

 Skimming will certainly save you a lot of time. But it is not the best way to read because your comprehension will be lowered.

 However, skimming is useful when your goal is to preview the text to get a better idea of what it’s about. It will help prepare you for deeper learning. This completely prepares your brain to have an overview of what this text is about. You can then go on to use scanning to find specific important ideas.

**2. Scanning**

 Scanning involves getting your eyes to quickly scuttle across sentence and is used to get just a simple piece of information. Pay special attention to the introduction and the conclusion.

**3. Intensive Reading**

 You need to have your aims clear in mind when undertaking intensive reading. Remember this is going to be far more time consuming than scanning or skimming.

 If you need to list the chronology of events in a long passage, you will need to read it intensively.

 This type of reading has indeed beneficial to language learners as it helps them understand vocabulary by deducing the meaning of words in context.

 It moreover, helps with retention of information for long periods of time and knowledge resulting from intensive reading persists in your long term memory.

 This is one reason why reading huge amounts of information just before an exam does not work very well. Students tend to do this, and they undertake neither type of reading process effectively, especially neglecting intensive reading. They may remember the answers in an exam but will likely forget everything soon afterwards.

**4. Extensive reading**

 Extensive reading involves reading for pleasure. Because there is an element of enjoyment in extensive reading it is unlikely that students will undertake extensive reading of a text they do not like.

 It also requires a fluid decoding and assimilation of the text and content in front of you. If the text is difficult and you stop every few minutes to figure out what is being said or to look up new words in the dictionary, you are breaking your concentration and diverting your thoughts.