Level: L1 Group: 06/07	Module: Study Skills Academic Year: 2021/2022	Teacher: Ms. Ghennai

Reading and Exploiting Handouts

Objective: By the end of this lesson, learners will be able to organize information effectively from texts (handouts).

Task1: Mention the difficulties you have faced when studying from handouts given by your teachers.

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Task2: Discuss with your group about possible ways to overcome these difficulties.

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Reading the hand-outs

Task3: Read the following definitions of reading. Identify the key components involved in this activity.

1-Reading is "an exercise dominated by the eyes and the brain, the eyes receive and the brain then has to work out the significance of these messages" (Harmer 2007).

2- Reading is an interaction between a reader and a certain text. The reader can use different types of knowledge to reach an acceptable level of understanding such as using his/ her prior knowledge to interpret passages or through using his / her linguistic knowledge. (Alyousef 2005)

3- Reading is a process of reconstructing what a writer has encoded to get meaning. He added that to be successful in decoding what others say, who are surely far in space and time from a reader, he/she needs to rely on strategies that pave the way for understanding. Among them there are guessing, inferring and skimming (Grabe, 1991).

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Task4: Choose *A* or *B* to complete the following statements.

1- Reading handouts given by teachers is ……………………………
   a- *an intensive type of reading.*
   b- *an extensive type of reading.*
2- Reading handouts for exams require ……………………………
   a- Skimming techniques
   b- Scanning techniques.

Study Skills Needed when Using Texts.

1-Marking texts: underline or highlight topics, main ideas, and important definitions. To avoid over marking a text, read, think and then mark. Underline or highlight stated main idea sentences and important definitions. Circle or box key terms. Remember to number supporting details.

2-Annotating texts: write explanatory notes and symbols in the margin. Write topics beside paragraphs. Formulate and write implied main ideas. Write out important definitions or use def. Put question marks by things you don't understand. Use an asterisk (*) to signal overall main ideas, summary statements, and conclusions. Write ex beside important examples. Add numbers and letters to create "outlines" from headings and subheadings.

3-**Note taking** on separate paper, create your own personal record of information from the text. Use the format you see appropriate.

 4-Outlining: it is a specific way of organizing main ideas and details on the page to show the relationships between them. Outlines are beneficial when dealing with complex material, when you need to condense material, or get an overview.

5-Mapping: an informal way of organizing main ideas by using boxes, circles,lines, arrows, etc.; also called a study map, learning map, or concept map. Start by writing the topic or overall main idea in a circle or box in the center of the page. Branch details out from the center. Use key words, symbols, and pictures. Vary word size; use color; use capital letters. Redrawing your map helps you remember the material.

6-**Summarizing:** a condensation of the main ideas presented in a longer selection, written in your own words Summaries are an excellent way to prepare for essay tests. Include all of the main ideas in the same order as the author presented them. Do not include details unless it is impossible to understand the material without them.

Helpful tips

- ✓ Team up with classmates and compare your notes, summaries, etc. in courses that are difficult for you. Make sure they are serious and motivated students.
- ✓ Preparing ahead of time and participating in a study group enables you to read, write, hear, and say the information. Utilizing multiple sensory channels strengthens learning and memorization.

Task 5: Answer the following questions

Which of the previous techniques have you used when preparing for S1 exams? How were they helpful to you?

How would you like to improve your exploitation of handouts?