

**ANNUAL PREPARATORY PROGRAMME FOR ENHANCEMENT IN  
ACADEMICS AND REVISION (APPEAR)  
CLASS XII, ENGLISH CORE - 301  
MODULE - I (READING SKILLS PART-I)**

Module Details	
Subject Name	English Core
Course Name	Annual Preparatory Programme for Enhancement in Academics and Revision (APPEAR) in English for Class XII
Module Name/Title	Reading (Part I)
Module Id	leeg_r1
Pre-requisite	Ability to read short texts or passages
Learning Outcomes	<p>After carefully reading this chapter and working on the suggested activities, you will:</p> <ul style="list-style-type: none"> <li>• understand the purpose of reading,</li> <li>• recognise different types of text,</li> <li>• develop how to use a dictionary,</li> <li>• evaluate your reading speed and identify factors that affect reading, and</li> <li>• evaluate and improve on your reading habits.</li> </ul>
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## **INTRODUCTION**

Reading is part of your everyday life as you are surrounded by texts and pieces of writing such as magazines, text messages and advertisements. To be successful in any course of study, the ability to read, comprehend and interpret written words and get meaning from them is an important skill that will help you achieve your goal. Reading can be aloud (so that other people can listen) or silent (for yourself). When you read something, your eyes perceive written symbols (letters, punctuation marks and spaces) and your brain converts them meaningfully into words, sentences and paragraphs.

The ability to read is very different from the ability to learn to speak a language. You learn to speak a language by being exposed to the language through television, the neighbourhood where you live, friends and others. This exposure allows you to acquire language and produce it in speech. However, learning to read, is not a naturally occurring process. For example, you might be able to speak Hindi or your mother tongue very fluently but you might not be able to read or write the language. Today, reading has become very essential, you have to be able to read and understand instructions on a bottle of medicine, read warning signs or fill in an application form. Therefore, it is essential for you to pick up reading skills and chart your progress. In this module, you will evaluate your reading habits, understand different kinds of texts and learn general strategies to improve your ability to read.

## PURPOSE OF READING

Before you proceed with this section, take a minute to think of the things you have read in the last two days. Once you finish thinking, make a list of all the things you have read and write them down in your notebook. Remember, there are no right or wrong answers. Think and write at least three things you have read.

- |          |          |
|----------|----------|
| a) ..... | d) ..... |
| b) ..... | e) ..... |
| c) ..... | f) ..... |

Did your list include any of the following?

Newspapers, notice board, restaurant menu, advertisement, instructions, directions, posters, articles on social media, a book, class notes, short stories, magazine, textbooks, application form, WhatsApp messages, emails, etc.

If yes, very good. If no, it would be a good idea to inculcate the habit of reading, starting today!

You read mainly for two reasons. One for pleasure and the second for information. Your purpose for reading will constantly change depending on what you are looking for. For example, you want to gift your mother a cookbook on her birthday. You need to comprehend the price information given on the book or on the catalogue to know whether you can afford to buy it or not, but you need not find out the price of every other books. If you are reading a magazine for enjoyment, you need to understand the text, but you need not identify the main idea and supporting details. When you look in a telephone directory for a particular name, you purposefully ignore all other entries and focus your attention on spotting the name you want. Always remember a good reading skill will enable you to understand what you are reading and find the information you need within a short period.

People read for various other reasons in life and that determines what one reads and how it is read. Some of the most common reasons for reading are given below as part of Activity-1.

### Activity-1

Read through each of the reading habits of various people. Indicate which of these reasons are similar to your own.

- To look for information for homework or project work
- Curiosity and interest to know about some topics
- To read text messages or mails from friends, teachers and family
- To know what is happening in and around the city
- For academic purpose –to pass an examination
- To look for an answer to a question or a solution to a problem
- To look for instructions to do a particular task. For example: How to prepare biryani; how to record and edit your home made video, etc.
- Reading as a hobby
- To improve vocabulary
- Read to relax

Write down two of your most common reasons for reading. You can use the reasons listed above or add your own reason.

1) .....

2) .....

### DIFFERENT TYPES OF TEXTS

You will come across different types of texts to read in a single day. It can be in the form of a letter, a poem, a note, a recipe, an email, an instruction, an article in a newspaper, a social media post or magazine, or a list of things to buy or do. It could be something else as well.

For example, you might read a newspaper article in the morning, follow a recipe to make breakfast, then read and respond to a message or an email from a friend, complete an application form, pick up a leaflet on your way to school, study your subject notes, finally reading a good novel at bedtime.

As a student what you read will depend on the subject you are studying and your area of interest. When you are reading any text think about the purpose of the text or what type of a text it is. It will be helpful if you know and understand the different types of text. In this module you will be introduced to five categories of text type. They are:

- **Descriptive:** A descriptive text tells you what something or someone is like. For example, describing a house, a scenery, a piece of equipment (in the laboratory) etc.
- **Narrative:** A narrative text narrates a series of events and includes both fiction (novels, short stories, poems) and nonfiction (biographies, memoirs)
- **Expository:** An expository text is usually nonfiction, informational text. Generally, these texts provide an explanation for something. For example, essay and entry into online encyclopaedia.
- **Argumentative:** An argumentative text presents opinion based on evidence and facts to prove something. For example, letter to the editor and posts in an online forum.
- **Persuasive:** A persuasive text tries to encourage you to do something. For example, travel agency brochure and salesman trying to sell a new gadget.

### Activity-2

Match the text type in Column A with the examples in Column B:

Column A-Text Type	Column B-Examples
a) Expository	i) Blood is the most precious gift anyone can give to another person – the gift of life. You don't need to be a doctor to save life. Your decision to donate your blood can save a life
b) Descriptive	ii) This morning at 8am, a school bus hit an old man while he was trying to cross the road. It was found that the bus was speeding and jumped the signal at the intersection where the man was crossing the road.
c) Narrative	iii) The restaurant is situated on the 2 <sup>nd</sup> floor of the

building. The sitting arrangement and the ambience was out of the world. The service was very good and the food was one of the best I've ever had.

d) Persuasive

iv) It is claimed that teenagers who spent a lot of time on their mobile phone lack social skills and tend to be all alone. However, I believe that teenagers who have many friends can also lack social skills and be lonely too.

e) Argumentative

v) It was a hot summer afternoon in May and the temperature was rising. Every evening the villagers would sit under the tree, have tea and share with others how they spent their day.

Write your answers in your notebook and once you finish, cross check the answers. Try doing it on your own first.

a) ..... b) ..... c) ..... d) ..... e) .....

## **STRATEGIES TO IMPROVE READING**

Good readers interact with the texts they read. Having an awareness of reading strategies will provide you with the tools needed to help you think, understand and analyse texts. The following strategies will help you improve your reading skills.

- Make reading a habit and read as much as you are able to read. Take a break when you feel tired or get bored with reading.
- Ensure to find a place where you can concentrate.
- Depending on your schedule choose a time to read every day or week, and ensure you keep to this reading time.
- Keep a notebook nearby to write down your thoughts and brief notes to help you remember the points. Use dictionaries or thesaurus to find out meanings.
- Know what you are reading for, especially if you are reading for a particular test, make sure you understand about the test and what you will be tested on.

- If required reread the text you find difficult to understand. The more you read, the better a reader you will become.

### **IMPORTANCE OF USING A DICTIONARY EFFECTIVELY**

A dictionary is an important tool to use when you are learning any language. With a good dictionary you can do the following:

- look up the meaning of a word you see or hear
- find the translation of the word in your language
- check the spelling of a word
- check the plural of a noun or past tense of a verb
- find the synonym or antonym of a word
- look up the collocations of a word
- check the part of speech of a word
- find out how to say a word
- find examples of the use of a word in natural language

### **Activity-3**

Read the short text below and complete the two tasks given using a dictionary. You can use these online dictionaries as well:

- a) <https://www.oxfordlearnersdictionaries.com/>
- b) <https://www.macmillandictionary.com/>

Human beings are born with innate drive for expansion, exploration and inquisitive thinking. However, the enhancement of creative expression requires a conducive learning environment that facilitates divergent thinking, which helps generate multiple ideas by exploring different possible solutions.

Divergent thinkers come up with new ideas and connect unconventional ideas to find multiple solutions to problems. Despite these benefits, there is a common propensity to use convergent thinking and rote learning as tools to promote learning. On the other hand, Convergent thinking confines a learner to think in a particular way, to retrieve pre-existing answers to questions/problems by applying concepts and knowledge without thinking out-of-the-box.

(Adapted from: <https://www.thehindu.com/education/expand-your-creative-thinking/article32472218.ece> )

I. Use a dictionary and find the meaning of the following words. Write your answers in your notebook.

- a) innate .....
- b) divergent .....
- c) propensity .....
- d) rote .....
- e) retrieve .....

II. Use a dictionary and find the synonyms of the following words. Write the answers in your notebook.

- a) inquisitive .....
- b) conducive .....
- c) generate .....
- d) unconventional .....
- e) confine .....

### **UNDERSTANDING YOUR READING SPEED**

Reading speed is the rate at which you read any written text. The speed is calculated by the number of words you can read in one minute. The average reading speed can range from 200 to 350 words per minute but differs across different ages as it is determined by a number of factors such as the purpose of your reading, the difficulty level of the text, etc.

To understand the kind of reader you are and the speed at which you are reading, use this [Speed Reading Test Online](#) to assess yourself. Be sure you follow the instructions given on the website. It is very important that you read the reading results and the reader profiles to help you understand where you stand. Being aware of your reading speed will help you become a better reader. Once you finish taking the test, share your reading speed test result by clicking here - [Results](#).



## **FACTORS THAT AFFECT READING COMPREHENSION**

Many factors affect your ability to read or understand a text. It is important that you are aware of these factors and look at ways to overcome them. Some of these factors include:

- lack of motivation/purpose/goals
- difficult vocabulary
- lack of background knowledge of the text
- nature of the text (difficulty and interest)
- the type of genre of text (e.g., fiction, nonfiction, poetry)
- the amount of reading done
- the environment where you are reading

### **Activity-4**

**Read the passage carefully and respond to the questions.**

1. It is surprising that sometimes we don't listen to what people say to us. We hear them, but we don't listen to them. I was curious to know how hearing is different from listening. I had thought both were synonyms, but gradually, I realised there is a big difference between the two words.
2. Hearing is a physical phenomenon. Whenever somebody speaks, the sound waves generated reach you, and you definitely hear whatever is said to you. However, even if you hear something, it doesn't always mean that you actually understand whatever is being said. Paying attention to whatever you hear means you are really listening. Consciously using your mind to understand whatever is being said is listening.
3. Diving deeper, I found that listening is not only hearing with attention, but is much more than that. Listening is hearing with full attention, and applying our mind. Most of the time, we listen to someone, but our minds are full of needless chatter and there doesn't seem to be enough space to accommodate what is being spoken.
4. We come with a lot of prejudices and preconceived notions about the speaker or the subject on which he is talking. We pretend to listen to the speaker, but deep inside, we sit in judgement and are dying to pronounce right or wrong, true or false, yes or no.

Sometimes, we even come prepared with a negative mind-set of proving the speaker wrong. Even if the speaker says nothing harmful, we are ready to pounce on him with our own version of things.

5. What we should ideally do is listen first with full awareness. Once we have done that, we can decide whether we want to make a judgement or not. Once we do that, communication will be perfect and our interpersonal relationship will become so much better. Listening well doesn't mean one has to say the right thing at the right moment. In fact, sometimes if words are left unspoken, there is a feeling of tension and negativity. Therefore, it is better to speak out your mind, but do so with awareness after listening to the speaker with full concentration.
6. Let's look at this in another way. When you really listen, you imbibe not only what is being spoken, but you also understand what is not spoken as well. Most of the time we don't really listen even to people who really matter to us. That's how misunderstandings grow among families, husbands and wives, brothers and sisters.  
(Source: CBSE English-Core Set-1, 2015)

**On the basis of your understanding of the above passage, complete the correct answer to each of the statements given below with the help of options that follow:**

- i) The passage is about:
  - a) mastering the art of hearing
  - b) mastering the art of listening
  - c) differences between listening and hearing
  - d) similarities between listening and hearing
- ii) According to the author, what wave is generated in order to hear what is being spoken to you?
  - a) Heat wave
  - b) Sound wave
  - c) Radio wave
  - d) Surface wave

iii) According to the passage, one of the most common causes of misunderstandings among people is:

- a) poor listening
- b) lack of trust
- c) lack of communication
- d) lack of awareness

iv) Choose the option that is not correct:

- a) Listen with full awareness before making a judgement.
- b) Listening is hearing with full attention.
- c) Listening carefully will make you understand what is not spoken as well.
- d) Listening attentively has no connection with building interpersonal relationship

v) Pick out a word from the passage that mean the following:

- a) an unfavourable opinion or feeling formed beforehand or without knowledge, thought, or reason. (para 4)
- b) an attitude in which someone considers only the bad qualities of a situation, person etc, not the good ones. (para 5)
- c) to receive and accept information. . (para 6)

**Answer the following. Write the answers in your notebook.**

vi) What does the author mean by listening is not only hearing?

.....

.....

.....

vii) What does the author mean by “our minds are full of needless chatter”?

.....

.....

.....

viii) According to the passage, why is it better to speak out one’s mind?

.....

.....

.....

**READING HABITS SELF-EVALUATION**

This evaluation is adapted from ‘Evaluating your current reading habits’ by Beale and Mullan (2008) to see how effective or ineffective your current reading habits are. Think about your reading habits and respond to each of the following statements with either Y (*yes, always*), S (*sometimes*), or N (*no, never*):

***Reading and Time Management:***

1. I usually find time for reading. \_\_\_\_\_
2. I avoid picking up the phone while reading. \_\_\_\_\_
3. I always carry reading material with me. \_\_\_\_\_
4. I listen to audiotapes/CDs for my own development. \_\_\_\_\_
5. I have the habit of immediately making note of useable information I come across. \_\_\_\_\_

***Reading Awareness:***

6. I can identify important words in a text. \_\_\_\_\_

7. I read in a distraction-free environment with good lighting. \_\_\_\_\_
8. I avoid reading while listening to music. \_\_\_\_\_
9. I avoid reading while the television is on. \_\_\_\_\_
10. I generally read or study at a desk or table. \_\_\_\_\_
11. I am relaxed even when I have a lot of reading to do. \_\_\_\_\_
12. I enjoy reading. \_\_\_\_\_

***Reading Strategies:***

13. I know how to reduce daydreaming when I read. \_\_\_\_\_
14. I make notes of important points in a text. \_\_\_\_\_
15. I can find the outline of the text when I read. \_\_\_\_\_
16. I can quickly locate specific, useable information. \_\_\_\_\_
17. I use my finger or a pen to help me read faster \_\_\_\_\_

Now, count the number of Y's, S's and N's. Write the total for each here:

Y's \_\_\_\_\_

S's \_\_\_\_\_

N's \_\_\_\_\_

The more Y's you have, the better reader you are. N's and S's are areas you need to work on. Work on these areas and evaluate yourself again after 6 to 8 weeks. Check if anything has changed.

**LET US SUM UP**

In this module you have been introduced to different types of reading texts, and general strategies to improve your reading. You have also evaluated your reading habits. Remember, it is believed that one of the best habits you can inculcate is reading because you become what you read. So, read because you want to read and not because you are forced to.

**ANSWERS**

**Activity-2:**

- a) iii                      b) v                      c) ii                      d) i                      e) iv

**Activity-4:**

- i) c      ii) b      iii) a      iv) d      iv) a-prejudice      b-negativity      c-imbibe

**Sample answer:**

- vi) According to the author, listening is not only hearing because hearing is only a physical phenomenon. When we hear something, it doesn't mean we have understood what is being said. Whereas, listening is hearing with full attention and applying the mind.
- vii) While listening to something or someone our mind tends to wander around and think of many unnecessary things. Sometimes, these thoughts are not positive and might not have anything to do with what the speaker is saying. This is what the author means by "our minds are full of needless chatter".
- viii) According to the passage, it is better to speak out one's mind because when people do not communicate and things are left unsaid, it could lead to tension and negativity. It can also lead to miscommunication among people and lead to unnecessary misunderstanding.

### **REFERENCES**

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