



CE-407

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# EFFECTIVE READING & THINKING

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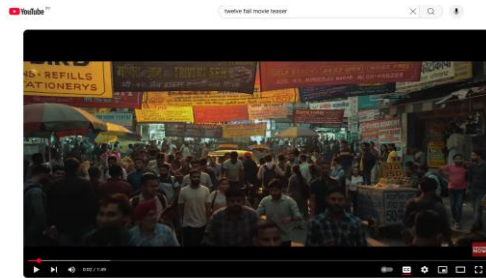
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# EFFECTIVE READING SKILL



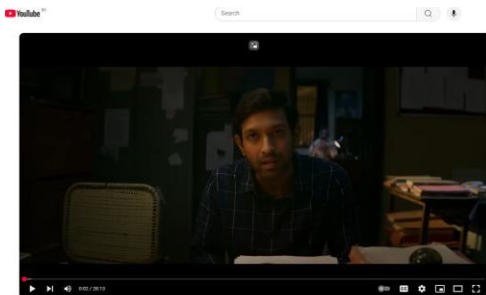
12th Fall Official Teaser | Vidhu Vinod Chopra | In Cinemas Worldwide 27th October 2023

**Previewing** (Like a teaser of a movie)



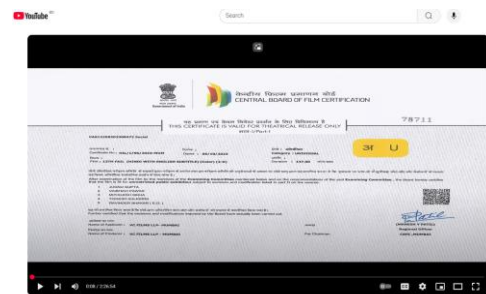
12th Fall - Official Trailer | Vidhu Vinod Chopra | In Cinemas Worldwide 27th October, 2023

**Skimming** (Like a trailer of a movie)



12th Fall 2023 Movie Explained in Hindi | Real Story | Hitesh Nagar

**Scanning** (Like listening short story of a movie)



12th Fall Full Movie in Hindi (2023) | Full HD (1080P)

**Detailed Reading** (Like watching full movie)



## PREVIEWING

- Getting a sense of what's in a given piece of work without reading the body of the text.



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# SKIMMING

- Reading small amounts from throughout the text.
- Able to pick up key ideas
- Getting an overview of the passage.



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# SCANNING

- Looking for specific information.
- Scan the text for words related to the topic.
- May look into slightly deeper.



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## DETAILED READING

- Intensive reading that focuses on the essential parts.
- Usually the final step
- Expect to read more than once and to take notes on important materials.



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# CRITICAL THINKING

As you read, you should ask yourself the following questions:

- What are the key ideas in this?
- Does the argument of the writer develop logically, step by step?
- Are the examples given helpful? Would other examples be better?
- Does the author have any bias (leaning to one side)?
- Does the evidence presented seem reliable, in my experience and using common sense?
- Do I agree with the writer's views?
- Is the writing a fact or opinion?



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# BRAINSTORMING

- It is often helpful to start thinking about a topic by writing down the ideas you have, in any order
- Avoid criticizing any of the ideas put forth, particularly if brainstorming as part of a group
- Attempt to combine or improve upon previously generated ideas
- Encourage the generation of wild or novel ideas (think outside the box)



# SOURCES OF INFORMATIONS

What type of information I am looking for | Where I am likely to find it

Current event

Newspaper | Online news feed



Statistics

Government Census data | Economic and Social Research Institute (ESRI)



Scholarly literature and theories

Academic articles | Periodicals | Books



Commercial products

Company websites | Patents and standards



Local History

Libraries | Government offices | Local newspapers





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# HOW TO EVALUATE INTERNET SOURCES?

- Is this information reliable?
- Is this a fact, a theory, an opinion or a suggestion?
- Is this information up-to-date?
- Are the ideas backed-up by research and are they widely accepted?
- Is this information just a popular notion that may be unsubstantiated

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# ASSESSING INTERNET SOURCE CRITICALLY



Internet sources are plentiful and convenient, but you need to address the following questions before trusting any online source:

- Is this a reputable website, for example, with .ac in the URL?
- Is the name of the author given, and is he or she well-known in the field?
- Is the language of the text in a suitable academic style?
- Are there any obvious errors in the text (e.g., spelling mistakes, which suggest a careless approach)?



PROFESSIONAL PRACTICES AND COMMUNICATIONS

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# THANK YOU!

FOR QUESTIONS AND COMMENTS, EMAIL ME AT  
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