

READ EFFECTIVELY

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Notes to the user

Introduction

The aim of this book is to help learners of English to read more effectively by presenting and developing the various skills needed for successful reading comprehension. The passages are all examples of contemporary British and American English taken from a variety of sources such as magazines, novels, advertising material and instructions. The book is suitable for all advanced learners of English and in particular, for students who are preparing for the higher examination of universities.

Structure of the book

The book contains two main parts, the first part is class-work and the second part is homework. Class-work contains Reading for comprehension. It consists of comprehension questions with two steps: True & False questions, and multiple - choice questions. Homework consists of two sections. Section one contains vocabulary exercises: filling in the blanks (sentence), finding synonymous and antonymous words, filling in the blanks (passage), and parts of speech. Section two involves reading comprehension exercise.

How to read effectively

Everyone reads with some kind of purpose in mind; generally speaking, the purpose is either to enjoy oneself or to obtain information of some kind. Effective reading means being able to read accurately and efficiently, and to understand as much of the passage as you need in order to achieve your purpose. Not everyone can read effectively even in their own language. Some times comprehension failure happens and the reader is unable to achieve his/her purpose. This comprehension failure may be a simple matter of not knowing the meaning of a word; but it's just as likely to be a difficiency in one

or more of a number of specific reading skills. The exercises in this book are grouped under headings which refer to the specific skills.

How to use the book

Different learners have different problems, and as we have mentioned, there may be a number of reasons why someone does not read as effectively as he/ she might. When you begin using this book, it may be a good idea to do all the exercises in the lesson. But it's likely that you will find some exercises easier than others; in this case, you may decide that there is no point in spending too much time on these skills in later lessons. You should therefore concentrate on the exercises which you find more difficult in order to develop those reading skills which you lack.

Working with another student or in a group is an important feature of this book. It will allow you to practise your speaking and listening skills as well; indeed, some of the questions are deliberately ambiguous so as to encourage genuine discussion between you.

You will need to use a dictionary on occasions. However, do try not to look up every word you don't understand. This may be difficult at first, but will get easier the more you practise the exercises in the later lessons.

ACKNOWLEDGEMENTS

Inevitably, when a textbook takes a very long time to go from an idea to a final product, there are many people who contribute along the way. The idea for this book started at least one year ago. The texts and exercises have gone through many stages and revisions before reaching the final layout and texts in this book. Family, friends and colleagues have contributed in many different ways. Some have contributed ideas, suggested changes and tested materials. Some have done typing and provided enough facilities. Others have encouraged and motivated. To all of you, I give many thanks.

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