



IUE

Izmir University of Economics

ITF

International Trade and Finance

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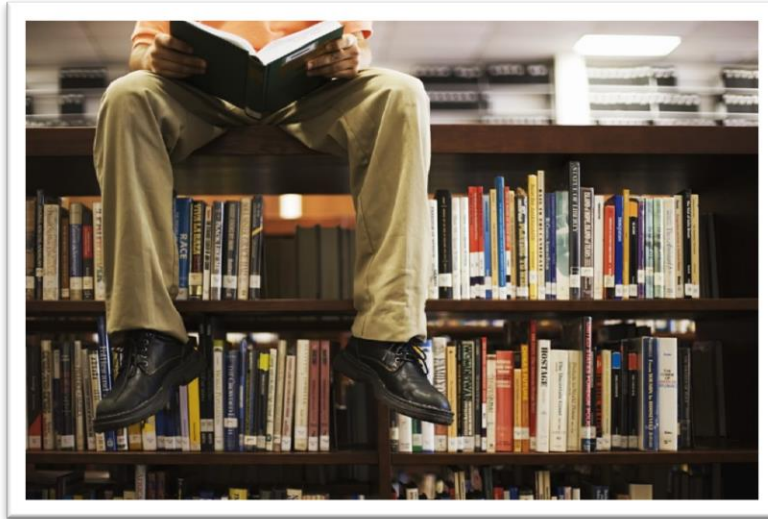
Academic Year

CHAPTER-2

IUEITF

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ITF150 – ESSENTIAL ACADEMIC SKILLS IN INTERNATIONAL TRADE AND FINANCE



READING EFFICIENTLY

OBJECTIVE / CONTENTS

- Identify different reasons for reading
- Use different reading styles
- Chose the right reading style to suit your needs
- Reduce the time spent reading
- Increase understanding and recall

OBJECTIVE / CONTENTS

- Reading efficiently
- Why are you reading?
- Passive reading
- Active reading
- Prioritising information
- Different ways of reading
 - Skimming*
 - Browsing*
 - Scanning*
 - Search reading*
 - Receptive reading*
- Active reading checklist

Reading efficiently

You will be asked to spend much of your time finding information for your own work. This means :

- Reading for essays
- Reading for reports
- Reading for tutorials
- Reading for revision
- Reading for understanding

There are several skills involved with this process, including :

- The actual reading itself
- Prioritising the information you find
- Recording that information in a useful way

Passive reading

The reason why you have not retained the detail from a novel is that you have been reading passively. In other words, you have been passing the time or filling spare moments by following a linear thread. You let the book guide you, you follow the story.

Obviously the effectiveness of such an approach is rather limited for your studying.

Active reading

Active reading is where you actually make demands of the text, where you deliberately search for a particular strand amongst the general information. Reading becomes most active when you are pursuing the answer to a question.

- How can I read more efficiently?
- What reading skills will I need to develop?
- Is all reading the same?
- Do I need to read everything?

Prioritising information

Reading goals will help you to prioritise the information you read. You should only read that information which seems necessary asking such questions as :

- What is centrally relevant?
- What is partially relevant?
- What is simply irrelevant?

Reading with a pen

- When you are reading for your studies you will need to take notes, sifting out information that will be of use both in the long and short terms.
- It is therefore essential that you read with a pen and actively take notes throughout your reading.

Different ways of reading

Choose the method to match the task:

- Skimming (or browsing)
- Scanning
- Search Reading
- Receptive reading

Reading summary

Efficient reading is more than simply reading everything at a greater speed. You will achieve greater time saving benefits if you ask why you are reading and adopt a reading strategy to suit that need. This process will also help you learn more from the texts you are reading, offering a clear focus and thus enhancing your comprehension and recollection.

Active reading checklist

Establish a purpose for your reading

- Define reading goals

Ask questions of the text

- Why are you reading? What exactly are you looking for?

Adopt a reading style to reflect your needs

Be methodical

- Don't simply read for long periods of time - plan your activities for each text and each subject.

Prioritise information

- What is centrally relevant?
- What is partially relevant?
- What is simply irrelevant?

Be flexible

- If the book or journal does not provide you with the answers that you need, be prepared to put it straight down and turn to another. Abandon it once you have checked through.

Active reading checklist

Control your environment

- Make sure you have sufficient light, but avoid glare.
- Reading is best done with light coming from above or over one shoulder, and it should not be reflected back at you. Avoid too harsh a contrast between your reading pool and the light in the surrounding area.
- If you suffer from eyestrain or headaches take a break from reading and think about getting your eyes checked by an optician. This could be a sign that you are straining them.
- Remember to adopt a comfortable reading position and posture to reduce body fatigue and mental strain. This will enable you to work more effectively and, if necessary, for longer.

END OF CHAPTER - 2

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