

# READING SKILLS

## Worksheet

### Skim-read a text



#### READING TIP

#### STUDY SKILLS: Reading quickly

When you read a text for the first time to get the general idea, read it quickly. You can do this by reading the headings then reading the main paragraphs by keeping your eyes on the words in the middle of each line. Don't read every word.

This Reading Worksheet is about skim-reading texts. It gives you a variety of tasks to practise skim reading, which is a skill you often need to use when reading texts for your university course.

## Practice

### 1 Complete the summary. Choose the correct option from each pair of words (a–d).

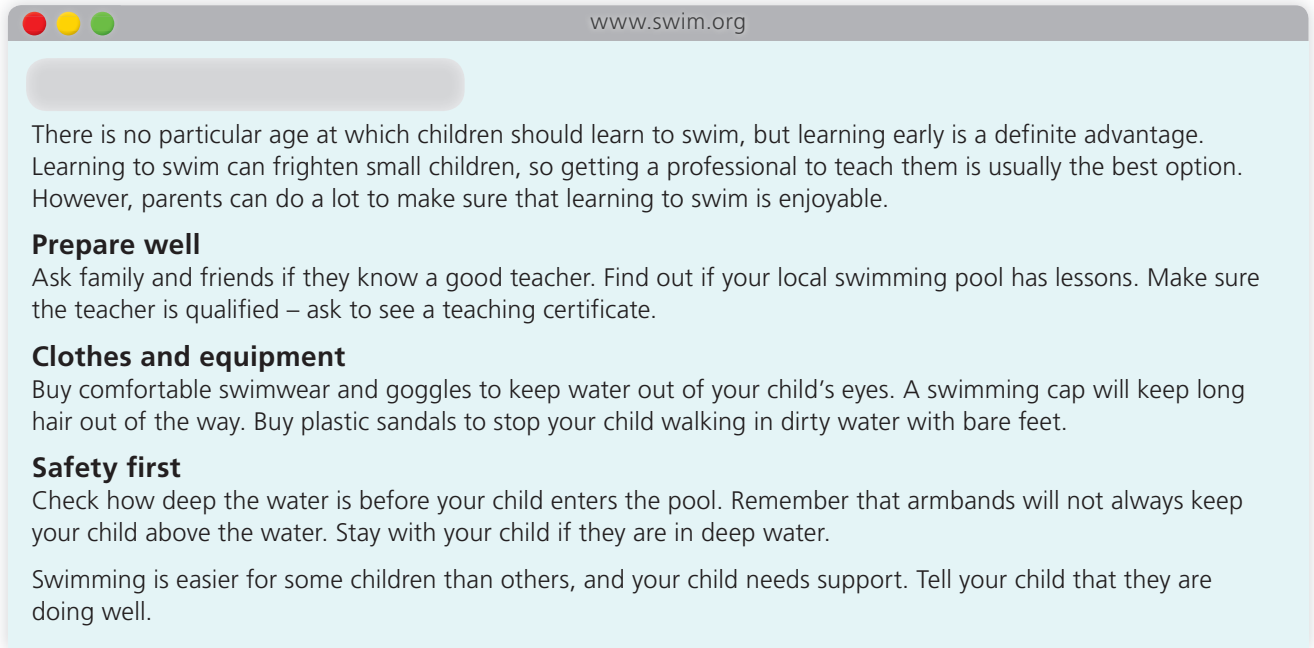
Skim reading is looking *slowly* / *quickly*<sup>a</sup> through a text to get a *general* / *detailed*<sup>b</sup> idea of what it is about. You might skim-read a magazine to see which stories are interesting or skim the first few pages of a book to see if you want to read it. You often skim *before* / *after*<sup>c</sup> you read a text more closely. When you read academic texts, you often skim-read to identify which parts you need to read again more *quickly* / *closely*<sup>d</sup>.

### 2 Read the situations. Would you skim-read? Tick Yes or No.

	Yes	No
<b>a</b> You read an email from a friend who wants to arrange a time to meet.	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b> You check an online guide to decide which film you want to go and watch.	<input type="checkbox"/>	<input type="checkbox"/>
<b>c</b> You read an academic text to see whether it might help you answer some questions.	<input type="checkbox"/>	<input type="checkbox"/>
<b>d</b> You read a recipe for something you haven't cooked before.	<input type="checkbox"/>	<input type="checkbox"/>
<b>e</b> You read the lyrics of a song you like to understand what it is about.	<input type="checkbox"/>	<input type="checkbox"/>
<b>f</b> You read a newspaper story to get an idea of what happened to a famous person.	<input type="checkbox"/>	<input type="checkbox"/>

**3 Quickly skim-read the text and decide what type of text it is.**

- a an email
- b an article in a sports journal
- c a review
- d a public information webpage
- e an advertisement



www.swim.org

There is no particular age at which children should learn to swim, but learning early is a definite advantage. Learning to swim can frighten small children, so getting a professional to teach them is usually the best option. However, parents can do a lot to make sure that learning to swim is enjoyable.

**Prepare well**  
Ask family and friends if they know a good teacher. Find out if your local swimming pool has lessons. Make sure the teacher is qualified – ask to see a teaching certificate.

**Clothes and equipment**  
Buy comfortable swimwear and goggles to keep water out of your child's eyes. A swimming cap will keep long hair out of the way. Buy plastic sandals to stop your child walking in dirty water with bare feet.

**Safety first**  
Check how deep the water is before your child enters the pool. Remember that armbands will not always keep your child above the water. Stay with your child if they are in deep water.

Swimming is easier for some children than others, and your child needs support. Tell your child that they are doing well.



**4 Skim-read the text in Exercise 3 again. What is the purpose of the text?**

- a to make people buy something
- b to make arrangements
- c to give advice
- d to apologize (say sorry for something)
- e to give a strong opinion

**5 Skim-read the text in Exercise 3 once more. What is the best title?**

- a The dangers of swimming
- b Swimming is expensive
- c What to buy for a young swimmer
- d Where to swim in the UK
- e Swimming with children

## Reflect

- 6**  In your own words, explain what skim reading is and why it is an important reading skill. Compare ideas in groups.
- 7**  Discuss the questions.
- How well did you do the Practice exercises?
  - Did you keep to the time limits your teacher set?
  - Will you feel more confident skim reading now?