

Reading Techniques

Revised Edition

Previously published by Georgian Press

Clare West

Cambridge University Press
978-0-521-14070-6 - Reading Techniques, Revised Edition
Clare West
Frontmatter
[More information](#)

CAMBRIDGE UNIVERSITY PRESS
Cambridge, New York, Melbourne, Madrid, Cape Town, Singapore,
São Paulo, Delhi, Dubai, Tokyo

Cambridge University Press
The Edinburgh Building, Cambridge CB2 8RU, UK

www.cambridge.org
Information on this title: www.cambridge.org/9780521140706

© Clare West 1997, 2008

This publication is in copyright. Subject to statutory exception
and to the provisions of relevant collective licensing agreements,
no reproduction of any part may take place without the written
permission of Cambridge University Press.

First published by Georgian Press (Jersey) Limited 1997 as Reading Techniques for FCE
Second edition 2008
Reprinted and published by Cambridge University Press 2010

Printed in the United Kingdom at the University Press, Cambridge

A catalogue record for this publication is available from the British Library

ISBN 978-0-521-14070-6 Paperback

Cambridge University Press has no responsibility for the persistence or
accuracy of URLs for external or third-party internet websites referred to in
this publication, and does not guarantee that any content on such websites is,
or will remain, accurate or appropriate. Information regarding prices, travel
timetables and other factual information given in this work are correct at
the time of first printing but Cambridge University Press does not guarantee
the accuracy of such information thereafter.

Produced by AMR Design Ltd (www.amrdesign.com)

Acknowledgements

The authors and publishers acknowledge the following sources of copyright material and are grateful for the permissions granted. While every effort has been made, it has not always been possible to identify the sources of all the material used, or to trace all copyright holders. If any omissions are brought to our notice we will be happy to include the appropriate acknowledgement on reprinting.

Pages 26, 34 and 38: Extracts from 'Volunteers for a leisure America', 'Waiting game is strictly for pros' and 'TV exposure damages children's speech' from *The Guardian Weekly*, by permission of *The Guardian*.

Pages 32, 54 and 94: Extracts from 'Thieves cut off in their crime', 'Is life really just a game of chance?' and 'Amazing life of the old man of the sea' from *The Daily Mail*, by permission of Solo Syndication. © Daily Mail/Solo Syndication.

Page 46: Extract from *The Seven Wonders of the Ancient World* by Hugh Gethin and Judith Brown (Georgian Press, 1994). © Hugh Gethin and Judith Brown 1994.

Page 56: Extract from *My Early Life* by Winston Churchill (Hamlyn, 1930), by permission of HarperCollins Publishers Limited.

Page 58: Extract from *Adventures in Two Worlds* by A.J. Cronin (Gollancz, 1952), by permission of A.M. Heath & Co. Limited. © A.J. Cronin.

Page 64: 'The Village That Vanished' from *World of Strange Phenomena Omnibus* by Charles Berlitz (Warner Books, 1995).

Page 83: Adapted extracts from the Empire State Building information brochure, by permission of Helmsley-Spear, Inc.

Page 86: Extract from *Friends, Lovers, Chocolate* by Alexander McCall Smith (Little, Brown), by permission of David Higham Associates Limited. © Alexander McCall Smith 2005.

Page 88: Adapted extract from *George Fisher Update*, by permission of George Fisher Limited.

Page 92: Extract from *Sour Sweet* by Timothy Mo, by permission of Andre Deutsch Limited. © Timothy Mo 1982.

Page 98: Adapted article 'My kind of day' by Sue Lloyd-Roberts from *Radio Times*, by permission of BBC Worldwide Limited.

Page 100: Extract from 'Work till you drop' from *The Guardian*, by permission.

Page 103: Adapted extracts from 'London in winter' by Robin Mead, from *20:20*, the West Coast InterCity magazine Dec 1995/Jan 1996, by permission of the author. © Robin Mead 1995.

Page 106: Extract from *As I Walked Out One Midsummer Morning* by Laurie Lee (Penguin Books, 1971), by permission of Penguin Books Limited. © Laurie Lee 1969.

Page 108: The adapted article 'The Real Venice' from *National Geographic*, Oct 1995.

Photographs by permission of Roy Rainford/Robert Harding World Imagery/Corbis (page 22); Roger Ressmeyer/Corbis (page 46); Ray Sulgan/Corbis (page 83); Roger Antrobus/Corbis (page 89); Richard Bryant/Arcaid/Corbis (page 101); Adam Woolfill/Corbis (page 103); Pawel Libera/Corbis (page 104); Hans Georg Roth/Corbis (page 109); Douglas Pearson/Corbis (page 112).

Cover image: © Shutterstock



Contents

| | | |
|--------------------------|-----------------------------------|-----|
| Introduction | | 7 |
| Glossary | | 9 |
| <hr/> | | |
| Section 1 | Unit 1 Skimming | 12 |
| Reading Skills | Unit 2 Scanning | 16 |
| | Practice 1 | 20 |
| | Unit 3 Intensive reading | 24 |
| | Unit 4 Reading between the lines | 28 |
| | Practice 2 | 32 |
| | Unit 5 Speed reading | 36 |
| | Unit 6 Topic, source and register | 40 |
| | Practice 3 | 44 |
| <hr/> | | |
| Section 2 | Unit 7 | 50 |
| Multiple Choice | Unit 8 | 52 |
| | Unit 9 | 54 |
| | Unit 10 | 56 |
| | Unit 11 | 58 |
| <hr/> | | |
| Section 3 | Unit 12 | 62 |
| Gapped Texts | Unit 13 | 64 |
| | Unit 14 | 66 |
| | Unit 15 | 68 |
| | Unit 16 | 70 |
| <hr/> | | |
| Section 4 | Unit 17 | 74 |
| Multiple Matching | Unit 18 | 76 |
| | Unit 19 | 78 |
| | Unit 20 | 80 |
| | Unit 21 | 82 |
| <hr/> | | |
| Section 5 | Test 1 | 86 |
| Practice Tests | Test 2 | 92 |
| | Test 3 | 98 |
| | Test 4 | 106 |
| <hr/> | | |
| Key (removable) | | 113 |



Introduction

Reading in a foreign or second or third language is much more difficult than reading in your mother tongue. It doesn't come naturally and needs a lot of practice. In addition, there are a number of skills and strategies which we use when reading in our first language, without being aware of them. This book identifies and demonstrates these practical skills, and then shows how they can be used in various types of reading tasks. Using the appropriate reading techniques helps people to become much more effective readers, and to tackle examination papers with greater confidence.

Who is this book for?

Reading Techniques is for students at upper-intermediate level who wish to improve their general reading skills in English and/or work specifically towards international exams at B2 level (Common European Framework). It can be used to supplement any coursebook at this level, and is suitable for classroom use, for homework, or for self-study.

What does *Reading Techniques* offer?

- coverage of the main reading skills required at this level – *skimming, scanning, intensive reading, reading between the lines, speed reading* and *identifying topic, source and register*
- extensive practice in using the skills to deal with three common task types – *multiple choice, gapped texts* and *multiple matching*
- graded texts and tasks
- study boxes with clear step-by-step guidance and regular reminders of the particular skills required
- icons representing skills, to aid visual intelligence
- texts from a wide range of sources, in varying styles and registers
- four full-length practice reading tests.

How is the book organised?

It is divided into five distinct sections:

Section 1: Reading Skills

Six important reading skills are presented in this section, with graded practice tasks. There are also three practice units, each practising the skills presented in the previous two units.

Section 2: Multiple Choice

Five units give guidance and practice in dealing with this traditional but challenging task type. The focus is mainly on opinion, gist, attitude and deducing meaning, but also on detail and features of text organisation.

Introduction

Section 3: Gapped Texts

Five units deal with this more recently established task type. Here the focus is on text structure, cohesion and coherence.

Section 4: Multiple Matching

Five units cover this task type, which can be based on a wide range of texts. The focus is on specific information, details, opinion and attitude.

Section 5: Practice Tests

There are four tests, of three parts each, with full-length texts and tasks appropriate to the level and specifications of the FCE examination.

How should *Reading Techniques* be used?

Section 1 should be studied first, because this section describes the reading skills and how to use them. Sections 2 – 4 can be studied in any order. However, as the tasks and texts have been carefully selected and graded for level, it is important to work through each section from its first unit to its last. Section 5 should be done at the end.

Tips for the student

- Make sure you really understand Section 1 before you move on to other sections.
- Memorise the icons – they are there to help you remember which skills to use.



skimming



reading between the lines



scanning



speed reading



intensive reading



topic, source and register

- Use a pencil to complete the tasks the first time, in case you want to go back and try again later.
- Check your answers for each unit before you move on.
- Practise your reading on whatever you enjoy – newspapers, magazines, short stories, emails, blogs, websites and so on.

Finally ...

If reading skills are practised often enough, they become almost instinctive, and then reading itself becomes a natural, pleasurable activity. I hope that the techniques in this book will make reading easier and therefore more enjoyable for everyone.

Clare West



Glossary

You will find these terms used throughout the book. They are all connected in some way with reading skills.

| | |
|----------------------------------|---|
| gapped text | a task in which you read a text with gaps in it, then choose which sentences should fit in the gaps |
| gist | the main point(s) or general meaning of a text or part of a text |
| intensive reading | the skill of reading carefully and thoroughly, so that you understand as much as possible about a text |
| multiple choice | a task in which you answer questions about a text by choosing the correct answer from several options |
| multiple matching | a task in which you scan a text or texts to find specific information to match a set of questions |
| narrator | the person who is telling a story |
| reading between the lines | the skill of deducing meaning from context, and gaining a deeper understanding of what the writer is implying |
| register | the style of language suitable for a particular use (e.g. formal, informal, neutral) |
| scanning | the skill of reading quickly in order to find some specific detailed information |
| skimming | the skill of reading quickly in order to find out what the main points of a text are |
| source | where a text comes from (e.g. newspaper, novel, diary) |
| speed reading | the skill of reading quickly while finding out the gist of a text |
| topic | the subject of a text (e.g. shopping, money, travel) |