

## **Reading Definition**

"Reading is an activity which involves comprehension and interpretation of ideas symbolized by the written or printed page". "The act of responding appropriately to printed symbols". The most agreed and accepted definition of reading is "The process by which we make the sense of the text".

In simple words reading means looking at the printed words and understanding the message. It consists of two steps

- (a) Recognizing the letters of alphabet.
- (b) Understanding or comprehension.

By reading we get valuable information which adds to our knowledge. We feel pleasure and get mental satisfaction by reading. We enjoy ourselves by reading and it has great value and importance.

## **Principles of Reading**

We can get success and enjoyment through reading. Although it is a neglected skill yet it has great importance. It is the most important learning skill. Much of our time is spent in reading different type of things such as letter, reports, newspapers, books, and other kind of literature. Some people do not continue their

reading after completing their education. Especially they do not bother to read and so they become stagnant pools. Here are given some reading principles.

### **1. Proper Atmosphere**

First of all proper atmosphere should be provided for reading. If the reader has peace of mind and the place is free of noise then effective reading will take place. Self motivation is necessary for proper and purposeful reading.

### **2. Develop Reading Habits**

We should develop our reading habits. Most of us are not good readers. They can not complete reading in one sitting. Their attention is diverted in other directions and without proper attention we can not complete our reading. In this way most of our time is wasted. When we develop our reading habits, defects of reading can be removed.

### **3. Provide Proper Setting**

Proper setting of the reading room or place is necessary. Reading room should be lighted properly. Bad light is harmful for eyes. We can read well in broad day light. But we should avoid reading in bright sunlight. We should read properly in a quiet place and try to take notes of important things. We should not read in a running vehicle because it disturbs our reading.

### **4. Proper Use of Eyes**

Our eyes should be in a proper position: If we do not use eyes properly, we can feel headaches, tiring of eyes and restlessness. We should rest our eyes properly. We should exercise our eyes from time to time.

### **5. Improve Vocabulary**

By reading we can enrich our vocabulary. It is a good principle of reading that we should have good vocabulary of things. A good vocabulary is a source of success for the students. While reading we should write new words and ideas in our note book.

### **6. Proper Reading Speed**

Reading fast has advantages. We should read fast enough so that we may finish our reading within a short period of time. We should develop our speed and understanding by reading.

### **7. Regular Practice**

We should practice reading regularly. We should try to read as much as possible. By constant reading we can develop the habit of reading. In this way we can enjoy the art of reading. Vocabulary and knowledge are increased by practice of reading. We can update our previously held knowledge.

### Kinds of Reading

There are some kinds of reading, which are discussed below:-

#### **1. Skimming**

Real meaning of skimming is to take out cream from milk. But in language study it means reading a text quickly to get the gist or summary of text. We are interested only in the main idea and left all other details, explanation and examples. Skimming is a useful technique of reading, especially when we have not enough time to study the whole text.

#### **2. Scanning**

Real meaning of scanning is to locate or discover the place of something. In language learning it means reading a text quickly to look for specific piece of information. It is faster than skimming. For example the use of dictionary enables us to find meaning of a specific word or telephone directory to phone a friend. For this purpose we just settle for the specific area of our particular information.

#### **3. Intensive Reading (Mastery)**

It is a deep kind of reading. We read slowly and with great effort. We have to pay great attention to every detail. This kind of reading involves class room reading text books, presentations, recipes, application forms, instructions and quotation papers etc. We have to learn the meaning of each and every word.

#### **4. Extensive Reading (For Pleasure)**

Sometimes we read for pleasure and enjoyment. It is done mostly outside the class room in spare time. The reader is free to read according to his own style and taste. He can read at home or in the library without the guidance of anyone. Reading habits can be developed by this kind of reading.

### Reading Process

The process of reading is as follows:

#### **1. Scanning the Material**

It starts with looking at the reading material. The survey of books etc will help us determine our purpose of reading.

## **2. Thinking while Reading**

By reading actively, we will understand the reading material. Second step is concentration on studies.

## **3. Studying Helping Material**

We should study pictures, graph, diagrams, charts and foot notes etc to understand the text easily.

## **4. Making Brief Notes**

Next step is to take or make brief notes about the topic. Taking notes will help us in future.

## **5. Review**

At the end of our reading, we should review the reading material by skimming and scanning. Our notes will also help us in this review.

### **Uses / Importance of Reading**

Following are the uses / importance of reading.

#### **1. In Everyday Life**

In our daily life, we use reading intensively and extensively by skimming and scanning. Without reading we are useless. We can not do anything without reading.

#### **2. In Professional Life**

Reading is of much importance. We keep aware of our job and profession. We read all types of reading material in business.

#### **3. In a Student's Life**

Reading plays a vital role. A student can not get success in the examination without reading. Reading enables the student for proper preparation of the examination. The students who have the habit of reading have better chances of success.