

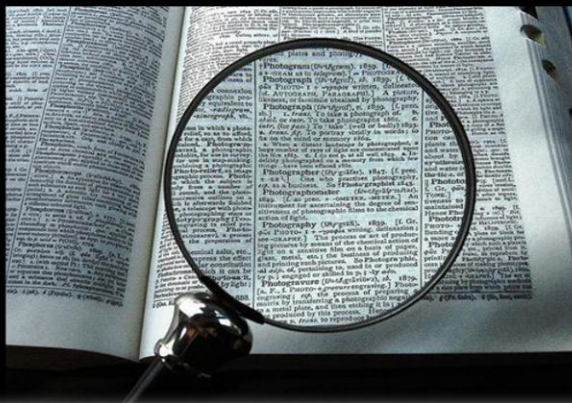
## Skimming a text



- You skim a text when you need an overview of what it is about and what the reader is trying to say or do
- Read the text quickly – you don't need to read every word
- Ask yourself: “What is this about?”  
“Why has it been written?”

## Scanning a text

- Look for headings, key words and images
- Move your eyes quickly over the page
- You don't need to read every word
- Read first and last lines of paragraphs



# Close Reading

- Reading carefully to get a detailed understanding.
- Read every word making sure you understand what each word and sentence means, in order to find the details you need for your answer.



## Reading Carefully for detailed understanding

Reading a text carefully gives you a detailed understanding of what a writer is saying in a text.

- Decide what you need to find out.
- **Skim** the whole text to gain an overview
- **Scan** to find the parts of the text you need to read carefully
- **Read every word** of those sentences carefully and ask yourself: “What did it tell me?”
- If you don’t understand a word or detail, read again to try and work it out.

## Purposes of Texts

- **INSTRUCTIVE TEXT**: tells you what to do
- **PERSUASIVE TEXT**: tries to convince you to do something, or believe an opinion
- **INFORMATIVE TEXT**: gives you information about something
- **DESCRIPTIVE TEXT**: creates a picture in your mind



## The Art of Persuasion

- Some texts are written to persuade the reader to think or do something.
- The aim is to make the reader think or act in a particular way.
- For example:
  - Advertisements ➔ buy now!
  - Health posters ➔ look after yourself / make changes

To persuade in words, writers can use a range of techniques.

# Writing: Thinking about your audience

- Suit the content and style of your writing to your audience
- Read the task carefully and find the key words which tell you
  - Exactly **what** you have to write
  - **Who** is it for? Who are your audience?



## Subject –verb Agreement

- After writing always check your work.
- Make sure the meaning of every sentence is clear.
- Make sure the subject and the verb agree.
- The verbs must be right for the number of people doing the action.

### To check this:

- Find the verb, for example 'is working', 'are walking'
- Decide who or what is doing the verb – they are the **agent**
- Check the verb is written in the correct way for the number of **agents**.

He is hoping to be given work experience - correct  
They is hoping to be given work experience - incorrect