



MAKING SENSE OF ENGLISH TEXTS WEBINAR SERIES

EPISODE 02

SKIM, SCAN AND KEYWORD

TECHNIQUES

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SKIM AND SCAN

Move your eyes quickly over the page to get the information you need.

Skim

when you want to read something quickly to get a general idea.

- Read the table of contents.
- Read the opening and closing sentences of paragraphs.
- Read headings and subheadings.
- Look at any illustrations or graphic features.

Skim if you are previewing a book for selection.

Skim if you are rereading some pages before moving on in a book.

Skim when looking through a newspaper or magazine.

and

Scan

when you want to read something quickly to find a specific piece of information.

- Look for key words related to your topic.
- Look for bold print and italics.
- Look for words in larger font sizes.
- Look through bulleted information and sidebars.

Scan if you have a question that you need answered.

Scan when trying to find a phone number, looking in a dictionary, or searching through an index.

REMEMBER WHAT YOU READ

What statement best describes you

- A. You are very confident about your keyword choice.
- B. You are unsure about what keywords to choose, so you choose many 'keywords' for fear of missing out.
- C. You never choose any keywords while reading.
- D. You never read.

READING TECHNIQUES

1. Keyword
2. Subject + Verb
3. Understand reference words “pronouns, the, this, that, these, those, such”
4. Understand text development through recognizing old and new concepts
5. Guess meaning through context
6. Read active by looking at cohesive devices.

KEYWORD

- How to know which words to choose
- Some other tips on keywords
- Practice

READING VS. TRAVELLING ON URBAN ROADS

Out of nowhere, kids come running to the sound of water splashing in the pool. By the time it's full, there's already fourteen of us trying to push in quick before the water warms up as hot as the dirt, our feet fighting for space in that cool, and sloshing water up and over the side, turning the ground to mud. Even Queeny is here, splashing some of the cool up onto her face. I try to help her, but all I get is a punch on the arm for my troubles. (p. 13)



REMEMBERING YOUR PATH



And when the full moon had risen Hansel took his little sister by the hand and followed the **pebbles**, which were **shining** like new-minted pennies and showed them the way. They walked all through the night, and as day was dawning they **arrived** at their father's **house**.

REMEMBER WHAT YOU READ

The charm is not used for certain ills, and the real or imagined maladies of the people. The charm-box of the household shrine. The magical packets are so numerous that people usually forget what their purposes were and fear to use them again. While the natives are very vague on this point, we can only assume that the idea in retaining all the old magical materials is that their presence in the charm-box, before which the body rituals are conducted, will in some way protect the worshipper.

Beneath the charm-box is a small font. Each day every member of the family, in succession, enters the shrine room, bows his head before the charm-box, mingles different sorts of holy water in the font, and proceeds with a brief rite of ablution. The holy waters are secured from the Water Temple of the community, where the priests conduct elaborate ceremonies to make the liquid ritually pure.

In the hierarchy of magical practitioners, and below the medicine men in prestige, are specialists whose designation is best translated "holy-mouth-men." The Nacirema have an almost pathological horror of and fascination with the mouth, the condition of which is believed to have a supernatural influence on all social relationships. Were it not for the rituals of the mouth, they believe that their teeth would fall out, their gums bleed, their jaws shrink, their friends desert them, and their lovers reject them. They also believe that a strong relationship exists between oral and moral characteristics. For example, there is a ritual ablution of the mouth for children which is supposed to improve their moral fiber.

The daily body ritual performed by everyone includes a mouth-rite. These people are so punctilious about care of the mouth, that the uninitiated stranger as revolting as a small bundle of

READ WITH A PEN



KEYWORD TECHNIQUE

- TWO TYPES OF WORDS
- CONTENT WORDS (carry meaning)
- FUNCTION WORDS (grammatical functions)

KEYWORD TECHNIQUE

CONTENT WORDS

- **Noun**
- Verb (without helping verbs)
- Adjective
- adverb

FUNCTION WORDS

- Determiners (articles)
- **Conjunctions**
- Preposition
- Pronouns
- Auxiliary verbs (have, does, do)
- Modals
- Qualifiers

KEYWORD TECHNIQUE

- Circle keyword
 - spend more time on the word → increase engagement → more likely to remember
 - make the word more outstanding → text (no milestones)
- Minimize the number of keywords
 - Question: can I eliminate this word?
- Effective keyword choice can help reduce work while and after reading

KEYWORD TECHNIQUE

- Circle keyword in the following sentence.
- Some people believe that studying at university or college is the best route to a successful career, while others believe that it is better to get a job straight after school.
- Today, large shopping centers and supermarkets are more common than small local shops.

KEYWORD TECHNIQUE

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- Some people believe that studying at university or **college** is the best route to a **successful career**, while others believe that it is better to get a **job** straight after school.
- Today, large shopping centers and **supermarkets** are more **common** than small **local shops**.

KEYWORD TECHNIQUE

- Extract information (college, career, job; supermarket – local – common)
- Understand text better
- Time and energy efficient

READ THE TEXT BELOW AND CHOOSE KEYWORDS

Hi, my name's Barb. Great to meet you!

I have a secret. When I was growing up, I was sometimes a terrible student. Sure, I was fine in subjects I liked. But otherwise, forget it.

Everybody told me to follow my passion. I figured that meant, 'Do what you like, not what you don't like'. That sounded like good advice to me. I hated math and science, so I avoided those subjects as if they were poison. When I had to take those courses, I did badly, or I just plain failed.

I'm now a professor of engineering. Surprised? Engineers need a deep knowledge of math and science. I'm now really good at math and science, and I love them. How did I do it? I discovered the secrets of learning well.

REMEMBER WHAT YOU READ

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KEYWORD

- How to know which words to choose
- Some other tips on keywords



KEYWORD

A word might be key for the following reasons:

- critical to meaning
- unfamiliar
- interesting

Write the correct letter in boxes 28–31 on your answer sheet.

28 The writer suggests that Marshall's discovery came at a good time for the US because

A the Mexican–American War was ending so there were men needing work.
 B his expertise in water power would be useful in gold mining.
 C the population of California had already begun to increase rapidly.
 D the region was about to come under the control of the US.

29 What was the reaction in 1848 to the news of the discovery of gold?

A The press played a large part in convincing the public of the riches available.
 B Many men in San Francisco left immediately to check it out for themselves.
 C People needed to see physical evidence before they took it seriously.
 D Men in other mines in the US were among the first to respond to it.

30 What was the result of thousands of people moving to California?

A San Francisco could not cope with the influx of people from around the world.
 B Many miners got more money than they could ever have earned at home.
 C Some of those who stayed behind had to take on unexpected roles.
 D New towns were established which became good places to live.

31 What does the writer say about using pans and rockers to find gold?

A Both methods required the addition of mercury.
 B A rocker needed more than one miner to operate it.
 C Pans were the best system for novice miners to use.
 D Miners had to find a way round a design fault in one system.

Questions 32–36

The text on pages 24 and 25 has seven sections, A–G.

Which section contains the following information?

Write the correct letter, A–G, in boxes 32–36 on your answer sheet.

- 32 a reference to ways of making money in California other than mining for gold C
- 33 a suggestion that the gold that was found did not often compensate for the hard work undertaken F
- 34 a mention of an individual who convinced many of the existence of gold in California B
- 35 details of the pre-Gold Rush population of California A
- 36 a contrast between shrinking revenue and increasing population G

Test 1

Questions 37–40

Complete the summary below.

Choose ONE WORD ONLY from the text for each answer.

Write your answers in boxes 37–40 on your answer sheet.

Basic techniques for extracting gold

The most basic method used by many miners began with digging some 37 gravel out of a river and hoping it might contain gold. Small amounts were put in a pan with water. The pan was spun round, causing the liquid and less heavy contents of the pan to come out. Gold dust, which weighed more, remained in the pan or, if the miners were very lucky, there might even be some 38 nuggets too. It was, however, a very laborious method.

The rocker was also used. A miner would put some earth and rock into the higher end, together with some water. He would then shake the rocker. Larger stones stuck in the 39 side, while gold dropped to the bottom. Unfortunately, the rocker was not designed to catch what was called flour. However, a process was introduced involving 40 mercury to ensure no gold was washed out in the water.