

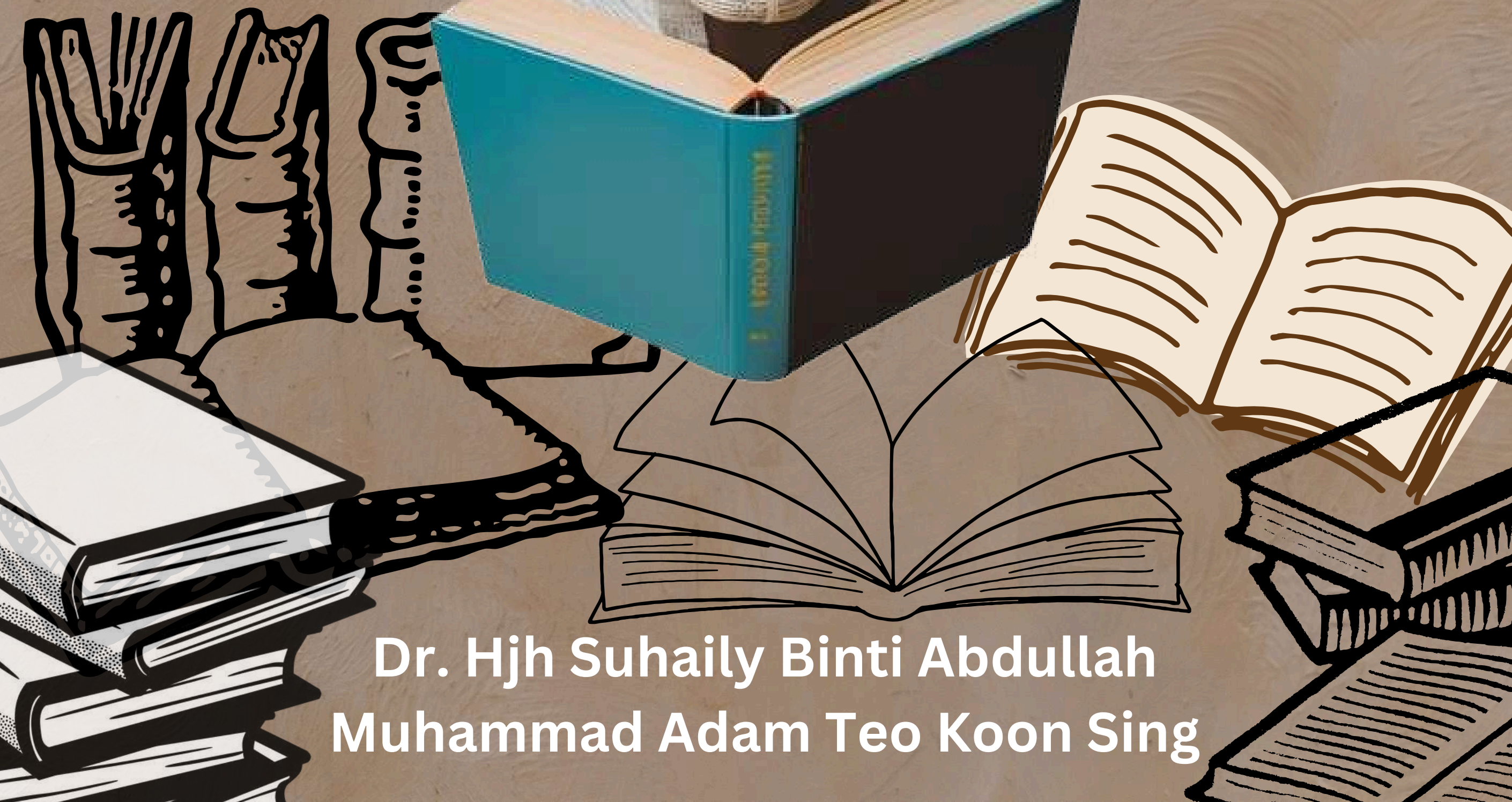


KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



JUST

READ



Dr. Hjh Suhaily Binti Abdullah
Muhammad Adam Teo Koon Sing



JUST READ

READING SKILLS

“THE CREATION OF A MASTERPIECE
STARTS FROM A SINGLE WORD”

by

**Dr. Hjh Suhaily Binti Abdullah
Muhammad Adam Teo Koon Sing**



General Studies Department
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JUST READ

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FOREWORD

Thanks be upon Allah S.W.T for His abundant grace for the opportunity and divine intervention to complete this writing accordingly as planned. The guidance and inspiration provided throughout the process have been indispensable in producing a comprehensive and impactful piece of writing. Through diligent research, careful planning, and unwavering dedication, every topic has been meticulously crafted to convey valuable insights and knowledge to the readers.

Reading skills are essential for academic success and personal growth. By developing strong reading skills, learners can better understand and interpret complex texts, communicate effectively, and think critically about the world around them. Additionally, reading allows individuals to explore different perspectives, cultures, and ideas, leading to increased empathy and awareness. To improve reading skills, learners should practice regularly, engage with diverse texts, and actively seek to expand their vocabulary. By honing their reading skills, learners can become more confident, informed, and well-rounded individuals.

We recognize that our achievements are not solely due to our own efforts but comes from the support of our families and colleagues as well. Therefore, as we extend our gratitude and reflect on the completion of this book, may we continue to seek His guidance and wisdom in all our future endeavors.



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Objective:

Understand various models of reading to enhance comprehension and application of different reading strategies

Skills Covered:

- Knowledge of reading theories
- Understanding different reading processes
- Application of models to improve reading strategies

Why It's Important:

Understanding reading models helps readers select appropriate strategies based on the text and reading purposes, improving overall comprehension and efficiency.

1 Recognize Different Types of Reading Models

UNIT 1

RECOGNIZE DIFFERENT TYPES OF READING MODELS

Introduction

Reading is a basic skill that helps people understand written symbols and make sense of text.

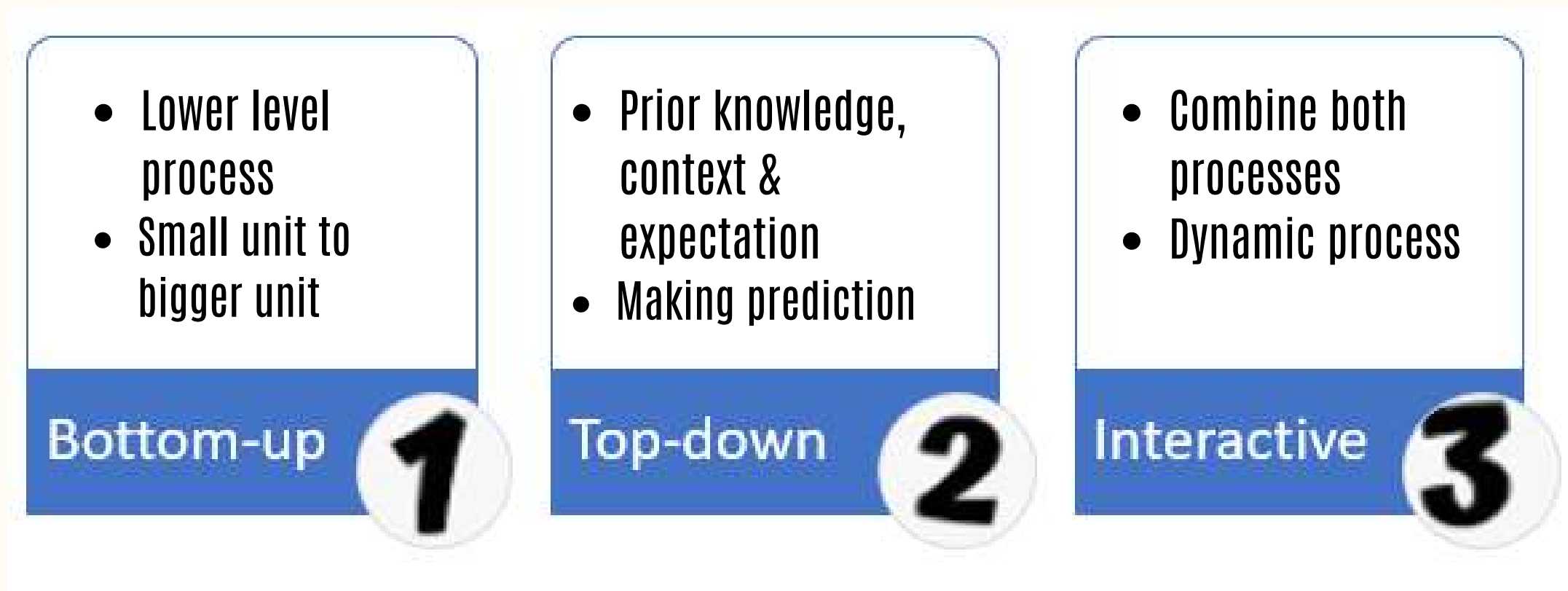
It is crucial for learning, communication, and interacting with the world.

Reading includes multiple steps, such as recognizing written words, understanding their meaning, and using knowledge of vocabulary and sentence structure.

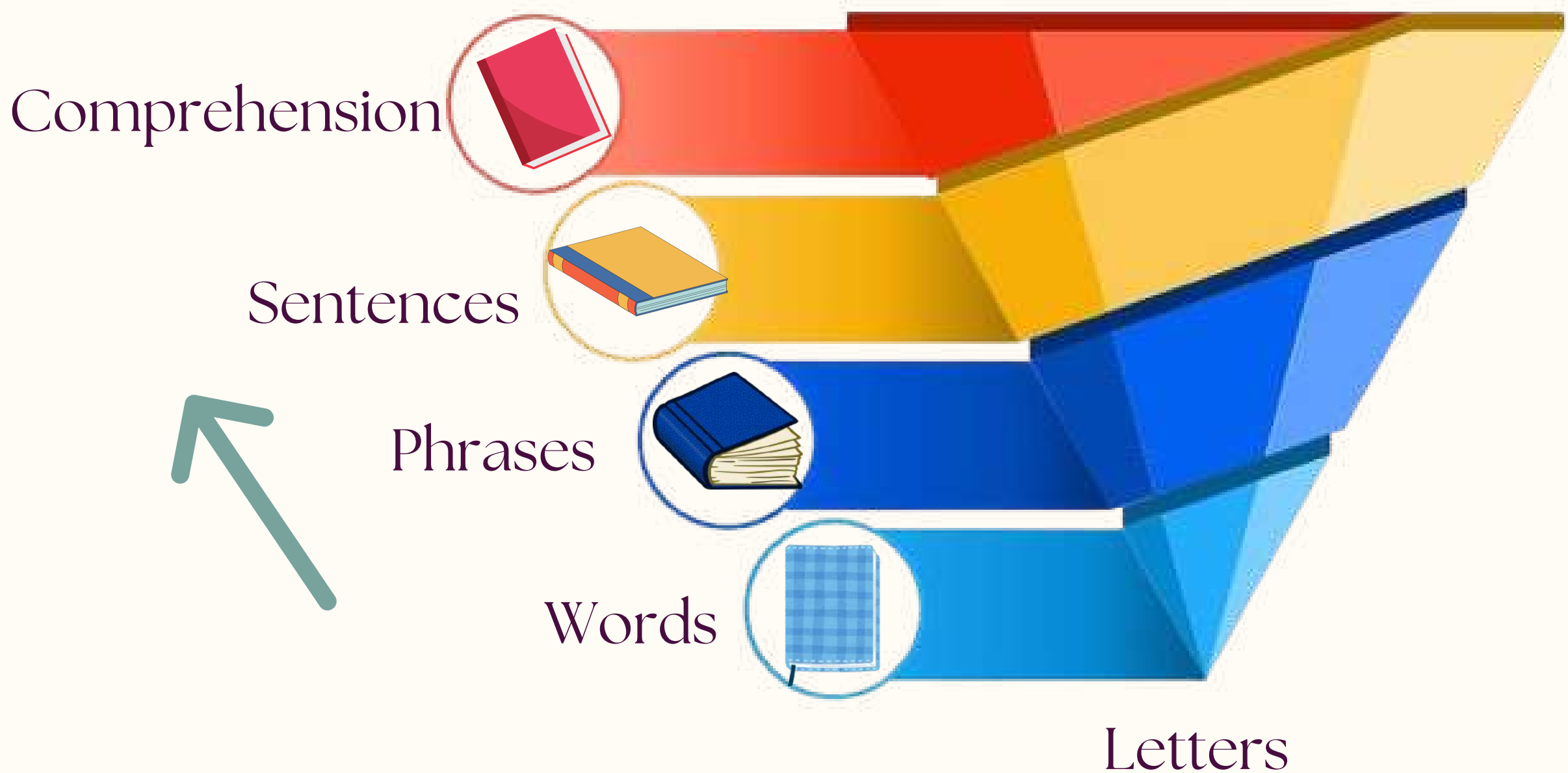
Being able to read well is important for academic achievement and overall intellectual growth.

Reading Model

Various models of reading attempt to explain how people process written language, each focusing on different aspects of the reading process:



Bottom-up Model



The Bottom-Up Reading Model (Data-Driven)

Bottom-Up Model emphasizes the role of lower-level processes in reading, such as recognizing individual letters and words. Readers begin with the recognition of basic units and move towards understanding of the whole text. This model is valuable for understanding the foundational processes of reading, particularly in the early stages of literacy development especially when learning a second language.

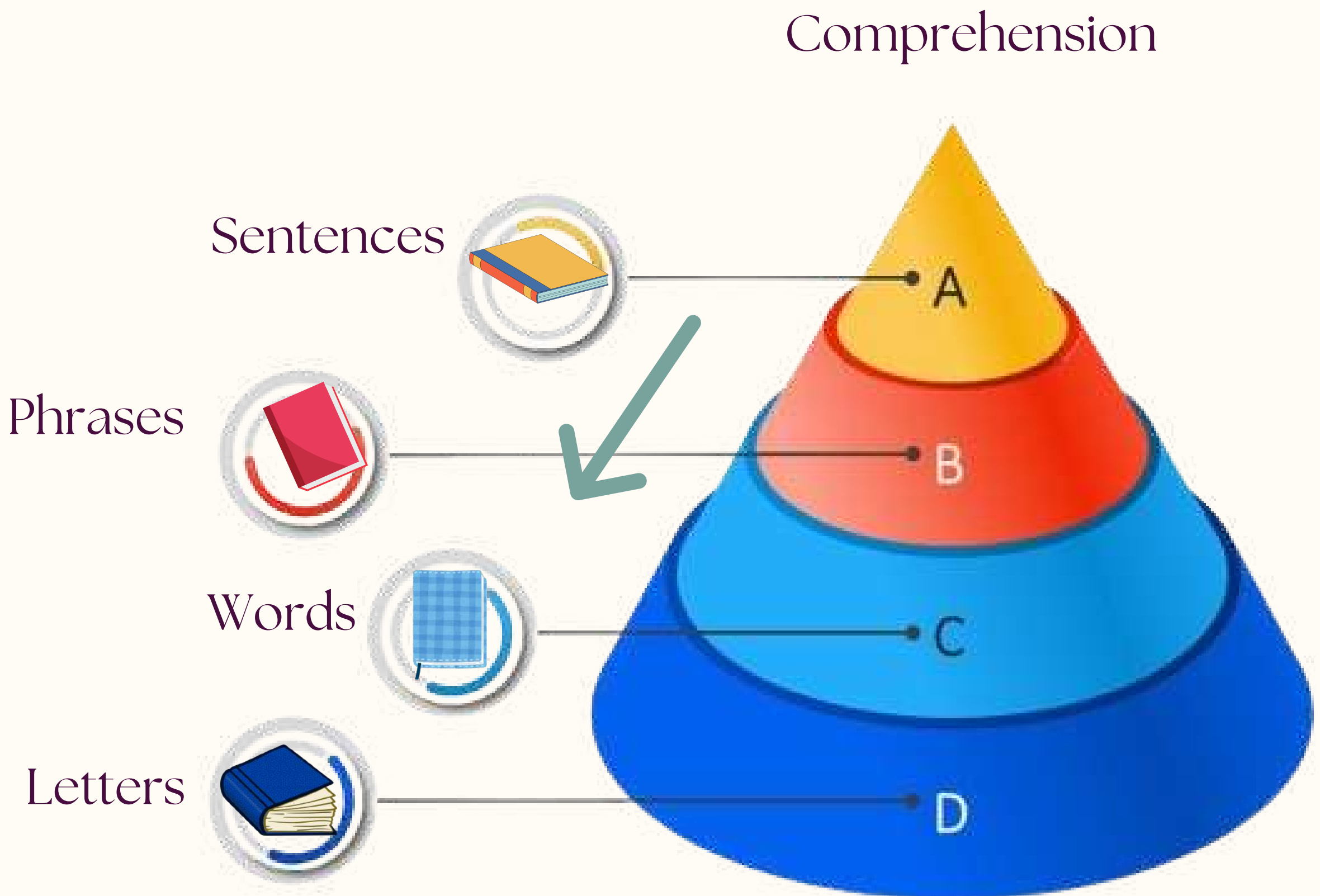


Strength: Provides a clear, structured method for reading thus, ensures that foundation skills are developed.



Limitation: Primarily focuses on the mechanics of reading and takes longer time to interpret meaning.

Top-Down Model



The Top-Down Reading Model (Concept-Driven)

Top-Down Model emphasizes the role of higher-level cognitive processes in interpreting and understanding text. Readers use their prior knowledge, expectations, and contextual clues to predict and interpret text. They actively infer meaning based on these predictions and adjust their understanding as they read.

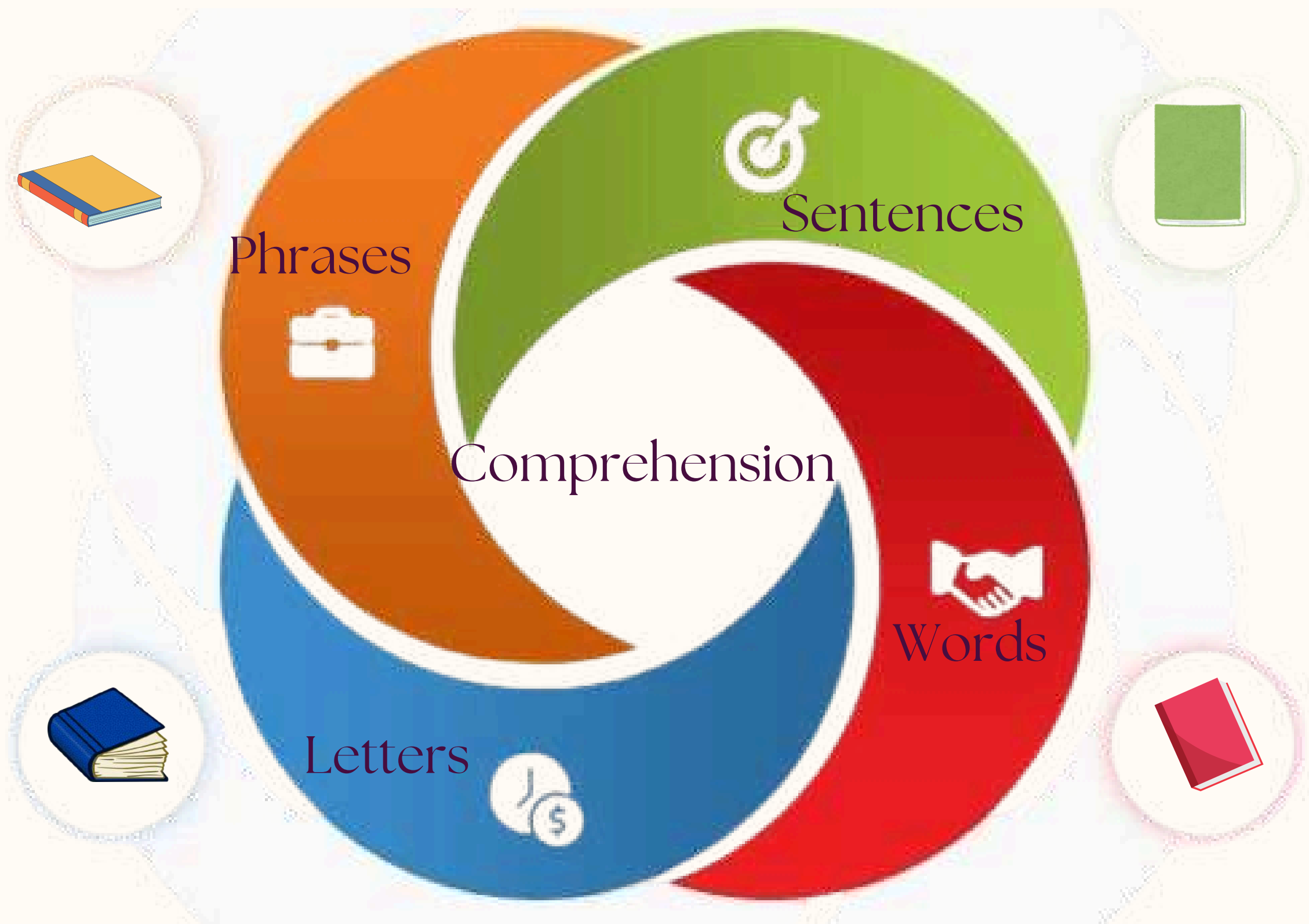


Strength: Highlights the importance of background knowledge, thus, encourage readers to engage actively with the reading materials.



Limitation: Over reliance on background knowledge which lead to wrong interpretation of the text.

Interactive Model



The Interactive Reading Model (Reader-Driven)

Interactive Models propose that reading involves an interplay between decoding text (Bottom-Up processes) and using context and background knowledge (Top-Down processes). Rather than processing text in a sequential manner, readers apply both types of processing simultaneously to interpret meaning.



Strength: Provides a comprehensive view of reading and acknowledged that different texts may require different strategies for different readers.



Limitation: Can be challenging for different readers to apply varying degrees of reading practises.

Activity

Answer the following questions.

1. What is the primary focus of the bottom-up reading model?
 - a) Using background knowledge
 - b) Decoding words and letters
 - c) Understanding context
2. In the top-down reading model, what do readers primarily rely on to make sense of a text?
 - a) Phonics skills
 - b) Prior knowledge and context
 - c) Visual aids
3. Which reading model combines both decoding text and using background knowledge?
 - a) Bottom-up model
 - b) Top-down model
 - c) Interactive model
4. What is an example of a bottom-up reading strategy?
 - a) Predicting the plot based on the title
 - b) Skimming for main ideas
 - c) Sounding out words in a new text
5. Why is the interactive reading model considered effective?
 - a) It focuses only on vocabulary
 - b) It integrates multiple reading strategies
 - c) It encourages reading quickly without understanding



Answers:

1. b) Decoding words and letters
2. b) Prior knowledge and context
3. c) Interactive model
4. c) Sounding out words in a new text
5. b) It integrates multiple reading strategies



Objective:

Recognize various reasons for reading and how to tailor reading strategies to meet specific goals.

Skills Covered:

- Identifying reading goals (informative, functional, aesthetic, critical)
- Adapting reading strategies to goals
- Evaluating effectiveness of reading approaches

Why It's Important:

Clarifying reading goals ensures that readers use the most effective strategies to achieve their desired outcomes, leading to more purposeful and productive reading.

2

Identify Reading Goals and Purposes

UNIT 2

IDENTIFY READING GOALS AND PURPOSES

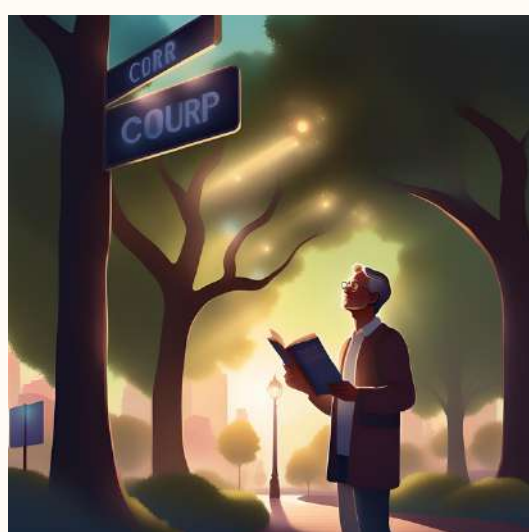
Introduction

Reading serves as a gateway to knowledge, creativity, and personal growth. The purpose of reading extends beyond enjoyment; it fosters critical thinking, enhances empathy, and broadens our understanding of diverse cultures and perspectives. Through reading, we can explore new ideas, challenge our beliefs, and immerse ourselves in experiences other than our own.

Moreover, reading can be a source of inspiration and motivation, igniting our imagination and encouraging us to dream bigger. Whether for academic advancement, professional development, or personal enrichment, engaging with reading helps us to communicate more effectively and navigate the needs of life.

Reading Purposes

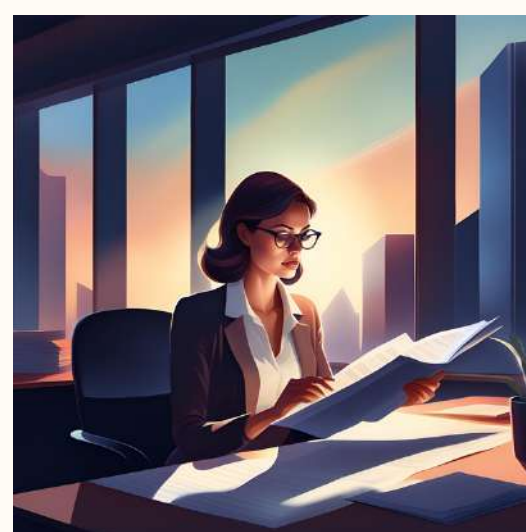
Of course, there are various purposes for reading, such as personal growth, cultural awareness, and acquiring knowledge. However, Wallace (1992) and Beard (1990) outline four primary purposes: reading for survival, reading for learning, reading for occupation, and reading for pleasure.



Survival



Learning



Occupational / Work



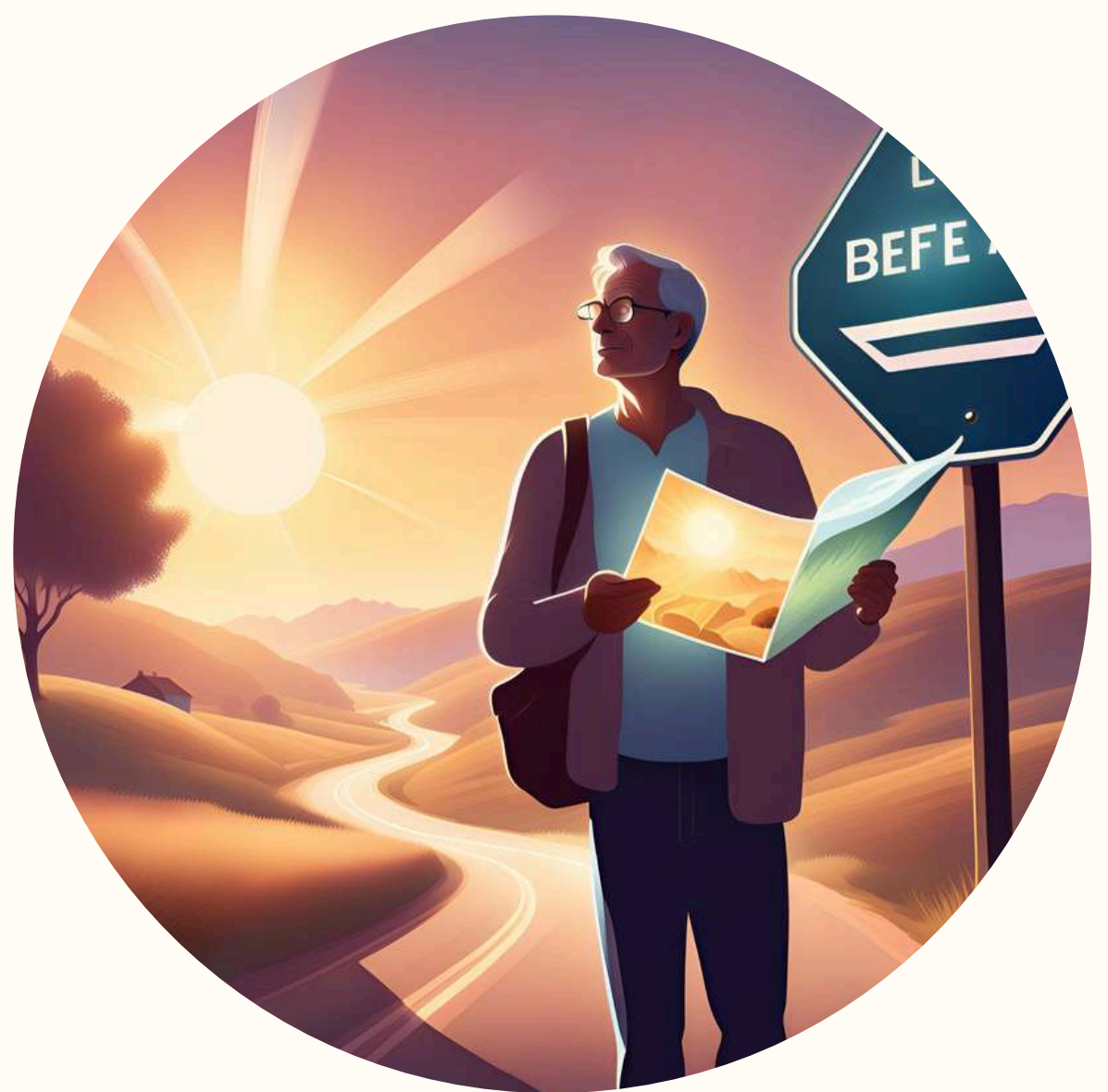
Pleasure

Reading for Survival



Reading for survival, or functional reading, is about understanding the information we need to navigate our everyday environment. This includes reading street signs, product labels, and advertisements. These skills help us understand important information that helps us stay safe and manage daily life.

In critical situations, being able to read can be crucial for staying safe. Whether it's understanding medicine labels, finding your way on public transport, or knowing what to do in an emergency, reading for survival helps people make smart choices and navigate their surroundings confidently.



Reading for Learning



Reading for learning is an important part of education and personal growth. It means looking at texts to gain new knowledge and skills. Reading for learning is when we read to gain knowledge and understanding. It helps us explore new ideas, improve our skills, and deepen our understanding of different subjects. Whether reading textbooks, articles, or research papers, this kind of reading helps us understand different topics and think critically.

This type of reading is essential for education and personal growth, making us more informed and better prepared for various challenges in life. It boosts academic performance and encourages a love for learning, making us curious about new ideas. Overall, reading for learning helps us adapt to changes and make smart choices in our lives.

Reading for Work



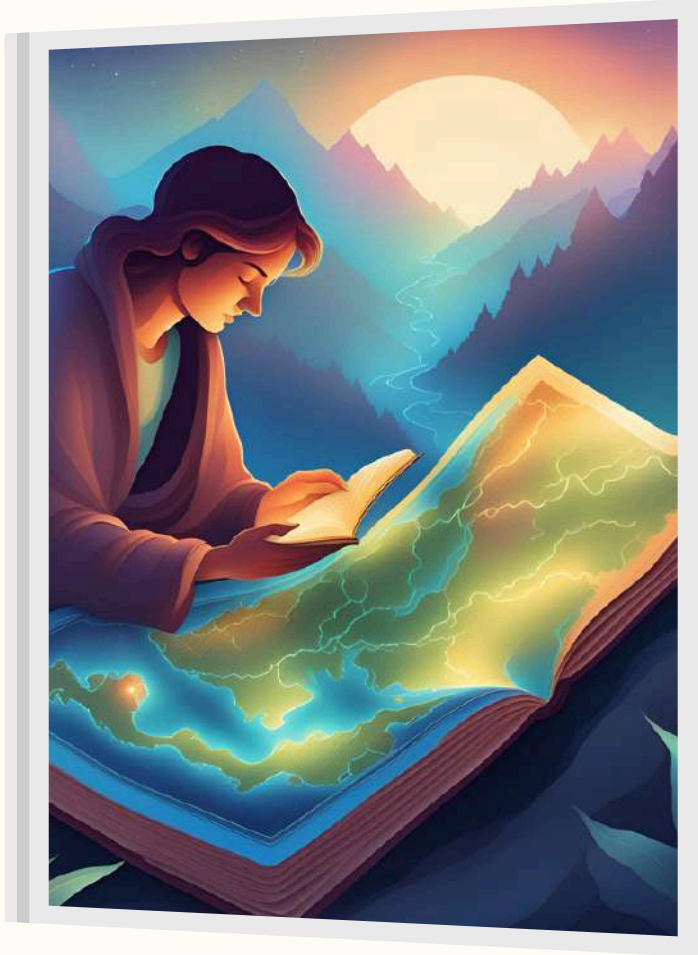
Reading for occupational purposes involves understanding information that is important for our jobs. This includes reading manuals, reports, emails, and articles related to our field. Being able to read well at work helps us follow instructions, meet rules, and keep up with changes in our industry. It also improves our communication skills, making it easier to work with colleagues. Overall, reading for occupational purposes is essential for doing our jobs well and succeeding in our careers.

Reading for Pleasure

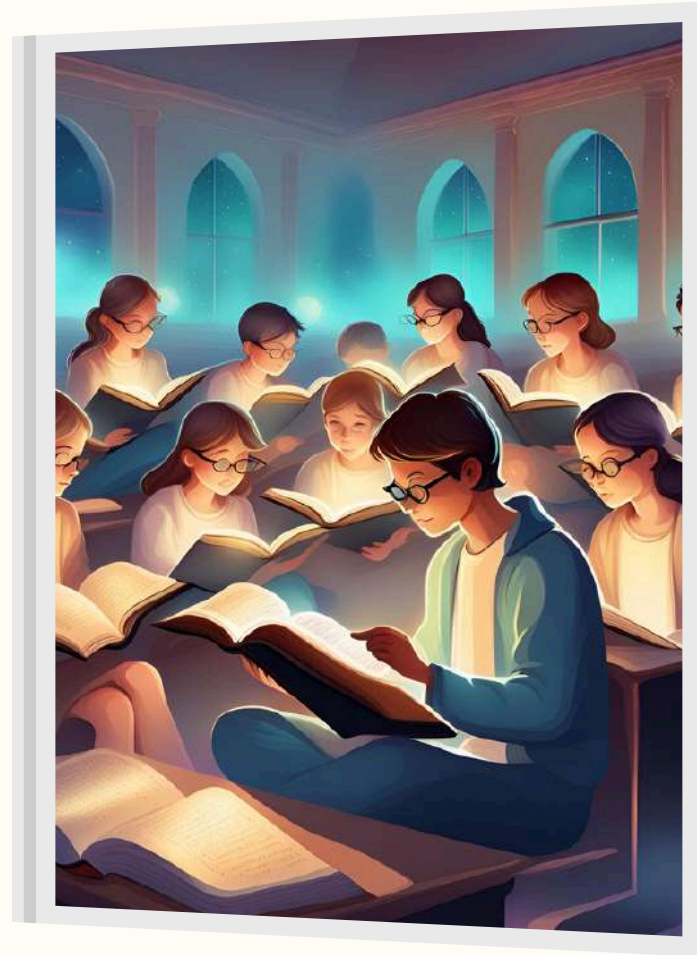


Reading for pleasure or recreational reading, is all about enjoying books, stories, and articles for fun. This type of reading allows us to escape into different worlds, experience new adventures, and explore various characters and ideas. Whether it's a novel, a comic, or a magazine, reading for pleasure helps reduce stress and sparks our imagination. It also encourages a love for reading, making it a wonderful way to relax and unwind while learning about different cultures and perspectives. Rereading the same materials for multiple times can maximize the experience or the joy of reading.





Survival



Learning

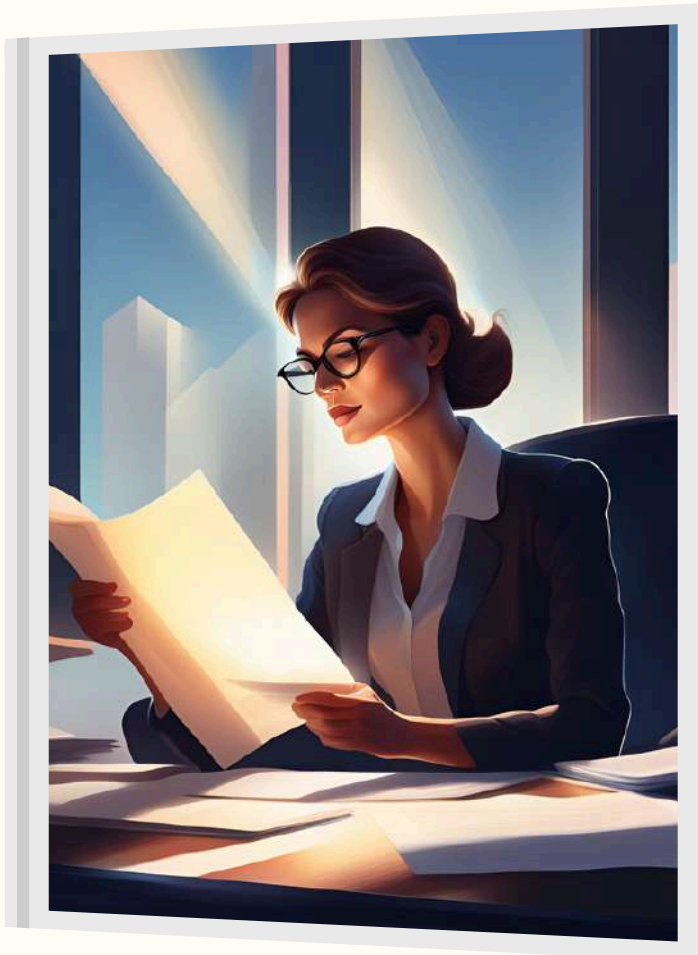


Reading Purposes



**Occupational
/ Work**

Pleasure



Activity



What is your purpose of reading?
What materials do you read?



Given a Malay Novel, a collection of Chinese Poems, and an English comic, which one would you read? State your reasons.



Objective:

Develop the ability to quickly identify the main ideas and key points in various texts.

Skills Covered:

- Rapid reading techniques
- Identifying headings, subheadings, and highlighted text
- Extracting essential information without reading in detail

Why It's Important:

Enhances efficiency in processing large volumes of information, crucial for staying updated on current events.

3

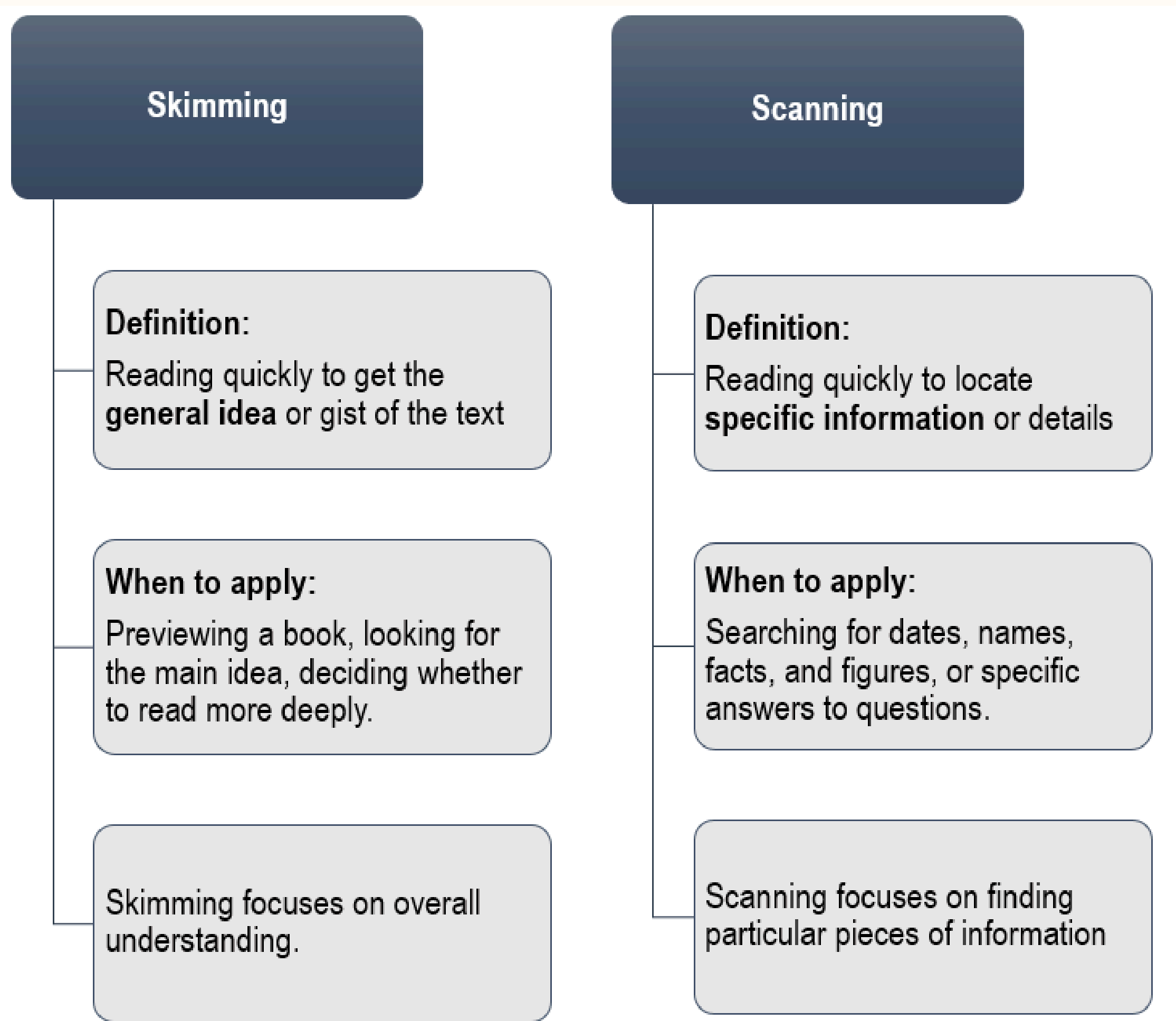
Skim and Scan Text

UNIT 3

SKIM AND SCAN TEXT

Introduction

Two commonly used reading strategies are **skimming** and **scanning**. These techniques enable readers to quickly gather the required information, which is particularly useful when time is limited. Both strategies can be simplified as follow:



How to skim

- Read the title, headings, subheadings, and any bolded or italicized words.
- Look at illustrations, captions, or graphs for context clues.
- Read the first and last paragraphs, and the first sentence of each paragraph.

Quick Practice

Read the following text within 5 seconds and answer:

What is the main idea of this excerpt?

Don't worry too much about viruses. You may never see one. There are just a few ways to become infected. The common sources seem to be pirate games and exchanging thumb drives in PCs for public use

What are the words that you can find in the text?

The keywords here are ***viruses, pirate games, and PCs.***

Hence, the main idea of this excerpt is: **Computer Virus.**

So, the answer is **COMPUTER VIRUS**

How to scan

- Know what you're looking for (e.g., key words or phrases).
- Use your finger or pen as a guide to move your eyes quickly over the text.
- Avoid reading every word; focus on finding the target word or number.

Quick Practice

Scan the menu and identify the required information.

Based on this menu, decide on which meal that you cannot purchase if you only have RM10 in your pocket?



What are the information you want to search?

cannot purchase RM10

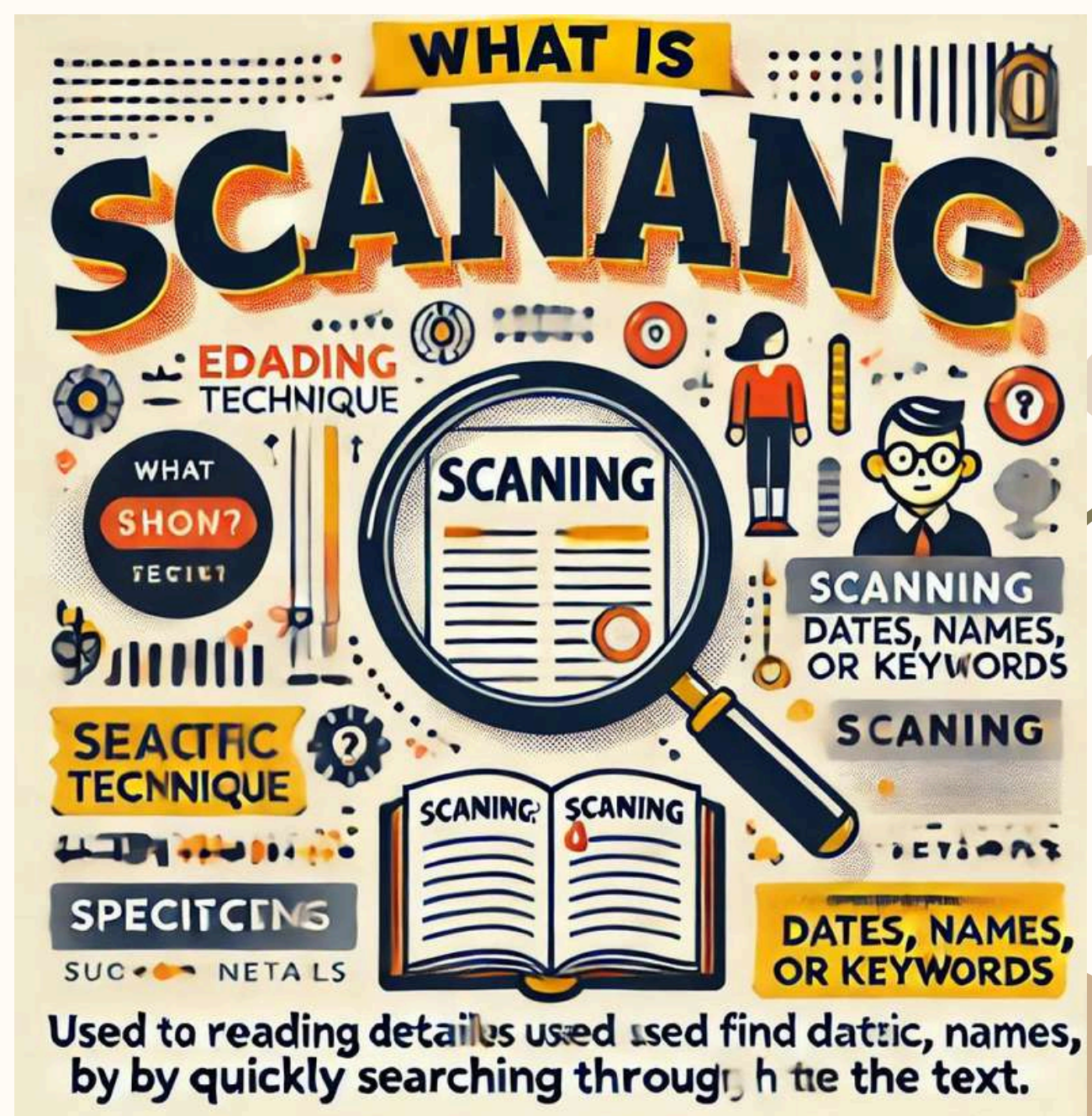
So, what is the answer?

SPICY CHICKEN



Tips for Effective Skimming and Scanning

- Set clear goals before reading.
- Practice often to improve speed and accuracy.
- Use visual clues like headings, bullet points, or numbers to assist your search.



Activity

Interactive notes and 3 different activities on skimming & scanning included in this link.

Click to get the extra information on these reading strategies.

Complete Activity 1, Activity 2 and Activity 3 for further enhancement



skim
and
scan

Skimming and scanning texts - English - Learning with BBC Bitesize

In this English article, learn how to find information in texts by skimming and scanning.

... BBC Bitesize



Objective:

Enhance comprehension skills for a wide range of texts, especially those related to current issues and green topics.

Skills Covered:

- Contextual clues
- Synonyms and antonyms
- Word roots and affixes

Why It's Important:

Expands vocabulary and improves the ability to understand and use language accurately.

4 Comprehend a Variety of Texts

UNIT 4

COMPREHEND A VARIETY OF TEXTS

Introduction

Understanding different types of texts is important for good communication and thinking in nowadays world. This skill involves reading and interpreting various materials, like stories, articles, reports, and poems, each with its own style and purpose. By improving comprehension skills, people can connect ideas, engage with diverse content, and apply what they learn in everyday situations. This flexibility helps with school and encourages lifelong learning, allowing readers to navigate modern life more easily with confident.



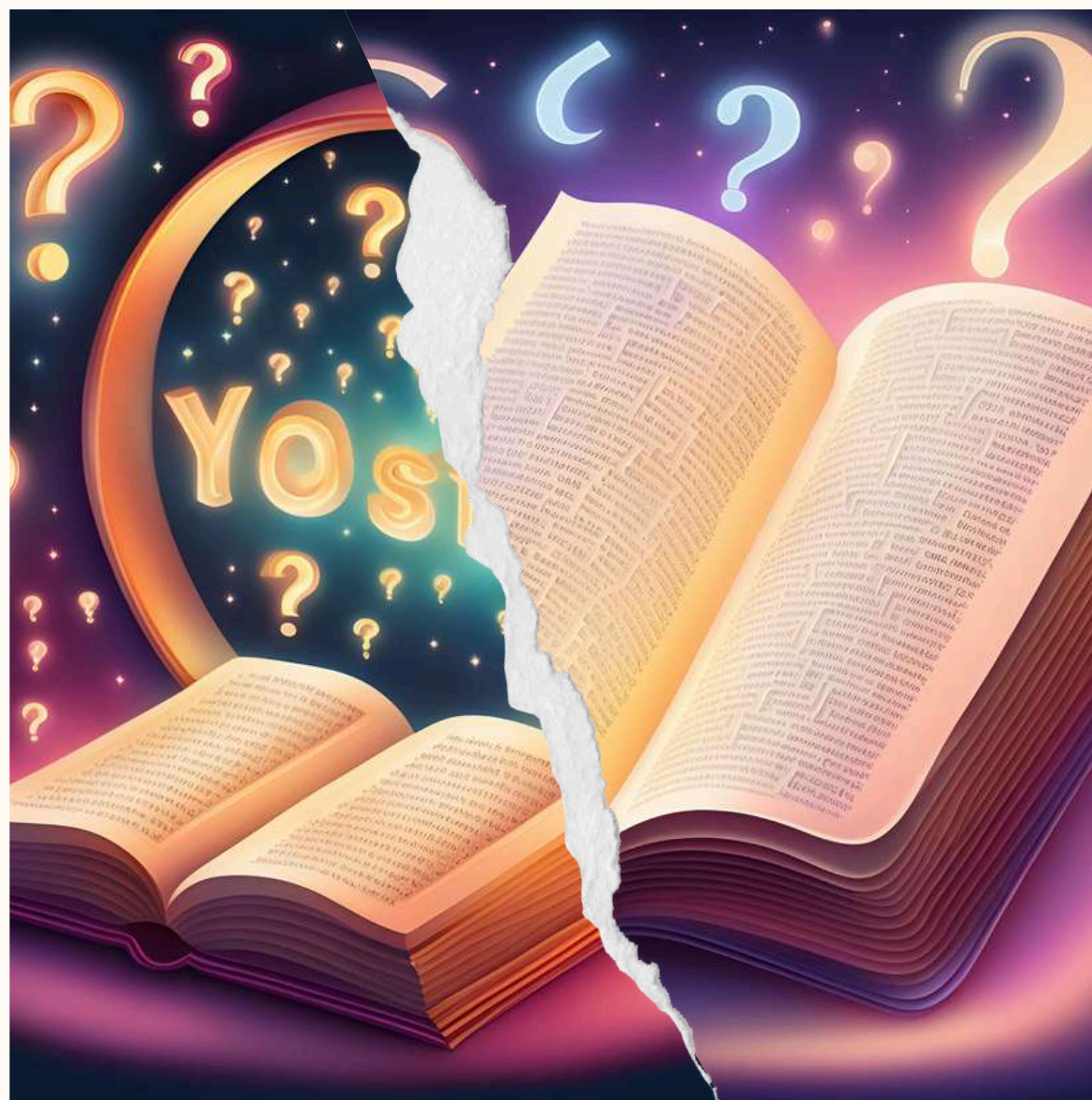
All the world's a stage

*"All the world's a stage,
and all the men and women merely players.
They have their exits and their entrances;
And one man in his time plays many parts."*

by William Shakespeare

Understanding text from contextual clues

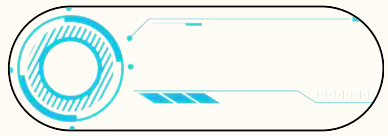
Understanding a text using contextual clues involves using hints within the text to figure out the meaning of unfamiliar words or concepts. Readers can look at the surrounding sentences, phrases, or even the overall theme to gain insights into the text.



For example, if a reader encounters the word "exhilarated" and sees it used in a sentence about someone celebrating a big achievement, they can infer that it means feeling very happy or excited. By paying attention to these clues, readers can enhance their comprehension and make sense of the text without needing to consult a dictionary for every unknown word.

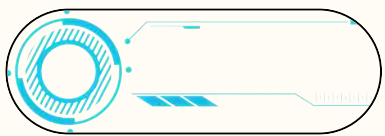
Guessing meaning from contextual clues

The best texts for practicing guessing meanings from contextual clues are those that provide rich, descriptive language and clear contexts. Here are a few types of texts that work well:



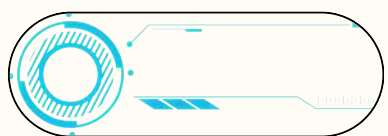
Narrative Fiction

Novels or short stories often include vivid descriptions and context, helping readers infer meanings through character actions and emotions



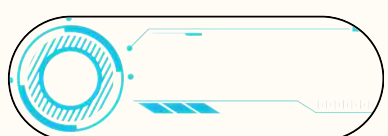
Descriptive Articles

Nature or travel articles with detailed descriptions can offer contextual clues, allowing readers to understand unfamiliar terms related to the topic.



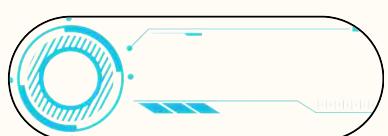
Poetry

Poems often use figurative language and imagery, encouraging readers to decipher meanings based on the overall mood and themes.



Children's Literature

Books aimed at younger readers often use simple language with plenty of context clues, making it easier to guess meanings.

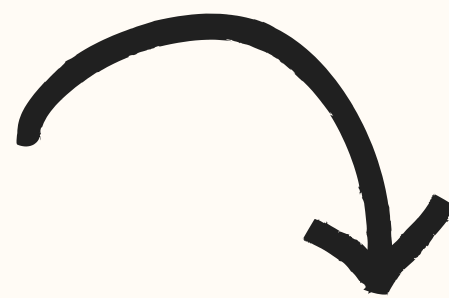


Informational Texts

Textbooks or educational materials with definitions and examples embedded in the content can help readers learn to infer meanings through context.

Text Example

As Emily stepped into the bustling market, she was immediately struck by the vibrant colors of the fresh fruits and vegetables. The air was filled with the sweet scent of ripe strawberries and the tangy aroma of citrus. Nearby, a vendor was selling an exotic fruit she had never seen before. It was large, with a spiky exterior and a bright green color. Intrigued, Emily approached the stand. The vendor smiled and said, "This is a jackfruit! It's quite delicious and very sweet inside, almost like a combination of banana and pineapple."



Contextual Clue Analysis:

In this example, readers can infer that "jackfruit" refers to an exotic fruit based on the description of its large size, spiky exterior, and the vendor's explanation of its taste. The context provided by the surrounding details helps readers understand what a jackfruit is without needing a direct definition.

Synonyms and Antonyms

Synonyms are words that have similar meanings, while antonyms are words that have opposite meanings. For example, "happy" and "joyful" are synonyms because they both express a feeling of joy. On the other hand, "happy" and "sad" are antonyms because they represent opposing emotions. Understanding synonyms and antonyms can help improve vocabulary and make writing more interesting by allowing us to choose words that best fit our message.



Using synonyms can make our writing more interesting by adding variety.



Antonyms help us understand contrasts.



Knowing both can improve our vocabulary and help us express ourselves more clearly.

Text Example

The sun was bright in the sky, making everyone feel cheerful. Children played happily in the park, laughing and running around. Nearby, some people were sitting quietly on benches, enjoying the peaceful atmosphere. However, a dark cloud suddenly appeared, bringing a change in mood. The cheerful laughter faded as the weather turned gloomy, and everyone hurried to find shelter.



Can you identify;

- the synonym for "bright" ?
- the antonym for "cheerful" ?
- the synonym for "peaceful"?
- the antonym for "gloomy"?



Synonym for "bright": radiant (or sunny)

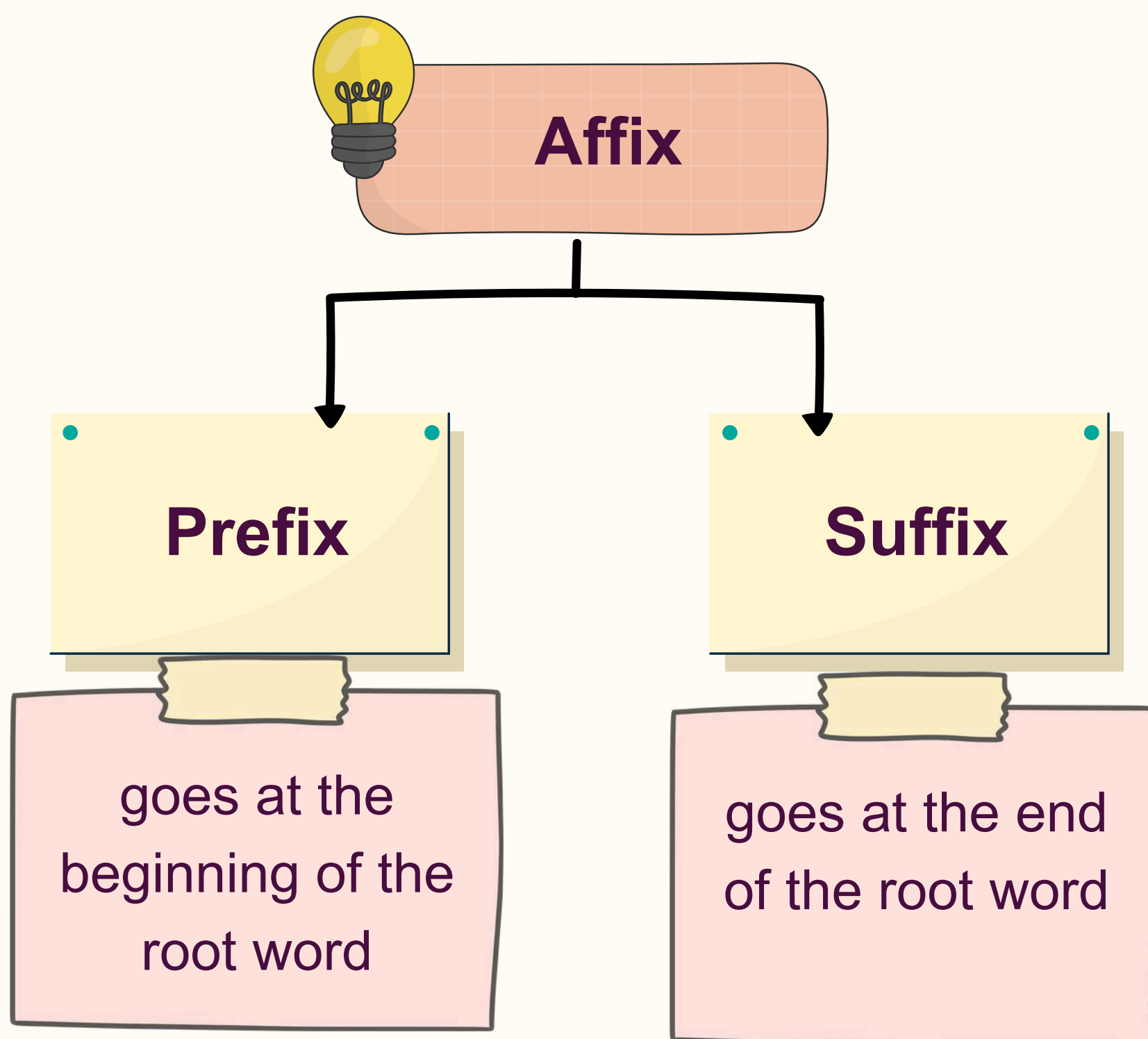
Antonym for "cheerful": gloomy

Synonym for "peaceful": calm

Antonym for "gloomy": cheerful

Word Roots and Affixes

Word roots are the basic parts of a word that carry its main meaning, while affixes are added to roots to change their meaning or function. For example, in the word "unhappiness," "happy" is the root, and "un-" is a prefix meaning "not," while "-ness" is a suffix that turns an adjective into a noun. Understanding word roots and affixes can help us decode unfamiliar words and expand our vocabulary by recognizing patterns in language.

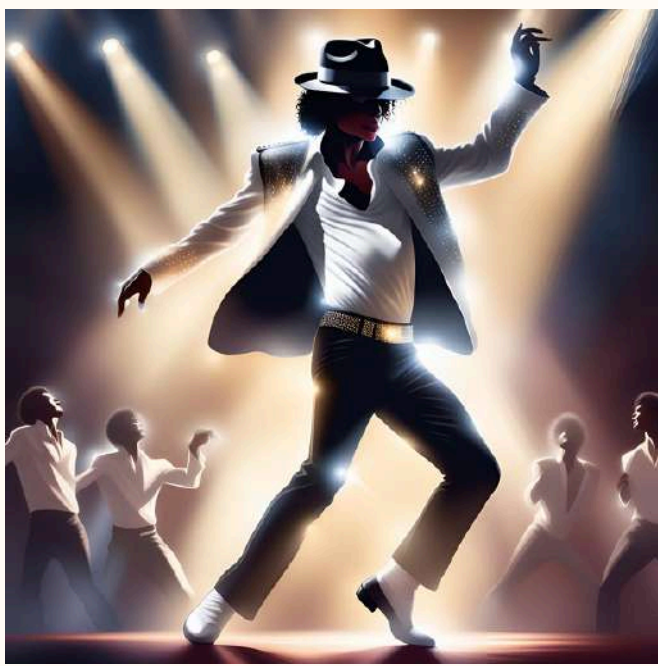


Activity

Black or White
by Michael Jackson

"But, if you're thinkin' about my baby, it don't matter if you're black or white."

What can you understand from the lyric?



the phrases "if you're thinkin' about my baby" and "it don't matter" suggest a focus on love and unity, allowing readers to infer that the song conveys a message about acceptance and equality, regardless of race. The surrounding context helps clarify the theme without needing to define every word explicitly.

Activity

The puppy was small and playful, delighting everyone with its antics. Its owner felt proud of the little dog, which was both adorable and energetic. However, when the puppy chewed on the shoes, the owner became frustrated. The small creature went from being a source of joy to a cause of annoyance.



Find a synonym for "small."
Find an antonym for "playful."
What is a synonym for "adorable"?
What is an antonym for "frustrated"?



Answers:

1. Synonym for "small": little
2. Antonym for "playful": serious
3. Synonym for "adorable": cute
4. Antonym for "frustrated": pleased

Activity

Try to create as many new words as possible using the root. For example, with the root "act," they could create "action," "react," and "inactive."

Play _____

Port _____

Struct _____

Form _____

Graph _____



Answers:

1. Play: (playful, replay, player)
2. Port: (transport, portable, import)
3. Struct: (construct, destruct, structure)
4. Form: (transform, reform, formation)
5. Graph: (autograph, photograph, graphic)





Objective:

Improve vocabulary by understanding words as they are used in different contexts.

Skills Covered:

- Understanding complex texts
- Identifying the main argument and supporting details
- Recognizing the author's purpose and tone

Why It's Important:

Critical for engaging with contemporary debates and making informed decisions.

5

Identify Appropriate Meaning of Words in Context

UNIT 5

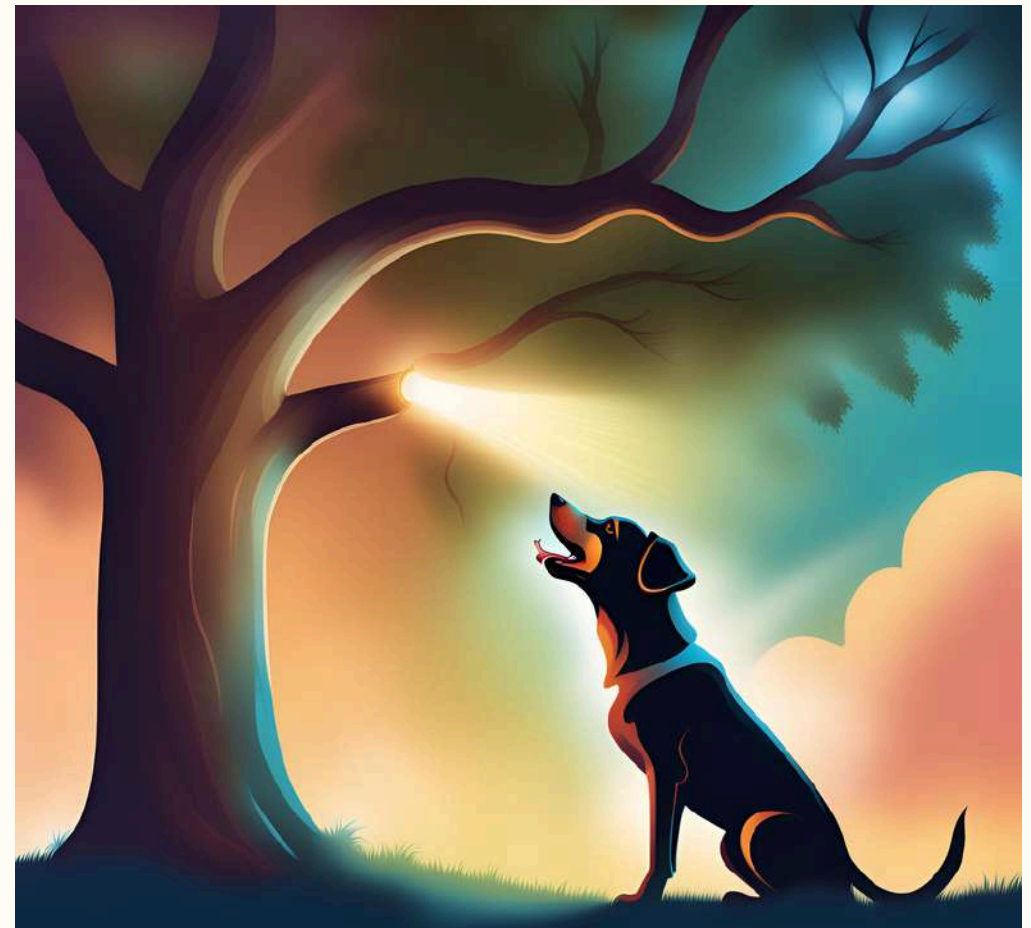
IDENTIFY APPROPRIATE MEANING OF WORDS IN CONTEXT

Introduction



Identifying the appropriate meaning of words in context is essential for effective reading and comprehension. This skill involves using clues from surrounding sentences and the overall theme to determine how a word is used in a particular situation..

For instance, the word "bark" can refer to the sound a dog makes or the outer covering of a tree. By looking at the context in which it appears, readers can easily figure out which meaning applies.



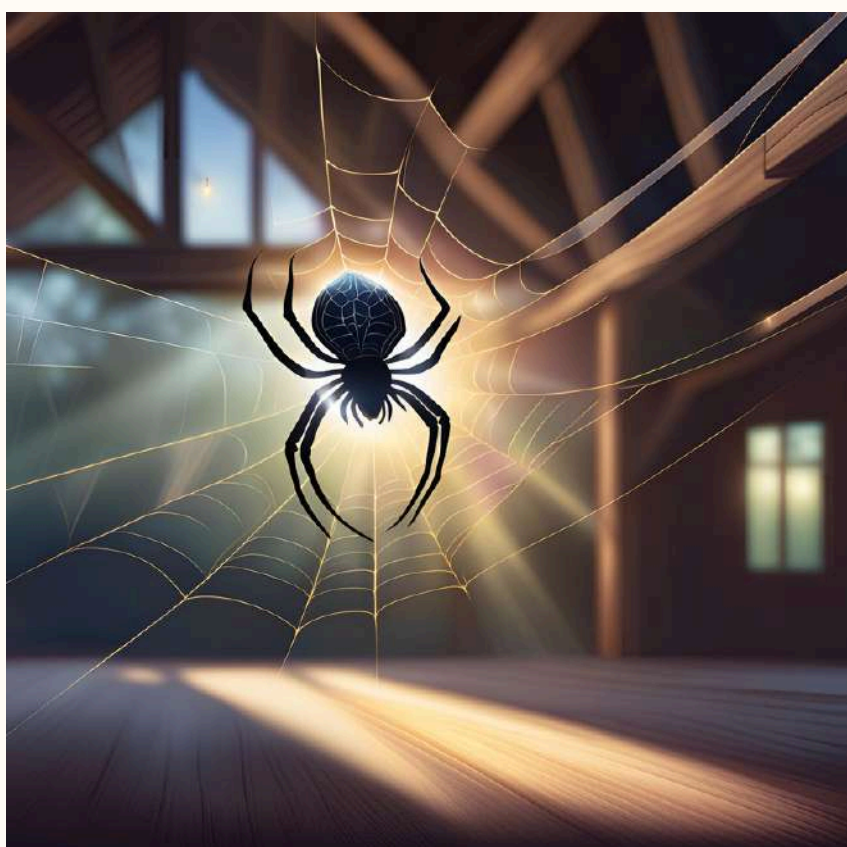
Developing this ability enhances vocabulary skills and ensures a deeper understanding of texts, allowing readers to engage more fully with the material.

Understanding Complex Text

Understanding a complex text can be challenging but is a rewarding skill that enhances critical thinking and comprehension. To tackle such texts, readers can employ various strategies, such as breaking down the content into smaller sections, summarizing key points, and identifying unfamiliar vocabulary. Engaging with the text actively by asking questions and making connections to prior knowledge also helps clarify meaning. Additionally, discussing the text with others can provide new insights and perspectives. By using these techniques, readers can better understand complex texts, leading to a better understanding of the themes and ideas presented.

Text Example

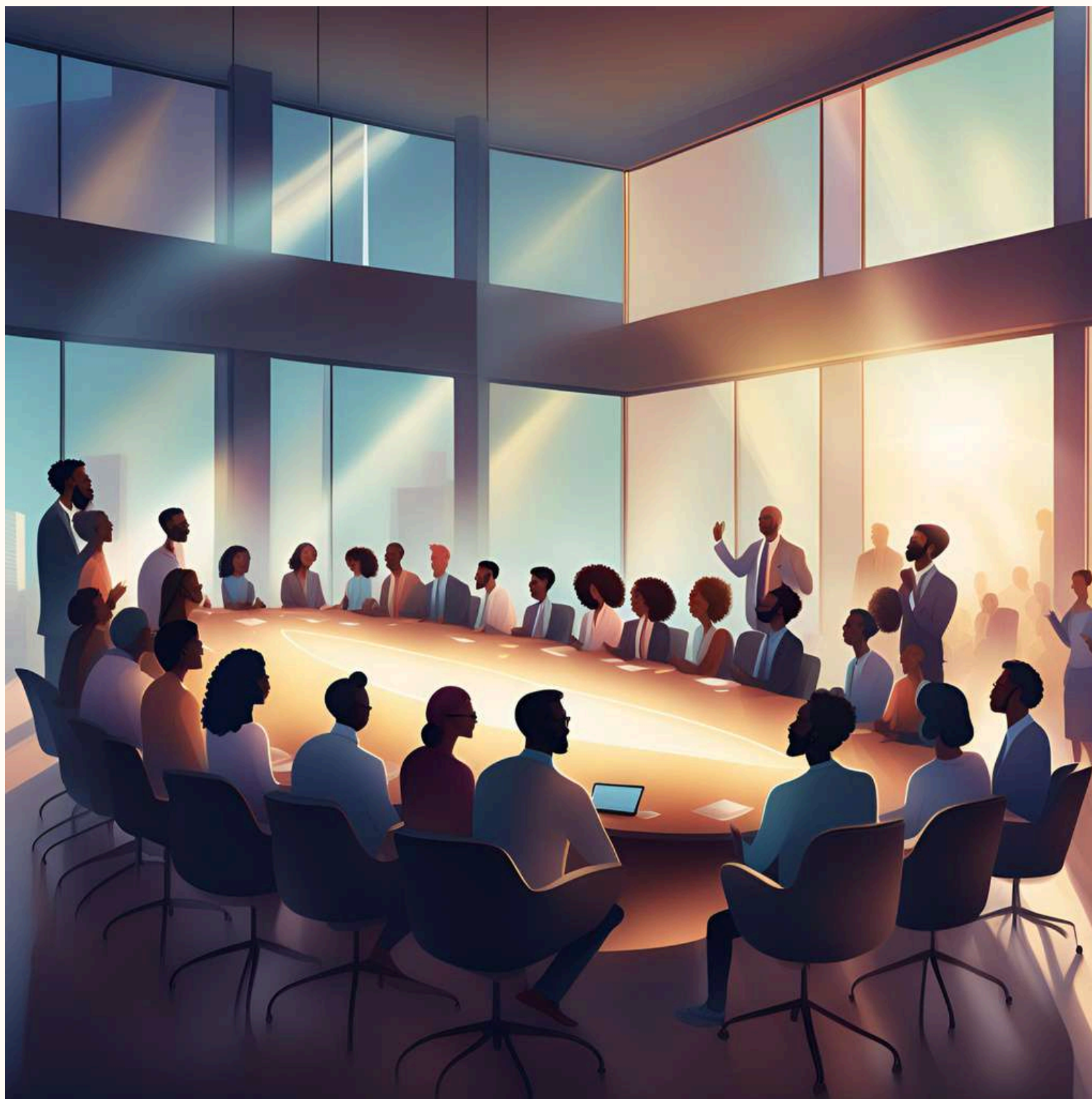
In "Charlotte's Web," a pig named Wilbur is scared because he thinks he will be eaten. He makes friends with a spider named Charlotte. She is very clever and helps Wilbur by writing words in her web, like "Some Pig." Charlotte wants to save Wilbur and show everyone how special he is. The story teaches us about friendship and the importance of helping others.



Understanding Strategy:
To understand this text, students can identify the main characters, summarize what happens, and discuss the friendship between Wilbur and Charlotte. This helps them connect with the story and its lessons.

Main Arguments and Supporting Details

Identifying main arguments and supporting details is a key skill in understanding any text. The main argument is the central idea or claim that the author is trying to convey, while supporting details provide evidence or examples that back up that main idea.



For instance, in an article about the benefits of exercise, the main argument might be that regular physical activity improves health. Supporting details could include statistics about reduced risk of illness, quotes from health experts, and personal stories from people who have experienced positive changes. By recognizing the main argument and the details that support it, readers can better grasp the author's message and evaluate the strength of their claims.

Text Example

Regular exercise is essential for maintaining good health. Studies show that people who engage in physical activity at least three times a week have a lower risk of heart disease. For instance, a recent study found that participants who walked for 30 minutes daily reduced their risk of high blood pressure by 20%. Additionally, exercise can boost mental health by reducing symptoms of anxiety and depression. Many individuals report feeling happier and more energetic after regular workouts, which contributes to overall well-being.

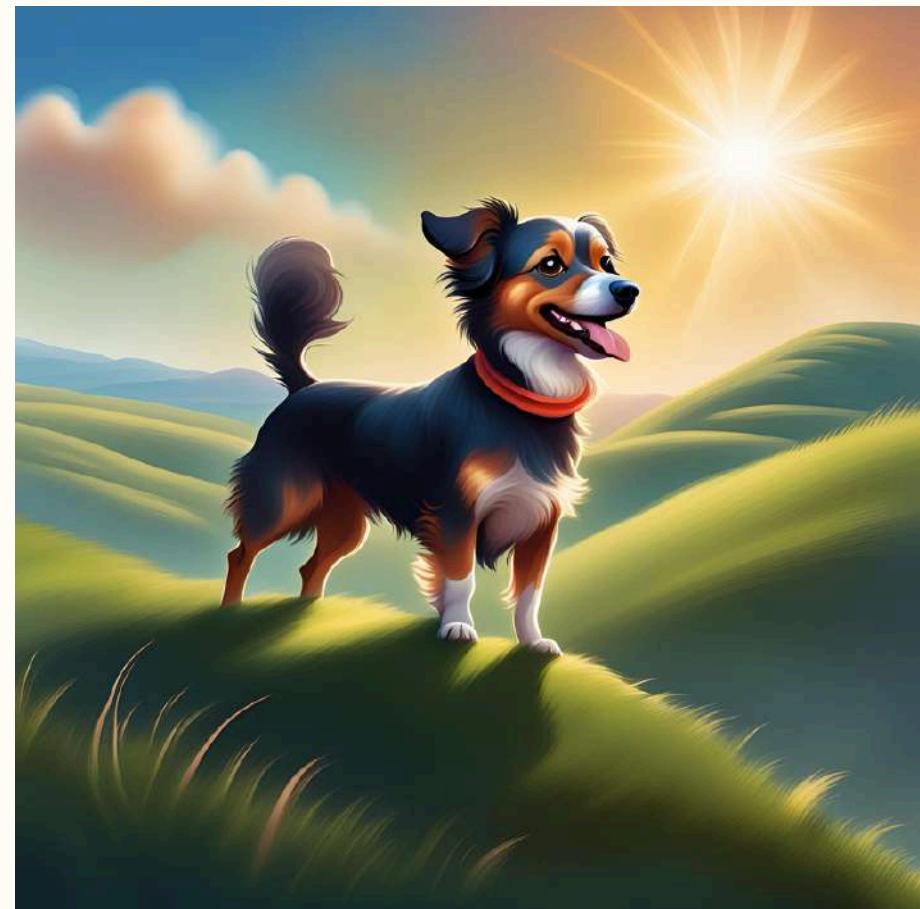


Identifying Elements:

- ***Main Argument: Regular exercise is essential for maintaining good health.***
- ***Supporting Details:***
 - ***Studies show a lower risk of heart disease with regular activity.***
 - ***A study found that walking for 30 minutes daily reduces high blood pressure risk by 20%.***
 - ***Exercise boosts mental health and reduces anxiety and depression symptoms.***

Author's Purposes and Tone

Recognizing the author's purpose and tone is crucial for understanding a text's message and emotional impact. The author's purpose refers to why they wrote the text, whether to inform, persuade, entertain, or express feelings. For example, a news article might aim to inform readers about current events, while a personal essay may seek to entertain or share a unique perspective. The tone, on the other hand, reflects the author's attitude toward the subject and can range from serious and formal to lighthearted and humorous. By paying attention to word choice, sentence structure, and overall style, readers can better grasp the author's intent and how it shapes their understanding of the text. This awareness enriches the reading experience and allows for deeper engagement with the material.



For example, if the story is about a brave dog saving its owner, the author might want to entertain us and show how heroes can come in all shapes and sizes. The tone is how the author feels about what they're writing. If the story is funny, the tone might be lighthearted, making us laugh. If it's serious, the tone could be more somber. By recognizing the author's purpose and tone, we can enjoy the story more and understand it better!

Activity

Read the text the answer the questions.

School uniforms can be beneficial for students. First, they help reduce distractions in the classroom. When everyone wears the same outfit, students can focus more on learning instead of what others are wearing. Second, uniforms can promote a sense of belonging and school spirit. When students wear the same colors and logos, they feel more connected to their school community. Finally, wearing uniforms can save families money in the long run, as they won't need to buy multiple outfits for school. Overall, school uniforms create a positive learning environment for all students.



1. *How do school uniforms help reduce distractions in the classroom?*
2. *What effect do uniforms have on students' sense of belonging and school spirit?*
3. *In what way can wearing uniforms save families money?*
4. *Based on the text, why might school uniforms be considered beneficial for students overall?*

Activity

Try to read the text aloud then answer the questions that follow.

"Once upon a time, there was a cat named Whiskers who thought he was a dog. He would bark at the mailman and chase his tail just like a puppy! One day, he even tried to dig a hole in the backyard to bury his favorite toy. Whiskers' owner couldn't stop laughing as she watched her silly cat act like a dog. 'You're the silliest pet ever!' she said."

1. *What do you think the author wants us to feel while reading this story?*
2. *Why do you think the author wrote this?*
3. *How does the author feel about Whiskers?*





Objective:

Recognize and summarize the key points in texts about current issues.

Skills Covered:

- Distinguishing between main ideas and minor details
- Summarization techniques
- Note-taking strategies

Why It's Important:

Enhances critical reading skills and the ability to distill important information.

6

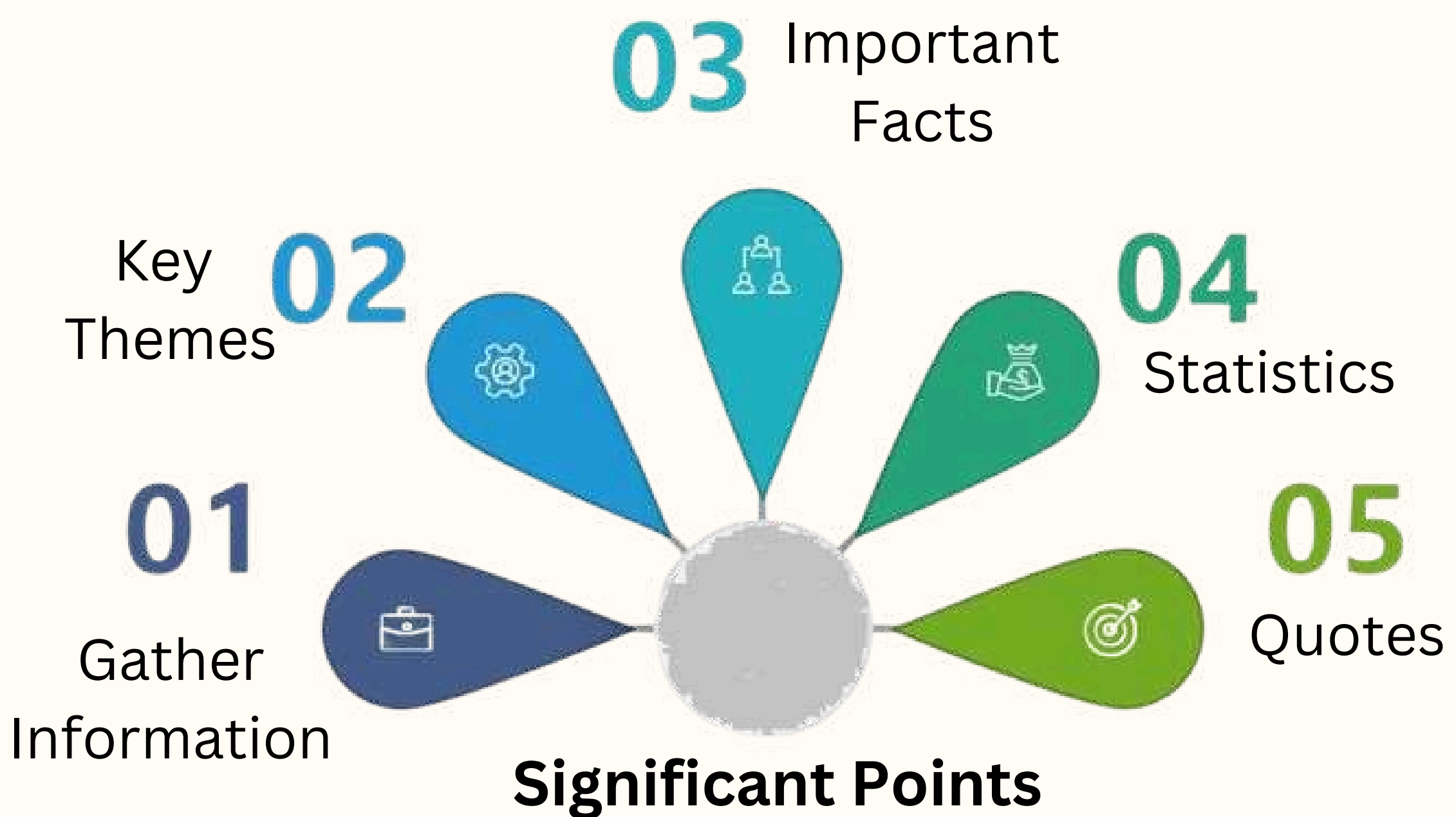
Identify Significant Points of Current Issues

UNIT 6

IDENTIFY SIGNIFICANT POINTS OF CURRENT ISSUES

Introduction

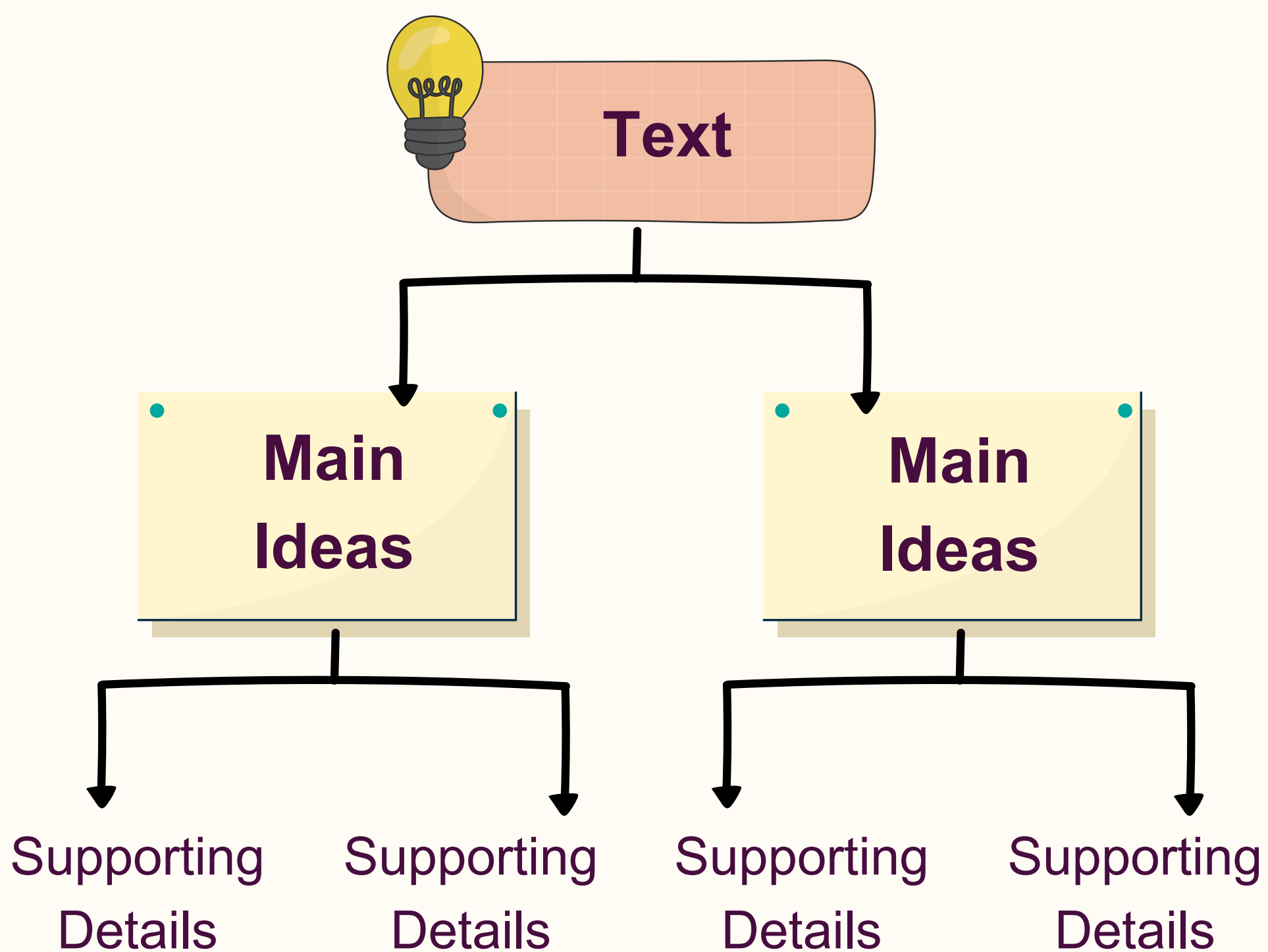
Identifying significant points of a current issue helps us understand its importance. To do this, we should gather information from reliable sources like news articles and reports. Next, we look for key themes or arguments, paying attention to important facts, statistics, and quotes that show the issue's impact. By focusing on the most relevant details, we can gain a clearer understanding of the topic. This skill helps us have informed discussions and make thoughtful decisions about the world around us.



Main Ideas and Minor Details

Distinguishing between main ideas and minor details is important for understanding a text. The main idea is the central point or message that the author wants to convey, while minor details provide additional information that supports or explains the main idea.

In the previous excerpt about regular exercise, the main idea is that regular exercise is essential for maintaining good health. Minor details that support this idea include statistics showing that people who exercise regularly have a lower risk of heart disease, how walking for 30 minutes daily can reduce high blood pressure, and the benefits for mental health, such as reducing anxiety and depression. By focusing on the main idea, readers can easily grasp the overall message about the importance of exercise, while the minor details provide specific evidence to support it.



Summarization Techniques

Summarizing a text involves condensing the main ideas and key details into a shorter form. Here are some steps to help you summarize effectively:

1. **Read the Text Carefully:** Begin by reading the text thoroughly to understand its overall message and main points.
2. **Identify the Main Idea:** Determine the central theme or main argument of the text. Ask yourself: What is the author trying to convey?
3. **Look for Supporting Details:** Identify key details or examples that support the main idea. These can include facts, statistics, or specific examples.
4. **Take Notes:** Jot down the main idea and important details in your own words. This helps reinforce your understanding.
5. **Write the Summary:** Combine the main idea and supporting details into a cohesive paragraph. Use clear and concise language, avoiding unnecessary words or repetition.
6. **Review Your Summary:** Check your summary to ensure it accurately reflects the original text's meaning and main points without adding personal opinions.
7. **Edit for Clarity:** Make sure your summary is easy to read and understand, ensuring it conveys the essence of the original text.

Note Taking Strategy

Effective note-taking strategies enhance understanding and retention of information. One popular method is the Cornell method, which divides the page into sections for cues, notes, and summaries, allowing for organized thoughts and quick reviews.

As you read, take concise notes, highlighting key ideas and concepts. Afterward, recite the main points in your own words to reinforce understanding. Finally, review your notes to solidify the material in your memory. This structured approach helps enhance comprehension and retention while making studying more efficient.

Another strategy is the mind mapping technique, which will be discussed in the next topic. Mind maps connect concepts visually, helping to illustrate relationships and hierarchies. Ultimately, finding a method that suits your learning style can significantly boost your academic performance.



Cornell Notes

Cue

Notes

- Main Ideas

- Key Words and Ideas

- Key Questions

- Important Details

- Info from the Text

- Diagram and Picture

- Formula

Summary

Insert the summary after reading

Activity

The Importance of Sleep for Health

Sleep plays a crucial role in overall health and well-being. It is essential for physical recovery, mental clarity, and emotional stability. During sleep, the body repairs tissues, builds muscle, and strengthens the immune system. Lack of sleep can lead to a range of health issues, including obesity, heart disease, and diabetes. Moreover, insufficient sleep negatively affects cognitive functions such as memory, attention, and problem-solving skills. Experts recommend that adults aim for 7 to 9 hours of quality sleep each night to maintain optimal health.

Feel free to take notes on the main ideas and supporting details based on this text!





Objective:

Utilize mind maps to visually organize information from various texts.

Skills Covered:

- Visual organization
- Hierarchical structuring
- Connecting ideas

Why It's Important:

Enhances memory and understanding by organizing information visually.

7 Use Mind Map to Organize Information

UNIT 7

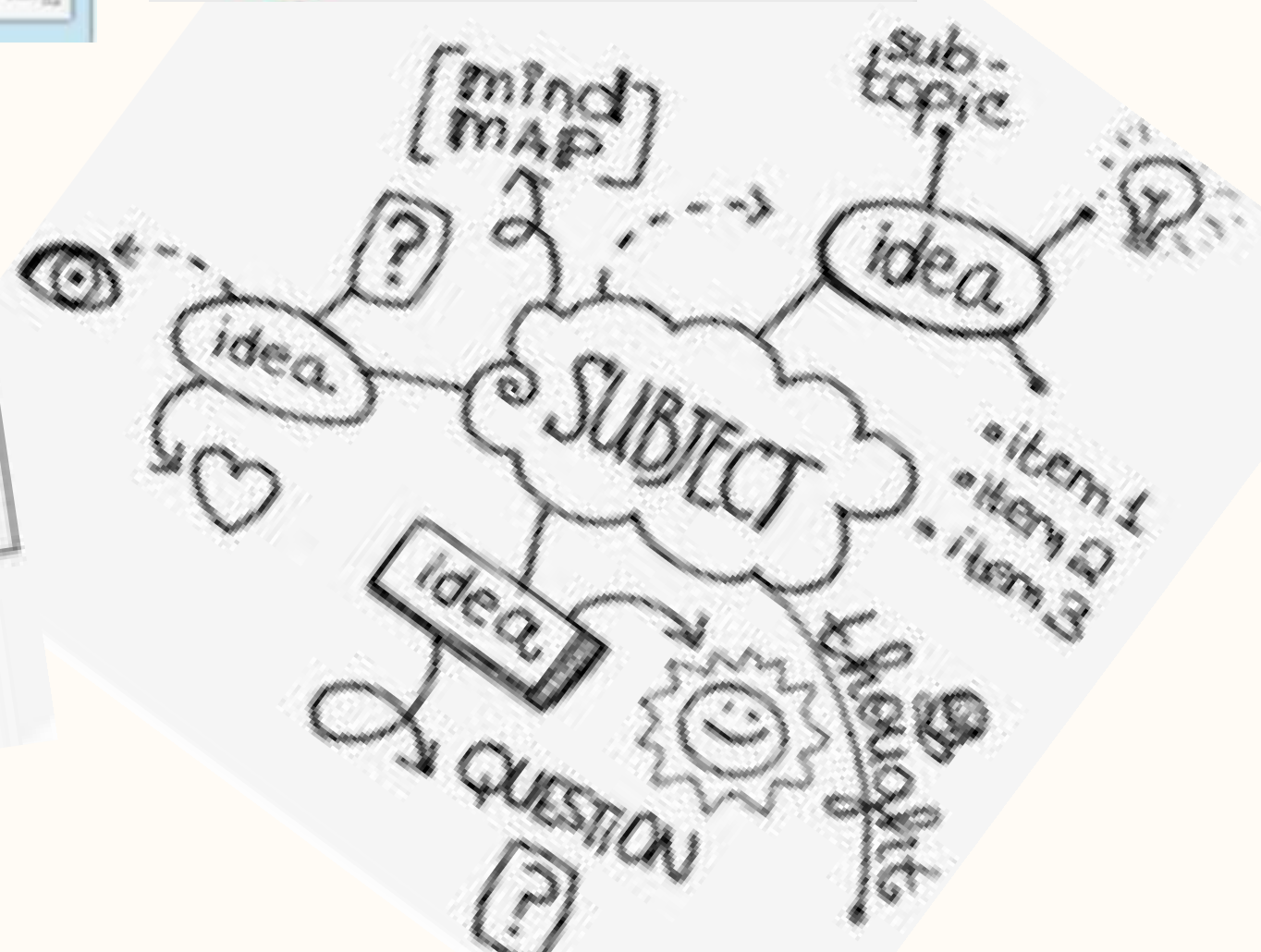
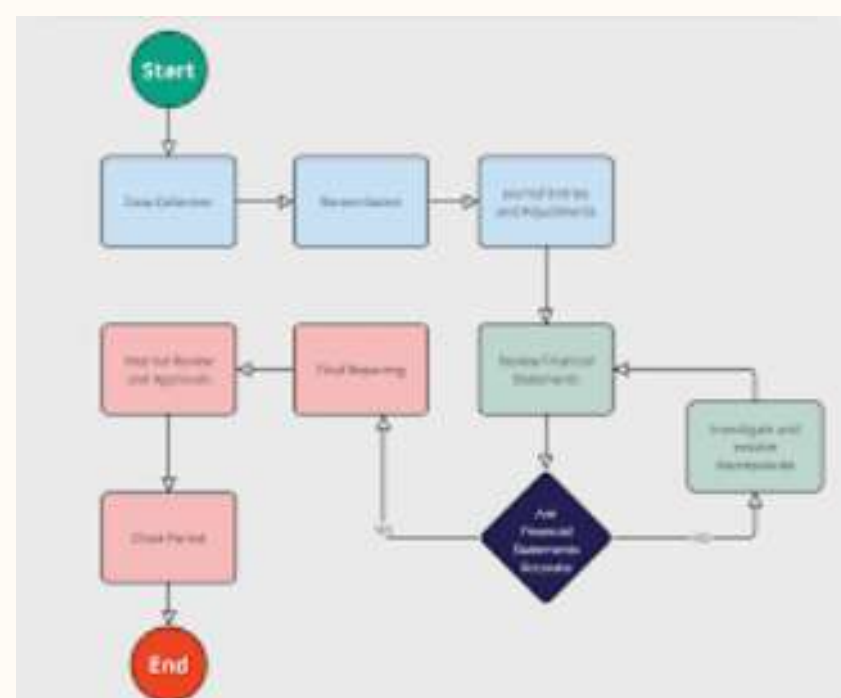
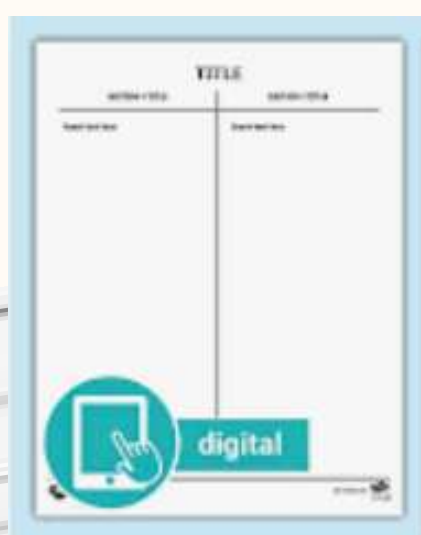
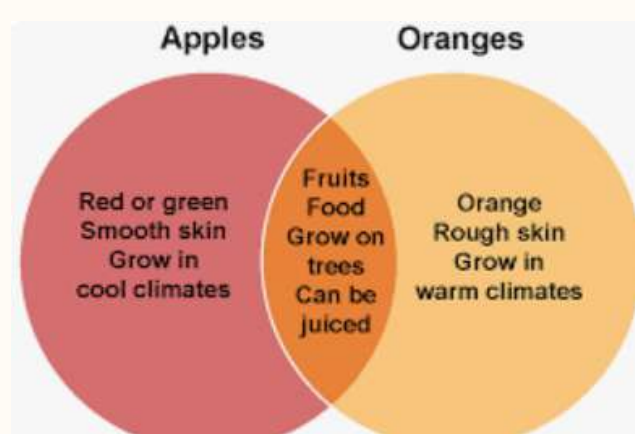
USE MIND MAP TO ORGANIZE INFORMATION

Introduction

The purpose of using **text organizers** help structure writing or information clearly. They visually break down ideas, making it easier to understand and follow.

Common Types:

- Venn Diagrams: Compare and contrast two or more items.
- Flowcharts: Show steps in a process or sequence.
- Mind Maps: Explore ideas branching from a central concept.
- T-Charts: Organize pros/cons or cause/effect.
- Outlines: Arrange ideas in a logical order, usually in headings and subheadings.



Benefits:

- Clarifies complex information.
- Improves organization and coherence.
- Helps in brainstorming and planning before writing.

How to Use:

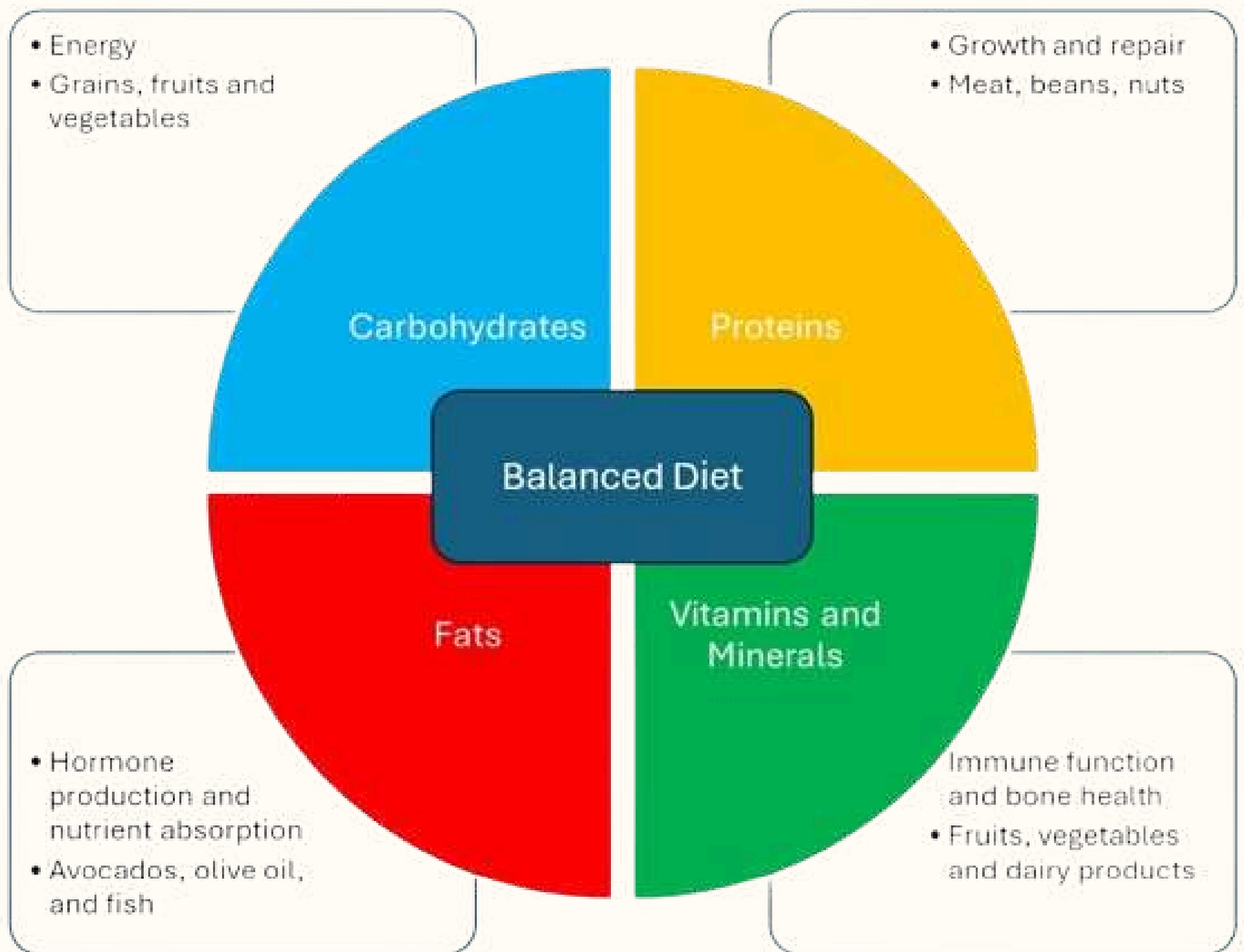
- Pick the organizer that fits your task (comparison, sequence, brainstorming).
- Fill it out with key ideas or points.



Quick Practice

Can you create a mind map that highlights the main idea and key components based on the text below?

A balanced diet is essential for maintaining overall health and includes a variety of foods that provide necessary nutrients. Key components of a balanced diet are carbohydrates, proteins, fats, vitamins, and minerals. Carbohydrates provide energy and are found in grains, fruits, and vegetables. Proteins are crucial for growth and repair, with sources including meat, beans, and nuts. Fats are necessary for hormone production and nutrient absorption, with healthy options coming from avocados, olive oil, and fish. Lastly, vitamins and minerals support immune function and bone health, and are found in a range of fruits, vegetables, and dairy products. Overall, a balanced diet helps maintain a healthy weight, reduces the risk of chronic diseases, and promotes well-being.



Quick Practice

Now try to create a mind map of your own!

The Importance of Time Management

Effective time management is crucial for achieving personal and professional goals. It allows individuals to prioritize tasks, set deadlines, and allocate resources efficiently. Key benefits of time management include reduced stress, improved productivity, and better decision-making. Techniques such as creating to-do lists, using calendars, and breaking tasks into smaller steps can enhance time management skills. By managing time effectively, individuals can balance work and personal life, leading to greater satisfaction and success.



Objective:

Develop the ability to make informed predictions and suggest solutions based on current issues.

Skills Covered:

- Predictive reasoning
- Problem-solving
- Analytical thinking

Why It's Important:

Fosters critical thinking and proactive problem-solving skills.

8

Make Logical Predictions or Suggestion for Solutions

UNIT 8

MAKE LOGICAL PREDICTIONS OR SUGGESTION FOR SOLUTIONS

Introduction

Prediction is an important reading skill that helps you to understand the text and the issues being discussed in the text better by helping you to:

- anticipate how the ideas will develop
- anticipate conclusions

Quick Practice

What do you expect to read about based on these headlines?

Headline 1 - *Newspaper*
Thank You Malaysia



Headline 2 - *Poster*
Job Hunting



Headline 3 - *Book*
MH370



How to make a logical prediction

Predictions can be made by:

- asking questions and predicting the answers to questions
- relating your own background knowledge and experience to the issues you are reading
- making logical connections from the information, facts and details in the text

Quick Practice

Drinking Water: What You Need to Know

Most of us don't think about the water we drink. We turn on a tap, fill a glass, and drink. But how much water do you really need to drink every day? Is the water you're drinking safe or would bottled water be safer? What can you do if your tap water suddenly became contaminated? Read on to find out how much you know about the drinking water in your own home.

How Much Water Do You Need?

Your body weight is more than 50% water. Without water, you couldn't maintain a normal body temperature, lubricate your joints, or get rid of waste through urination, sweat, and bowel movements.

Not getting enough water can lead to dehydration, which can cause muscle weakness and cramping, a lack of coordination, and an increased risk of heat exhaustion and heat stroke. In fact, water is so important that a person couldn't last more than five days without it.

So how much water do you need? Enough to replace what you lose daily through urination, sweating, even exhaling. And your need for water increases:

- In warm or hot weather
- With vigorous physical activity, such as exercise or working in the yard
- During bouts of illness, especially if you have a fever, are vomiting, having diarrhea or coughing



You often hear that you need to drink eight 8-ounce glasses of water each day. The Institute of Medicine's Food and Nutrition Board recommended that women actually need 91 ounces of water daily, and men need 125 ounces.

It is a good idea to track how much water you drink for a few days just to get a feel for the amount needed. You can get enough water each day by drinking water and consuming fluids like soup and drinks, along with lots of fruits and vegetables, which contain water. Keep in mind that if you're going to do something strenuous, like playing sports or running, you'll need extra water before, during, and after.

Extracted from <http://www.webmd.com/women/home-health-and-safety-9/safe-drinking-water>

(A) Asking questions and predicting the answers to these questions

Headline	Questions asked	Predicted answers	Predicted outcome (What the text is about?)
Drinking water: What you need to know	What is the focus of the text?	About drinking the water	The volume of water one should consume to maintain a healthy body

(B) Relating your own background knowledge and experience to the issues you are reading

Can you predict the rest of the sentence by using your own experience and knowledge?

If we drink less than 8 glasses of water per day,

Based on our own experience and knowledge, we can predict that ***our health will suffer and we might experience dehydration***

(C) Making logical connections from the information, facts and details in the text

Read the passage and answer the questions

Your body weight is more than 50% water. Without water, you couldn't maintain a normal body temperature, lubricate your joints, or get rid of waste through urination, sweat, and bowel movements.

Not getting enough water can lead to dehydration, which can cause muscle weakness and cramping, a lack of coordination, and an increased risk of heat exhaustion and heat stroke. In fact, water is so important that a person couldn't last more than five days without it.

Predict how a person would experience when...

(a) he drinks water less than 8 classes per day

Based on the details in the passage, we can predict that it would lead to dehydration

(b) he kept on drinking a proper amount of water for his daily intake

Based on the details in the passage, we can predict that he can maintain a normal body temperature, lubricate his joints, or get rid of waste through urination, sweat, and bowel movements

Activity

Make the prediction based on one of the following techniques to understand the paragraph. You may work it out with your partners.

Multiculturalism is everywhere today, especially in Malaysia. As the world gets smaller, multiculturalism becomes bigger. Few of us today live in cities, towns, or villages in which there are only one culture. Today, we live in places where we are surrounded by many other cultures. If we live in a city, we will see people from all over the world. Of course, some cities are more multicultural than others. Kuala Lumpur is a real melting pot. It is called the most multicultural city in Malaysia. Multiculturalism is one of the great things about being Malaysians. The blended types of national cuisine, religions or clothes produce a significant element to Malaysia's culture. It is fantastic walking out of our doors and seeing other cultures. This did not really happen before our nation reached her independence. People rarely understand other cultures even they respected one another. However, things are changing today.

Replicated from:
<http://www.listenAminute.com/m/multiculturalism.html>

Technique 1

Asking questions and predicting the answers to questions.

Technique 2

Relating your own background knowledge and experience to the issues you are reading.

Technique 3

Making logical connections from the information, facts, and details in the text.



Objective:

Improve listening comprehension skills for various media on current issues.

Skills Covered:

- Active listening
- Note-taking while listening
- Summarizing audio/video content

Why It's Important:

Enhances the ability to process and understand spoken information, crucial for multimedia learning.

9

Listen to and Comprehend Recorded Audio/Video/Text

UNIT 9

LISTEN TO AND COMPREHEND RECORDED AUDIO/VIDEO/TEXT

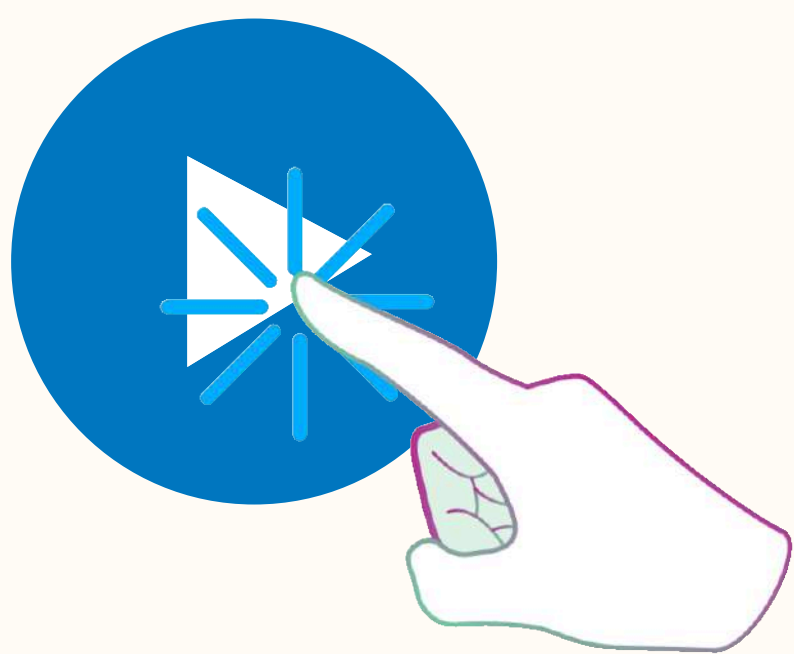
Introduction

Besides reading, you can listen to different types of recorded audio or watch the recorded video to know more about current issues or topics of interest.

The approach is similar to understanding the reading text, you should know how to decide or predict the topics of the texts.

Quick Practice

Scan the QR code below to listen to the short clip and decide or predict the main topic of the text.



Possible answer: *A brief biography about Bill Gates*

Activity

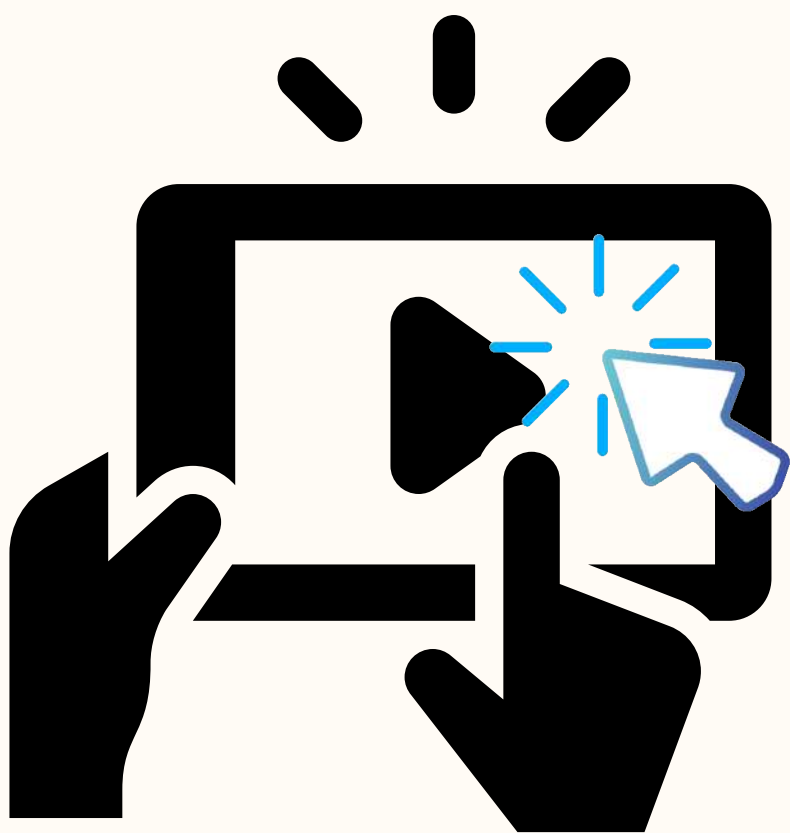
A) Listen to the script and answer the questions that follow.



The script is about:

- A. types of fast food
- B. effects of fast food
- C. benefits of fast food
- D. ingredients of fast food

B) Scan the QR code and watch the following clip. Listen carefully and then, answer the questions that follow.



1. How do you think TVET programs can contribute to addressing unemployment challenges among the youth globally?

2. Julia, the recent graduate from a TVET college, starts a company in the field of _____ technology. (*Answer: Solar*)
3. Who does Julia reach out to for help in finding skilled employees for her growing business?
 - a) Her former classmates
 - b) UNESCO Director
 - c) *John Harris, the director of her former TVET college*
 - d) A private recruitment agency



Objective:

Develop writing skills by responding to various stimuli related to current issues.

Skills Covered:

- Analytical writing
- Creative responses
- Structured argumentation

Why It's Important:

Improves writing proficiency and the ability to articulate thoughts clearly and persuasively.

10

Write in Response to a Stimulus

UNIT 10

WRITE IN RESPONSE TO A STIMULUS

Introduction

Writing in response to a stimulus involves crafting a piece of writing based on a prompt or input, such as a text, image, quote, or scenario. This process encourages critical thinking and creative expression, as writers interpret, analyze, or reflect on the given material. It typically involves:

- 1 Understanding:** Grasp the prompt or stimulus by identifying key themes, ideas, or messages.
- 2 Formulating:** Craft a response—analytical, reflective, argumentative, or creative—staying relevant and clear.
- 3 Supporting:** Use evidence from the stimulus or related sources to back up claims or ideas.
- 4 Conclusion:** Summarize or reflect on insights gained from engaging with the stimulus.

Quick Practice



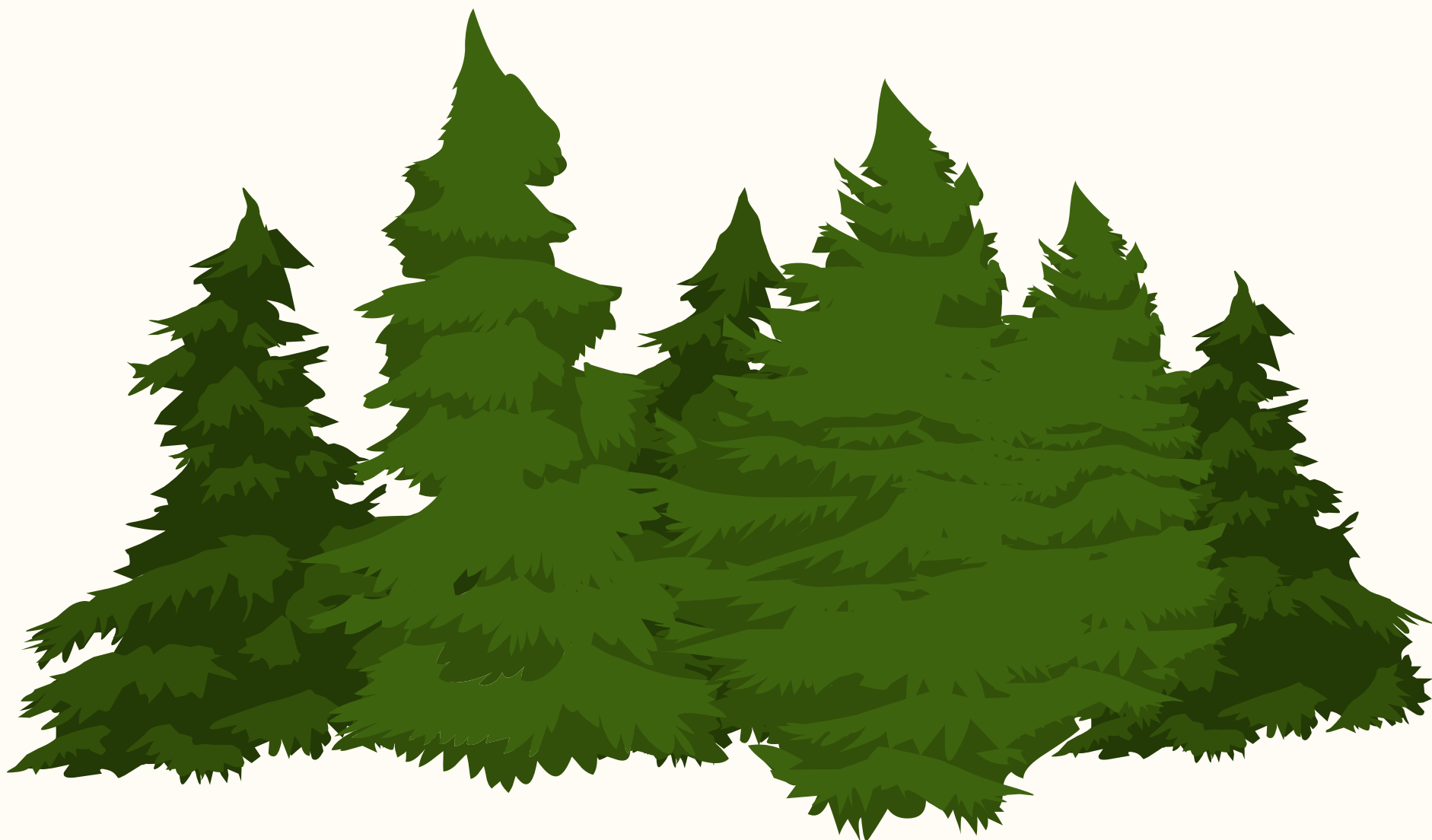
"The early morning sun filtered through the trees, casting long shadows on the forest floor. The air was crisp and filled with the scent of pine. As the hiker continued on the trail, the silence was broken only by the sound of his footsteps and the occasional bird call."



Describe how the setting in the passage makes you feel. What kind of mood does it create for you?

Response example:

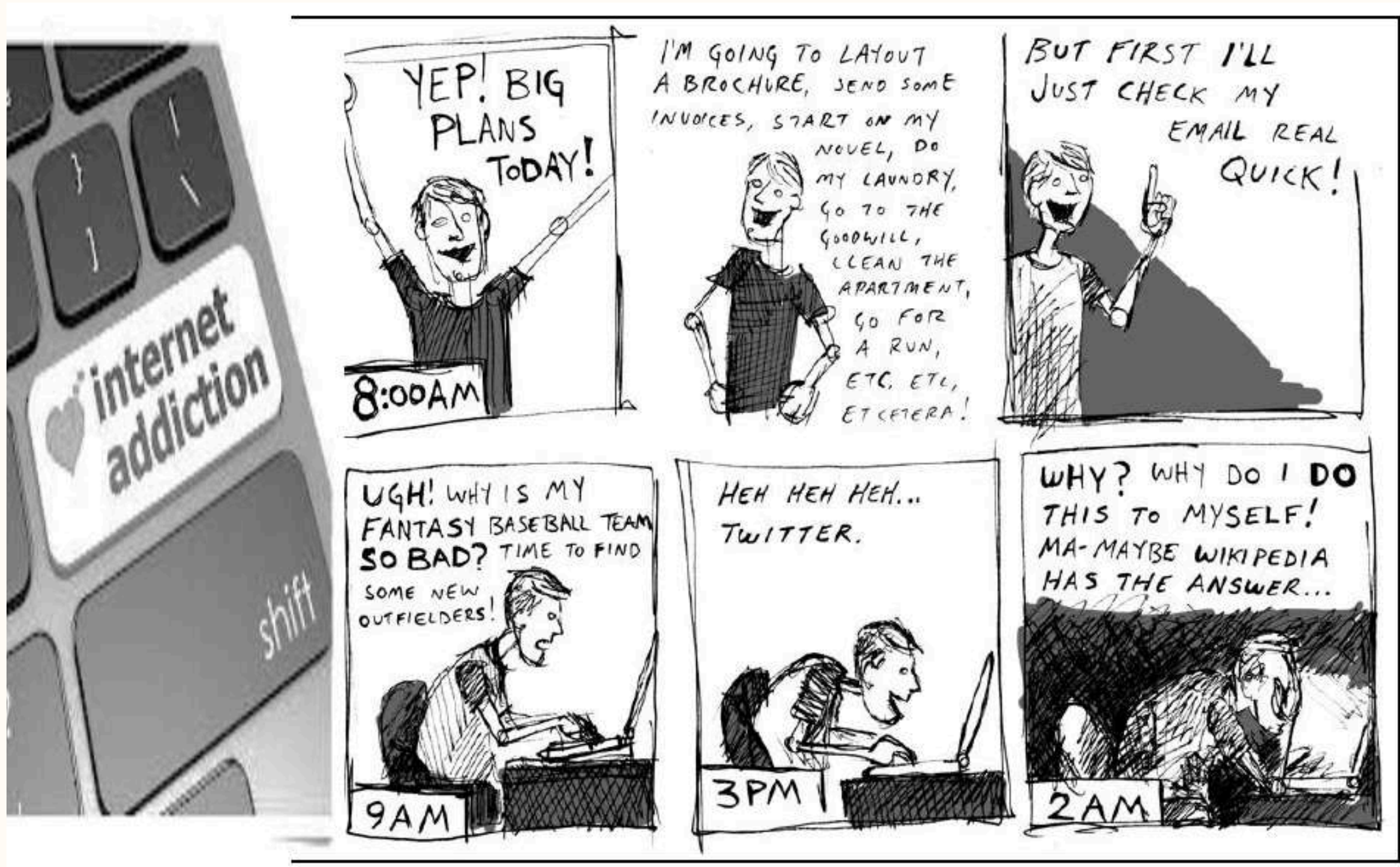
"The setting feels peaceful and calm. The quiet atmosphere and the fresh, crisp air give me a sense of solitude and relaxation. It creates a serene mood, like a place where you can escape from the busy world and enjoy nature."



Activity

a) Internet addiction is the overuse of the internet by a person to the extent that it affects his/her day to day life, relationships, behaviour, social life, school work or even career. Based on the pictures below, write:

- two causes and two effects of internet addiction to students.
- two ways to overcome internet addiction as a student.



2 causes

-
-

2 effects

-
-

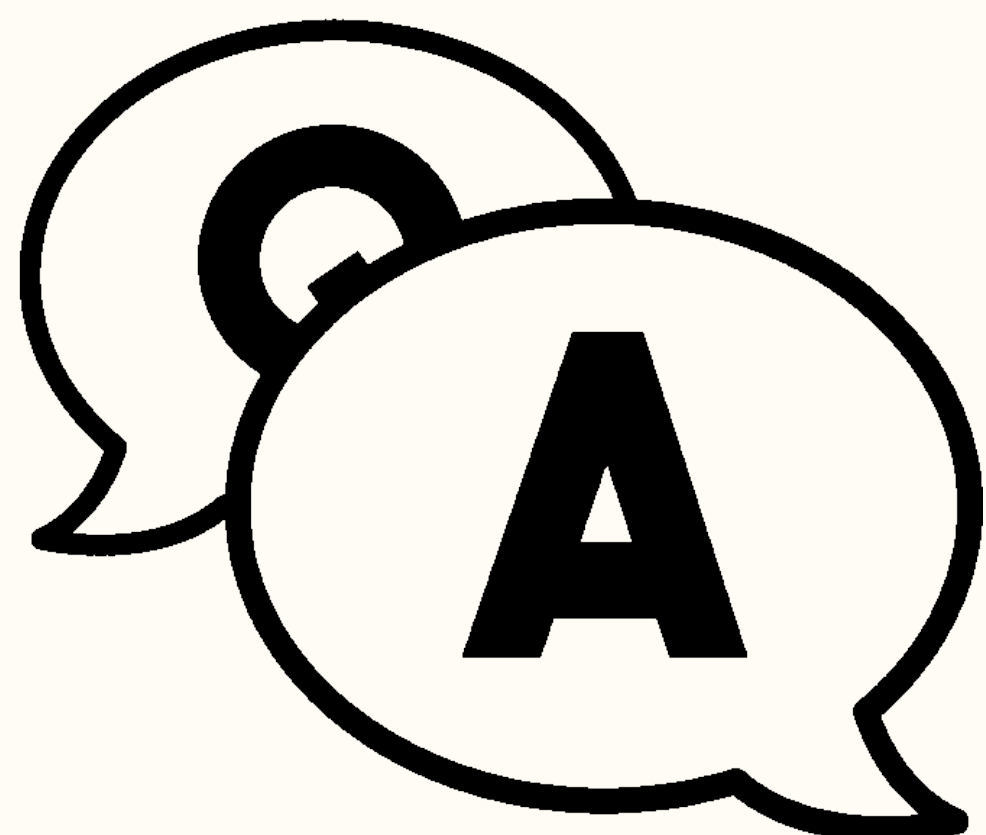
2 ways to overcome

-
-

Study the picture(s) above. Write a response between 50 to 100 words discussing:



- a. two causes and two effects of massive floods
- b. two ways to prevent this natural disaster



"A ROOM WITHOUT BOOKS IS LIKE A BODY
WITHOUT A SOUL." - CICERO

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https://www.youtube.com/watch?v=AF5gmv-Ls_Y



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