

Guidelines on „How to read unknown texts“

1. Step: Getting an overview
2. Reading for gist = Skimming
3. Step: Reading for detail = Scanning

Getting an overview:

Look at the headlines and pictures.

What might the text be about?

Where is the text from?

What do I already know about the topic?

Skimming:

Skimming is a technique used to get an overview about a text.

- Read the text very quickly, DON'T stop at an unknown word!

- After reading you should be able of:

1. Giving an idea what the story is about.

2. Answering: Who, where, what, when.

Remember:

- Use your own words
- No direct speech
- Indirect speech: Backshift!
- only the important facts of the story; no unimportant details

“The story is about...”

Scanning:

Scanning is a technique only used to find special/ detailed information in a text. (e.g. to answer a question).

1. Find the part in the text
2. Read it as often as necessary to be able to answer the question.