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.

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.