

## **1.9 READING AND LISTENING SKILLS AND COMPREHENSION**

This is a basic course that enhances general writing skills essential to being successful in the workplace.

- Reading techniques: skimming, scanning and prediction
- Critical reading
- Speed reading
- Density reading
- Methods to improve reading
- Note taking
- Précis
- Summaries
- Paragraphs
- Synthesising information
- Interpreting graphic information
- Using dictionaries
- The 'Ross Listening Model'