



# Reading techniques

The reading technique should be chosen according to the reading objective. Possible goals: Comprehension, preparation, overview, criticism, enjoyment.

Not every text should be read with the same thoroughness, as this would be impossible. It is better to consciously engage with the interesting texts - several techniques can be applied to the same text.

## 1. reading for orientation

Goal: Find out what the text is about. To do this, skim the elements (introduction, conclusion, table of contents, glossary, graphics, headings) of the text only roughly. For example, by reading the first sentence of each paragraph. Skip explanations, examples, etc., as these are not important at this moment. Put the text away if you get the feeling that it is of no use to you.

## 2. sifting reading

Goal: Find out whether the text is useful for your own topic. During the research, select the most important texts from the pool. Define keywords, phrases or similar beforehand and search for them in the text. Highlight the important passages! The text should not be completely understood. With electronic texts, it is a good idea to simply use the search function.

## 3. thorough reading

Goal: Understand the structure and argumentation of the text, critically assess the content. Ideal for preparing texts for examinations. After reading, you should be able to recapitulate the text; ideally, it should be read several times. Make notes, mark visual aids or look up unfamiliar terms and look for helpful information.

## 4. selective reading

Goal: Only read passages that are of interest to you. At the end you will have worked out all the important information. To do this, first skim the text (see 1&2) and then read the important passages thoroughly (see 3).

## 5. analysing reading

Goal: To work out a specific aspect of the text. These could be: Argument structure, wording, text structures, styles. Make markings and notes, for each aspect in its own way.





## 7. PQ4R method

PQ4R stands for: Preview - Question - Read - Reflect - Recite - Review. Describes the overall process of learning a text content.

To do this, you make an overview (P), then ask yourself the questions (Q) you need and then try to answer the questions by reading. Then combine what you have read with your previous knowledge (R) and then read the text again (R) (this is where the questions are finally answered). Then recapitulate the text (R) and summarise the answers (R).

All of the previously explained reading strategies can be used in this method. You are also welcome to make changes to adapt the method to your way of working.