Contents

Unit 1

Reading Intelligently

[A]   Do you ever read a passage, yet fail to gain any helpful information from it? Or, do you have to reread something several times to get a full understanding of the content? When we are reading such materials as project documents, trade journals, blogs, business books or e-books, most of us read regularly as part of our jobs, and to develop our skills and knowledge. Now, we are looking at strate- 5 gies that will help you read more effectively. These approaches will help you get the maximum benefit from your reading, with the minimum effort.

[B]   Before you start reading anything, ask yourself why you are reading it. Are you reading with a purpose, or just for pleasure? What do you want to know after you've read it? Once you know your purpose, you can examine the resource to 10 see whether it's going to help you. For example, with a book, an easy way of do- ing this is to look at the introduction and the chapter headings. The introduction should let you know who the book is intended for, and what it covers. Chapter headings will give you an overall view of the structure of the subject.

[C]   Ask yourself whether the resource meets your needs, and try to work out 15 if it will give you the right amount of knowledge. If you think that the resource isn't ideal, don't waste time reading it. Remember that this also applies to content that you subscribe to, such as journals or magazines, and web-based and social media news — don't be afraid to cut down these resources if you are not getting value from some publishers. 20

[D]   Where you only need the shallowest knowledge of a subject, you can skim material. Here you read only chapter headings, introductions, and summaries. If you need a moderate level of information on a subject, then you can scan the text.

This is when you read the chapter introductions and summaries in detail. You can then read the contents of the chapters with great speed, picking out and understanding key words and concepts. When looking at material in this way, it's often worth paying attention to diagrams and graphs. Only when you need full knowledge of a subject is it worth studying the text in detail. Here it's best to skim the material first to get an overview of the subject. This gives you an understanding of its structure, into which you can then fit the detail gained from a full reading of the material.

[E]   When you are reading a document or book in detail, it helps if you practice "active reading" by highlighting and underlining key information, and taking notes as you progress. This emphasizes information in your mind, and helps you to review important points later. Doing this also helps you keep your mind focused on the material, and stops you thinking about other things. If you are worried about damaging a book by marking it up, ask yourself how much your investment of time is worth. If the book is inexpensive, or if the benefit that you get from the book substantially exceeds its value, then don't worry too much about marking it. Of course, only do this if it belongs to you!

[F]   Different types of documents hold information in different places and in different ways, and they have different depths and breadths of coverage. By understanding the layout of the material you're reading, you can extract the information you want efficiently. The most effective way of getting information from magazines is to scan the contents tables or indexes and turn directly to interesting articles. If you find an article useful, then cut it out and file it in a folder specifically covering that sort of information. In this way you will build up sets of related articles that may begin to explain the subject. Newspapers tend to be arranged in sections. If you read a paper often, you can quickly learn which sections are useful, and which ones you can skip altogether.

[G]   You can apply the same strategies to reading online versions of newspapers and magazines. However, you need to make sure that you don't get distracted by links to other, non-relevant material. Remember that there are many online articles and electronic documents that weren't originally designed to be read on a screen. This will also include documents that are emailed to you. If you find it hard to read these on screen, print them out. This is especially important for long or detailed documents.

[H]   When you are reading a document or book, it is easy to accept the writer's structure of thought. This means that you may not notice when important information has been left out, or that an irrelevant detail has been included. An effective way to combat this is to make up your own table of contents before you start reading. Ask yourself what sections or topics you are expecting to see in this document, and what questions you want to have answered by the end of the text. Although doing this before you start reading the document may sound like a strange strategy, it is useful, because it helps you spot holes in the author's argument. Writing out your own table of contents also helps you address your own questions, and think about what you are expecting to learn from the text.

[I]   The time when you read a document plays a role in how easy the reading will be, and how much information you'll retain. If you need to read a text that requires a great deal of concentration, it is best to tackle it when you have the most energy in the day, so that you can schedule your reading time accordingly.

[J]   Where you read is also important. Reading at night, in bed, doesn't work for many people because it makes them sleepy (which means that you may not remember the information). Everyone is different, however, so read in a place that is comfortable, free of distractions, and that has good light — this is important even if you are reading from a screen.

[K]   It can be helpful to review the information when you've finished reading. When you are done, write a paragraph that explains, in your own words, what you just learned. Often, putting pen to paper can help strengthen your recall of new information, so that you retain it more effectively.

(1085 words)

Comprehension Exercises

Directions: *The following ten statements are related to the passage you have just read. Each statement contains information given in one of the paragraphs. Identify the paragraph from which the information is derived and put the corresponding letters of the paragraphs in the brackets at the end of the statements. You may choose a paragraph more than once.*

1. Once you know your purpose for reading, you can look at the introduction and the chapter headings to see whether they are going to help you. (　　)
2. It is best to skim the material first to get an overview of the subject and decide if it is worth studying in detail. (　　)
3. It can be helpful to go over the information when you've finished reading. (　　)
4. If the benefits you get from a book exceed its value, you can mark it up without worrying about damaging it. (　　)
5. Making up your own table of contents before you start reading helps you spot holes in the author's argument. (　　)
6. Long or detailed documents are hard to read on screen, so the best way to read them is to print them out. (　　)
7. Cutting out an interesting article in a magazine and filing it in a folder is a very effective way to get information. (　　)
8. It is best for you to deal with a difficult text when you are at your best in the day. (　　)
9. Highlighting and underlining key information, and taking notes can emphasize information in your mind, and help you review important points later. (　　)
10. Putting pen to paper can help you retain information more efficiently. (　　)

Notes:

1. project *n.* 方案，工程，项目
   e.g. The *project* was estimated to have cost $1,000,000.
   这一工程估计耗去一百万美元资金。
   Bland is doing a *project* on adult education.
   布兰德正在进行一项有关成人教育的研究。
2. maximum *adj.* 最大（值）的，最高（值）的
   minimum *adj.* 最小（值）的，最低（值）的
   e.g. The *maximum* speed of this car is 170 miles per hour.
   这辆车的最高时速为170英里。
   The *minimum* wage is 7 dollars an hour in this restaurant.

这家餐馆最低工资为每小时7美元。

3. chapter *n.* (书籍的)章，回

   e.g. After class, please read *chapters* 1 to 4 of the book.
   课后请阅读该书的第一章至第四章。
   The writer put his newly-written novel into seventeen *chapters*.
   作家把他新近完成的小说分成了十七章。

4. intend for 为……准备，供给……使用

   e.g. The movie is *intended for* adults only.
   这部电影只供成年人观看。
   We *intend* this room *for* you.
   我们打算把这个房间给你用。

5. web-based *adj.* 基于网络的

   e.g. My *web-based* courses are English, Chinese, Computer, Math, Politics, etc.
   我的网络课程有英语、语文、计算机、数学、政治等。
   A decline in physical communication in an increasingly *web-based* society is also a factor.
   互联网的日益普及也是造成人们面对面交流减少的一个因素。

6. skim *v.* 略读，浏览

   e.g. Since he had no time to read the book in detail, he just *skimmed* it.
   他没有时间细读那本书，只浏览了一遍。
   If you *skim* through the play too quickly, you will forget some plots.
   如果你读剧本读得太快，就会忘记剧中某些情节。

7. moderate *adj.* 适当的，适中的

   e.g. *Moderate* exercise will benefit you.
   适当的锻炼对你的身体有益处。
   He usually drives at a *moderate* speed.
   驾驶车辆时，他通常以中速行驶。

8. concept *n.* 观念，概念

   e.g. She added that the *concept* of arranged marriages is misunderstood in the west.
   她补充说，包办婚姻的概念在西方被误解了。
   We introduced the *concept* of mental models in Chapter 2.
   在第二章中，我们介绍了心理模型的概念。

9. highlight *v.* 突出，强调，使显著

   e.g. Both books *highlight* the human element of science.

   两本书都重点谈到科学中人的因素。

   Highlight the chosen area by clicking and holding down the left mouse button.

   点击并摁住鼠标左键以突出显示所选区域。

10. focus on 集中注意力于

    e.g. Our meeting *focuses on* the question of women's right.

    我们会议的重点是妇女权利问题。

    He finds it hard to *focus* his thoughts *on* one thing.

    他发现自己很难把注意力集中在一件事情上。

11. mark up 标注，把……标出

    e.g. Don't *mark up* the book you borrowed from the library! Otherwise, you will be fined.

    别在从图书馆借来的书上做标注，否则你会被罚款的！

    You shouldn't *mark up* a book which isn't yours.

    你不应该在不属于你的书上做标记。

12. investment *n.* 投资，投入

    e.g. Friendship is a wise *investment*.

    友谊是一项明智的投资。

    American businessmen are welcome to make *investment* in Beijing.

    欢迎美商来北京投资。

13. substantially *adv.* 大幅度地，充分地

    e.g. The percentage of girls in engineering has increased *substantially*.

    工科女生的比例已经大大增长了。

    Maintenance costs have been reduced *substantially*.

    维修费已大幅度降低了。

14. scan *v.* 扫描，浏览，细看

    e.g. The officer *scanned* the room.

    警察仔细查看了那个房间。

    She was nervous and kept *scanning* the crowd for Paul.

    她很紧张，一直在人群中寻找保罗。

15. cut out 删掉，从……剪下

    e.g. Please *cut out* all the vulgar expressions.

请删去所有粗俗的用语。

I *cut out* the article from the newspaper.

我从报纸上剪下了那篇文章。

16. print out 打印出

    e.g. But unfortunately, he has not had the picture developed and *printed out*.

    遗憾的是，他一直没把照片拿去再冲印。

    Students *print out* a question sheet and find the answers by searching on the Web.

    学生先打印出一页问题卷，然后通过网上搜索资料找出这些问题的答案。

17. combat *v.* 与……战斗，搏斗

    e.g. We should *combat* the unhealthy phenomenon.

    我们应该同不良现象作斗争。

    Insisting on real names is supposed to *combat* spam.

    坚持实名制本来是为了对抗垃圾邮件的。

18. address *v.* 做演讲，向……提出

    e.g. He is due to *address* a conference on human rights next week.

    他下周要在一个人权会议上发言。

    Who ought I to *address* my request to?

    我该向谁提出申请？

19. schedule *v.* 安排，计划

    e.g. The space shuttle had been *scheduled* to blast off at 04:38.

    这架航天飞机计划于4点38分发射升空。

    A presidential election was *scheduled* for December.

    总统大选计划在12月举行。