

## Reading: Skimming

### Do you remember - what does *skimming* mean?

- *When you skim a text, you read it very quickly to find the main information or facts in it.*

### How to skim a text:

- *Read the headings of a text. They help you to understand what the text is about.*
- *Read **capitalized**\* words or sentences. They will give you more information.*
- *Look at pictures and captions\*\*. Here you can get more information.*
- *Read the first sentence of each paragraph.*
- *Read the last sentence of each paragraph.*
- *Look at charts\*\*\* or tables.*

*\*capitalized – hervorgehoben*

*\*\* caption – Bildunterschrift*

*\*\*\* chart – Graphik*



## Reading: Scanning

### Do you remember – what does *scanning* mean?

- *When you scan a text, you read the text quickly to find a specific piece of information.*

### How to scan a text:

- *Think of a keyword. If you like, put this word down.*

*Example: Mittagspause*

- *Now find your keyword. Run over the text with your eyes very quickly until your keyword jumps into your eyes.*
- *When you have found your keyword, read the information around it.*
- *Take notes to get the information you need.*



## Paraphrasing

When you paraphrase a word, you explain it in your own words because you don't know the proper word in English.

### How to paraphrase a word:

- Find a word with the **same or similar\*** meaning.

Example: to begin → to start

- You can use the **opposite** of the word you are looking for.

Example: The room is clean. → The room is not dirty.

- You can start your sentence with **"It's like ..."** to explain your word.

- You can say **what the person does** to explain your word.

Example: A shop assistant **sells things in a shop**.

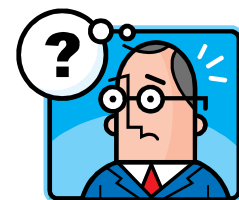
### Useful phrases:

*It's like ...*

*It's a place where ...*

*It's a person who ...*

*It's a thing that ...*



*\*similar: ähnlich*

## Mediation

**You can “mediate” between two languages: from German to English or from English to German. You can collect some information in German and explain it to someone in English. Or you can collect some information in English and explain it to someone in German.**

**Example:** You are in London with your family. Your little sister doesn't understand the waiter in a restaurant. You help her and mediate what the waiter has told you from English to German.

### **Tips for mediating a text**



- Use your own words. Do not translate.
- Use simple and short sentences.
- If you don't know a word, paraphrase it. (→ method card: paraphrasing)
- Only mediate important information. Leave out unimportant information.
- Use different reading strategies. (→ method card: skimming, scanning)