# Skills for Learning at University Transcript

Skills for learning at University are skills

that you really need during your studies.

They include things like oral

and written communication,

analytical and critical thinking,

problem solving, organisation and

time management, and research skills.

All these skills you will develop

and also refine here at GCU.

However, today I want to talk to

you about one fundamental skill.

And that is reading.

You might ask yourself, why does she

want to talk to me about reading?

I've learned that in school

and you're absolutely right.

But reading is one of the things that you do.

most of at universities you will

read textbooks, academic papers,

reports.

They are just three of the many texts

that you will be confronted with

so it can be quite overwhelming,

especially if you're unsure or

don't really know which texts are

important and relevant and which are

not. To help you in that situation.

You can employ two strategies.

One is called reading fast.

And the other one is called reading slow.

When it comes to reading fast,

there are two different

ways of going about it.

The first one is called skimming.

Skim reading means you read for the gist.

You want to get a general idea of

what the text that you are reading is about.

How do you do it? In books you

read the table of content and you

locate what you're interested in.

So what specific chapter is

it that you want to read?

You look at the chapter and

you read the introduction.

You read the main and the subheadings

and you read the conclusion.

So when you read,

you don't read each paragraph thoroughly.

You read the 1st and the last

sentence and they will give you

a general idea. The 2nd way of

reading fast is called scanning.

Now scanning,

in contrast, to skimming is when

you read for specific information.

So you know exactly what it

is that you're looking for,

and you're trying to find it.

For example,

you've got a certain question

and you're trying to identify

the answer for that question.

How do you do it?

You let your eyes wander over the text,

but you don't read every single word.

You look for a specific word,

that is giving an indication of OK.

This is where my answer is.

In contrast, reading slow is

reading for thorough comprehension,

and this can be hard, laborious work.

How do you do it?

Well, you read sentence by sentence.

While you read each sentence,

you try to identify

clunky or difficult words.

You make note of their

meaning in the margins

quite often, in academic texts, you

have long and complex sentences.

So what you do there is you try to take the

sentence apart into its basic components.

You need to understand who does what,

to whom, what is happening.

Why, where and when?

Read and re-read until you get

the answer to the question.

What does the author say in the paragraph?

You then record,

which means you write down the main

things that you're interested in,

which will help you retain your learning.

This can be summarising,

underlining, and making notes.

either in the margins of

the text or in your notes, now

that you have an idea of what types

of learning are most beneficial

Have a go at the exercises and

see how you get on.