

Communication Skills
Reading Skills
Lesson Plan

<u>Objective:</u> Participants will be able to understand and practice different types of reading techniques	
<u>Total Time:</u> 90 Minutes	
<u>Material required:</u> Newspapers (ideally one of each student, otherwise 1 for each group)	
<u>Instructor Note:</u> Our participants have been reading their handbooks to understand concepts but this session will make them understand some useful reading techniques. This session should encourage them to spend some time everyday reading newspapers or articles or books to gain knowledge.	
<u>Opening Protocol:</u> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling ● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session 	5 Minutes
<u>Concept Discussion:</u> <ul style="list-style-type: none"> ● Divide the class in two groups ● Ask group 1 to quickly read and discuss Scanning technique of reading ● Ask group 2 to educate themselves on Skimming technique of reading ● Give them 2 minutes to read the concept from their handbooks ● Then ask any one person from each group to explain the technique in 1 minute ● Help students understanding the concept if they are finding it difficult ● Tell them that we are going to do some exercises today to practice quick reading 	5 Minutes
<u>Activity 1: NewsPaper Scanning and Skimming</u> <ul style="list-style-type: none"> ● Distribute newspapers among students. If we don't have newspapers for each student, then divide students in groups and then distribute the available newspapers ● Tell them that we are going to play a game. ● The trainer will name any category of news and ask the students to quickly scan their newspapers to find the news of that category. Trainer can give 5 categories/ keywords- Prime Minister Government of India Indian cricket team Entertainment 	25 Minutes

<ul style="list-style-type: none"> ● After students have practiced scanning the newspaper, ask them to now do the skimming for any news. Give them 10 minutes to read the news/article using skimming technique ● After 10 minutes invite atleast 3 students in front and ask them to summarise the news they have read ● The idea is to encourage students to skim the page, that is, quickly look over the content without reading it in detail. Students should not read the text in detail but quickly go through it to glean the main facts. ● Highlight that we do not need to spend a lot of time reading; a quick look can give us the required information. <p>Debrief: Ask if they were able to scan or skim the information from the newspaper. Was it a challenge to quickly glean the information? Were they able to interpret the information? Ask any volunteer to differentiate between scanning and skimming</p>	
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<p><u>Activity 2: Reading & Comprehension</u></p> <ul style="list-style-type: none"> ● Ask students to open the handbooks and go to the activity “reading & comprehension” ● Tell them to read the given passage and answer the questions ● Give them 15 minutes to complete the activity ● Encourage them to not see the answer key and attempt the exercise honestly ● After 15 minutes, ask them to match their answers with the answer key ● With the raise of hands, ask how many students got all 5 correct. ● Then explain how they could use steps mentioned in the handbook to do this exercise correctly 	25 Minutes
<p><u>Activity 3: Reading and making a decision</u></p> <ul style="list-style-type: none"> ● Ask students to form groups of four. ● Ask them to open their handbooks and go to the activity named “reading and making a decision.” ● Ask students to read the text independently and later discuss it within the group. Ask them to scan the texts and decide on the most appropriate destination according to the requirements. ● They should spend 15 minutes on reading and 10 minutes on discussion ● Students will share and justify their choice to their group members. The trainer will move around the classroom and observe silently or interact with students. 	25 Minutes

<ul style="list-style-type: none"> ● At the end ask students if they were able to complete reading in time and did they use skimming technique for finding the important information 	
<p>Closing Protocol:</p> <ul style="list-style-type: none"> ● Thank the participants for their time ● Announce the next time you will be visiting them ● Share the topic of the next session ● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session ● Click pictures of the artefacts for documentation 	5 Minutes