

SAMPLE UNIT

Description: Short text, in the form of the following: **notice, advertisement, brochure, leaflet, guide, report, manual instructions**, with brief questions on factual detail.

You will be required to read texts in various forms and answer questions or perform other tasks based on them.

Recognising types of texts

What is a leaflet?

Usually a piece of paper containing information about a specific subject.
This is an example of a leaflet:

How to use Eye Drops

Using eye drops

- Wash your hands and sit or stand in front of a mirror.
- Take the top of the bottle.
- Bend your head backwards and gently pull your lower eyelid down.
- Hold the dropper above one eye and squeeze one drop inside the lower eyelid. Try not to touch your eye, eyelashes, or anything else with the dropper tip.
- Let go of the eyelid and blink a few times. This helps to spread the drop over the whole eye surface.
- Wipe away any liquid that falls onto your cheek with a tissue.
- Repeat in the other eye if the drop is prescribed for both eyes.
- If you are prescribed more than one drop, or need to put in another type of drop, wait for a couple of minutes before putting a second drop into an eye. This allows the first drop to 'settle in' and not be washed out by a second drop if it is put in too quickly.

This leaflet gives general advice on how to use most eye drops. However, you may be given specific instructions which may vary from the advice below. Ask your pharmacist if you have any queries.



Analysing information

- 1 What is the purpose of the leaflet?
- 2 What makes the information given more meaningful? (Comment on the **format** and **sentence structure**).
- 3 Look at the diagram. What does the diagram show the reader?

What is a brochure?

A brochure is a booklet with pictures and other graphical elements which gives you information about a product or service.

This is an example of the front page of a brochure:

Analysing information

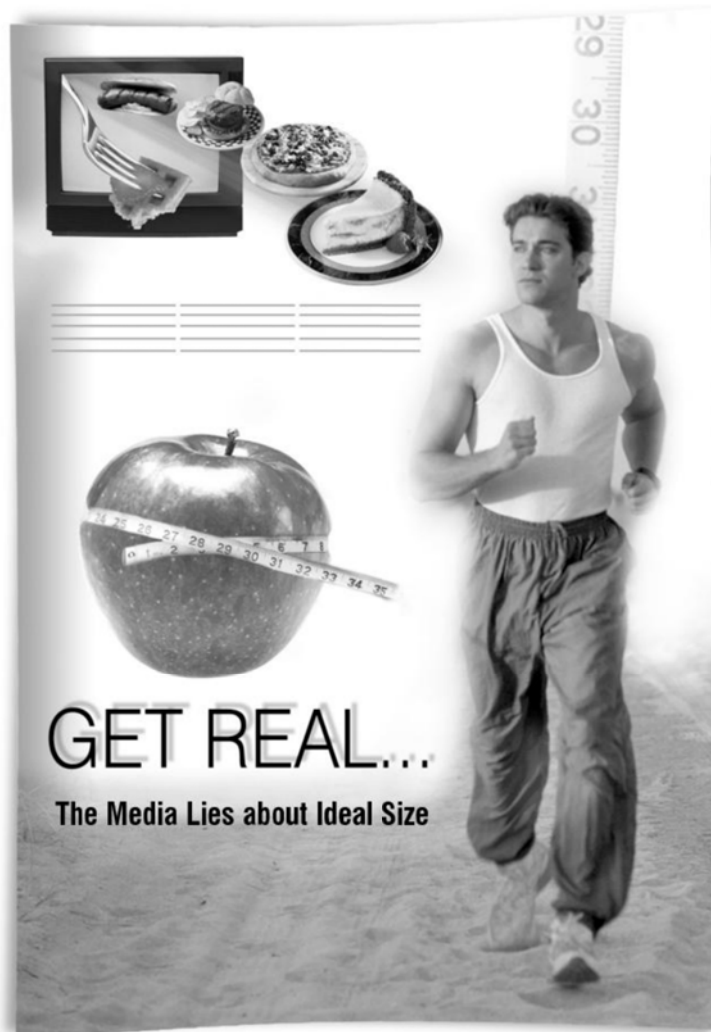
- 1 What kind of information would you expect to find in this brochure?
- 2 Look at the picture. What conclusions can you reach as regards:
 - The audience the brochure is directed at
 - The role of television in the subject matter

Eating Disorders and Awareness

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In the United States today conservative estimates indicate that:

5-10 million girls and women and 1 million boys and men are struggling with eating disorders



What is a Manual?

A manual is a booklet which tells you how to do something or how a machine works.

This is an example of a manual:

SimpleViewer - Manual Instructions

Follow the steps below to create a SimpleViewer gallery on your website.

- 1 Download SimpleViewer files**
Download and Unzip files to a new folder. The following files comprise SimpleViewer:
- 2 Add images**
Copy your images to the 'images' folder. Images should be JPGs and saved as 'non-progressive'.
- 3 Create thumbnails**
Create thumbnails with an image editing program (e.g. PhotoShop). Place thumbnail images in 'thumbs' folder. Thumbnails must have the same name as the full-size image. Thumbnails should be at least 45x45 pixels (larger thumbnail images will be cropped).
- 4 Edit imageData.xml**
This file is a simple text file that can be edited in any text editing software (e.g. NotePad, SimpleText).
- 5 Set background colour (optional)**
To set the background colour, edit the HTML file "index.html". Enter the hexadecimal colour value into 3 places in the code:
background-color: #181818;

```
<param name="BGCOLOR" value="#181818" /> bgcolor="#181818"
```
- 6 Upload files**
Upload all your files to a new folder on your web server.

Analysing information

Observe the layout:

The information is presented:

- briefly.
- concisely.
- in point form.
- in the order the steps need to be taken.

What is a report?

A report is a written (or spoken) account of an event or situation.

This is an example of the heading of a report:

To: Mr James Smith, Principal
 From: Mary Dawson, Head Prefect
 Date: 26th January 2005
 Reference: School Uniform

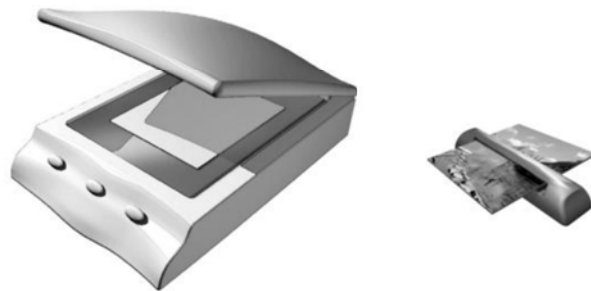
Task: Exercise 1 is a reading exercise.

- Candidates are required to answer a series of questions.
- It tests skim/gist reading skills.

Key words to remember when tackling this part of the examination:

Scan reading → Look only for particular words or symbols.

Think in terms of scanning a picture on your computer:



Scan reading → Remember that, usually, the first sentence of a paragraph is the topic sentence; the sentence that gives you a clue as to what the text is about.

Topic sentence → **General idea of what will follow** → = **GIST**

- Short answers are required; single word/phrase

Total marks: 8

tips!

- The best strategy to use for this type of exercise is *skimming* and *scanning*. It is the fastest and easiest way to find the required information.
- Underline the key word(s) in the question.
- Learn to identify text features: e.g. pictures, maps, charts, tables, diagrams as well as different types of fonts; type, size, bold, italics, or underlined.
- Learn to analyse the information in the text so that the answer can be found quickly and accurately.
- Skim for gist.
- Remember there is no need to read everything in the text.
- There is also no need to understand everything in order to answer the question.
- Underline the part in the text where the answer is found.
- A good answer is NOT a long answer; do not waste time writing a lengthy answer; write a word or a phrase.
- All the required information must be included.