

3 Hints for Reading Information and Narrative Texts

- Briefly scan the entire article before reading it to familiarize yourself with the topic
 - Look at the questions for the selection before reading it, so you can find answers as you read
 - Examine any graphics or illustrations in the selection to see how they relate to or enhance the text
 - Be aware that graphics may convey more information than text in some situations
 - Try to determine the purpose of the text you are reading
 - Try to determine the intended audience
 - Identify the type of writing: discussion, instruction, persuasion, narration, reference, report, etc.
 - Decide whether the text is fact-based or opinion-based
 - Look for key words or phrases that may assist you in answering questions
- Look for connections between what you are reading and experiences you have had
 - Use context clues to understand unfamiliar words
 - Use word analysis (prefixes, suffixes, roots, etc.) to understand unfamiliar words
 - You may begin answering questions before finishing the reading
 - If information you read later in the text expands upon or qualifies earlier information, be prepared to change your answers correspondingly
 - Understand that the pace of your reading will vary, depending on the complexity of the text and the level of concentration required

4 Elements of Graphic Design

Reading non-fiction texts frequently requires students to take graphic elements into account, because graphic design is an inherent part of much non-fiction writing today. Magazines, newspapers, web pages and even textbooks follow this pattern. Graphic design combines both form and content to create a whole which is more than the sum of its parts. Its primary purpose is to attract the reader's attention while being easy to read and understand.

Layout

One essential element of graphic design is called "layout." Layout refers to the physical placement of both text and graphics on a page. It is used to arrange information in logical ways, which will assure successful communication with the reader, by leading him/her through the article in an order appropriate to the audience and purpose of the piece.

Layout may include text, boxes, columns, lines, colours, shapes and textures. The layout of a graphical text page leads the reader to read the text in the order the author intended and places pictorial elements near the text they illustrate. The ultimate aim of graphic design layout is to present an aesthetically attractive and balanced whole to please the reader's eye and mind.

Typography

The other essential element of graphic design is called "typography." This refers to formatting of the text elements in a graphical text document. It may include various fonts and type styles, headings and sub-headings. The typography of a graphical text page may be used to lead the reader through the piece, to indicate the relative importance of topics and sub-topics, or to show connections between different sections of the text.

Pointers

Layout and typography combined form pointers, which draw the reader's attention to specific information, and help him/her navigate the text. Some examples of pointers include the following:

- Bullets or numbering
- Bold, underlined, or italic text
- Arrows
- Icons (very small images such as those most frequently seen on computer screens)
- Boxes and sidebars (supplementary information printed alongside the primary text)
- Footnotes
- Lines

5 Techniques for Answering