

STUDY GUIDE



HEALTH CAREERS CENTER

READING REVIEW

Reading Smarter

This section will cover a variety of information, that will be helpful when taking any type of reading test. However, the most important thing that you can do to improve your reading skills is to read. It is not important whether you read the newspaper, a magazine, or book. What is important is that you read. Keep your brain in tip-top shape for this extremely important skill.

As you read you decode, interpret, and evaluate the written message. When a story is being told, your mind's eye determines and sees all the details: what each character looks like, the setting, clothing, colors, etc. With the development of clear and detailed pictures in your mind's eye, your comprehension of the information increases.

There are two types of reading material:

fiction – Untrue, made up, to be read for fun or entertainment

non-fiction – True and factual, to be read for knowledge and information

Practice in various kinds of reading materials provides helpful exercises in programming one's brain to read for specific purposes and to direct its attention to the goal at hand and the methods for doing it best. There are several different kinds of reading skills. The major areas to practice in are:

➤ **Scanning** – This technique is used when general information is needed. You quickly read through the material focusing your attention on the main words: subject and verb, or the

who and did what. When material has been scanned, you have a general idea of what the material was about, but you do not know all the details.

➤ **Context Clues** – This skill assists in helping you determine the meaning and possibly the pronunciation of an unknown word that you encounter. When you come across an unfamiliar word when reading, most of the time it is best to keep on reading. The previous sentence(s) and/or the reading selection contain important clues as to other meanings of the unfamiliar word(s). This is called using context clues. Example: The albatonic, holding an insect in its beak, flew towards its nest.

We do not know what an albatonic is, but from the use of the words beak, flew, and nest, we assume that an albatonic is a bird.

➤ **Reading for Details** – When reading for details answer the 5 W's and an H.

1. Who
 2. What (did what)
 3. When
 4. Where
 5. Why
- How

Answering these questions gives you a way to logically organize the information that you are reading. Thus, giving you a method to recall all the details.

➤ **Drawing Conclusions** – When using this method, you take the information that is given, and then you must use your knowledge and understanding to determine a thoughtful

conclusion.

Example – Several hours after the picnic had ended, everyone became deathly ill.

Using your knowledge and understanding, you would draw the conclusion that everyone had eaten something that had made them ill.

➤ **Writer's Point of View** – This gives the writer's perspective or view of a situation. The information may or may not be factual. It is the writer's opinion. A clue to determining if the material is fact or opinion is to look and see if the text is written in 1st or 3rd person.

1st person: I, we, my, mine, myself, us, our, ourselves

Example: We are all concerned about his safety.

3rd person: referred to by a noun, common or proper

Example: common noun – city; proper noun – Denver

➤ **Paraphrasing** – This is rewording part or all of a text or passage, stating its meaning in another way. When doing this you are putting the original text in your own words. The purpose of this is to help the reader to more fully understand the original text.

Other areas to watch for, that are more specific in nature are:

➤ **Analogy**-Analogies are used in teaching and testing.

A comparison of one thing to another based on their having similar characteristics in certain respects. The key is to

determine the relationship between two words; then find other pairs of words that have a similar relationship.

Example: *in* is to *out* as *hot* is to *cold*. Another way this can be written is - in : out :: hot: cold

finger : hand :: toe : foot

story : read :: song : sing

engine : go :: brake : stop

➤ **Metaphor** – A direct comparison of one object to another that is not obviously similar.

Example: She is a walking encyclopedia.

The mountain of paperwork kept growing.

His stomach is a bottomless pit.

A fossil of a woman was first in line.

➤ **Simile**- A type of comparison or metaphor using like or as.

Example: as light as feather.

as sly as a fox

as thin as a rail

as quick as a wink

as dry as a bone

➤ **Personification** – This gives human qualities to a thing or creature that is not human.

Example: The heart and soul of this institution are the brick and mortar that hold these buildings together.

➤ **Irony** – This is a figure of speech that always contains the element of being the opposite of what someone would normally expect.

Example: "That was a great idea." When said after someone's idea turned out to be a really bad idea.

➤ Homonyms – Think homo (same).

Homophones – Think homo (same), phone (sound).

These are words that have the same sound, but have different meanings and usually different spellings.

Example: aunt – ant

ate – eight

blue – blew

cent – sent – scent

Homographs – Think homo- (same), graph - (letter or look).

These are words that are spelled the same, but have different meanings. :

Example: arms - body part

arms - weapons

bear - large animal

bear - support, carry

loaf - idle

loaf - shaped as bread

➤ Synonyms – Think *similar* in meaning.

Example: tiny – small

cold - freezing

child – kid

scalding – hot

big – large – huge

brave – fearless

➤ Antonyms - Think anti- (opposite).

antonyms are words that mean the opposite or nearly the opposite of each other.

Example: hard – soft

old – young

hot – cold

giant – small

laugh – cry

huge – tiny

PREFIXES

A prefix is a group of letters added to the beginning of a word. These letters change the meaning of the word.

Example: im + possible = impossible
 un + happy = unhappy

Listed below are some of the most frequently used categories of prefixes, the prefixes within each category, their meaning(s), and examples.

| CATEGORY | PREFIX | MEANING | EXAMPLES |
|-----------------|----------------------|---|---|
| NEGATIVE | a- | not | asocial |
| | il- | | illegal |
| | im- | | immature |
| | non- | | nonsense |
| | un- | | uncertain |
| | anti- | not; against | antisocial |
| | dis | not; apart; opposite | disagree, dishonest |
| | dys- mal- mis- | bad | dysfunction malfunction misbehave |
| | in- | <i>This prefix has two very different meanings, and it changes its spelling quite often.</i> 1. not 2. in; on; to; toward | Inactive in + l → il, illegal in + m → im, implant in + r → ir, irregular in + p or b → im, imperfect im, imbalance |

| | | | |
|---------------------------|---------------------|---|---|
| AMOUNT | mono- | one | monorail |
| | uni- | | unicycle, unicorn |
| | bi- | two | bicycle, biweekly |
| | bin- | | binocular |
| | di- | | diagram, dilemma |
| | du- | | duplex |
| | tri- | | three |
| | tetra- | four | tetrameter |
| | deci- | ten | decimal |
| | cent | hundred | century |
| | milli- | thousand | milligram |
| | kilo- | | kilogram, kilowatts |
| | semi- | half, twice | semiweekly |
| multi- | several | multimedia, multilingual | |
| OPPOSITE PAIRS | pre- | before | prefix, predetermine postpone |
| | post- | after | |
| | pro- | for | protect contraversy, contraband |
| | contra- | against | |
| | in- | in | inside, income, inhale enclose, endorse exile, extort, exhale |
| | en- | in | |
| | ex- | out | |
| inter- | into | interstate, international intrastate, intravenous | |
| intra- | within | | |
| super- | above; over, beyond | superman, supernatural submarine, subculture | |
| sub- | under | | |
| hyper- | excessive | hyperactive, hyperventilate hypoactive, hypodermic | |
| hypo- | under, too little | | |

| | | | |
|---------------------------------------|-------------------|----------------------|---|
| PLACEMENT OR DIRECTION | a- on- | on | ashore ongoing |
| | ab- de- | away, from; down | abnormal deform, depress, descend |
| | auto | self | automobile, automatic |
| | by | near, aside | bypass, bystander |
| | ad- | to; toward | adventure |
| | co- | with; together | co-author, cooperate |
| | circu- circum- | around | circulate circumference |
| | com- | with; together | This prefix changes its spelling from com-. com + most consonants → con, confirm com + l → col, collect com + r → cor, correlate correct com + h, w, <i>and</i> all vowels → co-worker cooperate |
| | dia- | across; through | diagonal |
| | intro- | inside | introduce, introvert |
| | mid- | middle | midway |
| | off | from | Offspring, offense |
| | para- | beside | paraphrase, parachute, paradox |
| | per- | throughout | perform |
| | peri | all around | perimeter, periscope |
| | pro- | for, forward | prologue, program |
| re- | again or back | regain, recall | |
| tele- | distant | telephone, telescope | |
| trans- | across | transatlantic | |

SUFFIXES

A suffix is a group of letters added to the end of a word. These letters add information to the meaning of the word, and change the word's part of speech. They do not change the word's basic meaning.

Example: fear + less = fearless
 friend + ship = friendship

Listed below are four (4) basic categories of suffixes, the suffixes within each of these categories, their meaning(s), and examples.

| CATEGORY | SUFFIX | MEANING | EXAMPLES |
|-----------------|--------|---|--|
| FAMILIAR | -ful | full of, like; characterized by | hopeful, restful |
| | -ship | quality, state, or office of | friendship, partnership |
| | -able | able to; capable of | marketable, respectable |
| | -ible | | invisible |
| | -ly | like; in the manner of | respectively, strongly |
| | -ion | act, process; result of; state; condition | tension, revision, animation, allegation |
| | -ous | full of; having the qualities of | dangerous, hazardous |
| | -al | relating to; characterized by | lateral, functional |
| BEING | -ary | relating to; connected with | budgetary |
| | -ory | | supervisory |
| | -ance | condition or state of | accordance |
| | -ence | | diligence |
| | -cy | | contingency |
| | -ity | condition or state of, degree of | activity |
| NAME | -ment | action, act, or state of | employment, achievement, commencement |
| | -ee | receiver of | employee, advisee |
| | -er | a person or thing that | employer |
| | -or | | solicitor |
| | -ant | | participant |
| | -ent | | president |
| | -ary | | beneficiary |
| DOING | -ify | to make; cause to become | specify |
| | -ize | | publicize, finalize |
| | -ate | | fluctuate |

