

## Active reading on paper and on the screen

Anglais des situations professionnelles

Ref.AR  2 jours



### Objectifs

- Adapt your speed and methods to the reading objective.
- Read more quickly both on paper and on the screen without losing in comprehension.
- Quickly recover and retain the information from what has been read.



### Pédagogie

- The practice exercises constitute about 80% of the seminar and are contained in a participant's file and on the computer programme "Reading on the screen" developed by expert consultants from Centor Idep using the latest research from the scientific field.
- Each participant has a PC at his/her disposal and each participant's progress on paper and on the screen is evaluated.
- For each practice exercise, comprehension and retention of information is tested.



### Public concerné

Managers, engineers and all persons having to read English on a regular basis.



### Pré-requis

At least an intermediate level in understanding of written English. Open also to native speakers.



### Préparation

Each participant receives a confirmation of their enrolment 3 weeks before the start of the seminar. This is accompanied by a questionnaire, asking about reading habits, difficulties encountered, and specific needs relating to the subject. In addition, they receive a self-assessment of present reading habits.



### Et ensuite...

#### Suivi en situation :

- 3 entretiens téléphoniques d'1 heure, avec un formateur, répartis sur 3 mois
  - Ou 2 heures d'entretien en face à face
- Tarif du suivi : 300 € HT

#### Stage complémentaire :

- Cross-cultural awareness and skills.



### Programme

#### The physical process of reading – developing your visual agility

- Adapting the eye movements to the layout of the text and reading objective: horizontal, vertical or diagonal sweep.
- Training yourself to change the way your eyes move over the text.
- Increasing your field of vision.

#### The mental process of reading – developing your mental agility

Efficient reading depends on the following five elements:

- Motivation – what motivates us to read the text ?
- Anticipation – what are the techniques to better anticipate the contents of a text and so approach the text in a more active way ?
- Concentration – how do we keep up our attention while reading a relatively long and complicated text ?
- Comprehension – how do we increase our reading speed while maintaining a good level of comprehension ?
- Memorisation – what are the techniques for retaining information and recovering the essential information at a later date ?

#### Adapting the reading strategy to your objective

- How to put in place the different reading strategies of scanning, skimming, sightseeing, in-depth, and reading for pleasure ?
- Why are we reading a particular text and what is the strategy which is best adapted to that objective ?
- Applying the strategy in a systematic way – what are the different steps of each strategy.

#### Reading on the screen

- What are the differences between reading on paper and on the screen ?
- How to avoid eye fatigue while reading on the screen ?
- How to apply the reading strategies to reading on the screen ?
- Exercises on the screen to develop concentration, to improve anticipation and improve comprehension.