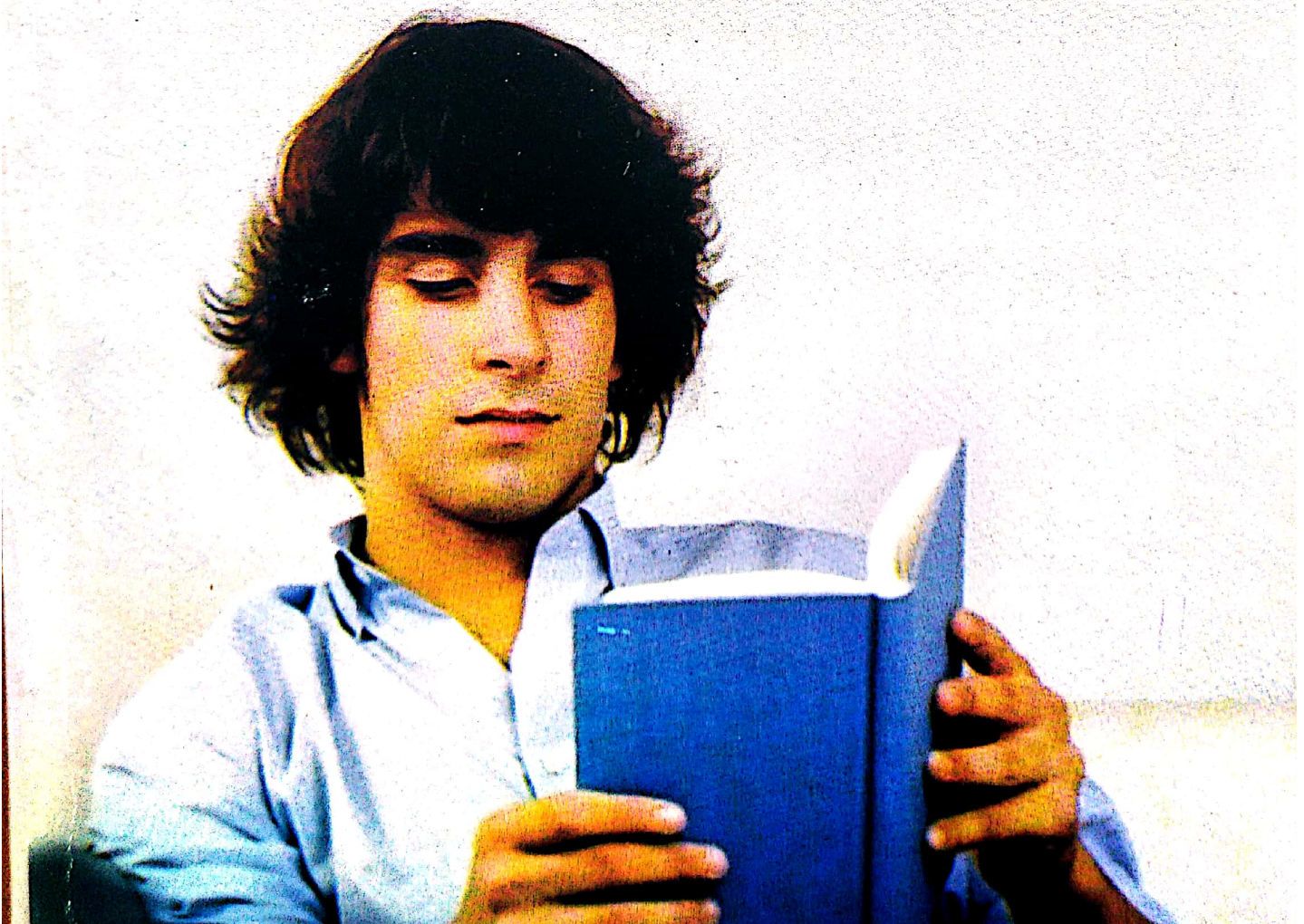


Umi Yawisah, M.Hum

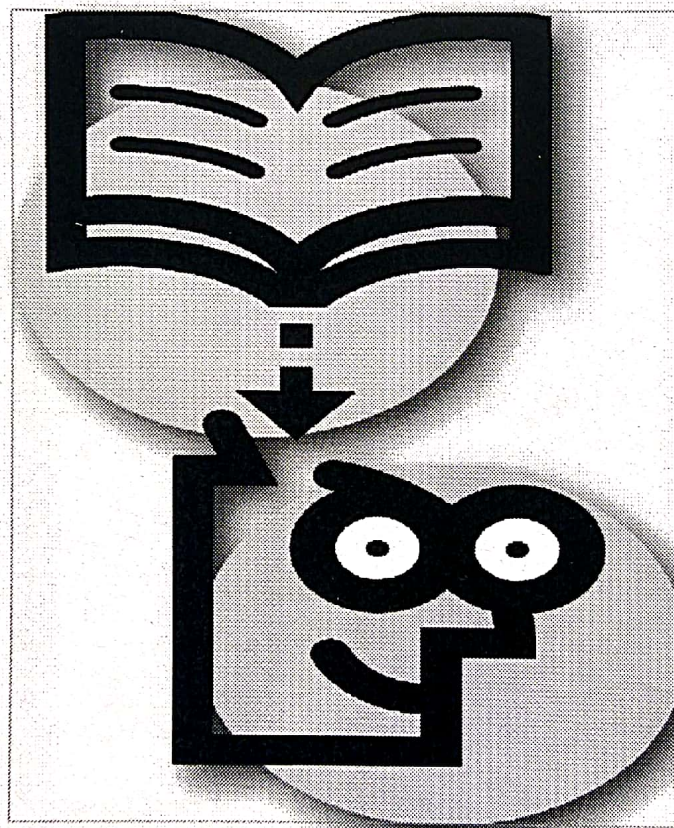
# A HANDBOOK ON SKIMMING AND SCANNING

---





# A HANDBOOK ON SKIMMING AND SCANNING



**Umi Yawisah**

**STAIN Jurai Siwo Metro**



Perpustakaan Nasional RI: Katalog Dalam Terbitan (KDT)

Umi Yawisah

## **A HANDBOOK ON SKIMMING AND SCANNING**

Editor : Johan Wibowo

Dedi Irwansyah

Desain Cover & Layout :

Team Aura Printing & Publishing

Penerbit

Anugrah Utama Raharja (AURA)

Printing & Publishing

**ANGOTA IKAPI**

No. 003 / LPU / 2013

Alamat

Jl. Prof. Dr. Soemantri Brojonegoro, Komplek Unila

Gedongmeneng Bandar Lampung 081281430268

[www.aura-publishing.com](http://www.aura-publishing.com)

Cetakan : November 2013

vi + 138 hlm. ; 15,5 x 23 cm

**ISBN : 978-602-9326-94-9**

Hak Cipta dilindungi Undang-undang No. 19 Tahun 2012 Dilarang memperbanyak/memperluas dalam bentuk apapun tanpa izin tertulis dari Aura printing & publishing





# INTRODUCTION

Reading—suggested by Anthony, Pearson, & Raphael (Farrell (2002:1) is the process of constructing meaning through the interaction among the reader's knowledge, the information by the written language, and the context. It involves the reader, the writer, and the text. There are some problems less skilled readers have while reading; one of them is that they cannot comprehend the text, or they do not understand what they are reading. These readers should take a strategic approach to reading; and among those strategies there are *Skimming* and *Scanning* which will be discussed in this book.

The first discussion in this book is about identifying *Topics*, because English language is topic-centred (Farrell, 2002:35); so it is very important for the readers to know. In the second chapter identifying the *Main Ideas* is discussed, because most comprehension exercises ask for readers to locate them. The last chapters talk about *Skimming* and *Scanning* which are basic skills the readers need to help them understand the texts. Each discussion is followed by the exercises to give the students and the readers practise in this type of strategy.

-Umi Yawisah-

# ➔ TABLE OF CONTENTS

## ▶ Chapter One

|                                               |   |
|-----------------------------------------------|---|
| ➔ IDENTIFYING TOPICS .....                    | 1 |
| A. Identifying the Topic of a List .....      | 1 |
| B. Identifying the Topic of an E-mail .....   | 4 |
| C. Identifying the Topic of a Paragraph ..... | 8 |

## ▶ Chapter Two

|                                         |    |
|-----------------------------------------|----|
| ➔ THE MAIN IDEAS .....                  | 15 |
| A. Identifying the Topic Sentence ..... | 15 |
| B. Identifying the Main Ideas.....      | 19 |
| 1. Stated Main Ideas.....               | 19 |
| 2. Unstated/ Implied Main Ideas .....   | 21 |
| 3. Exercises.....                       | 28 |

## ▶ Chapter Three

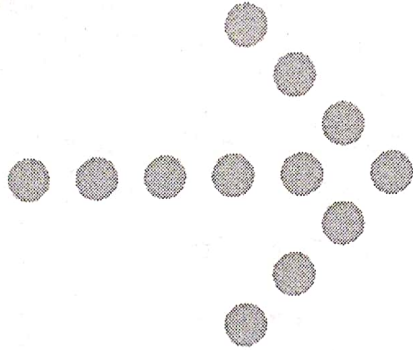
|                  |    |
|------------------|----|
| ➔ SKIMMING ..... | 55 |
|------------------|----|

## ▶ Chapter Four

|                  |    |
|------------------|----|
| ➔ SCANNING ..... | 89 |
|------------------|----|

|                      |     |
|----------------------|-----|
| ▶ Bibliography ..... | 137 |
|----------------------|-----|





## ➔ IDENTIFYING TOPICS

Reading is a complex process, especially when you are reading something that is written in a foreign language. There are two steps to be a successful reader. Firstly, is identifying the topic of the passage. Secondly, is identifying the main idea.

Topic is the subject of a movie or a conversation. The subject of most writing is also called a topic. The topic answers the question “what or who is about?” It is usually just a word or a short phrase.

### A. Identifying the Topic of a List

#### *Exercise 1:*

One word in each of the following lists answers the question, “What is this list about?” That word is the topic of the list. Underline the topic of each list.

Example: a. amphibian

b. animal

c. reptile

d. mammal

- |                                                                         |                                                                    |
|-------------------------------------------------------------------------|--------------------------------------------------------------------|
| 1. a. secretary<br>b. teacher<br>c. policeman<br>d. employee            | 6. a. jewelry<br>b. bracelet<br>c. ring<br>d. necklace             |
| 2. a. addition<br>b. calculation<br>c. subtraction<br>d. multiplication | 7. a. chair<br>b. sofa<br>c. furniture<br>d. table                 |
| 3. a. brochure<br>b. reading matter<br>c. magazine<br>d. novel          | 8. a. sunny<br>b. weather<br>c. cloudy<br>d. rainy                 |
| 4. a. apple<br>b. pear<br>c. fruit<br>d. banana                         | 9. a. cardiologist<br>b. pediatrician<br>c. internist<br>d. doctor |
| 5. a. north<br>b. south<br>c. east<br>d. directions                     | 10. a. circle<br>b. square<br>c. shapes<br>d. triangle             |

Exercise 2:

Write the topic of each of the following lists on the line. Ask yourself, "What is this list about?" The answer is the topic.

Example: Topic: artist  
Caricaturist  
Painter  
Sculptor  
Potter

|                                                                        |                                                                 |
|------------------------------------------------------------------------|-----------------------------------------------------------------|
| 1. Topic: .....<br>Polo<br>Javelin<br>Surfing<br>Soccer                | 6. Topic: .....<br>Ant<br>Butterfly<br>Cicada<br>Dragonfly      |
| 2. Topic: .....<br>Rock 'n' roll<br>Jazz<br>Dangdut<br>Rap             | 7. Topic: .....<br>Amber<br>Indigo<br>Beige<br>Scarlet          |
| 3. Topic: .....<br>Mars<br>Jupiter<br>Venus<br>Pluto                   | 8. Topic: .....<br>Asia<br>Africa<br>Europe<br>Antarctica       |
| 4. Topic: .....<br>Nile<br>Amazon<br>Mississippi<br>Yangtze            | 9. Topic: .....<br>Euro<br>Yen<br>Ringgit<br>Dinar              |
| 5. Topic: .....<br>Chrysanthemum<br>Forget-me-not<br>Begonia<br>Orchid | 10. Topic: .....<br>Biographer<br>Columnist<br>Novelist<br>Poet |



## B. Identifying the Topic of an E-mail

The topic of an e-mail is written on the subject line. Write the topic of each of the following e-mails.

Example:

**From** : Salma  
**Date** : Friday, September 6, 2013 8:35 A.M  
**To** : Annisa  
**Subject** : New York meeting

Hi Annisa,

I think we should have a meeting in the New York office next week. Can you come to New York on Monday, August 19? I would suggest 10 A.M, but let me know if this gives you enough time to get to New York from Philadelphia. The office is on 46th street and Avenue of the Americas. It's about 15-minute cab ride from the train station.

Please let me know if this works for you.

Thank you.,  
Salma



### Exercise 1:

**From** : Fifi

**Date** : Monday, August 5, 2013 9:15 A.M

**To** : Firman

**Subject** : .....

Hi Firman,

I'm moving to my new apartment on Friday. My new address is 15 Ki Hajar Dewantara, Metro. I'm very busy packing and getting organized.

I'm really excited about the move and hope to show you my new place soon. Let me know when you're free and we can make plans to get together. Please give me a call this weekend at (0725) 11122

Love.

Fifi



## Exercise 2:

From : Salsabila

Date : Tuesday, July 2, 2013 10:45 A.M.

To : Adam

Subject: .....

Dear Adam,

Thank you so much for the CD you sent me for my birthday. It's a great gift. I love jazz, and Billie Holiday is one of my favorite jazz singers. I took the CD in my car and listened to it all the way to work.

When I got to work, I was surprised to find that my co-workers had planned a birthday party for me. They even decorated the whole office with balloons.

Thanks again for remembering my birthday. Give my love to the kids.

Love,  
Salsabila



### Exercise 3:

From : Marty

Date : Saturday, July 13, 2013 9:20 A.M.

To : Ruth

Subject: .....

Ruth,

Here are the directions to my house. Take the Hampshire Parkway north for 5 miles. Get off at the Franklin Street exit. Turn left at the end of the ramp and get on Walnut Ave. Stay on Walnut for about 2 miles. You'll go through three stoplights. At the fourth light, make a right on to Locust St. You'll see a gas station at the corner of Walnut and Locust for two blocks. My house is in the middle of the second block on the right side of the street (number 542). It's a brick house with a green door.

See you around 7 tonight.

Marty





# A HANDBOOK ON SKIMMING AND SCANNING



Umi Yawisah, M.Hum



ISBN: 978-602-9326-94-9



9 786029 326949