

# Reading

## Competency Development Activities

### Competency Definition

Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

### Developmental Activity Levels

#### All (A)

*Applies to all competency levels*

#### Beginner-Basic Knowledge (B)

*A person at the Beginner-Basic Knowledge level has limited experience applying the competency. He/she applies general knowledge in common situations but has limited practical experience in applying the competency in a work environment presenting more complex situations.*

#### Mid-level (M)

*A person with mid-level proficiency has applied the competency repeatedly and successfully in the performance of his/her job but still has much to learn about the advanced aspects or behaviors associated with the competency. A person at this level can usually apply the competency on his/her own.*

#### High (H)

A person at the High level has extensive knowledge of and experience with this competency and can apply the competency exceptionally well on the job without assistance. At this level one is an expert and has enough experience to teach the competency to others.

### Articles, Books, and Websites

**B** Chelsa, Elizabeth L., Read Better/Remember More, Learning Express, 2000.

Teaches reading skills for faster comprehension and better retention of material. Teaches skills like visualization, skimming, and identification of main idea.

**B** Schaffzin, Nicholas Reid, Reading Smart: Advanced Techniques for Improved Reading, Villard, 1994.

A complete guide for students and adults who want to improve their reading comprehension and speed explains how to get through more material faster and offers tips on reading novels, textbooks, short stories, articles, and more.

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#### Activities

**B** If you have difficulty in remembering important details, develop a strategy for improvement. For example, after reading a section, try to recall the information contained in it. Make up questions about key sections in the document you are reading. Try answering the questions you made up for that section. If you cannot recall enough, re-read portions you had trouble remembering.

**B** Use reading aids. To help you improve your reading, take advantage of introductions, head notes, footnotes, and illustrations included in many texts. These can be helpful aids to reading comprehension.

**B** Make better use of dictionaries to increase your vocabulary and understanding. When reading, underline/highlight words whose meaning you are unsure of. Look up these words and read the passage.

#### Coaching Suggestions for Managers

There are currently no coaching suggestions for this competency.