

Basic Reading Skills Handbook

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INSTRUCTOR'S ANNOTATED EDITION

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To our children: Melissa, Joseph, Saul, Gershom

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Dear Instructor:

In your hands you have the Instructor's Annotated Edition of the BASIC READING SKILLS HANDBOOK. This ancillary provides answers to the exercises that support the instructional material in the text. For those exercises that require responses drawing on students' personal experiences or interpretations, examples of possible responses are often provided.

The BASIC READING SKILLS HANDBOOK follows the approach and format of the successful text, Reading Skills Handbook, but is written for students needing more basic instruction. In this text we have expanded and completely new material on vocabulary skills, prereading exercises, finding the main idea, and the use of visual aids; unique to this volume are the chapters on SQ3R and personalizing, or relating reading to the reader's own experiences. The two books differ in the level of instruction, the skills selected for attention, the order in which the skills are taught, and the character and level of the reading selections used for the examples, exercises, and anthology. The texts are coordinated to provide sequential development of skills; they can be used separately at the appropriate levels or together in a two-course reading sequence.

Available to adopters is a Test Package containing pre- and post-tests for most chapters in the Handbook. Complete information on the graded readability levels of the anthology readings is included there. The Computerized Testing Program makes the tests available in disks that can be used with any word-processing software on IBM PC, Apple II, and Macintosh computers.

Sincerely yours,

The Publisher

Preface

BASIC READING SKILLS HANDBOOK is a new text written specifically for the first-level reading course. Following the successful approach and format of *Reading Skills Handbook*, this text focuses on more basic college reading, study, and literal comprehension skills. Special pedagogical features include:

- Special attention to using contextual clues and to learning multiple meanings of words.
- Chapters on prereading warm-ups, visual aids, and SQ3R.
- Extensive practice in comprehension skills such as finding the main idea, sorting out major and minor details, and interpretation skills such as inferring, predicting, concluding, and generalizing.
- A "Writing to Read" unit that includes chapters on summarizing, underlining, and listing and on personalizing, where students learn to draw connections between their readings and their personal experiences, knowledge, and beliefs.

Organization

The text is divided into two main parts. The *Handbook* provides instruction in the essential reading skills integrated with examples and extensive practice exercises. The *Reading Selections* includes fourteen long reading passages accompanied by pre-reading, comprehension, interpreting, vocabulary, and writing exercises that are coordinated and cross-referenced with the skills taught in the *Handbook* part. Throughout the text, students will find questions that guide their understanding and interpretation of specific passages.

The organization of the book allows it to be adapted to specific courses in several ways. The instructor may teach the

five units in the *Handbook* in the early weeks of the term, postponing the study of the *Reading Selections* until students know the essential reading skills. The brief readings in the *Handbook* allow the reinforcement of newly learned concepts and students should be ready for the longer readings by the time they reach the *Reading Selections*. Or, the instructor may choose to further reinforce the skills taught in the *Handbook* by immediately assigning appropriate selections from the *Reading Selections*. Finally, the instructor may begin with the *Reading Selections* and return to key instructional units in the *Handbook* as specific needs arise in class.

Special Features

In this book, students read a careful explanation of a specific skill and an analysis of how that skill applies to a particular passage, and then they have a chance to test their mastery of that skill by means of the many exercises designed for practice and review. This step-by-step approach allows students to move from simple skills to more complex ones with confidence.

- Explanations of the basic skills are presented in clear, easy-to-understand language.
- Each question in the *Reading Selections* is keyed to the appropriate section in the *Handbook*; if students have difficulty answering a question, they can easily find and review the material that covers that particular skill. Thus, a 7 after a question means that a review of Chapter 7, on "Visual Aids," will help the student recall the techniques readers use to interpret visual material.
- The reading selections come from a wide range of sources; they include material from magazines, how-to-books, advertisements, and newspapers, as well as from textbooks and other academic material.
- The functional design includes photographs, graphs, cartoons, and crossword puzzles to stimulate and maintain student interest in the use of visual aids.
- A vocabulary list with a pronunciation key at the back of the book includes all highlighted vocabulary words in the *Reading Selections*.
- An expanded ancillary package is available with the text.

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H.S.W.
C.B.

**Basic
Reading
Skills
Handbook**

Contents

Preface	xi
HANDBOOK	1
Unit One Vocabulary	3
1. Building a Strong Vocabulary	5
1a How to Find Out What Words Mean	5
<i>Exercises</i>	6
1b How to Remember New Words	7
<i>Exercises</i>	8
2. Recognizing Word Meanings	10
2a Context Clues	10
<i>Exercises</i>	14
2b Word Part Clues	20
2b(1) Compound Words	20
<i>Exercises</i>	21
2b(2) Prefixes, Suffixes, and Roots	23
<i>Exercises</i>	26
2c Multiple Meanings	35
<i>Exercises</i>	36
2d Denotation and Connotation	38
<i>Exercises</i>	40
3. Using a Dictionary	52
3a The Guide Words	54
3b The Main Entry	54
3c The Pronunciation Key	54
3d The Parts of Speech	54
3e Special Forms and Special Spellings	55
3f The Meanings of the Word	55
3g The History of the Word	55
<i>Exercises</i>	56

Unit Two Aids to Reading	63
4. Previewing	65
<i>Exercises</i>	66
5. Previewing Long Material: The Parts of a Book	79
<i>Exercises</i>	81
6. Prereading Warm-ups	95
6a Making a List	96
<i>Exercises</i>	97
6b Making a Word Map	97
<i>Exercises</i>	99
6c Brainstorming	99
<i>Exercise</i>	100
6d Freewriting	102
<i>Exercises</i>	103
7. Visual Aids	110
<i>Exercises</i>	115
8. SQ3R	126
8a Survey	126
<i>Exercise</i>	127
8b Question	128
<i>Exercise</i>	129
8c Read	130
8d Recite	131
<i>Exercises</i>	131
8e Review	132
<i>Exercises</i>	132
Unit Three Comprehension	151
9. Reading for the Main Idea	153
9a Key Ideas in Sentences	153
<i>Exercises</i>	155
9b Main Ideas in Paragraphs	157
9b(1) Stated Main Ideas	157
<i>Exercise</i>	159
9b(2) Implied Main Ideas	161
<i>Exercises</i>	162
10. Reading for Information	173
10a Fact-Finding	174
<i>Exercises</i>	177

10b Noting Sequence	181
10b(1) Time Order	181
10b(2) Place Order	182
10b(3) Order of Importance	183
Exercises	184
10c Sorting Out Major and Minor Details	191
Exercises	194
 Unit Four Interpretation	 201
11. Fact and Opinion	203
Exercises	205
12. Inference	210
Exercises	216
13. Predicting, Concluding, and Generalizing	223
13a Predicting Outcomes	224
Exercise	227
13b Drawing Conclusions	228
Exercise	230
13c Generalizing	231
Exercises	233
 Unit Five Writing to Read	 239
14. Underlining, Listing, Summarizing	241
14a Underlining	242
Exercises	244
14b Listing	247
Exercises	248
14c Summarizing	251
Exercises	253
15. Personalizing	261
Exercises	264
 READING SELECTIONS	 269
1. Pedro/Jovita Gonzalez	271
Exercises	273
Writing Practice	277
2. How to Behave at School/Judith Viorst	278
Exercises	280
Writing Practice	284

3. How to Change Your Oil/Deanna Sclar	285
<i>Exercises</i> 291	
<i>Writing Practice</i> 295	
4. Greyhound Hopes this Ad Will Never Run Again	296
<i>Exercises</i> 298	
<i>Writing Practice</i> 301	
5. Boy Divers of the Philippines/Howard Hall	302
<i>Exercises</i> 304	
<i>Writing Practice</i> 308	
6. How a Ballpoint Pen Works/Martin C. Keen	309
<i>Exercises</i> 312	
<i>Writing Practice</i> 317	
7. Coming Over/Russell Freedman	318
<i>Exercises</i> 322	
<i>Writing Practice</i> 327	
8. Someone May Be Watching You/Ann E. Weiss	328
<i>Exercises</i> 331	
<i>Writing Practice</i> 335	
9. Helping Children When a Loved One Dies/ Harriet Sarnoff Schiff	336
<i>Exercises</i> 339	
<i>Writing Practice</i> 345	
10. A Close Look at Viruses/ <i>Time Magazine</i>	346
<i>Exercises</i> 348	
<i>Writing Practice</i> 352	
11. Please Straighten Out My Life/Stephanie Winston	353
<i>Exercises</i> 358	
<i>Writing Practice</i> 362	
12. Tree Living/William E. Geist	363
<i>Exercises</i> 367	
<i>Writing Practice</i> 372	
13. Toughlove/Dann Denny	373
<i>Exercises</i> 375	
<i>Writing Practice</i> 379	
14. Moon on a Silver Spoon/Eudora Welty	380
<i>Exercises</i> 383	
<i>Writing Practice</i> 389	

Vocabulary List with Pronunciation Key	390
Acknowledgments	397
Subject Index	401
Author Index	405

Learning to read is a complex process that involves many skills. It is not enough to simply know the alphabet; one must also be able to understand the meaning of the words and sentences. This handbook will provide you with the tools and techniques you need to become a proficient reader.

Handbook

Reading is a fundamental skill that is essential for success in school and in life. It allows us to gain knowledge, understand the world around us, and communicate with others. This handbook is designed to help you develop your reading skills and become a confident reader. It covers a wide range of topics, from basic reading strategies to more advanced techniques for understanding complex texts. By following the guidance in this handbook, you will be able to improve your reading comprehension and enjoy the many benefits that reading has to offer.

Introduction

Learning to read is not learning just a single skill. It is learning many skills that work together and build on each other. Each time you improve any one skill, it strengthens all the others. As your vocabulary improves, you will be able to understand and interpret your reading. And as you learn to comprehend and interpret better, you will gain more clues about the meaning of unfamiliar words.

The first half of this book teaches the basic skills of reading. Each skill is explained clearly in its own section. Exercises follow each section so that you can practice each skill as you learn about it. Teachers may assign sections for the whole class to study or may assign you sections to work on individually, depending on your needs. Also, as you find areas that you want to work on personally, you can go over sections on your own.

To help you find skills that you need to study, the skills are separated into five different units: Vocabulary, Aids to Reading, Comprehension, Interpretation, and Writing to Read. The detailed table of contents and index will help you locate the exact page of any skill that you wish to work on.

Each skill is also given a number, based on the chapter and section it is discussed in. For example, finding main ideas in paragraphs is discussed in section *b* of Chapter 9, "Reading for the Main Idea." The number **9b** refers, then, to the section that you need to look at to gain help in finding main ideas in paragraphs. When you are reading one section, the book may cross-refer to another section by using the number of the other section. Your teacher may also write the number on a piece of your work to suggest that you go over a particular section. Finally, the second half of this book has reading selections with questions. Each question has a reference number that lets you know which skill is needed to answer the question. If you have problems with the question, you can look at that section in the first half of the book for help.

UNIT ONE

Vocabulary

