WWW.BBCNOUN.COM.NG **BEST FORUM FOR ALL NOUNITES, REGISTER TODAY!**

GST 101 SUMMARY

1. ***Listener*** is anybody who is capable of listening to anything said, and possibly, Participates in what he listened to and what is demanded to be done.
2. In the process of listening, you need an enabling skill called ***CONCENTRATION***.
3. **Concentration** is an important component of effective listening.
4. The third listening enabling skill is ***ability***.
5. The fourth listening enabling skill is ***relationship***
6. ***Comprehension*** is at different levels during the art of listening.
7. ***Flexibility*** in the art of listening and comprehension is therefore very important.
8. ***Comprehension*** is central to all listening activities
9. ***Listening*** without ***comprehension*** is useless.
10. The ***concentration*** you give to any listening activity depends on the importance of what is listened to.
11. You ***make notes*** from your textbooks, journal articles or study texts.
12. The ability to ***take notes*** while listening to an important talk or lecture is a skill that you will find useful in your studies and generally in life
13. You should always ***take notes*** while listening to a speech, talk or a lecture, no matter the medium of delivery.
14. ***Science and technology*** students use more symbols than the humanities students.
15. ***Spaces*** are to be used for writing additional information or facts that you may discover after the lectures or during your own private study.
16. ***Extracts*** are the Irrelevances removed from the notes
17. In note-taking, ***Note-taking*** activity is very important to all students.
18. ***Note-taking*** brings to memory what has been learnt or heard.
19. ***Note-making*** is reserved for making notes from your textbooks, journal articles or study texts
20. When ***taking notes***, you should put down the major points, use abbreviations and symbols where necessary, leave enough space between different headings and emphasize the key words.
21. ***Facts*** are also real events, not fable or untrue story.
22. ***Listening for general impression*** makes you capable of forming your own impression and not a listener who merely imitates copies or agrees uncritically with whatever is said, no matter the rubbish.
23. ***Interpretation*** involves deriving meaning out of what is said
24. ***Interpretation*** involves inferencing, thinking between and beyond what has been said.
25. ***Critical analysis*** is the art of weighing or assessing each point, discretely, to determine strengths and weaknesses
26. ***Listening-comprehension*** has been seen as an interactive process involving the interpretative and the critical mind of the listener.
27. ***Innovation*** should come after listening -comprehension that interprets and critically evaluates what is heard.
28. Your reading speed will vary according to the ***purpose*** of reading.
29. ***Flexibility*** in reading is paramount to effective reading.
30. The slowest speed is what you may call ***study speed*** for proper understanding of what you read.
31. Reading speed is the one usually called ***average reading speed***
32. ***skimming*** is used when you do not need high level of comprehension.

33. ***Skimming*** is used to get a general idea, impression, overview or gist of the reading materials.
34. ***scanning*** to mean screening the passage very rapidly to locate important information within a large chunk of reading materials.
35. You ***scan*** in order to locate dates in a bulletin,
36. You ***skim*** to determine whether or not the article favours our political party.
37. To get the percentage of import-export /exchange rate you will need to ***scan*** through the relevant document.
38. ***Scanning*** will also be done to locate the names of lecturers in a prospectus.
39. ***scanning*** will be used in looking for telephone number and e-mail address of a company. You may skim through a research paper to locate the relevant headings and subheadings.
40. An ***average speed*** is when you read 250-500 words per minutes for 70% comprehension.
41. Reading with no comprehension is ***no reading***.
42. If you are reading at 300 words per minute with 30-40% comprehension, you are not reading with adequate ***comprehension rate.***
43. You should be capable of varying your reading speed according to the ***purpose*** of reading, the time available to read and the kind of materials you are reading
44. Reading at ***an average speed*** suggests reading a material that is not so difficult
45. ***slowest*** reading speed is the study reading speed.
46. The first exercise that must be done, while undertaking study-type reading is ***notemaking***
47. ***Note-taking*** is a term we reserve for taking notes from lectures, speeches or talks that are heard.
48. ***Note-making*** is jotting down the important points from textbooks, articles, reports and handouts.
49. In a ***slow study*** type reading, you should ensure that you read at least 200-300 words per minute.
50. In a ***study type*** reading speed, your comprehension rate should be about 80-90%
51. For a poor reader to achieve a comprehension rate of 80-90%, the study speed will be as low as ***60 -125*** words per minutes.
52. You cannot listen, speak, write or read English effectively without the ***words***
53. To increase your vocabulary power suggests a lot of efforts on your own part. You need to read ***intensively and extensively.***
54. You need ***English words*** to receive information from the texts and to produce and convey information.
55. You can increase your word power by reading ***extensively***.
56. Gain one word a day and you have ***365 words*** a year.
57. Gain two words a day and ***730 words*** become yours in a year.
58. If you gain three words a day, you are expecting ***1095 words*** a year.
59. Four words a day gives you ***1460*** a year.
60. If you gain five words a day, or else you'll find yourself ***1825*** words richer at the end of the year.
61. If you want to ***increase*** your word power, open up a reading dairy today and record in context the new words you have gained a day.
62. Wise men bank their words in a reading diary; it yields ***interest***.
63. By ***lexical familiarisation*** we mean words that are similar related or familiar to the words that we are trying to determine their meanings.

64. ***Lexical familiarisation strategy*** is a deliberate intention on the part of the writer to give the reader sufficient words that will lead to sufficient understanding of the meaning of the newly introduced term, in order to enable the reader to continue to read the text with confidence.

WWW.BBCNOUN.COM.NG **BEST FORUM FOR ALL NOUNITES, REGISTER TODAY!**

65. Your ***experiences*** of the actual word, part of the word or the context in which the word is used, may suggest the meaning of the word to you.
66. As a student, ***good dictionary*** should be your ***best companion*** while reading
67. ***word*** is central to language use and must have lot of them to survive academic life.
68. The vocabulary items of the world can be classified into two broad categories. The first one is the categories of words that cut across all fields called ***common-core words.*** The second category is the sets of words that are specific to a particular field and it's called the ***register of the field.***
69. ***Narrative texts*** are common because they tell stories and many people like interesting stories.
70. Some stories written in form of novels are called ***long stories.***
71. Some stories written in short forms are called ***short stories.***
72. You need to ***read stories*** in order to increase your reading speed and comprehension rate
73. The ***experiences*** portrayed by stories often develop in form of the theme of the story or novel.
74. ***Narrative texts*** range from the ones written in an extremely informal style,
75. ***Narratives*** are also full of slangs and ***colloquialisms***
76. The ***climax*** which is the most exciting or important event or point in the story
77. A ***story line*** ends with the fall or the final part of the story where all events have been fully unfolded and nothing more so exciting.
78. A ***good narrative*** keeps the reader in suspense.
79. A narrative follows a ***sequential*** order
80. ***Explanation*** does not form the major part of a story, except when a particular character is invited in the story to give an explanation of a particular event or situation.
81. ***Narratives*** are possibly the *most* interesting of the diverse reading texts you are likely to come in contact with.
82. ***Narrative texts*** are informal, they follow a particular story line, they keep the reader in suspense; they are ordered in a sequential manner and could be very vivid and imaginative.
83. ***expository texts*** we mean reading texts that explain an issue, a theory, a concept, or plan, using a good work of art.
84. ***Expository reading materials*** do not tell story; they explain concepts.
85. ***Expository texts*** are more formal than narrative texts.
86. ***Expository texts*** do not tell stories. They discuss issues, concepts and plans and give reasons to support any viewpoint.
87. ***Expository texts*** are organised in logical, sequential order. The order is, usually, in terms of the sequence of ideas being discussed.
88. In ***expository writing***, writers present ideas like a piece of onion. They unfold them bit by bit, one after the other.
89. ***Expository texts*** are supposed to be factual. Truths are to be guarded very jealously. All points are to be supported with concrete evidences. In most cases, you avoid exaggerations, lies, illogicality and clumsiness in expository texts.
90. ***In reading and interpreting tables***, you should pay particular attention, not only to the

language or words used in the passage but also to the figures, percentages and the items presented both on the table and in the body of passage.
91. ***Reading-comprehension*** has been shown to involve ***verbal*** and ***non-verbal forms***
92. The ***verbal forms*** are words, while the ***non-verbal forms*** are figures synthesised into words in the passage and presented in form of tables.
93. This age is popularly referred to as a ***scientific age***
94. one of the greater features of a scientific text is ***preciseness***.
95. A ***critical mind*** is an intelligent mind.

WWW.BBCNOUN.COM.NG **BEST FORUM FOR ALL NOUNITES, REGISTER TODAY!**