

## Solutions to Chapter 15 Checkpoint Questions

### Page 343

1. What occurs when you read skillfully?

*Answer:* When reading skillfully, you get meaning from written words and symbols and evaluate their accuracy and validity.

2. What two things are required in active reading?

*Answer:* Active reading requires you to be involved and to do something in response to the words.

### Page 349

1. What are four things you must do when actively reading?

*Answer:* You must consider the writer's purpose for writing, consider your purpose for reading, relate what you read to your prior knowledge, and evaluate reading material both as you read and after you read to ensure understanding and form judgments.

2. What is boilerplate material?

*Answer:* Boilerplate material is standard language that is an aspect of strict adherence to protocol.

3. What is a presumption?

*Answer:* A presumption is something believed based on probable or assumed reliability.

### Page 352

1. What are the three approaches to reading?

*Answer:* The three approaches to reading are skimming, scanning, and reading for detail.

2. What is the difference between skimming and scanning?

*Answer:* Skimming means to quickly glance through an entire document. Scanning means to quickly glance through a message to find something specific.

3. What is the type of reading most people think of when they hear the word *reading*?

*Answer:* Reading for detail is what most people think of when they hear the word *reading*.

### Page 356

1. What are the three groups for prioritizing reading material?

*Answer:* The three groups for prioritizing reading material are read now, read later, and file or discard.

2. What is the best way to improve your vocabulary?

*Answer:* To build your vocabulary, make a point of looking up words you do not understand.

### **Page 357**

1. What are the two best ways to improve your reading skills?

*Answer:* Reading more and using a dictionary are the best ways to improve your reading skills.

2. What are two classes that may help improve your reading skills?

*Answer:* A class on reading comprehension or time management may help improve your reading skills.