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Chapter 15: Reading with a Purpose

Tools:

- Printer
- 8.5" x 11" paper
- Scissors

Directions:

1. Print
2. Fold paper in half vertically
3. Cut along dashed lines

active reading

Actively processing the words, phrases, and sentences you read; requires you to be involved and to do something in response to the words.

- FOLD -

01 of 08 E-Flash Cards



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boilerplate

Standard language developed by a company for correspondence as well as scripts for verbal communication by customer service departments.

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presumption

Something believed based on probable or assumed reliability.

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prioritize

To rank items in order from most to least important.

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protocol

A custom or rule of etiquette based on a tradition.

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reading for detail

Reading all words and phrases, considering their meaning, and determining how they combine with other elements to convey ideas.

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scanning

To quickly glance through a message to find something specific.

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skimming

To quickly glance through an entire document.

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