

Student

Reading Strategies

Time: *Approximately 2 hours*

1. Check these terms

1. Surveying.
2. Text genre recognition.
3. Skimming.
4. Scanning.
5. Guessing unknown words.
6. Reading for detail.
7. Annotating text.
8. Main idea / subsidiary ideas
9. Credible / Limitations / evidence
10. Authors stance
11. Readers stance

Answers: <https://academic-englishuk.com/reading-skills>

2. Open text document [\[Download from link\]](#)

Text: Chartered Management Institute: Understanding Leadership Styles

Link: <http://www.managers.org.uk/~ /media/Files/PDF/Civil%20Service/CHK-256.pdf>

[AEUK does not own the text – download from link].

3. Go through the worksheet.

You can do one question at a time and check or do all the questions and then check

4. Summary writing

Write 100-150 words summary / use key points in Q4 answers to check.

Send it to us to check - <https://academic-englishuk.com/essay-checking>

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Reading strategies

General Reading strategies

- Thinking about purpose for reading.
- Surveying.
- Text genre recognition.
- Skimming.
- Scanning.
- Guessing unknown words.
- Reading for detail.
- Annotating text.
- Main idea / subsidiary ideas
- Credible / Limitations / evidence
- Authors stance
- Readers stance
- Summarising.

Reading questions

1. Reference

Title	
Author	
Date	

2. Surveying the text – write down the key section headings to the article

Section 1	
Section 2	
Section 3	
Section 4	
Section 5	

3. Text Genre analysis – what is point of this journal? Who would read this?

Point:

Who?

4. Skim read the introduction – **highlight + write down** the key points

5. Scan the text-**highlight** the academic theorists (14) – do you recognise any of them?

Who?

6. Look at one of theories and take notes on its topic

Theorists:

What's the main idea?

Support?

7. What's the difference between action-centred and transactional leadership

Summarise the two theories.

Action-centred:

Transactional:

Key difference?

8. Look at the action check list – what else is an important action that is not on the list?

One new idea for action check list

-

One new idea for potential pitfalls

-

9. Credibility – is this journal article academically credible and trustworthy? Why?

Yes or no? Why?

10. Evidence – is there sufficient evidence to support the author's views?

Yes or no? Why?

11. Reference list – is there an extensive reference list for the article?

Yes or no? Why?

Text link: <http://www.managers.org.uk/~media/Files/PDF/Civil%20Service/CHK-256.pdf>

Vocabulary / grammar development:

Using only the three paragraphs of the Introduction:

Collocation – [verb + noun]

1. A style that _____ you
2. To _____ rapport / trust / respect
3. To _____ good working relationships
4. To _____ a suitable management style
5. To _____ self-awareness
6. To actively _____ and _____ their style
7. To _____ your leadership style
8. Employees who _____ to you within an organisation

Collocation [adjective + noun]

1. The need to be an _____ leader
2. Adopting an a_____ style
3. Is an e_____ aspect of being a good leader
4. A less d_____ society
5. A c_____ and coaching style
6. Some of the most p_____ theories

Linking phrases

1. C_____, leaders who adopt or display...
2. R_____ on how you lead is an ...
3. A _____ from manufacturing and heavy...
4. M_____ collaborative and coaching styles...
5. An a _____ differing leadership...

Reading questions ANSWERS

1. Reference

Title	Understanding management and leadership styles checklist 256
Author	CMI – Chartered Management Institute
Date	Revised Nov 2013

2. Surveying the text – write down the key section headings to the article

Section 1	Introduction
Section 2	Definition
Section 3	Models of leadership styles
Section 4	Action checklist
Section 5	Additional Resources

3. Text Genre analysis – what is point of this journal? Who would read this?

Point: identify the main theories of leadership styles

Create a checklist based on these theories

Who? Educated managers

4. Skim read the introduction – **highlight** the key points

- Leaders = authentic, need a style = personality
- Style = good relationship with team, rapport, trust and respect
- Inappropriate style = unsuccessful / disengaged / uninspired employees
- Leadership style = deal with people
- Differential / egalitarian society = actively assess + improve leadership style
- Changes from industry to service-based sector = changes in leadership
- Collaborative & coaching styles = effective = motivation + customer focus
- Adapt style throughout career / awareness of theories and styles is key.
- Article look at checklist and models.

5. Scan the text-**highlight** the academic theorists (14) – do you recognise any of them?

Who? **Own answers**

6. Look at one of theories and take notes on its topic

Theorists: **own answers**

What's the main idea?

Support?

7. What's the difference between Action centred and transactional leadership?

Action-centred

John Adair / approach rather than style. Common in UK. # parts: task / group/ team = balance. Emphasis on 1 in need.

Transactional

Bernard M Bass / 1970-80 / exchanges between leaders and followers = transaction financial or non-financial. Two types contingent rewards = agreed exchange & management by exception – corrective criticism

Key difference is one is an approach and one is a style.

8. Look at the action check list – what else is an important action that is not on the list?

One new idea for action check list

-

One new idea for potential pitfalls

-

9. Credibility – is this journal article academically credible and trustworthy? Why?

Yes or no? Why?

Yes – uses academic theories of well-known published authors

10. Evidence – is there sufficient evidence to support the author's views?

Yes or no? Why?

Yes, same as above. Although the checklist could refer to more of the theories by name.

11. Reference list – is there an extensive reference list for the article?

Yes or no? Why?

NO - there is additional resources but no list of what the author used to write the article. Did they use the additional resources? They could have used one book or a website

Vocabulary / grammar development:

Using only the three paragraphs of the Introduction:

Collocation – [verb + noun]

1. A style that **suits** you
2. To **establish** rapport / trust / respect
3. To **build** good working relationships
4. To **adopt** a suitable management style
5. To **lack** self-awareness
6. To actively **assess** and **improve** their style
7. To **adapt** your leadership style
8. Employees who **report** to you within an organisation

Collocation [adjective + noun]

1. The need to be an **authentic** leader
2. Adopting an **appropriate** style
3. Is an **essential** aspect of being a good leader
4. A less **differential** society
5. A **collaborative** and coaching style
6. Some of the most **popular** theories

Linking phrases

1. **Conversely**, leaders who adopt or display...
2. **Reflecting** on how you lead is an ...
3. **A shift away** from manufacturing and heavy...
4. **More** collaborative and coaching styles...
5. **An awareness of** differing leadership...