SMART READING STRATEGIES
WEBINAR GOALS
During this webinar you will learn how to…

01 SKIM AND SCAN A TEXT

02 READ FOR IN-DEPTH UNDERSTANDING

03 READ CRITICALLY

04 SYNTHESISE INFORMATION FROM A VARIETY OF SOURCES
READING FOR DIFFERENT PURPOSES

WHAT IS MY PURPOSE FOR READING?

How would you read a text if it was…

- a class textbook reading for this week?
- a possible source of information for an assignment?
- a book you want to read for your own interest?

The **KEY** to effective academic reading is to work out **what you will read in detail**, **what you will skim and scan** for the information you really need, and **what to put in the ‘to read later’ pile!**
THE ACADEMIC READING PROCESS

FOUR LINKED STEPS

SKIM to get an overall impression of the text

SCAN to look for specific information

READ closely, highlight key information and make notes (only where you need to)

RELATE this information to other sources and your own experience
SKIM READING

TO GET AN OVERALL IMPRESSION

Skim reading will help you...

- Identify the main ideas in the text
- Understand the structure of the text (how it’s organised)
- Work out whether the text is relevant for your assignment

What should you look at when skim reading a book or article?

- The front and back cover (book)
- Contents page (book)
- Abstract / Introduction
- Headings and sub-headings
- Bolded or italicised words
- The first sentence of each paragraph
- Diagrams / charts / graphs / tables
- Definitions (if available)
- Glossaries (if available)
- Summaries (if available)
PRACTICE SKIM READING 1

Skim read the cover and publishing details of the book on the next slide (and note down) the following…

- Title
- Author
- Year of publication
- Publication details

What does this information tell you?

Where would you use it in an assignment?
PRACTICE SKIM READING 2

Skim read the Contents page of the same book on the next slide…

- What do you notice about how the content is structured?
- Would this text be a suitable source of information for an assignment in which you’re asked to identify and discuss both conflict styles and conflict resolution skills?
## CONTENTS

Preface to the Second Edition: A Reflective Approach to Conflict vii

**PART ONE: CONFLICT**

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3 Power and Conflict 67
4 Culture and Conflict 92

**PART TWO: ENGAGEMENT AND INTERVENTION**

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9 Working with Impasse 245
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11 Other Approaches to Conflict Intervention 301
12 Why We Intervene in Conflict 333

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SCAN TEXT

TO GET SPECIFIC INFORMATION

Scanning will help you to find…

- specific information, such as key terms or specific data
- selected sections of importance
- specific information for a particular assignment question

To be an **active** reader while scanning text…

- Highlight, underline, or circle words and phrases
- Jot ideas, comments and questions in the margins
- Make summary notes
- Mark the relevant sections / pages with post-it notes
- Create a ‘star’ rating system for sections that are most important / relevant

Though **not** in Library resources!
For the assignment in which you’re asked to identify and discuss both conflict styles and conflict resolution skills, you want to mention some reasons why conflict may be a good process. On the next slide...

Quickly scan the section shown for information that might be relevant to your needs.
Conflict is not in itself a bad thing. It is in fact a necessary ingredient in the growth and development of individuals, families, communities, and societies. Conflict can help build community, define and balance people’s needs as individuals with their needs as participants in larger systems, and help them face and address in a clear and conscious way the many difficult choices that life brings to them. Work through a conflict can be an important bonding experience and an opportunity for personal growth. The strength of social systems lies not only in how they prevent serious conflicts but also in how, when conflicts do arise, they address them to maintain system integrity and preserve the well-being of their members. Also critical is the capacity of systems to encourage and allow for the expression of genuine differences that exist. By facing major conflicts, addressing them, and reorganizing as needed to deal with them, and staying engaged with them as long as necessary and productive, social organizations learn to adapt to changes in their environment. Understanding the dynamics of conflict therefore provides conflict resolvers and related professionals with a basic tool for addressing the essential forces that shape the development of individuals and social entities.
READING IN-DEPTH

FOR A DETAILED UNDERSTANDING OF THE TEXT

Reading in-depth will help you to…

- understand what claims the author/s are making in each paragraph
- identify the core idea or argument being put forward by the author/s
- find specific evidence / explanations put up by the author/s

To gain a good understanding of the information in a paragraph…

- Take note of the topic sentence – it should tell you what paragraph is about
- Examine each sentence looking for how the main idea presented by the author/s is elaborated, explained, and / or supported by reliable evidence
- Focus on linking words (e.g., overall, moreover, in general, for example) to understand how the author/s have organised ideas in the paragraph
PRACTICE IN-DEPTH READING

For the assignment in which you’re asked to identify and discuss both conflict styles and conflict resolution skills, you want to understand what the author is saying before you can use it in your assignment. On the next slide…

Read the topic sentence carefully, as well as the rest of the paragraph. Note any linking words. Re-read.

What is the author claiming about the usefulness of frameworks for understanding individuals’ approaches to conflict?
styles of interaction that particular disputants establish with one another.

Many frameworks can be useful in understanding the differences in how individuals approach conflict. For example, it is often useful to look at individuals’ past experiences with conflict, the way conflict was handled and their typical role in conflict in their family of origin, disputants’ cultural norms and practices pertaining to conflict, a range of personality variables, and the particular skills they bring to the conflict. There are in fact so many potential variables to consider that we can easily be overwhelmed. The desire to focus on a simple categorization of conflict styles is understandable, but ultimately misleading. If we want to take a more dynamic and nuanced approach to understanding how people handle conflict, there are a number of factors we should consider. These are values and beliefs about conflict, how people explain conflict, approaches to avoiding and engaging in conflict, styles of conflict engagement, the roles people are drawn to play in conflict, and patterns of conflict interaction.
READING CRITICALLY

You will also need to read critically, which means gaining a deeper understanding of the material and see that there are layers of meaning within a text.

Literal
What is literally in the text

Interpretive
What is inferred in the text (i.e. reading between the lines)

Applied
Applying an understanding beyond the text
PRACTICE READING CRITICALLY

Think about how the information you have just read could be applied to the bigger picture of what you are studying. Think about how you would respond to these two questions…

- Why is it important to understand conflict in your profession?
- In what ways might you improve your own approach to managing and resolving conflict?
SYNTHESISING INFORMATION

After reading several texts relevant to your assignment questions, the critical work of synthesising (combining / blending) the information you have gathered begins…

- Synthesising involves combining ideas from a range of sources in order to group and present ideas, themes and issues in a logical and meaningful manner.

- One way to make connections between texts and ideas is to mind map.

- Do you have any other strategies?
SAMPLE MIND MAP

Approaches to conflict

Healthy conflict
- Personal growth (book 1 and article 2)
- Bonding experience (book 1 and article 1)

Conflict approaches/styles
- The six common approaches (book 1 and article 2)
- My approach to conflict (link to info in previous paragraph)

Conflict resolution strategies (linked to approaches)
- Communication (book 1 and article 3)
- Negotiation (book 1 and article 4)
- How I can develop my skills and how this will benefit me personally and professionally
IN SUMMARY

APPLYING YOUR READINGS TO YOUR ASSIGNMENT

- Brainstorm the issues related to your topic
- Read widely on the topic… focusing on the issues relevant to your assignment.
- Make notes in your own words about what each text says about the issues
- Look for common ideas in texts… use colours to highlight similarities
- Create a mind map and group ideas together… this makes it easier to compare the content of the various texts
- Decide on a logical and meaningful order for the information and ideas you want to include in your writing
- Draft your paragraph(s) on the issue using your notes… use a topic sentence to introduce the theme and then use the synthesised information to develop your ideas (Make sure you reference your sources)
HANDY TIP 1

READ ACTIVELY AND REVIEW REGULARLY

- Quiz yourself on the main points
- Connect the information with what you already know
- Relate the new information to your own personal experiences
- Mind map the ideas and continue to add to the mind map as needed
- Write a summary of what you read… try to do this without looking at notes!
- Explain the information to someone you trust to support you
- Ask yourself questions about the information…
  - What do I already know about this topic?
  - Does the information I’m reading fit with what I know?
  - Is this information going to be useful to me for the assignment?
  - What don’t I understand yet?
  - What do I still want to know that this text doesn’t supply?
# HANDY TIP 2

**USE A READING LOG**

<table>
<thead>
<tr>
<th>Main points (paraphrased)</th>
<th>Notes (can include quotations with page number)</th>
<th>Reactions, ideas, questions, confusions</th>
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HANDY TIP 3

USE READING TO IMPROVE YOUR WRITING

You can use reading to develop your writing skills…

- If you are uncertain how to write introductions or conclusions or use topic sentences, watch carefully as you read.

- You can also learn how to write developed paragraphs, or how to use references and quotes well by reading and observing how these skills are used by the authors you have read.
RESOURCES

MORE INFORMATION ON READING STRATEGIES

http://www.mindtools.com/rdstratg.html


www.edu.gov.on.ca/eng/studentsuccess/thinkliteracy/files/Reading.pdf

https://www.monash.edu/rlo/study-skills/reading-and-note-taking/effective-reading-strategies
STUDENT LEARNING SUPPORT WEBSITE

Successful study starts here

This website will encourage you to gain effective study habits, to use language well and to succeed in your chosen studies. Access information on how to structure, format and reference your assignments successfully and links to useful writing, reading, critical thinking and study skills resources. Engage in skill development workshops and webinars, get feedback on your assessments and access one on one support opportunities.

http://sls.navitas-professional.edu.au/
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HOW DID WE DO?

PRESENTATION AND EVALUATION

We hope that you gained some useful knowledge from this webinar today that you can apply effectively in your future academic studies. Tomorrow you will be sent an email with the survey link, and links to these slides and other relevant materials.

We would love to get your feedback on this webinar to help us improve.

Please click on the link below to do our quick survey now (or do it tomorrow)

Survey link  https://www.surveymonkey.com/r/T318-Webinars

Thank You!