Learning Objectives:

* Explain why reading is important for workplace success.
* Describe ways reading is used in the workplace
* Practice strategies to improve reading skills.



**1.3 Reading in the Workplace**

**Directions: Reflect on section 1.3 and respond to the following tasks**.

Importance of Reading

1. is the name given to the present period in history. This time is also called the . Both names reflect a focus on the importance of information to personal and business success.

2. Much of today’s information is in the format.

3. You will read for , to locate , and to learn new . You will also read to for use in making decisions, or .

4. Describe five situations in which reading on the job is important.

 1.

 2.

 3.

 4.

 5.

**Tasks 1 page 23 – Answer the following questions**

* Explain how reading is important for workplace success.
* Describe four ways reading is used in the workplace.

 1.

 2.

 3.

 4.

**Improving Reading Skills**

5. List 3 skills you must process to be an effective reader:

 1.

 2.

 3.

6. List and define the 3 types of reading:

 1.

 2.

 3.

**Tasks 2 page 24 – Answer the following questions**

* What is scanning when reading? How does scanning help improve reading comprehension?
* Describe three things you can do to help improve your careful reading skills.

1.

 2.

 3.

**Section 1.3 Applications**

A. Purposes for Reading on the Job

 1.

 2.

 3.

 4.

 5.

B. Practicing Reading Skills 1 - 6

1. The Word file CH01 Form W-4 is located in the data file folder on the desktop of your computer. Open, key your name, and print the document. (**Do Not** use any personal information in completing the worksheet #6)

2. Page-1 2

 2-3.

 Page-2 and

3. Head of Household

4. and

5.

**Reading in the Workplace Scoring**

 Open Questions 1 - 6 30/ \_\_\_\_\_\_\_\_\_

 Tasks 1-2 Questions 70/\_\_\_\_\_\_\_\_\_

 **Total Tasks 100/\_\_\_\_\_\_\_\_\_\_**

 1.3 A – Purposes for Reading on the Job 25/\_\_\_\_\_\_\_\_\_\_\_

 1.3 B – Practicing Reading Skills 75/ \_\_\_\_\_\_\_\_\_\_

  **Total 1.3 AB Applications 100/\_\_\_\_\_\_\_\_\_\_**