

# Reading and comprehension

[Sociology](#), [Communication](#)



Resource: Ch. 7 of Keys to College Studying Read " 8 Secrets to a Knockout Business Presentation" using the SQ3R method. Answer the following questions to assess how well you followed the SQ3R method, and whether it helped. Note: Your grade for the assignment will depend on the quality and honesty of your responses and not on how successful you felt you were. ?

What was the main point of the written piece? ? What did each section deal with? ? What questions did you ask yourself as you were reading? ? How can you change your note taking skills for the future? What would you do to retain this information for later use? ? How might the SQ3R method help you improve your reading comprehension and retention skills?

Gen/105 Week 7: Reading and Comprehension Project 1. The main point of this written piece was to tell the reader what the eight most successful secrets were to delivering a knockout presentation in your business affairs. A lot of people at companies just make boring PowerPoint slides and it has so much irrelevant information that the point of the meeting is masked by a weak presentation. This article shows what to do and how to make a great presentation. 2.

Each section of this paper dealt with a new and exciting way to capture the attention of a viewer of your business slides. The writer states to “ dig deep” by adding new information and giving more to the viewer. “ Avoid Info overload” shows that too much information can be detrimental to a project, people can be bored and wander off. In the section “ Practice Delivery”, it talks about how to memorize your speech and practice what you are saying. This will avoid mistakes, mishaps and fumbling with words. Also, the writer says to “ forget comedy”, by leaving the humor out the project is more professional and shows that you are serious.

By “ pick powerful props” shows your audience that memorable ideas and notions can be obtained by using props, so the audience can remember ideas and thoughts associated with the presentation. Another secret is to “ minimize you”, this means take out information relating to you or the business, because people already know what this information is. It waste space and time, and people can get sidetracked. “ Speak the Language” notes that speaking as you always do will help minimize confusions with acronyms and abbreviated words. Be professional but make sure everyone can understand what is been said.

Last but not least, “ simple slides” states that you should use slides in your presentation to highlight important information and key words, don’t let the slides overrun the presentation. 3. The questions that came to mind when I was reading was significant. They dealt with how to maximize information during presentations and how do I apply material that are useful in my projects. I don’t want to use unnecessary information that is irrelevant. I also asked myself if using pictures and props were a good idea. I found out that these two tools are necessary to keep the audience engaged in what you’re talking about. . I feel like that I have great note taking skills. I always note key words and phrases. If I have a long or difficult reading I always break it down in paragraphs and take notes on key sentences. I also use an outline format which helps greatly. It is almost like the article written in my own language so I can understand it better. I always use my notes to go over information instead of trying to re-read an entire article to find important facts. 5. I will use notes to retain this information for later use. My notes can

be very well written as well as the reading, with the same information available.

I always keep notes to look over for extra information and key points. 6. I think the SQ3R method does help my reading and comprehension skills improve. By skimming the article I mentally note key words and phrases. I can see how each paragraphs ends and if there are any vocabulary words noted. Noting questions is helpful as well. Keeping in mind question I would ask about the article will help me find an answer to it within the paper. I believe the method does help a lot especially when it comes to larger papers or article that I need to comprehend.