

Scanning

What is meant by scanning?

Scanning is a fast reading technique. It's a way of reading to look for specific information in a text.

Scanning can be used to look up a phone number, read through the small ads in a newspaper, or for browsing TV schedules, timetables, lists, catalogues or web pages for information. For these tasks you don't need to read or understand every word.

Scanning is also useful when studying or looking to find specific information from a book or article quickly as there is not always time to read every word.

Hints and tips for better scanning.

1. Don't try to read every word. Instead let your eyes move quickly across the page until you find what you are looking for.
2. Use clues on the page, such as headings and titles, to help you.
3. In a dictionary or phone book, use the 'header' words to help you scan. You can find these in bold type at the top of each page.
4. If you are reading for study, start by thinking up or writing down some questions that you want to answer. Doing this can focus your mind and help you find the facts or information that you need more easily.
5. Many texts use A-Z order. These include everyday materials such as the phone book and indexes to books and catalogues.
6. There are many ways to practise scanning skills. Try looking up a favourite recipe in the index of a cookbook, search for a plumber in your local Yellow Pages, or scan web pages on the Internet to find specific information.

You can find Skillswise at <http://www.bbc.co.uk/skillswise>

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Reading: Scanning worksheet 1 - job advert

- i** Practise your scanning by printing out this job advert and then answering the questions on worksheet 1.

You may wish to try doing this worksheet against the clock to encourage you to scan more quickly for the answers.

GREEN ARROW DELIVERY SERVICES

CHRISTMAS JOB OPPORTUNITIES

- Aged between 16 and 65 years? Need extra cash for Christmas?
 - Are you available to work at short notice?
 - Can you work early, late or night shifts?

We are looking for enthusiastic and reliable people to work on an occasional basis, helping to sort and deliver parcels in the Reading area from late November until the end of December.

Pay rates for weekdays, including Saturdays, will be:-
Age 16 - £3.40 per hour, age 17 £3.97 per hour.
Age 18 and over £5.10 per hour.

So if you have good communication skills and are able to work as part of a team, we would like to hear from you.

To obtain an application form please write to:

**Elaine Grey, Personnel Officer,
Green Arrow Delivery Services, Windsor Road,
Reading, RG5 4BR
Tel: 0118 932 8140 (24 hr. answer phone) or email
personnel@gads.co.uk**

Closing date: 10th November.

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Reading: Scanning worksheet 1 - questions

- i** Before starting the worksheet, print out the 'Green Arrow' job advert and have it to hand.

'Green Arrow' are looking for extra staff before Christmas. Scan the advert quickly to try and find the answers to these questions - remember you don't need to read every word.

Questions:

1. When do these jobs start? _____
2. True or false? The work will last for about a month. _____
3. What type of work is on offer? _____
4. What kind of people are Green Arrow looking for? _____

5. What shift patterns are available? _____
6. Where is the job based? _____
7. True or false? The work involves travel around the UK. _____
8. How much will you earn per hour if you are aged 18? _____
9. True or false? You will get paid extra for working on Saturday. _____
10. Who should you contact at Green Arrow to get an application form? _____
11. True or false? You can leave a message on an answering machine. _____
12. What is the company's email address? _____
13. It is the 1st of November. Is there still time to apply for a job? _____
14. True or false? The minimum age for this job is 18. _____

15. Do you need a driving licence to apply for a job with Green Arrow? _____

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Reading: Scanning worksheet 1 - answers

i Here are the answers to the questions that you had to scan the 'Green Arrow' job advertisement for.

Answers:

1. When do these jobs start? late November
2. True or false? The work will last for about a month. true
3. What type of work is on offer? sorting and delivering parcels
4. What kind of people are Green Arrow looking for? They are looking for enthusiastic and reliable people.
5. What shift patterns are available? early, late and night shifts
6. Where is the job based? Reading
7. True or false? The work involves travel around the UK. false
8. How much will you earn per hour if you are aged 18? £5.10
9. True or false? You will get paid extra for working on Saturday. False because Saturday is paid at the weekday rate.
10. Who should you contact at Green Arrow to get an application form? Elaine Grey
11. True or false? You can leave a message on an answering machine. True - you can leave a message on 01180 932 8140
12. What is the company's email address? personnel@qads.co.uk
13. It is the 1st of November. Is there still time to apply for a job? Yes, because the closing date is 10th November.
14. True or false? The minimum age for this job is 18. False. the minimum age for this job is 16.
15. Do you need a driving licence to apply for a job with Green Arrow? No you don't need a driving licence.

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Skillswise

Rt/L1.5



Reading: Text for scanning worksheet 2

Portham Village Primary School

2003/2004 Prospectus

ABSENCE

Illness

If your child is absent from school you should telephone the school office on the first day. When he/she returns to school, a written explanation about the nature of the illness must be provided so that school records can be kept up-to-date. All medical and dentist appointments should be made outside school hours unless unavoidable.



Holidays

The Board of Governors states that annual holiday should not be taken during term time although, at the discretion of the headteacher, pupils may take up to two weeks off school. If possible, this should be avoided as it is important that children do not miss out on their education (see page 9 regarding examinations).

SCHOOL UNIFORM

It is not compulsory for children to wear school uniform although it is strongly encouraged so that the children feel part of the school community.

Boys

Boys should wear blue shirts (long or short sleeved) with grey trousers and the school jumper. They should wear the blue and grey striped school ties at all times.

Girls

Girls should wear grey pinafores with white blouses and the school jumper.

Footwear and accessories

All children should wear black school shoes. At no time must they wear trainers. Girls may wear studs which must be removed for PE.

The school operates a 'budget shop' once a term so that parents may purchase second-hand clothing.

EXTRA-CURRICULAR ACTIVITIES

There is a wide range of clubs for all children, according to their age. Reception Year children may attend football, ballet and/or swimming. Year 2-7 children may also attend the following clubs: archery, short-tennis, French and homework. Participation in clubs is strongly encouraged.

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Reading: Scanning worksheet 2



i Before you start this worksheet, make sure you have the Portham school prospectus printed out. You will need to **scan** this to answer the following questions.

1. If your child is ill, who should you telephone?
2. Which school year does this prospectus relate to?
3. Who has stated that children shouldn't take holidays during term-time?
4. True or false? Children can attend the dentist during school hours?
5. Can girls wear stud earrings?
6. What colours is the school tie?
7. Which school years do children have to be in to attend archery?
8. Can children wear trainers in school?
9. On which page will you find information about exams?
10. How often is the budget uniform shop open?

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Reading: Scanning worksheet 2 - answers



i Did you get these answers from **scanning** the Portham school text?

1. If your child is ill, who should you telephone?
You should telephone the school office.
2. Which school year does this prospectus relate to?
The year 2003 / 2004. You can see this at the top of the page.
3. Who has stated that children shouldn't take holidays during term-time?
The Board of Governors has stated that holiday should not be taken during term-time.
4. True or false? Children can attend the dentist during school hours?
The answer is 'true'. Children can attend dental appointments if it is 'unavoidable', but parents should try to make them outside of school time.
5. Can girls wear stud earrings?
Yes girls can wear stud earrings, but they must take them out during PE classes.
6. What colours is the school tie?
The school tie is blue and grey.
7. Which school years do children have to be in to attend archery?
Children must be in years 2 - 7 to attend the archery club.
8. Can children wear trainers in school?
No, they can't. The text says that 'at no time must they wear trainers'.
9. On which page will you find information about exams?
On page 9.
10. How often is the budget uniform shop open?
The budget shop is open 'once a term'.