



## Get Started: Reading



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# Table of contents

Welcome to *UP Skills for Work!*.....3

What are reading skills? .....4

Why is reading important? .....7

Why is reading hard sometimes? .....13

What are reading strategies?.....14

How can you build your reading skills?.....25

Way to go! .....26



## Welcome to *UP Skills for Work!*

*UP Skills for Work* helps you build skills for learning, work, and life.

Here are some of the skills you can learn about:

- Adaptability
- Collaboration
- Communication
- Creativity and Innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Stress Management
- Writing

## What's in this workbook?

This workbook is about reading skills.

You will learn about:

- What reading skills are
- Why reading skills are important
- Strategies for reading
- How to build your reading skills

# What are reading skills?

**Text** is all around you.

You use **reading skills** to read text.



## Skill words

**Text** is written letters, symbols, and numbers.

**Reading skills** are the skills you use to understand text.

Here are some places where you can find text:



**Book**



**Sign**



**Menu**

Sometimes reading is hard.

But text is part of everyday life.

You can feel better about your reading skills.

## Meet Ash

Ash works at a coffee shop.

Ash has to learn how to use the new oven.

They have to read the oven **manual**.

It has a lot of text.

Ash is **stressed**.

They are worried they won't understand some of the text.



### Skill words

A **manual** is a kind of text that tells you how to do something.

Feeling **stressed** means you feel worried or tense.

**Ash uses “they” instead of “he” or “she.”**

## Self-check

How do you feel about your reading skills?

Write an "x" in the box that says how you feel.

<b>How I feel about my reading skills</b>	<b>X</b>
<b>I feel good about my reading skills.</b> I like to read.	
<b>I feel ok about my reading skills.</b> I like to read some kinds of text.	
<b>I don't feel good about my reading skills.</b> I don't like to read.	

## Why is reading important?

You read to get information.

You read to have fun.

You read to do your job.

You can use reading skills to read:

- A magazine
- Your phone bill
- Text on the **internet**
- The bus schedule
- A menu
- A **text message**

Reading skills are important at work and at home.



### Skill words

The **internet** connects devices around the world.

You can use the internet to find and share information.

A **text message** is a written message you send to somebody from your smartphone.



## Think, write, share

Here are two examples of text.



Why would you read each kind of text?

Write your answers in the boxes.

Use the Idea bank to help you answer the question.

You can leave a box blank if you're not sure.

You can share your answers with the group.

Examples of text	Why would you read it?
 <p><b>Text message</b></p>	
 <p><b>Street sign</b></p>	



### Idea bank

You read the text to:

- Know where to go
- Help make a decision
- Connect with a friend

## Reading at work

Reading skills are important at work.

You read to learn information.

You read to follow **instructions**.

Reading can help you stay safe.



### Skill words

**Instructions** tell you how to do something.

## Ash uses reading skills at work

Ash uses reading skills at work every day.

They read different kinds of text.

They read the text for different reasons.

How does Ash use their reading skills at work?

- Ash reads the text on the cash register
- Ash reads their work schedule
- Ash reads the labels on bags of coffee



## Think and share

Look at the questions below.

You can share your ideas with the group.

- **Read the list of things Ash does at work.  
Does Ash use reading skills to do these things?**

### **What Ash does at work**

- Make coffee
  - Bake cookies
  - Check their work schedule
  - Use a cash register
  - Serve coffee
- 
- **What is another way Ash might use reading skills at work?**

## Reading at home

Reading skills are important at home.

Reading helps you find information.

Reading helps you stay connected with other people.

## Ash uses reading skills at home

Ash lives with their mother and their son.

Ash's mother has health problems.

Ash uses reading skills at home every day.

How does Ash use their reading skills at home?

- They read the label on their mother's pill bottle
- They read notes from their son's school
- They read text messages from their friends



## Think and share

Look at the questions below.

You can share your answers with the group.

- **Why are reading skills important for Ash at home?**



### Idea bank

Reading skills help Ash:

- Take care of their mother
- Learn new information
- Connect with friends

- **How do you use reading skills at home or at work?**

## Why is reading hard sometimes?

Reading can feel hard.

You might find reading hard if:

- The text is long
- You have a **learning disability** in reading
- The text has a lot of new words
- You don't like to read
- You feel stressed
- You don't feel **confident**

You can use **strategies** to help you read.

Using strategies can help you feel more confident.

Using strategies can help make reading feel easier.



### Skill words

A **learning disability** is an issue that makes it harder for someone to learn.

Being **confident** means you believe you can do something.

**Strategies** are plans for how to do something.

## What are reading strategies?

Reading strategies are things you can do to help you read.  
Different strategies work for different people.

You can use strategies **before** you read.

You can use strategies **while** you read.

You can use strategies **after** you read.

### Strategies for before you read

Here are some strategies you can use before you read:

- Ask yourself questions
- Take a quick look
- Look for clues

## Ask yourself questions

Ask yourself questions about what you are going to read.  
Asking questions helps you get ready to read.

Here are some questions you can ask:

- What do I think the text is about?
- What do I already know?
- What do I want to know?

## Take a quick look

Take a quick look at the text before you read.  
Do you see any important words?

Important words are called key words.  
Key words can help you find the important parts of the text.



### **Skill words**

**Key words** are important words in the text.

## Look for clues

Sometimes text has clues in it.  
The clues can help you find information.

Here are some clues to look for:

- A table of contents
- Headings

### Table of contents

A table of contents is a list of what's in the text.  
It shows you where to find information in the text.

Here is an example of a table of contents.  
What information can you find on page 8?

# Table of Contents

## **USE AND CARE OF YOUR COMMERCIAL OVEN**

Product Record and Registration . . . . .	2
Important Safety Instructions . . . . .	3
Before Setting Oven Controls . . . . .	7
Oven Controls . . . . .	8
Care and Cleaning . . . . .	17
Before You Call . . . . .	20

## Headings

Some text is broken up into smaller parts.

A small part of a text may have a heading.

Headings tell you what is in that part of the text.

Here is an example of text with headings.

### **OVEN CONTROL FEATURES**

1. Bake — Use to enter normal baking mode temperature.
2. Broil — Use to select the variable broil function.
3. Clean — Use to select the self-cleaning cycle.
4. Keep Warm — Use to set the Keep Warm feature.
5. Bake Time — Use to enter the length of baking time.

### **SETTING THE CLOCK**

When the oven is first plugged in, or when the power supply to the appliance has been interrupted, the display will flash: 00.

To set the clock:

1. Press clock once and release.
2. Within 5 seconds push and hold the up or down arrow until the correct time of day appears in the display.

## Strategies for while you read

Here are some strategies you can use while you read:

- Picture what you read
- Take notes
- Check your understanding

Use the strategies that are helpful to you.

### Picture what you read

Picturing what you read helps you understand.  
It can also help you remember what you read.

You can picture what you read by:

- Imagining a picture in your head
- Drawing a picture on paper

## Take notes

Some texts have a lot of information.

Try taking notes as you read.

Taking notes can help you remember information.

Taking notes is helpful if you are reading:

- A long text
- A text with instructions
- A text with new words
- A text with a lot of new information

Here are some ways to take notes.

- Write a list of key words
- Write a sentence about what you read
- Underline key words in the text

Here is an example of a text with key words underlined.

### **THE KEEP WARM FEATURE**

The keep warm control turns on and maintains an oven temperature of 170°F (77°C). The keep warm feature will keep oven baked foods warm for up to 3 hours after cooking has finished.

## Check your understanding

It's important to understand what you are reading.  
Take breaks when you are reading.

Ask yourself:

- Does the text make sense so far?
- What do I understand?
- What questions do I have?

If you understand, you can keep reading.

If you don't understand, here are some things you can do:

- Read the text again
- Look up new words in a **dictionary** to see what they mean
- Ask somebody for help



### Skill words

A **dictionary** is a place where you can look up what a word means and how to spell it.



## Think about it

Ash starts reading the oven manual.  
There are a lot of new words in the manual.  
Ash doesn't understand all of the text.

Look at the list of reading strategies.  
What reading strategies could Ash use before they keep reading?

### Reading strategies

- Read the text again
- Look for key words
- Ask a co-worker for help
- Take notes
- Look up the new words in a dictionary

## Strategies for after you read

Think about what you read.

Did you understand what you read?

Here are some ways to check.

You can:

- Try to **retell** what you read
- Ask more questions



### Skill words

**Retell** means describing what you read in the order that it happened

## Try to retell what you read

Think about the text.

Retell what you read.

What did you read about first?

What did you read about next?

Do you remember what you need to know?

## Ask more questions

It's ok to have questions after you read something. Sometimes you need more information.

After you read something, ask yourself:

- Did everything make sense?
- Do I need to find more information?

Here are some things you can do if you need more information.

### **Read the text again.**

You may need to spend more time reading the text.

### **Look at a different text.**

Another text may have the information you need.

### **Ask for help.**

Maybe a friend or co-worker can help answer your questions.



## Think and share

Ash finishes reading the manual.  
They think about what they read.  
They learned a lot about the new oven.  
But they didn't understand some of the instructions.  
Look at the questions below.  
You can share your answers with the group.

- **What strategies do you think Ash could use?**



### Idea bank

They could:

- Use clues to find information
- Read part of the text again
- Ask for help

- **Think of a time you read something that was challenging. What did you do to help you read?**

## How can you build your reading skills?

Here are some things you can do to build your reading skills.

### **Read often.**

Reading is a skill.

Practicing skills helps you get better at using them.

### **Try reading different kinds of text.**

Different kinds of text have clues to help you read.

Practice looking for the clues.

### **Try to have fun with reading.**

Read something that's interesting to you.

Try reading a new kind of text.

### **Be patient.**

Don't compare yourself to others.

It takes time to build skills.

## Way to go!

You learned about reading skills.

## Take action

You need to take action to get better at a skill.

Write a **pledge** to take action.



### Skill words

A **pledge** is a promise to do something.

I pledge to practice my reading skills.

Here are some ideas of what I will do.

I will

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### Idea bank

Things I will do to practice my skills:

- Read more often
- Retell what I read
- Look for clues in the text