

# Reading Style and Methods of Effective Writing

## Reading Style:

1. **Skimming:** Skimming is the process of reading quickly in to get a general idea of the text.
2. **Scanning:** When a text is read for some specific piece of information the process involved in reading is known as scanning
3. **Churning:** Churning means getting to the gist of the text. It is a combination of interpretation and inference.
4. **Assimilation:** It means taking into account all the aspects of the text and then interpreting it.

## Methods of Effective Writing

- 1) **Inductive Method:** In this logical organization, specific details, examples and illustrations come first. They are followed by general statements.
- 2) **Deductive Method:** This logical pattern involves the process of moving from a general statement premise, principle, or law to specific details.
- 3) **Spatial Method:** Spatial organization or order of place involves the process of dividing a subject or topic based on how they are arranged in space.
- 4) **Interrupted method:** Whenever the writer gives a break to the line of thought and gives a turn to the idea to produce the desired effect, he uses this method.
- 5) **Linear:** Linear logical order refers to a systematic order as a line. One idea logically leads to another idea in a natural way.
- 6) **Chronological organization:** Chronological organization refers to the narration of events in the order in which they occur in time.