

PLATO Course Advanced Reading Skills

Course Overview

The Advanced Reading Skills Course was developed using modules from different Plato Courseware. In Advanced Reading Skills, you will study a variety of reading strategies and apply techniques to improve your vocabulary skills. Each unit in this course builds on the previous unit in a spiraling curriculum manner and provides essential strategies required for reading critically, developing your vocabulary, and engaging with texts to understand what you read and go beyond understanding to analysis of texts.

Course Goals

By the end of this course, you will be able to:

- Explore different reading strategies to make inferences.
- Use reading strategies to enrich your understanding about literature, history, sciences, and social sciences.
- Explore the use of context clues and prefix clues to determine the meanings of unknown words as well as figurative language used in text.
- Analyze the etymology of language and use word references to build your vocabulary.
- Analyze how to use prior knowledge, visualization, and question/answer strategy to understand narrative texts.
- Analyze text structures to identify the main idea and important details in a text.
- Understand how to summarize stories, ask and answer questions about stories, read between the lines, and analyze characters through a story's narration and dialogue.
- Analyze strategies to understand, read, and answer questions on a literary passage.
- Explore the author's purpose and use of literary devices as well as tone in a literary text.
- Identify and classify major types of texts.
- Understand how to identify the plot and events of a story as portrayed by the author and how to picture the settings of the story.
- Explore strategies for reading and interpreting poems, and classify poems by identifying their characteristics.
- Evaluate characteristics of subgenres and analyze how satire works.
- Distinguish fact from opinion and look for biases and generalization in texts.
- Analyze dialogues, characterization, different viewpoints, and organizational patterns in literary texts.
- Understand how to connect literature to historical contexts, current events, and personal experiences.
- Use strategies for summarizing and paraphrasing different types of texts.

- Use strategies for reading and writing business letters and for analyzing and writing reports.

General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Complete basic operations with presentation software, such as Microsoft PowerPoint or Google Docs presentation.
- Perform online research using various search engines and library databases.
- Communicate through email.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Course Materials

- notebook
- pencils or ink pens
- computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft PowerPoint or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you keep on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: Mastering College Reading

Summary

This unit focuses on strategies for reading different subjects including literature, expository texts, social sciences, history, and science. You will learn how to identify valid resources, ask appropriate questions when looking for information, and prepare for review. The concluding part of the unit includes strategies for test taking.

| Day | Activity/Objective | Type |
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| 1 day: 1 | Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i> | Course Orientation |

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| 1 day: 2 | Vocabulary and Reading Expository Text 8A <i>Learn the meaning and usage of a few familiar and unfamiliar vocabulary words.</i> | Lesson |
| 1 day: 3 | Vocabulary and Reading Expository Text 8B <i>Learn the meaning and usage of a few familiar and unfamiliar vocabulary words.</i> | Lesson |
| 1 day: 4 | Vocabulary and Reading Expository Text 9A <i>Learn the meaning and usage of a few familiar and unfamiliar vocabulary words.</i> | Lesson |
| 1 day: 5 | Vocabulary and Reading Expository Text 9B <i>Learn the meaning and usage of a few familiar and unfamiliar vocabulary words.</i> | Lesson |
| 1 day: 6 | Vocabulary and Reading Literature Text 8A <i>Learn the meaning and usage of a few familiar and unfamiliar vocabulary words.</i> | Lesson |
| 1 day: 7 | Vocabulary and Reading Literature Text 8B <i>Learn the meaning and usage of a few familiar and unfamiliar vocabulary words.</i> | Lesson |
| 1 day: 8 | Vocabulary and Reading Literature Text 9A <i>Learn the meaning and usage of a few familiar and unfamiliar vocabulary words.</i> | Lesson |
| 1 day: 9 | Vocabulary and Reading Literature Text 9B <i>Learn the meaning and usage of a few familiar and unfamiliar vocabulary words.</i> | Lesson |
| 1 day: 10 | Finding the Resources <i>Study how to choose the parts of a text that should be read first in order to find information.</i> | Lesson |
| 1 day: 11 | Finding Answers <i>Study how to locate information within the text based on questions about the text.</i> | Lesson |
| 1 day: 12 | Preparing for Review <i>Prepare for review by using highlighting or underlining, taking notes, and building tables.</i> | Lesson |
| 1 day: 13 | Putting It Together <i>Integrate the skills you've learned: finding the resources in a package, asking questions, finding answers, and preparing for a review.</i> | Lesson |
| 1 day: | Doing Your Best on Reading Tests | Lesson |

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| 14 | <i>Study and use strategies for answering three kinds of questions seen on a standardized test.</i> | |
| 1 day: 15 | Understanding the Social Sciences <i>Study and practice how to evaluate the quality of facts that support a stated opinion.</i> | Lesson |
| 1 day: 16 | A Strategy for Reading Social Sciences <i>Study and apply reading strategies to non-textbook passages.</i> | Lesson |
| 1 day: 17 | Understanding Literature <i>Study and practice how to find examples of contextual information and themes as reflected in the content of a passage.</i> | Lesson |
| 1 day: 18 | A Strategy for Reading Literature <i>Use prescribed strategy for reading literature.</i> | Lesson |
| 1 day: 19 | Understanding History <i>Use both expository text and narrative resources to enrich your understanding of history.</i> | Lesson |
| 1 day: 20 | A Strategy for Reading History <i>Study how to make a timeline to help you study history.</i> | Lesson |
| 1 day: 21 | Understanding Science <i>Combine information from science texts and visual aids.</i> | Lesson |
| 1 day: 22 | A Strategy for Reading Science <i>Use a reading strategy to learn and understand information in science texts.</i> | Lesson |
| 1 day: 23 | Writing for Tests <i>Carefully plan and draft test essays to answer questions; read a test question and organize your essay; take your test essay through revision process.</i> | Lesson |
| 1 day: 24 | Posttest – Unit 1 | Assessment |

Unit 2: Expanding Your Vocabulary

Summary

This unit will expand your vocabulary and improve your skills for deciphering unknown words while reading. You will use various strategies like using context clues, prefix clues, Greek and Latin roots, and dictionaries and other word references to find out the meanings of unknown words. You will also explore the origins and meanings of some common foreign words and words based on Greek, Norse, and Roman mythology.

| Day | Activity/Objective | Type |
|--------------|---|---------|
| 1 day: 25 | Using Context Clues to Find Word Meanings <i>Find the meaning of a word by looking for clues in the rest of the sentence or passage.</i> | Lesson |
| 1 day: 26 | Using Prefix Clues to Find Word Meanings <i>Find the meaning of a word from its prefix and its base word.</i> | Lesson |
| 1 day: 27 | Roots and Affixes <i>Use knowledge of Greek and Latin roots and affixes to understand content-area vocabulary.</i> | Offline |
| 1 day: 28 | Word Parts <i>Use knowledge of Greek and Latin roots and affixes to understand content-area vocabulary.</i> | Offline |
| 1 day: 29 | Foreign Words and Phrases <i>Know the origins and meanings of common foreign words used in English (e.g., ad infinitum, bon voyage, à la carte, carte blanche, de luxe, pro rate, quid pro quo) and use these words accurately.</i> | Offline |
| 1 day: 30 | Etymology <i>Analyze the etymology of language including word origins and cultural and regional expressions.</i> | Offline |
| 1 day: 31 | Building Your Vocabulary <i>Study how to improve your vocabulary.</i> | Lesson |
| 1 day: 32 | Building Your Social Sciences Vocabulary <i>Study some word parts that are common in the social sciences.</i> | Lesson |
| 1 day: 33 | Building Your Literature Vocabulary <i>Expand the strategy for learning words from word lists by placing literary items in the additional context of a category.</i> | Lesson |
| 1 day: 34 | Building Your History Vocabulary <i>Study how to recognize historical allusions in what you read.</i> | Lesson |
| 1 day: 35 | Getting At Word Meanings <i>Use your knowledge of word roots to expand your vocabulary.</i> | Lesson |
| 1 day: 36 | Mythical Word Origins <i>Identify Greek, Roman, and Norse mythology and use the knowledge to understand the origin and meaning of new words.</i> | Offline |
| 1 day: 37 | Dictionaries and Other Word References <i>Use general dictionaries, specialized dictionaries, thesauri, histories of language, books of quotations, and other related references as needed.</i> | Offline |

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| 1 day: 38 | Posttest – Unit 2 | Assessment |
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Unit 3: Getting Ready to Read

Summary

In this unit, you will understand how pre-reading guides the reader through the reading process. You will learn about using prior knowledge to understand a variety of text, and you will apply active reading strategies to increase your comprehension of complex texts and make connections with other contexts and experiences.

| Day | Activity/Objective | Type |
|--------------|--|------------|
| 1 day: 39 | Using Prior Knowledge to Read Literature <i>Study using prior knowledge to help you understand literature.</i> | Lesson |
| 1 day: 40 | Using Prior Knowledge to Read Expository Text <i>Study using prior knowledge to help you understand what you read.</i> | Lesson |
| 1 day: 41 | Using Prior Knowledge to Read More Expository Text <i>Study using prior knowledge to help you understand what you read.</i> | Lesson |
| 1 day: 42 | Using a Question/Answer Strategy with Literature <i>Study how to use questions and answers to understand literature.</i> | Lesson |
| 1 day: 43 | Using a Question/Answer Strategy with Expository Text <i>Study how to use questions and answers to understand expository text.</i> | Lesson |
| 1 day: 44 | Literature—Historical Context <i>Read and discuss literary and non-literary texts in order to understand human experience.</i> | Offline |
| 1 day: 45 | Making Connections to Literature <i>Connect literature to historical contexts, current events, and your own experiences.</i> | Offline |
| 1 day: 46 | Asking and Answering Questions about Information <i>Study how to use questions and answers to understand information.</i> | Lesson |
| 1 day: 47 | Posttest – Unit 3 | Assessment |

Unit 4: Engaging with Text

Summary

Unit 4 focuses on reading and understanding the main ideas, supporting details, and topics in a text. You will learn how to identify the main idea of a text and its supporting details as well as make inferences and improve reading comprehension. You will learn how to analyze text structures using various text and graphic aids and identify different tones in writing. The unit also describes techniques for summarizing important information used in a variety of texts. The concluding part of the unit focuses on analyzing a poem.

| Day | Activity/Objective | Type |
|--------------|---|---------|
| 1 day: 48 | Taking Notes <i>Study how taking notes can help you develop ideas to use in your writing and to better understand your research; write effective comments and questions that can lead to ideas for a paper.</i> | Lesson |
| 1 day: 49 | Working with Order <i>Study how to recognize the order of events in a passage.</i> | Lesson |
| 1 day: 50 | Locating What's Important in Literature <i>Study how to locate what's important in literature.</i> | Lesson |
| 1 day: 51 | Identifying the Main Idea 2 <i>Study how to identify the main idea in a paragraph or a story.</i> | Lesson |
| 1 day: 52 | The Title as Main Idea 2 <i>Select the title that most appropriately represents the main idea of the passage.</i> | Lesson |
| 1 day: 53 | Summarizing What's Important in Literature <i>Study how to summarize what's important in literature.</i> | Lesson |
| 1 day: 54 | Summarizing What's Important in Expository Text <i>Study how to summarize what's important in expository text.</i> | Lesson |
| 1 day: 55 | Summarizing What's Important in More Expository Text <i>Study how to summarize expository text.</i> | Lesson |
| 1 day: 56 | Getting the Details <i>Study how to find details in a message.</i> | Lesson |
| 1 day: 57 | Locating Supporting Details <i>Find details in a paragraph that support the main idea.</i> | Lesson |
| 1 day: 58 | Understanding Logical Relationships 2 <i>Identify details implied by cause and effect relationships and by illustrations and examples.</i> | Lesson |
| 1 day: | Structural Analysis Using Graphic Organizers | Offline |

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| 59 | <i>Analyze text structures such as compare and contrast, cause and effect, and chronological ordering for how they influence understanding.</i> | |
| 1 day: 60 | Making Inferences about Literature <i>Study making inferences about literature.</i> | Lesson |
| 1 day: 61 | Making Inferences about Expository Text <i>Study making inferences about expository text.</i> | Lesson |
| 1 day: 62 | Making Inferences about More Expository Text <i>Study making inferences about expository text.</i> | Lesson |
| 1 day: 63 | Making Predictions and Drawing Conclusions <i>Make predictions, draw inferences, and connect prior knowledge to support reading comprehension.</i> | Offline |
| 1 day: 64 | Tone <i>Learn to identify the tone of a story.</i> | Lesson |
| 1 day: 65 | Response to Poetry <i>Analyze different aspects of a poem and develop a response to express your interpretation of the poem.</i> | Offline |
| 1 day: 66 | Posttest – Unit 4 | Assessment |

Unit 5: Exploring Author’s Craft

Summary

This unit focuses on critical analysis of an author's choice of words and language in a text. You will understand that authors write for a variety of audiences and purposes. You will explore the characteristics of different genres. You will learn how to identify and interpret figurative language and other literary devices. The unit includes readings and comparisons of the works of some American authors. The concluding part of the unit focuses on examining texts to separate facts from opinions.

| Day | Activity/Objective | Type |
|--------------|--|---------|
| 1 day: 67 | Kinds of Writing <i>Learn to recognize seven different types of writing that writers use to express their thoughts and feelings.</i> | Lesson |
| 1 day: 68 | Author’s Purpose <i>Determine the author’s purpose: to persuade, to inform, to entertain, to evaluate.</i> | Offline |
| 1 day: | Figurative Language | Lesson |

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| 69 | <i>Learn to identify the figurative language in a poem.</i> | |
| 1 day: 70 | Meanings of Figurative Language <i>Use context to determine meanings of words and phrases such as figurative language.</i> | Offline |
| 1 day: 71 | Similes <i>Practice reading comparisons that use the words "like" and "as."</i> | Lesson |
| 1 day: 72 | Symbolic Meaning <i>Learn to determine whether a topic is a traditional symbolic symbol.</i> | Lesson |
| 1 day: 73 | Literary Devices <i>Identify, interpret, and evaluate literary elements and devices, including figurative language, imagery, symbolism, personification, tone, and implied purpose, in literary works.</i> | Lesson |
| 1 day: 74 | Techniques of Fiction <i>Demonstrate the ability to analyze fiction through identifying and applying knowledge of elements and literary techniques.</i> | Offline |
| 1 day: 75 | Characteristics of Different Types of Text <i>Identify and use characteristics to classify different types of text.</i> | Offline |
| 1 day: 76 | The Nature of Poetry <i>Analyze ways in which poets use imagery, personification, figures of speech, and sounds to evoke readers' emotions.</i> | Offline |
| 1 day: 77 | American Masters Literature <i>Recognize the style of selected American authors; compare content and literary form among several selections of anthologized literature.</i> | Offline |
| 1 day: 78 | Satire in Literature <i>Analyze how satire work and evaluate characteristics of satire used in poetry, prose, plays, novels, short stories, essays, and other basic genres.</i> | Offline |
| 1 day: 79 | Discovering More Facts and Opinions <i>Identify the opinions that offer strong support.</i> | Lesson |
| 1 day: 80 | Evaluating Information <i>Identify if a source is reliable and if it has a philosophical or commercial bias.</i> | Lesson |
| 1 day: 81 | Stereotypes, Biases, and Generalizations <i>Identify and explain the use of bias, generalizations, and stereotyping in text.</i> | Offline |
| 1 day: 82 | Posttest – Unit 5 | Assessment |

Unit 6: Becoming a Lifetime Reader

Summary

This unit focuses on closer examination and deeper analysis of texts. In this unit, you will go beyond basic comprehension of a text to understanding that reading and writing are related and that improvement in one can have a positive impact on the other. In addition, you will explore how to improve your reading skills in the workplace. You will look at advanced strategies for summarizing and paraphrasing text. You will also explore techniques for reading and writing business letters and reports.

| Day | Activity/Objective | Type |
|--------------|---|---------|
| 1 day: 83 | Illustrated Story Map <i>Use visualization to create an illustrated story map.</i> | Offline |
| 1 day: 84 | Character and Motives <i>Recognize, understand, and analyze character types found in a literary text and use the proper literary terminology to describe characters.</i> | Offline |
| 1 day: 85 | Oral and Written Summaries <i>Write and deliver oral summaries of articles, books, and passages.</i> | Offline |
| 1 day: 86 | Summarizing Text <i>Compare an original text to a summary to determine whether the summary accurately captures the main ideas, includes critical details, and conveys the underlying meaning of the original.</i> | Offline |
| 1 day: 87 | Paraphrasing Text <i>Select, summarize, paraphrase, analyze, and evaluate—orally and in writing—passages of texts chosen for specific purposes.</i> | Offline |
| 1 day: 88 | How to Write Summaries of Text <i>Write summaries of complex information (e.g., information in a lengthy text, a sequence of events), expand or reduce the summaries by adding or deleting detail, and integrate appropriately summarized information into reviews, reports, or essays, with correct citations.</i> | Offline |
| 1 day: 89 | American Romanticism Literature <i>Recognize the style of selected American authors and compare content and literary form among several selections of anthologized literature.</i> | Offline |
| 1 day: 90 | Writing Business Letters <i>Learn about writing a business letter and then write a business letter</i> | Offline |

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| | <i>of your own.</i> | |
| 1 day: 91 | Information in Technical Documents <i>Locate and interpret information by using a variety of consumer, workplace, and public documents.</i> | Offline |
| 1 day: 92 | Analyzing Informational Text <i>Identify and apply knowledge of the text structure and organizational elements to analyze nonfiction or informational text.</i> | Offline |
| 1 day: 93 | A Strategy for Reading Business Letters <i>Practice using the reading strategy with business letters.</i> | Lesson |
| 1 day: 94 | Using If-Then-Else Statements <i>Study how to follow directions with if-then-else statements.</i> | Lesson |
| 1 day: 95 | Introduction to Reports <i>Study what reports are, why they are written, and how to tell if you need to read them.</i> | Lesson |
| 1 day: 96 | Cause and Effect in Reports <i>Study cause, effects, goals, and recommendations in reports.</i> | Lesson |
| 1 day: 97 | Similarities and Differences in Reports <i>Study how to find comparisons in reports.</i> | Lesson |
| 1 day: 98 | Paraphrasing <i>Study how to restate part of a report in your own words.</i> | Lesson |
| 1 day: 99 | Summarizing a Report <i>Study how to summarize a report.</i> | Lesson |
| 1 day: 100 | A Strategy for Reading Reports <i>Practice using a strategy to read reports.</i> | Lesson |
| 1 day: 101 | Posttest – Unit 6 | Assessment |
| 1 day: 102 | Course Review | |
| 1 day: 103 | End-of-Course Exam | Assessment |