

Syllabus

PLATO Course Basic Reading Skills

Course Overview

The Basic Reading Skills Course was developed using modules from different Plato Courseware. In Basic Reading Skills, you will learn a variety of reading strategies and apply techniques to improve your vocabulary skills. Each unit in this course builds on the previous unit 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

This course will help you meet the following goals:

- Use strategies for summarizing and paraphrasing different types of texts.
- Use different strategies, including taking notes to develop ideas for your writing.
- Prepare for reading and writing tests.
- Explore the use of context clues, prefix clues, and a dictionary to find meanings of unknown words.
- Learn to distinguish between commonly confused words, including homonyms and homophones.
- Analyze figurative language used in text and identify the actual meaning of idioms.
- Use pre-reading strategies such as asking and answering questions, using prior knowledge, and reading between the lines to improve your reading comprehension.
- Analyze text structures to identify the main idea and important details in a text.
- Analyze organizational structures such as cause-and-effect and chronology in a text to understand the implied details.
- Arrange sentences in logical order and use transitional words to connect sentences in a paragraph.
- Use different clues to identify the meaning and setting implied in a text.
- Identify details and information in illustrations, examples, and other graphics in a text.
- Interpret mood and tone in a text.
- Analyze context clues and imagery to better understand a writer's persuasive purpose.
- Learn how to read and understand messages efficiently.
- Learn how to read, interpret, and write to a business letter.
- Explore various reading strategies to locate and analyze information in technical documents.
- Identify errors and missing features in a set of directions and write clear directions.
- Find the right form and understand the directions given in a form.

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 and participate in discussion boards.

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

Some course readings may require a visit to the school library or a public library.

Course Pacing Guide

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

Unit 1: Ready for College Reading

Summary

This unit will help you review the skills needed for college level reading. You will learn how to summarize stories, take notes while researching, generate ideas for your paper, and prepare for tests.

Day	Activity/Objective	Type
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
1 day: 2	Summarizing Stories <i>Practice summarizing stories.</i>	Lesson
1 day: 3	Taking Notes <i>Study how taking notes can help you develop ideas to use in your writing and better understand your research; write effective comments</i>	Lesson

	<i>and questions that can lead to ideas for a paper.</i>	
1 day: 4	Doing Your Best on Reading Tests <i>Study and use strategies for answering three common types of standardized test questions.</i>	Lesson
1 day: 5	Writing for Tests <i>Study how to carefully plan, draft, and revise test essays so they answer the question.</i>	Lesson
1 day: 6	Posttest—Unit 1	Assessment

Unit 2: Developing a College Vocabulary

Summary

Unit 2 helps you establish a good vocabulary and skills for deciphering unknown words while reading. You will learn how to use context clues, prefix clues, and a dictionary to find word meanings. You will also learn how to identify homophones, homonyms, some commonly confused words and idioms, and figurative language in a poem.

Day	Activity/Objective	Type
1 day: 7	Being a Word Detective <i>Study defining words using clues in the passage.</i>	Lesson
1 day: 8	Vocabulary and Reading Information 3A <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 9	Vocabulary and Reading Information 3B <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 10	Vocabulary and Reading Information 4A <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 11	Vocabulary and Reading Information 4B <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 12	Vocabulary and Reading Information 5A <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 13	Vocabulary and Reading Information 5B <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 14	Vocabulary and Reading Stories 3A <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson

1 day: 15	Vocabulary and Reading Stories 3B <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 16	Vocabulary and Reading Stories 4A <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 17	Vocabulary and Reading Stories 4B <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 18	Vocabulary and Reading Stories 5A <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 19	Vocabulary and Reading Stories 5B <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 20	Using Context Clues <i>Study how to figure out the meaning of a word from its context.</i>	Lesson
1 day: 21	Which Meaning <i>Study how to figure out the meaning of a word by using clues from the words around it.</i>	Lesson
1 day: 22	Vocabulary: Meaning from Context <i>Study how to figure out the meaning of a word by using clues from the words around it.</i>	Lesson
1 day: 23	Finding Word Meanings <i>Learn how to find meanings of words in your reading by one of several means or a combination of means.</i>	Lesson
1 day: 24	Negative Prefixes <i>Practice reading words with prefixes that mean "not."</i>	Lesson
1 day: 25	Prefixes <i>Practice reading words with some common prefixes.</i>	Lesson
1 day: 26	Prefixes of Number <i>Practice reading number prefixes.</i>	Lesson
1 day: 27	Using Prefix Clues <i>Study how to find the meaning of a word from its prefix and its base word.</i>	Lesson
1 day: 28	Using the Dictionary <i>Study how to use a dictionary to find the meaning of a word.</i>	Lesson
1 day: 29	Homonyms <i>Practice reading words that look alike but have different meanings.</i>	Lesson

1 day: 30	Homophones <i>Practice reading words that sound the same but have different spellings.</i>	Lesson
1 day: 31	Confusing Words <i>Learn how to correctly use confusing words such as “principal/principle,” “affect/effect,” “accept/except,” and “lose/loose.”</i>	Lesson
1 day: 32	Idioms <i>Practice reading sentences that don’t mean exactly what the words say.</i>	Lesson
1 day: 33	Figurative Language <i>Learn to identify figurative language in a poem: simile, metaphor, personification, alliteration, and onomatopoeia.</i>	Lesson
1 day: 34	Posttest—Unit 2	Assessment

Unit 3: Preparing to Read

Summary

In Unit 3, you will focus on pre-reading strategies, including asking questions prior to reading, using prior knowledge, and reading between the lines, to improve your reading comprehension of fiction and expository texts.

Day	Activity/Objective	Type
1 day: 35	Finding What You Need <i>Study finding just what you need in a document without reading every word.</i>	Lesson
1 day: 36	Asking and Answering Questions about Stories <i>Study how to ask and answer questions to understand stories.</i>	Lesson
1 day: 37	Asking and Answering Questions about Information <i>Study how to use questions and answers to understand information.</i>	Lesson
1 day: 38	Using What You Know to Read Stories <i>Study using what you know to help you understand stories.</i>	Lesson
1 day: 39	Using What You Know to Read Information <i>Use what you know to help you understand what you read.</i>	Lesson
1 day: 40	Reading Between the Lines in Stories <i>Study reading between the lines in stories.</i>	Lesson

1 day: 41	Reading Between the Lines in Information <i>Study reading between the lines in information.</i>	Lesson
1 day: 42	Posttest—Unit 3	Assessment

Unit 4: Reading for Understanding

Summary

In this unit, you will learn techniques to improve your overall reading comprehension. You will learn how to identify the main idea and locate supporting details, organizational patterns such as cause and effect and chronology, and transitional devices in paragraphs. You will also learn to determine the implied meaning in a text from clues in the text.

Day	Activity/Objective	Type
1 day: 43	Identifying the Main Idea 1 <i>Identify the main idea in a paragraph or a story.</i>	Lesson
1 day: 44	The Title as the Main Idea 1 <i>Choose a title that tells the main idea of a paragraph.</i>	Lesson
1 day: 45	Identifying the Main Idea When It Is Implied <i>Identify the main idea after reading a short a selection in which the author's main purpose is implied.</i>	Lesson
1 day: 46	Details that Support the Main Idea <i>Identify specific details contained in a passage.</i>	Lesson
1 day: 47	Locating Supporting Details <i>Find details in a paragraph that support the main idea.</i>	Lesson
1 day: 48	Understanding Logical Relationships 2 <i>Identify details implied by cause-and-effect relationships and by illustrations and examples.</i>	Lesson
1 day: 49	Illustration and Example <i>Identify details implied by illustrations and examples.</i>	Lesson
1 day: 50	Implied Meaning of a Plot <i>Identify the moral or meaning implied in a paragraph or a story.</i>	Lesson
1 day: 51	Cause-and-Effect Words <i>Practice reading cause-and-effect words.</i>	Lesson
1 day: 52	Finding Causes and Effects <i>Study how to recognize cause and effect.</i>	Lesson

1 day: 53	More Than One Cause and Effect <i>Study how to use cause-and-effect to solve problems.</i>	Lesson
1 day: 54	Cause and Effect in Reports <i>Study causes, effects, goals, and recommendations in reports.</i>	Lesson
1 day: 55	Order of Sentences in Paragraphs <i>Arrange a series of related sentences in their logical order and identify sentences not arranged in logical order.</i>	Lesson
1 day: 56	Chronological and Logical Order <i>Identify the sequence or logical order of events in a paragraph.</i>	Lesson
1 day: 57	Cause-and-Effect Relationships <i>Identify and analyze cause-and-effect relationships.</i>	Lesson
1 day: 58	Transitional Devices in Paragraphs <i>Identify sentences that do not connect logically, and connect sentences using different methods.</i>	Lesson
1 day: 59	Using Pictures to Help You Understand Information <i>Study how to read when both text and graphics are in a passage.</i>	Lesson
1 day: 60	Using Graphics to Help You Understand Expository Text <i>Find and understand information from a passage with a graphic.</i>	Lesson
1 day: 61	Inferring the Answer <i>Use clues to identify the implied meaning in a paragraph.</i>	Lesson
1 day: 62	Implied Meaning <i>Use clues to identify the implied meaning in a paragraph.</i>	Lesson
1 day: 63	Implied Setting <i>Find word clues that indicate the setting of a story.</i>	Lesson
1 day: 64	Posttest—Unit 4	Assessment

Unit 5: Engaging with Authors

Summary

In unit 5, you will explore different techniques that authors use to convey their message and different reasons that authors write texts. You will also build your vocabulary by learning the meanings and usage of some familiar and unfamiliar words.

Day	Activity/Objective	Type
-----	--------------------	------

1 day: 65	Author's Purpose <i>Identify the author's purpose(s) in a text when it is not stated.</i>	Offline
1 day: 66	Authors' Techniques <i>Interpret mood and tone, and identify supporting evidence in a text; identify and analyze patterns of imagery or symbolism and the author's use of dialogue and description.</i>	Offline
1 day: 67	Vocabulary and Reading Information 3D <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 68	Vocabulary and Reading Information 4C <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 69	Vocabulary and Reading Information 3C <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 70	Vocabulary and Reading Information 4D <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 71	Vocabulary and Reading Information 5C <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 72	Vocabulary and Reading Information 5D <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 73	Vocabulary and Reading Stories 3C <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 74	Vocabulary and Reading Stories 3D <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 75	Vocabulary and Reading Stories 4C <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 76	Vocabulary and Reading Stories 4D <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 77	Vocabulary and Reading Stories 5C <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 78	Vocabulary and Reading Stories 5D <i>Learn the meanings of familiar and unfamiliar vocabulary words.</i>	Lesson
1 day: 79	Posttest—Unit 5	Assessment

Unit 6: Beyond the Basics of Reading

Summary

In unit 6, you will go beyond basic comprehension of text to understand that reading and writing are related and that improvement in one can have a positive impact on the other. You will learn how to summarize and paraphrase various types of text. A few lessons in this unit focus on writing business letters, including identifying the different parts of a business letter and its purpose, and strategies for reading and replying to a business letter. You will also explore how to improve your skills for reading technical documents.

Day	Activity/Objective	Type
1 day: 80	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: 81	Paraphrasing Text <i>Select, summarize, paraphrase, analyze, and evaluate—orally and in writing—passages of texts chosen for specific purposes.</i>	Offline
1 day: 82	Summarizing During a Peer Review <i>Write peer reviews that help writers check that they've said what they mean to and when they're digressing from the topic.</i>	Lesson
1 day: 83	Paraphrasing <i>Study how to restate part of a report in your own words.</i>	Lesson
1 day: 84	Summarizing Information <i>Study how to summarize information.</i>	Lesson
1 day: 85	Summarizing What's Important in More Expository Text <i>Study how to summarize expository text.</i>	Lesson
1 day: 86	Monitoring Your Comprehension of More Expository Text <i>Study how to use all your strategies to make sure you understand what you read.</i>	Lesson
1 day: 87	You Have a Message <i>Study how to find basic information in a message.</i>	Lesson
1 day: 88	What Should I Do? <i>Study how to read a message to find what actions are needed.</i>	Lesson
1 day: 89	How to Read a Message <i>Study a way to read short messages efficiently.</i>	Lesson
1 day: 90	What's in a Business Letter? <i>Study the basic parts of a business letter.</i>	Lesson
1 day: 91	Why You Received This Letter <i>Study how to find the topic and the purpose of a business letter.</i>	Lesson

1 day: 92	Digging for Details <i>Study how to identify details that support the topic and purpose of a business letter.</i>	Lesson
1 day: 93	Action Plan <i>Study how to decide what to do after reading a business letter.</i>	Lesson
1 day: 94	A Strategy for Reading Business Letters <i>Practice using reading strategies for reading business letters.</i>	Lesson
1 day: 95	Finding the Right Form <i>Study how to find the right form.</i>	Lesson
1 day: 96	Following Directions on Forms <i>Study how to use directions on a form.</i>	Lesson
1 day: 97	Information in Technical Documents <i>Locate information by using a variety of consumer, workplace, and public documents, including analyzing resources such as charts, tables, travel schedules, timelines, and manuals.</i>	Lesson
1 day: 98	Clear Directions <i>Identify errors in construction and missing features in a set of directions, and suggest ways to make the directions clearer.</i>	Lesson
1 day: 99	Writing Business Letters <i>Use writing strategies to write business letters.</i>	Lesson
1 day: 100	Analyzing Informational Text <i>Identify and apply knowledge of the text structure and organizational elements to analyze nonfiction or informational text; use technical data and procedures found in service manuals, repair manuals, and operators' manuals.</i>	Lesson
1 day: 101	Cause and Effect in Reading Directions <i>Study how to find causes and effects in directions.</i>	Lesson
1 day: 102	Posttest—Unit 6	Assessment
1 day: 103	Course Review	
1 day: 104	End-of-Course Exam	Assessment