

# Preface: To the Instructor

**W**e all know that many students entering college today do not have the reading skills needed to do effective work in their courses. A related problem, apparent even in class discussions, is that students often lack the skills required to think in a clear and logical way.

The purpose of *Ten Steps to Advanced Reading* is to develop effective reading and clear thinking. To do so, **Part One** presents a sequence of ten reading skills that are widely recognized as essential for basic and advanced comprehension. The first five skills concern the more literal levels of comprehension:

- Recognizing main ideas
- Identifying supporting details
- Recognizing implied main ideas and the central point
- Understanding relationships that involve addition and time
- Understanding relationships that involve illustration, comparison and/or contrast, cause and/or effect, and problem and solution

The remaining skills cover more advanced, critical levels of comprehension:

- Making inferences
- Identifying an author's purpose and tone
- Evaluating arguments
- Separating fact from opinion, detecting propaganda, and recognizing errors in reasoning
- Using a study and notetaking system

In every chapter in Part One, the key aspects of a skill are explained and illustrated clearly and simply. Explanations are accompanied by a series of practices, and each chapter ends with two review tests. The second review test consists of a reading selection so that students can apply the skill just learned to real-world reading materials, including newspaper and magazine articles and textbook selections. Together, the ten chapters provide students with the skills needed for both basic and advanced reading comprehension.

Following each chapter in Part One are **six mastery tests for the skill in question**. The tests progress in difficulty, giving students the additional practice and challenge they may need for the solid learning of each skill. While designed for quick grading, the tests also require students to think carefully before answering each question.

**Part Two** is made up of ten additional reading selections that will improve both reading and thinking skills. Each selection is followed by *Reading Comprehension Questions* so that students can practice all ten skills presented in Part One. Each reading also includes *Discussion Questions* that engage students in a variety of thinking skills and deepen their understanding of a selection. In addition, for the first six readings, an activity titled *Active Reading and Study of a Textbook Selection* improves students' skill in learning and taking notes on textbook material. For the final four readings, an activity in *Outlining* or *Summarizing* helps students think carefully about the content and organization of a selection.

**Part Three** consists of a set of three relationships tests and a series of twenty-five combined-skills tests that review the skills in Part One and help students prepare for the standardized reading test that is often a requirement at the end of a semester.

**Part Four** provides tips that will help students deal effectively with science and mathematics courses and includes both a science and a math textbook selection.

The appendixes that follow include a pronunciation guide and a limited answer key as well as writing assignments for the twenty readings in Parts One and Two of the text. When time permits, asking students to write about a selection will help reinforce the reading and thinking skills they have practiced in the book.

## Important Features of the Book

- **Focus on the basics.** The book is designed to explain, in a clear, step-by-step way, the essential elements of each skill. Many examples are provided to ensure that students understand each point. In general, the focus is on teaching the skills—not just on explaining or testing them.
- **Frequent practice and feedback.** Because abundant practice and careful feedback are essential to learning, this book includes numerous activities. Students can get immediate feedback on the practice exercises in Parts One and Four by turning to the limited answer key at the back of the book. The

answers to the review and mastery tests in Part One, the reading questions in Part Two, and the relationships and combined-skills tests in Part Three are in the *Instructor's Manual*.

The limited answer key increases the active role that students take in their own learning. They are likely to use the answer key in an honest and positive way if they know they will be tested on the many activities and selections for which answers are not provided. (Answers not in the book can be easily copied from the *Instructor's Edition* or the *Instructor's Manual* and passed out at the teacher's discretion.)

- **High interest level.** Dull and unvaried readings and exercises work against learning. Students need to experience genuine interest and enjoyment in what they read. Teachers as well should be able to take pleasure in the selections, for their own good feeling can carry over favorably into class work. The readings in the book, then, have been chosen not only for the appropriateness of their reading level but also for their compelling content. They should engage teachers and students alike.
- **Ease of use.** The logical sequence in each chapter—from explanation to example to practice to review test to mastery test—helps make the skills easy to teach. The book's organization into distinct parts also makes for ease of use. Within a single class, for instance, teachers can work on a new skill in Part One, review other skills with one or more mastery tests, and provide variety by having students read one of the selections in Part Two. The limited answer key at the back of the text also makes for versatility: the teacher can assign some chapters for self-teaching. Finally, the mastery tests—each on its own tear-out page—and the combined-skills tests make it a simple matter for teachers to test and evaluate student progress.
- **Integration of skills.** Students do more than learn the skills individually in Part One. They also learn to apply the skills together through the reading selections in Parts One and Two as well as the combined-skills tests in Part Three. They become effective readers and thinkers through repeated practice in applying a combination of skills.
- **Integrated online resources.** Through the use of TP's acclaimed Learning Center, *Ten Steps to Advanced Reading, 2/e*, features powerful online components to enhance learning, including:
  - 1 **Web-based instructional videos.** The Learning Center hosts hands-on video lessons which provide students with introductions to each of the ten chapters in Part One.
  - 2 **Online practice exercises and mastery tests.** Each chapter of the book is supported by additional practice exercises and online versions of the book's mastery tests. These materials can be used to reinforce skills taught in the chapter or to assess students' learning.

- 3 **Helpful PowerPoint files.** A comprehensive collection of PowerPoint files covering the book's ten key chapters is available for immediate downloading.
  - 4 **Downloadable supplements.** Electronic (PDF) versions of the instructor's manual and test bank can be downloaded directly from the Learning Center. These files give you the resources you need whenever and wherever you are—24 hours a day.
  - 5 **Class management controls.** The Learning Center allows you to control which assignments and tests your students can access. It also allows you to create unique assignments for each class you teach, track students' progress, and simplify grading. To learn more, e-mail [cs@townsendpress.com](mailto:cs@townsendpress.com) or visit the Learning Center at [www.townsendpress.net](http://www.townsendpress.net).
- **Thinking activities.** Thinking activities—in the form of outlining, mapping, summarizing, and taking study notes—are a distinctive feature of the book. While educators agree that such organizational abilities are important, these skills are all too seldom taught. From a practical standpoint, it is almost impossible for a teacher to respond in detail to entire collections of class outlines, summaries, or study notes. This book then, presents activities that truly involve students in outlining, mapping, summarizing, and taking study notes—in other words, that truly make students *think*—and yet enable a teacher to give immediate feedback. Again, it is through continued practice and feedback on challenging material that a student becomes a more effective reader and thinker.
  - **Supplementary materials.**

### Print Supplements

The two helpful supplements listed below are available at no charge to instructors who have adopted the text. They can be obtained quickly by writing or calling Townsend Press (439 Kelley Drive, West Berlin, New Jersey 08091; 1-800-772-6410), by sending a fax to 1-800-225-8894, or by e-mailing Customer Service at [cs@townsendpress.com](mailto:cs@townsendpress.com).

- 1 An *Instructor's Edition*—chances are that you are holding it in your hand—is identical to the student book except that it also provides hints for teachers (see the front of the book), answers to all the practices and tests, and comments on selected items. *No other book on the market has such detailed and helpful annotations.*

- 2 A combined *Instructor's Manual and Test Bank* includes suggestions for teaching the course, a model syllabus, and readability levels for the text and the reading selections. The test bank contains four additional mastery tests for each of the ten skills and four additional combined-skills tests—all on letter-sized sheets so they can be copied easily for use with students.

### Online Supplements

As indicated above, online supplements are available through the TP website by going to the “Supplements” area for instructors at [www.townsendpress.net](http://www.townsendpress.net).

- 1 PowerPoint presentations.
  - 2 Online exercises.
  - 3 Instructional videos.
- **One of a sequence of books.** This is the most advanced text in a series that includes five other books.

*Groundwork for College Reading with Phonics* and *Groundwork for College Reading* are the basic texts in the series. They are suitable for ESL students and basic adult learners.

*Ten Steps to Building College Reading Skills* is often the choice for a first college reading course.

*Ten Steps to Improving College Reading Skills* is an intermediate text appropriate for the core developmental reading course offered at most colleges.

*Ten Steps to Advancing College Reading Skills* is a higher developmental text than the *Improving* book. It can be used as the core book for a more advanced class, as a sequel to the intermediate book, or as a second-semester alternative to it. *Ten Steps to Advanced Reading* can be used as a sequel or alternative to the *Advancing* book.

A companion set of vocabulary books, listed on the copyright page, has been designed to go with the *Ten Steps* books. Recommended to accompany this book is *Advancing Vocabulary Skills* (300 words and word parts), *Advancing Vocabulary Skills, Short Version* (200 words), or *Advanced Word Power* (300 words).

Together, the books and all their supplements form a sequence that should be ideal for any college reading program.

To summarize, *Ten Steps to Advanced Reading*, Second Edition, teaches and reinforces ten essential reading skills. Through an appealing collection of readings and a carefully designed series of activities and tests, students receive extensive guided practice in the skills. The result is an integrated approach to learning that will, by the end of a course, produce better readers and stronger thinkers.

## Changes in the Second Edition

Following are changes in this edition of the book:

- **A full-color design.** Color has been carefully used throughout, not as window dressing but to add clarity and readability to the different parts of the book.
- **More cartoons and other graphics.** Because so many students today are visual learners, there are additional illustrations to help introduce or reinforce points made in the book.
- **Many new practice materials and readings.** The book includes **ten** new readings, and practice materials have been freshened throughout. For example, in Part Three there are now five additional “Combined-Skills Tests” as well as three new tests, each made up of twenty-five items, that give students additional practice in mastering relationships. (Such items are a common feature of such standardized tests as the College Board Accuplacer Placement Test.)
- **A greater variety of textbook selections.** Content areas include psychology, history, interpersonal communications, sociology, business, health, criminal justice, literature, speech, mathematics, biology, and anatomy and physiology. (See the list of all textbook selections on page vi, which faces the table of contents.)
- **Expanded online support.** See “Integrated online resources” on pages xi–xii.

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It is always a special pleasure to work with people who aspire toward excellence. With help from my colleagues in the teaching profession and at Townsend Press, I have been able to create a much better book than I could have managed on my own.

*John Langan*