

## Reading to Understand

***“This reading course is practical and fun. It has broadened my vocabulary tremendously.”***

Jacqueline Leung, Editor [publishing]

***“This Reading To Understand course has proved itself. My team can now read various business articles at twice the speed and fully understand them.”***

Cathy Tsang, Corporate Communication Manager [finance]

***“We are saving tremendous time and effort in reading. There’s no way Google Translate can match the amazing skills we’ve learned.”***

Steven Chan, Reporter [media]

### Aim

Just getting the gist of an article may not be good enough; important hidden meanings could well be overlooked. Through this interactive course, you will understand almost any business material. You will interpret all words, phrases and sentences as if they were in Chinese. You will read much faster and save up to 50% of time. You will feel an immediate improvement and your reading of business material will be more effective and more efficient.

### Results

1. To fully understand a variety of business material
2. To interpret articles as precisely as if they are in Chinese
3. To broaden vocabulary significantly
4. To learn fundamental grammar rules
5. To increase reading speed by 50%

### Content

**Essential Module** (Regular module: 2.5-hour x 3 sessions or Fast-track module: 7-hour x 1 day)

1. Real picture of our reading effectiveness and efficiency
2. Demonstration of reading speed and accurate interpretation 1 of 3
3. The expected competency: from genuine understanding to accurate interpretation
4. Impromptu reading and interpretation exercises 1 of 6
5. Using the most powerful tool book – a conventional dictionary
6. Speed reading and interpretation exercises 1 of 6
7. Appreciating the significance of part of speech
8. Splitting long sentences into understandable phrases and clauses 1 of 3
9. Impromptu reading and interpretation exercises 2 of 6
10. Essential skills of speed reading
11. Speed reading and interpretation exercises 2 of 6

**Advanced Module\*** (Regular module: 2.5-hour x 3 sessions or Fast-track module: 7-hour x 1 day)

1. Demonstration of reading speed and accurate interpretation 2 of 3
2. Expanding vocabulary: (i) word families, (ii) synonyms and (iii) antonyms
3. Impromptu reading and interpretation exercises 3 of 6
4. Splitting long sentences into understandable phrases and clauses 2 of 3
5. Speed reading and interpretation exercises 3 of 6
6. The essential application of key grammar rules in reading 1 of 2
7. Advanced skills of speed reading
8. Impromptu reading and interpretation exercises 4 of 6
9. Understanding expressions and idioms
10. Speed reading and interpretation exercises 4 of 6

\* Participants are strongly advised to take the Essential Module before proceeding to the Advanced Module.

**Professional Module\*\*** (Regular module: 2.5-hour x 3 sessions or Fast-track module: 7-hour x 1 day)

1. Impromptu reading and interpretation exercises 5 of 6
2. Splitting long sentences into understandable phrases and clauses 3 of 3
3. Speed reading and interpretation exercises 5 of 6
4. Demonstration of reading speed and accurate interpretation 3 of 3
5. Understanding similes and metaphors
6. Speed reading and interpretation exercises 6 of 6
7. Understanding ironies and sarcasm
8. Impromptu reading and interpretation exercises 6 of 6
9. Reading between the lines
10. Reading out loud and conveying the message

\*\* Participants are strongly advised to take the Advanced Module before proceeding to the Professional Module.

**Reference Customers (in-house and public programmes)**

1. Bayer AG
2. China Light and Power
3. Deloitte Touche Tohmatsu
4. Hong Kong Aircraft Engineering Company Limited
5. Office of the Government Chief Information Officer

<b>Trainer:</b>	Ray Lee (refer to Trainer Profile)			<b>Medium of Instruction:</b> English and Cantonese
<b>Modules (levels):</b>	<input checked="" type="checkbox"/> Essential	<input checked="" type="checkbox"/> Advances	<input checked="" type="checkbox"/> Professional	
<b>Study mode:</b>	<input checked="" type="checkbox"/> Regular	<input checked="" type="checkbox"/> Fast-track		
<b>Cost / module:</b>	<b>Essential</b> HK\$1,250	<b>Advanced</b> HK\$1,350	<b>Professional</b> HK\$1,450	<b>Sunday/Holiday Surcharge</b> HK\$100 per module
<b>Discount per Registration*:</b>	<b>2 modules</b> HK\$100 / module	<b>3 modules or above</b> HK\$150 / module		*applies to the same or different participant(s)