

Week 4: Reading for Understanding in the Workplace

“Sharpen your comprehension. Read with purpose. Work smarter.”



Learning Objectives

What will you learn this week?



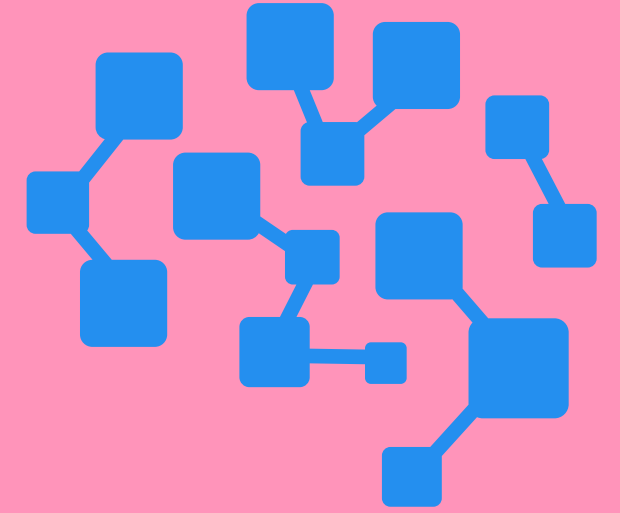
1. 🧠 Identify Main Ideas & Supporting Details
2. 📝 Understand Workplace Documents (e.g., memos, notices)
3. ⌚ Apply Efficient Reading Strategies
4. 📋 Practice Summarizing Information

Main Idea vs Supporting Details

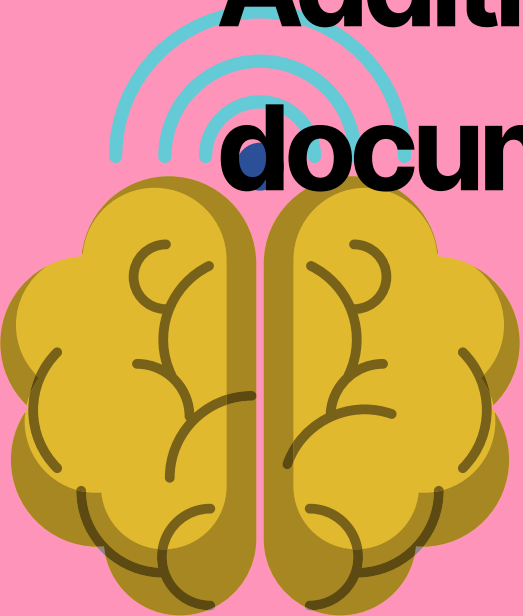
4.1 Identifying Main Ideas

- **Main Idea: central message or argument**
- **Supporting Details: facts, examples, stats, definitions**
-  **Ask: What's the most important point?**



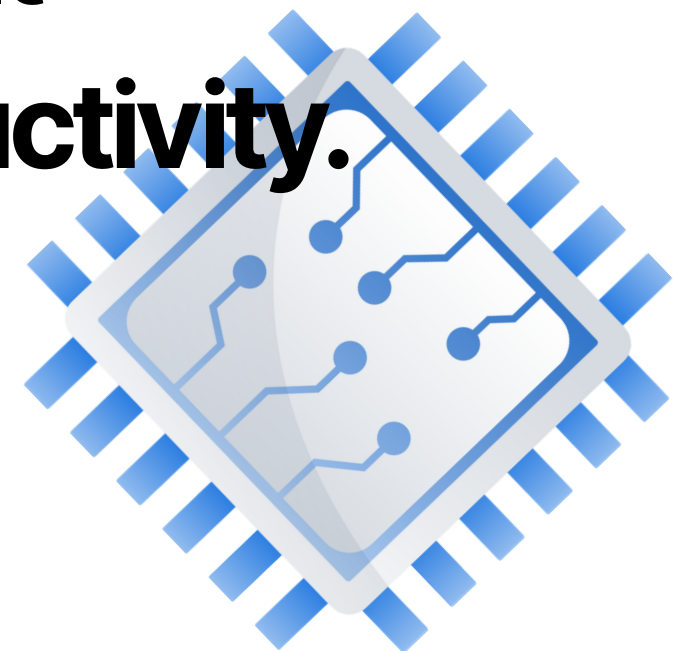


In today's workplace, effective reading comprehension is essential for processing large amounts of information quickly and accurately. Employees often receive memos, reports, and notices that require immediate understanding. For example, missing key details in a project update memo may lead to miscommunication and delays. Additionally, professionals who can summarize important documents efficiently save time and improve team productivity.



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Cognitive Foundations of Reading

How Do We Understand Text?



Bottom-up

- **Bottom-up:** decoding words
Emphasizes the processing of smaller linguistic units (such as phonemes and graphemes) progressing toward overall comprehension.
- **Working Memory**
(Baddeley, 2003)
Refers to the short-term processing of information, which plays a vital role in decoding and temporarily storing newly read input for subsequent comprehension.



Top-down

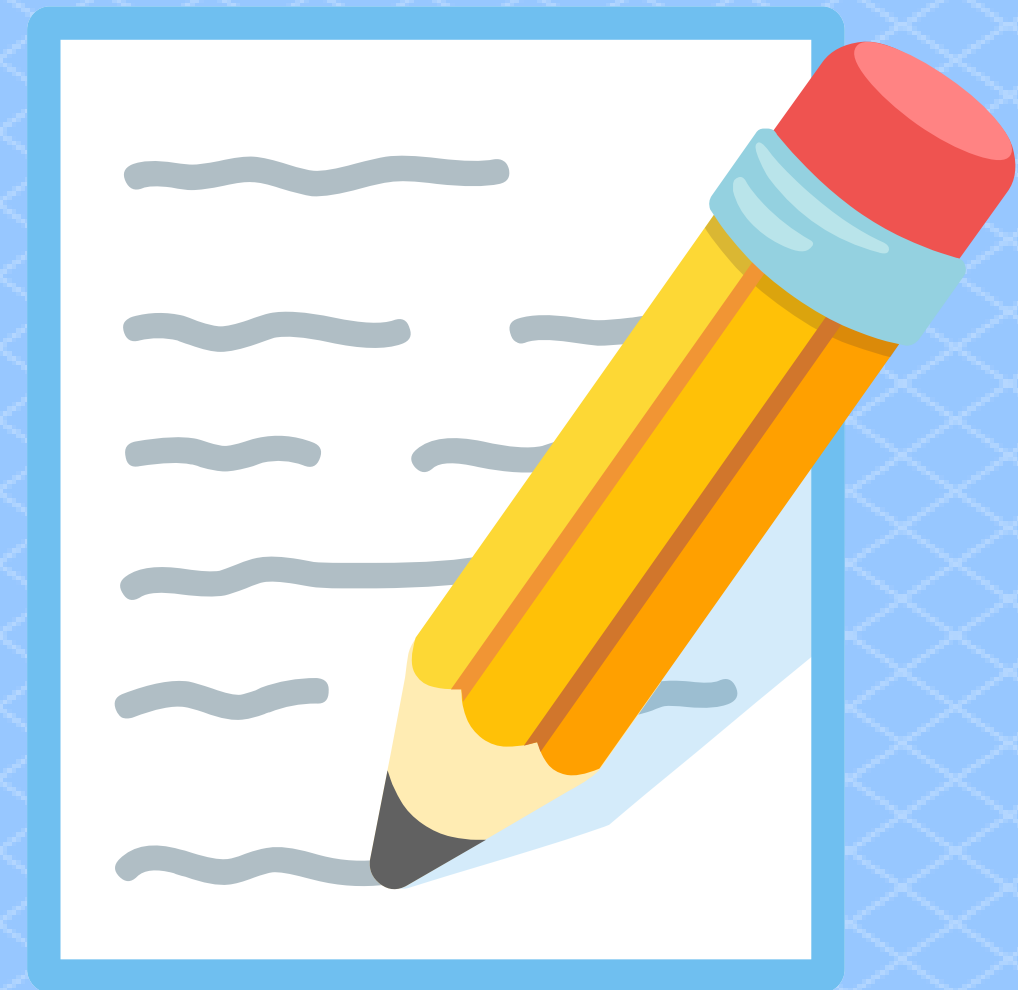
- **Top-down:** using prior knowledge
Relies on existing knowledge and past experiences to make sense of the text.
- **Schema Theory**
(Rumelhart, 1980)
A theory proposing that individuals use pre-existing schemas—organized knowledge structures—to interpret and make sense of new information.

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Workplace Document Types: **MEMO**

4.2 Understanding Memos

- Purpose: internal communication
- Format: To, From, Date, Subject, Body
- Characteristics: direct, bullet points, informal/formal
- Reading tips: Scan for action items



MEMORANDUM

To: Goffey Smith, Marketing Director

From: Muster Porr, Communications Officer

Date: July 7, 2025

Subject: Proposal for New Social Media Strategy



Introduction:

This memo outlines the proposed changes to our current social media strategy in order to enhance engagement and brand visibility.

Background:

Over the past six months, engagement on our primary platforms (Facebook and Instagram) has declined by 15%. Analysis suggests the need for more video content and consistent posting schedules.

Proposal:

- Increase short-form video content (Reels, TikToks) by 3x per week
- Use data analytics tools to determine peak engagement times
- Launch monthly content themes to align with campaigns

Next Steps:

- Review draft content calendar by July 15
- Coordinate with design team for new templates
- Schedule team training on new platform tools (July 20)

Attachments:

1. Engagement Report Q1–Q2
2. Sample Content Calendar

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Workplace Document Types:

NOTICE

4.2 Understanding Notices

- **Purpose:** public announcements
- **Characteristics:** short, bolded headings, clear info.
- **Reading tips:** Who, what, when, where



NOTICE OF BUILDING CLOSURE

To: All Staff, Students, and Visitors

From: Facilities Management Office

Date: July 7, 2025

Subject: Temporary Closure of Building A for Maintenance

Please be informed that **Building A will be temporarily closed** for scheduled maintenance and safety inspections.

Closure Period:

Monday, July 15 – Friday, July 19, 2025

Time: 8:00 AM – 6:00 PM Daily

Reason for Closure:

The closure is necessary to conduct **electrical system upgrades, air conditioning repairs, and routine structural inspections** to ensure a safe and efficient environment for all occupants.

Access Restrictions:

No entry will be allowed during the closure period.

Staff working in Building A are advised to **work remotely or relocate temporarily to Building 3, Room 325**.

Emergency access will be coordinated through Campus Security.

We apologize for any inconvenience caused and appreciate your understanding and cooperation.

For further inquiries, please contact:

Facilities Helpdesk

Email: facilities@dusit.ac.th | Phone: (123) 456-7890

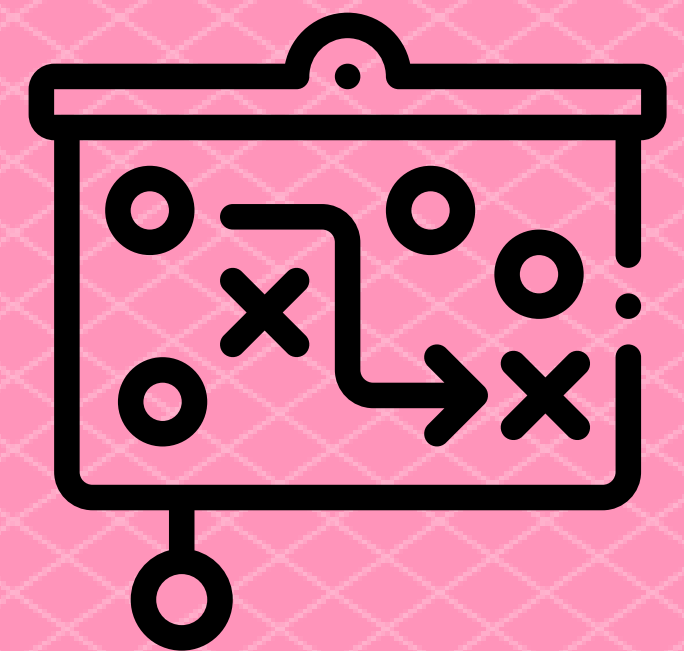
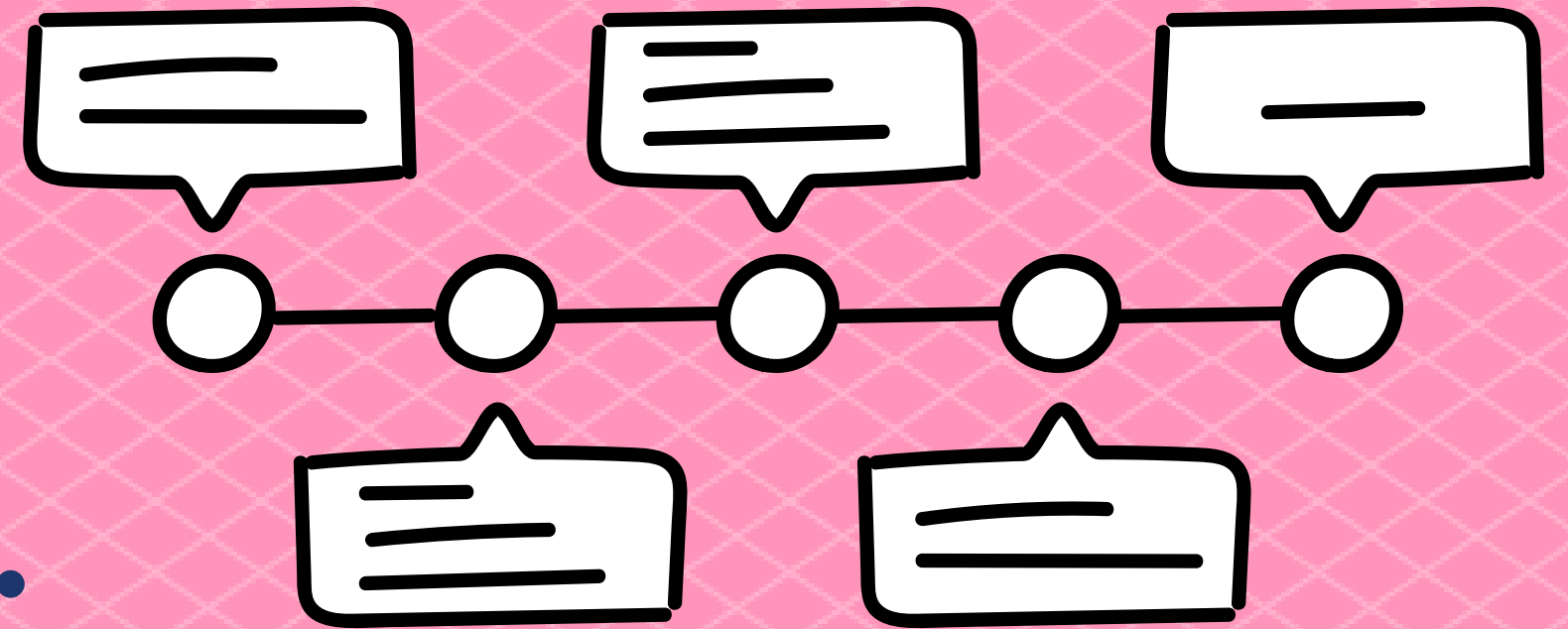
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Efficient Reading Strategies

4.3 Read Smart, Not Hard

- **Skimming** → overview
- **Scanning** → specific info.
- **SQ3R**: Survey – Question – Read – Recite – Review
- **Metacognition**: monitor your understanding





Summarizing Skills

4.4 Summarizing Workplace Texts

- **Methods:** Sentence, bullet points, mind maps, paragraph
- **Goal:** accuracy + clarity + brevity
- **Applications:** meeting notes, client briefs, reports





Original vs. Summarized Text Comparison

Original Text

Reading involves a complex cognitive process where the brain decodes written symbols and interprets meaning based on prior knowledge, context, and linguistic structures. It requires the coordination of visual recognition, memory, and comprehension strategies

Summarized Text

Reading is a cognitive process that combines decoding and understanding using prior knowledge and memory



Original vs. Summarized Text Comparison

Original Text

Building 2 will be temporarily closed from July 15 to July 19, 2025, between 8:00 AM and 6:00 PM each day for maintenance including electrical upgrades and air conditioning repairs. All staff must work remotely or move to Building 3 during this time.

Summarized Text

Building 2 will close July 15–19 for maintenance; staff should work remotely or relocate.



Original vs. Summarized Text Comparison

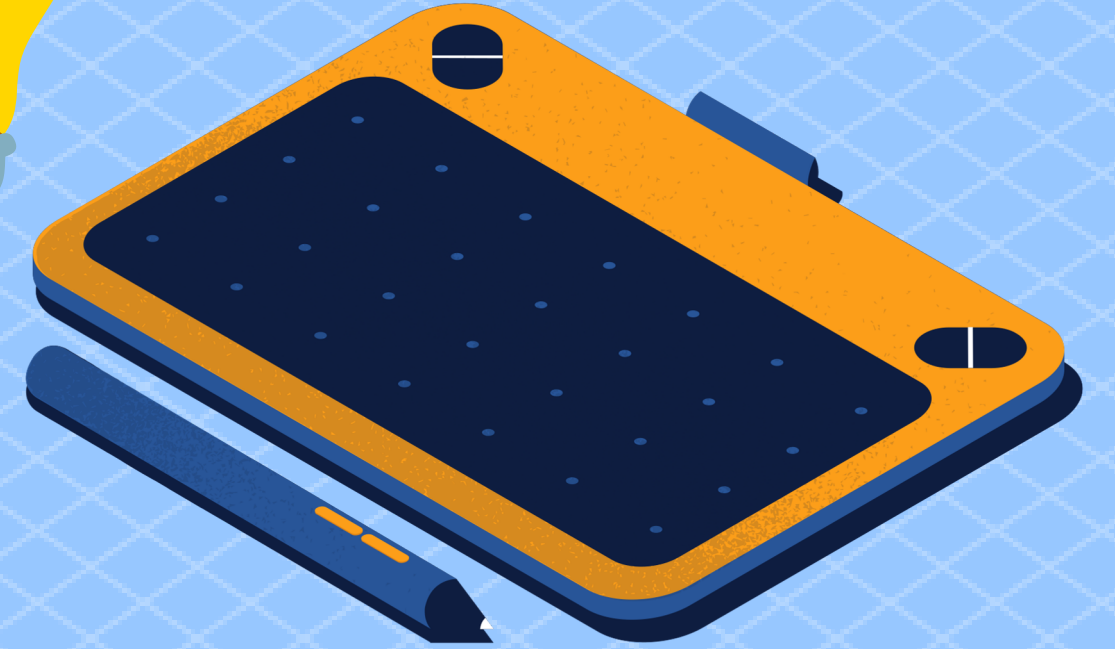
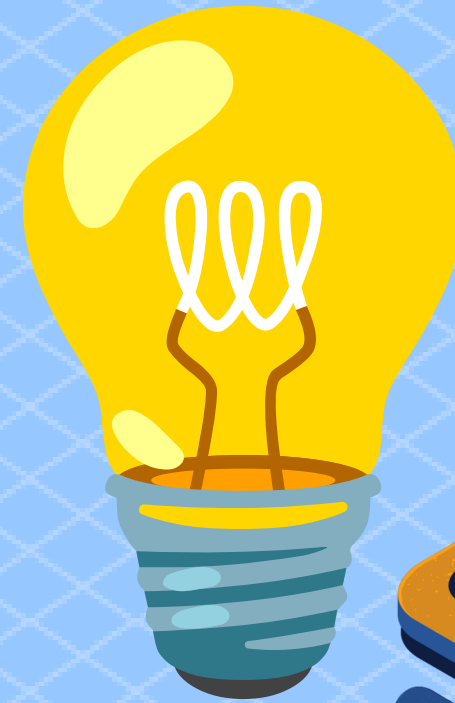
Original Text

Schema theory, proposed by Rumelhart in 1980, suggests that people interpret new information by fitting it into existing mental frameworks called schemas. This theory emphasizes the role of background knowledge in comprehension.

Summarized Text

Schema theory explains how we use prior knowledge to understand new information.

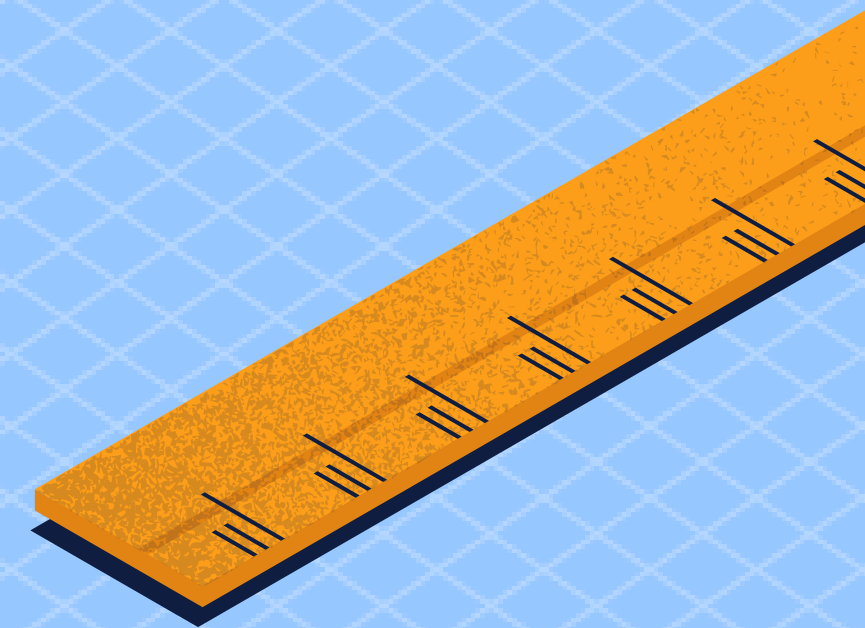
Practical Exercise



Try It Yourself!

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- Read a sample memo
- Identify: Main Idea + 2 Supporting Details
- Summarize in 2 sentences



Review & Reflection

What Have You Gained?

1. How do you find main ideas faster now?
2. Which reading strategy will you use in your future work?
3. Why is summarizing important in business?

References

Baddeley (2003) – Working Memory

Flavell (1979) – Metacognition

Rumelhart (1980) – Schema Theory

Robinson (1978) – SQ3R Method

Swales (1990) – Genre Analysis





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Thank you!

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🌐 <https://mustland.org>

🕒 Tuesday, Wednesday and Thursday

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