

Glen Oaks Community College – Business Services

Workplace Reading

Purpose

Reading skills can make the difference between being an average or excellent worker in today's workplace. Good reading skills are vital to getting the job done. Workplace Reading is designed to help the workplace reading identify personal strengths, hone existing skills, and develop new habits to improve reading and, as a result, improve job skills. In this course, the student will learn comprehension skills and reading strategies, understand how to read charts and graphs, discover how to simplify directions, and acquire techniques for reading reports and manuals.

Course Objectives

At the end of this course, the student will be able to:

- Actively identify the main idea in what they have read
- Identify key information in memos, letters and reports
- Recognize tone, point of view, and personal agendas in written communication
- Decode and simplify written instructions
- Accurately read charts and graphs
- Interpret workplace vocabulary including computer jargon, abbreviations and acronyms
- Use general word and grammar skills more effectively

Course Length & Method

This course is approximately 24-hours and includes lecture, hands-on practice, and small group work and activities.

Contact

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