

# Quick Reads

Fall in love with reading

## Reading Break Planning Toolkit

### Featuring:

Using Quick Reads  
in workplaces

Setting up a  
Quick Reads display

Quizzes and  
competitions

Organising  
bookshop visits

Organising  
reading groups

Visiting your  
local library



Bite-sized books,  
big-name authors, discover  
your perfect match.



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# Quick Reads Reading Breaks

**This year, to celebrate the launch of the new Quick Reads in early February 2012, we're inviting organisations and businesses nationwide to hold a Quick Reads Reading Break on Tuesday 7 February, and encourage everyone to fall in love with reading.**

Quick Reads are the perfect introduction to reading for those who don't have the confidence or time to try other books. By holding a Reading Break in your workplace, college, library or local community you can create a buzz about reading that will encourage even the most reluctant readers to pick up a good book.

Reading breaks are simple to organise and can be tailored to suit your audience. Whether you're planning a quick 15-minute activity, or a full-day event, this toolkit will give you all the ideas and information you need to make your Reading Break a success.

## Why get involved?

Many adults don't see themselves as readers, but Quick Reads are the perfect tool to change that. Since 2006, over 70 Quick Reads have been written by bestselling authors and celebrities. The range of titles and their small format make them appealing to anyone – including people who feel reading isn't for them.

Employers have displayed Quick Reads in canteens, arranged informal libraries and book swaps, and seen spontaneous reading groups and book discussion occur. This has encouraged staff to improve their reading skills, develop confidence and relate better to other members of staff, and has often resulted in improved attendance, productivity and morale. The books have also been used in a range of other settings to support people to read more, improve their skills and make positive changes in their lives.

Eight brand-new Quick Reads will be available from 2nd February 2012. If you're an employer or learning rep, you can order Quick Reads workplace packs to support your Quick Reads reading events.

Alternatively you can purchase the books from retailers across the country.

Visit [www.quickreads.org.uk/buying-your-quick-reads/where-to-buy](http://www.quickreads.org.uk/buying-your-quick-reads/where-to-buy) to find out more.

There will be a big public 'Fall in love with reading' promotion for the new Quick Reads in February 2012. We recommend that you plan your reading break then to make the most of all the attention Quick Reads will be getting in the media.

## **Inspire your colleagues, students, family or friends to discover a passion for reading by holding a Quick Reads Reading Break!**

Register with Quick Reads to receive the latest news, information and resources to support your activity.

Visit [www.quickreads.org.uk/readingbreaks](http://www.quickreads.org.uk/readingbreaks) to find out more.

## Using Quick Reads in workplaces

By holding a Reading Break in your workplace, you can encourage your staff and colleagues to pick up books and develop an interest in reading. These informal introductory activities could also encourage staff to think about further opportunities to read and learn.

Quick Reads have helped hundreds of employers and their staff to improve skills, productivity, attendance and morale. Many employers provide Quick Reads in rest areas and canteens, encouraging staff to read and relax during break times, others encourage a staff member to arrange informal Quick Reads lending libraries, reading groups or book swaps.








There are many ways in which reading can be incorporated into the workplace. We've developed a Quick Reads workplace pack to support you to do so. Each comprehensive pack includes 48 heavily subsidised Quick Reads books, a high-impact display stand and posters to advertise your activity. Refill packs are also available so you can top up your display stand.

Visit [www.quickreads.org.uk/workplace-packs](http://www.quickreads.org.uk/workplace-packs) to order your pack.




### Popular Quick Reads activities in the workplace:





#### Arranging a book swap

**Book swaps are a popular and effective way to spread a passion for reading.**

-  Book swaps are a great way to encourage your staff or colleagues to try new types of books, at no, or low-cost.
-  Order the brand new Quick Reads titles and encourage people to bring in books that they have read and would like to recommend to others to get your book swap started.
-  Download Quick Reads posters to advertise your event.
-  Ask for a couple of volunteers or Union Learning Reps to support you to generate interest, and draw people's attention to the book swap.
-  On the day, with the support of your volunteers or Union Learning Reps, encourage everyone to discuss why they like particular books, and try out new books that have been recommended by others.
-  Set up a book review board, and encourage people to write a review on new books they have read, in order to keep conversations about reading going.
-  If your book swap is a hit, why not hold one on a regular basis, you can advertise it in staff newsletters and set up discussion groups about the books.

#### Other ideas to try:

-  Set up a mini-library in a communal area like your staff room or canteen. Display your workplace pack and allow staff to borrow the books.
-  Use Quick Reads in a Six Book Challenge (see page 8.)
-  Start a workplace reading group. Reading groups are an easy way to encourage reading for pleasure and, in turn, improve your employees' skills, morale and productivity. Quick Reads are a particularly good starting point for this activity because of their manageable size and accessibility.

-  If your organisation has lots of branches you could set up an internet forum, or dedicate a section of your intranet to discuss Quick Reads and the themes of the books. Introducing a prize draw or competition is a great way to attract participants.
-  Purchase Quick Reads eBooks. They are a great way to make reading interactive in your workplace or learning centre. They can be purchased direct from a range of online retailers. Visit [www.quickreads.org.uk/buying-your-quick-reads](http://www.quickreads.org.uk/buying-your-quick-reads) for more information.
-  Advertise your activities by placing features in staff newsletters and highlight the books in any relevant internal communications. You can download our Quick Reads posters and display them to get people's attention.
-  Find out about attitudes to reading. Use the checklist below to stimulate a discussion. Give it out to a small group or put it up and ask people to tick statements they agree with when they feel like it. Everyone has different reading habits and discussing when, where and how people read can be a useful way of getting someone to pick up a book.

### Attitudes to Reading-Checklist

	agree	disagree		agree	disagree
	<i>(Please Tick)</i>			<i>(Please Tick)</i>	
I love reading	<input type="checkbox"/>	<input type="checkbox"/>	I read things I have to but not for pleasure	<input type="checkbox"/>	<input type="checkbox"/>
I read a lot	<input type="checkbox"/>	<input type="checkbox"/>	I don't have time to read	<input type="checkbox"/>	<input type="checkbox"/>
I have favourite authors	<input type="checkbox"/>	<input type="checkbox"/>	I find a lot of texts difficult to read	<input type="checkbox"/>	<input type="checkbox"/>
I like reading fiction	<input type="checkbox"/>	<input type="checkbox"/>	I find jargon and/or long words off-putting	<input type="checkbox"/>	<input type="checkbox"/>
I like reading non-fiction	<input type="checkbox"/>	<input type="checkbox"/>	I fall asleep if I read	<input type="checkbox"/>	<input type="checkbox"/>
I only read on holiday	<input type="checkbox"/>	<input type="checkbox"/>	I don't like reading fiction	<input type="checkbox"/>	<input type="checkbox"/>
I read occasionally	<input type="checkbox"/>	<input type="checkbox"/>	I hate reading	<input type="checkbox"/>	<input type="checkbox"/>
I have read some Quick Reads	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>
I would like to read for pleasure but I don't know what to pick	<input type="checkbox"/>	<input type="checkbox"/>			

You might like to explore different ideas that would suit the interests of the people that you work with. Ask colleagues for their thoughts on activities they would enjoy.

We've put together a workplace fact-sheet providing lots of information about Quick Reads for the workplace. You can download the sheet on the next page to share with your employer, HR department or learning coordinator to start discussions about using Quick Reads in your organisation.

Quick Reads are a great resource for improving skills and could form part of learning and development programmes in your workplace. A range of learning resources to support the brand new Quick Reads titles will be available to download from [www.quickreads.org.uk](http://www.quickreads.org.uk) from January 2012.

# Quick Reads

## Fall in love with reading

### Use Quick Reads to improve skills, productivity and morale in your workplace.

Quick Reads have helped hundreds of employers and their staff to improve skills, productivity, attendance and morale, and have also inspired significant changes in attitudes to reading and learning for work. They're the perfect tool to ignite a passion for reading in your workplace.

In a survey of workplace representatives covering over 21,000 people using Quick Reads:

- 82% reported staff felt encouraged to read in their free time
- 70% said that Quick Reads have encouraged staff to try other kinds of learning
- 68% noted positive changes in staff attitude and behaviour
- Over 60% found staff now read for pleasure (and read different books)

“ It gives the staff a break (even if short) from the stress of the high pressure work, and helps them to relax and raises morale. ”

### It's simple to get involved.

Order a Quick Reads workplace pack, then display the books and posters in canteens, staff rooms and at events.

To celebrate the launch of the new Quick Reads, we're calling on businesses across the country to hold a Quick Reads Reading Break on Tuesday 7 February to inspire even the most reluctant readers to pick up a book. Why not order a Quick Reads workplace pack and hold a Reading Break to inspire your colleagues to fall in love with reading!

#### Order a Quick Reads workplace pack, for just £85:

- 48 heavily subsidised Quick Reads books
- A high-impact display stand
- Quick Reads posters to advertise your activity

Posters



Display unit & books



**Special offer:** Order a Quick Reads workplace pack + a refill pack of the brand-new titles for just £140. You'll receive 96 Quick Reads, and all the display materials you need.











Find out more and order your workplace pack at [www.quickreads.org.uk](http://www.quickreads.org.uk)



# Setting up a Quick Reads display

Displaying Quick Reads books and resources in the communal areas of your organisation, such as staffrooms, canteens, meeting rooms or classrooms and displaying posters on notice boards, is an easy way to get people interested in reading.

## Here are some ideas to help you make your display stand out:




-  Purchase a set of Quick Reads. Find your nearest stockist at: [www.quickreads.org.uk/buying-your-quick-reads](http://www.quickreads.org.uk/buying-your-quick-reads)
-  There are special offers for workplaces to engage staff. Our workplace pack, complete with 48 copies of the brand-new titles, Quick Reads posters and a display stand are ideal for supporting your Reading Break activities. See [www.quickreads.org.uk/workplace-packs](http://www.quickreads.org.uk/workplace-packs)
-  Download Quick Reads posters from [www.quickreads.org.uk/readingbreaks](http://www.quickreads.org.uk/readingbreaks) to draw attention to Quick Reads and your activities.
-  Access Quick Reads branding to create your own materials [www.quickreads.org.uk/news-and-media-centre/branding-suite](http://www.quickreads.org.uk/news-and-media-centre/branding-suite)
-  Find an area where you know people will be able to view the Quick Reads books in comfortable surroundings, such as a library, common room, cafeteria or teaching room, and display the books there.
-  Download the titles as eBooks. They can be purchased direct from a range of online retailers and are a great way to introduce an interactive approach to reading. There are applications that allow font and text size to be changed, which is helpful for readers with impaired sight or dyslexia.
-  If you are promoting a reading group or book club, leave a sign-up sheet so that you can contact people who are interested. Engage others by introducing a Book Review board where readers post their comments (see page 13).
-  If you have used Quick Reads previously for successful activities, put up comments/photographs alongside the Quick Reads that give a flavour of the books.
-  You could also leave a suggestion box near the display, in case people want to ask questions or get in touch but feel shy about borrowing a book.
-  Change your display frequently to provide up-to-date information and arrange follow-on activities to maintain interest.

## Other ways to use Quick Reads:






### Hosting quizzes and competitions

Quizzes and competitions are a fun and social way of getting people interested in books and reading, and you could provide Quick Reads as prizes.

#### Book Quiz

-  Set up reading quizzes using Quick Reads as the basis for some of the questions.
-  Look at the blurbs of the books or information about the author. Your quiz could focus on particular themes or topics that feature in the books, then inspire people to go on to read them. Visit [www.quickreads.org.uk/about-the-books/new-books-for-2012](http://www.quickreads.org.uk/about-the-books/new-books-for-2012)
-  Include a picture round, to inspire the group to associate certain themes in the books with images that they see.





#### Competitions

-  **Run a Six Book Challenge.** This is a national scheme that encourages less confident readers to read six books and record their reading in a diary in order to receive a certificate and the chance to enter a national prize draw. Quick Reads continue to be the most popular reading choices among Six Book Challenge participants. Find out more at: [www.sixbookchallenge.org.uk](http://www.sixbookchallenge.org.uk)
-  **Set up a 'Reading Village'.** If you are a local community organisation, such as a GP surgery, Post Office, coffee shop, pub, council office, job centre, school, nursery, etc., why not place a Quick Reads display where people who spend time waiting for services can browse through the books and begin to read? Provide everyone with a bookmark to keep, where they can note the name of the book and the page they have read up to, which they can refer to at the next waiting stop. Set up a competition for readers to submit a review of any of the titles and provide a prize for the best review submitted.
-  **Do something a bit different.** You could try an 'extreme reading competition' encouraging staff or students to read in unusual places and take a photo of it, or hold a creative writing or poetry competition encouraging participants to take inspiration from one of the books or on suggested themes.
-  **Publicise your activity.** Use a regular newsletter/publication to publicise and run the competition; make the competition easy to enter and provide a clear cut-off date for entries.
-  **Use a hook.** Use opportunities such as the launch of the new Quick Reads and Quick Reads Reading Breaks - 7 February 2012, World Book Day – 1 March 2012, Adult Learners' Week – 12–18 May 2012, and Learning at Work Day – 17 May 2012 to run competitions to introduce the Quick Reads materials to students, colleagues or employees.

# Organising reading groups

After your successful Reading Break you might like to arrange some follow on activity to keep an interest in reading going. Reading groups are a great way to capture interest and start discussions about the books. Here are a few ideas of how to set up and run reading groups with Quick Reads. You may have many more!

## 1. Getting started – things to think about





-  Who will you invite and how will you tell them about it?
-  How will you choose the books you are going to read? Agree as a group what you would like to read first. Have a look at the blurbs of the books before you decide at [www.quickreads.org.uk/about-the-books](http://www.quickreads.org.uk/about-the-books)
-  How will you make sure everyone has access to the books? Heavily subsidised and low-cost, Quick Reads are available from a range of retailers, including WHSmith, Waterstones, Foyles, Tesco, Sainsbury's, Morrisons, Eason and Amazon, independent booksellers and online. Visit [www.quickreads.org.uk/buying-your-quick-reads](http://www.quickreads.org.uk/buying-your-quick-reads) to find out more. If you are an employer, Quick Reads workplace packs can be a particularly cost-effective way of ordering books - visit [www.quickreads.org.uk/workplacepacks](http://www.quickreads.org.uk/workplacepacks) for more information and to order your pack. Your local library service can also lend book groups sets of books to use for free; if you aren't already in touch with your local library, make contact and ask to speak to someone about Quick Reads.
-  A range of resources will be available to download from [www.quickreads.org.uk/resources](http://www.quickreads.org.uk/resources) in the run-up to the launch of the new titles in early February 2012. These include learning resources and chapter samplers, as well as a brand-new guide for running reading groups which provides additional support for activities.

## 2. Where to meet - at no cost



Your group may have a place to meet already, but if they don't, or if you would like a change of scenery, there are several options. You could meet at your local library, coffee shops, in the canteen or staffroom, or at your local pub!

## 3. Ideas for running a meeting



At your first meeting you might like to do the following:

-  Welcome everyone with some icebreakers to get discussions started (see below for suggestions).
-  Discuss members' interests and how to choose books, choose one for next time.
-  Set dates, times and a venue for the next meeting and decide if and how you want to communicate between meetings.
-  Hand out blank review sheets – these are a good way of making a note of your thoughts about the book when you're reading (see page 13).



## 4. Suggested icebreakers

-  Talk about why and how we choose books, for example, by the cover or the author who wrote it.
-  Talk about what you read and why. For example, a newspaper for latest news or a magazine for gadgets, cars, fashion or gossip.

## 5. Choosing books to read

-  Write Quick Reads titles on a slip of paper and draw one out each week, or look at the picture on the front cover and the blurb on the back to help make up your minds.
-  Ask members for their suggestions of: best author, best book, or a specific type of book e.g. fiction, non-fiction, biography, comedy or romance.

At later meetings you could also:

-  Think about other hooks to keep members interested, and encourage new people to take part. Holding competitions, quizzes or inviting a guest speaker are great ways to engage people in different ways.
-  As a group, discuss why you would or wouldn't recommend this book to someone, and write reviews about it.




## 6. Suggested themes for discussion at the meeting

- A:** – What was the book about?  
– Was it easy to understand?  
– What emotions did it stir?  
– Would you like to read another book about this topic or by this author?
- B:** – Think about the setting of the book.  
– What themes did the author highlight?  
– What do you think he or she is trying to get across to the reader?  
– Do the characters seem believable? Can you relate to their situations?
- C:** – Did you love it, loathe it or were you indifferent to it?  
– Was it a real 'page turner', or did you lose interest in it?  
– Would you recommend this book to someone?


## 7. Keeping it going

Meet regularly and try different activities to keep members interested and the momentum going.

**If your group wants to try something new you could:**

-  visit a library, bookshop, gallery or museum to look at something book-connected,
-  visit a cinema or watch a DVD connected to a book you've been reading,
-  choose a completely different kind of book to read – if you've read a lot of fiction, why not try something factual, poetry or a play.

## Linking up with other groups









-  Chatabout is an online network for emergent reading groups. Join for free here:  
<http://chataboutreading.ning.com>

A brand new Quick Reads Reading Groups Guide will be available from January 2012 to provide additional support for reading group activity. Share your reviews of Quick Reads books by posting them on the Quick Reads website: [www.quickreads.org.uk/reviews](http://www.quickreads.org.uk/reviews)

# Organising bookshop visits

Bookshop visits are an excellent way to introduce Quick Reads to your audience. It's a great way to celebrate the launch of the new titles, and could help to reduce new readers' anxiety about bookshops.

## Some suggestions to get you started

-  Use the storefinder at [www.quickreads.org.uk/buying-your-quick-reads](http://www.quickreads.org.uk/buying-your-quick-reads) to locate your nearest bookshop that stocks Quick Reads.
-  Visit your local bookshop, or contact a participating supermarket. Ask if a member of staff could meet you on arrival and show you the Quick Reads section. Explain that your group might not visit bookshops often, so it would be helpful to have someone on hand to answer questions about the range of books that are available.
-  Before visiting the bookshop, encourage group members to research what type of bookshop it is, the range of books they might have and name three authors or sections that they would like to look at during the visit.
-  Split your group into threes. Make sure one of each group is confident enough to talk to shop staff. Give each group a section of the bookshop to visit and ask for a presentation on what they found in the section, i.e. authors, book titles, types of book, prices and/or to identify their favourite book, most useful book, most popular book or most purchased book. (This will include asking where sections are and talking to sales assistants about sales.)
-  Make the event a field trip for the group. Encourage them to explore the supermarket or bookshop and see what other books are available that they might be interested in.
-  Some supermarkets and bookshops will have a canteen or coffee shop. Sit down, have a drink and compare books that any members of the group may have bought.
-  Ask the group to give their feedback on the visit and on the books that they bought to encourage other people to visit their local bookshop. Split the group into two teams; offer a prize for the group that writes the best account.
-  Organise regular visits to the bookshop to encourage people to explore other books that are on offer. Make it a social event!




**New Quick Reads titles are available from bookshops and supermarkets on 2 February 2012. To make sure the books are available, plan your bookshop visit as soon as possible after the launch of the new books, and call your local store before you go to check that they have a good stock.**

## Encourage everyone to fall in love with libraries

Libraries can be great for people who want to get back into reading and improve skills. Libraries have been strong supporters of Quick Reads from the start and over 2.5 million Quick Reads have been loaned through libraries. Unlike bookshops, many libraries will have most Quick Reads titles published since 2006; with a great range of authors and genres, there is something for everyone.

### There are many benefits of joining a local library

We all know that you can borrow books from a library, but not everyone is aware of the range of other services they offer, including:

-  large print and audio books (including Quick Reads),
-  the latest films on DVD,
-  Computer and internet access (including training courses).

### There are FREE benefits of being a library member too:

-  Careers advice,
-  Adult and family reading groups,
-  Homework clubs for children,
-  Community activities,
-  School holiday activities,
-  Coffee mornings,
-  Family craft activities.

### How you can help the people you know fall in love with libraries

Encourage students, staff or people from your local community to visit their local library. Talk about the range of titles that are on offer and encourage them to take a look at a couple of the books that they might find interesting.

Inform them of the benefits of joining and encourage them to contact their local library and explain that they want to browse the Quick Reads section. They could also ask if a member of library staff could meet them on arrival and show them around, explaining a bit more about the books and the services that are available at the library. Encourage them to arrange a follow-up visit to try out new Quick Reads or take part in other activities.

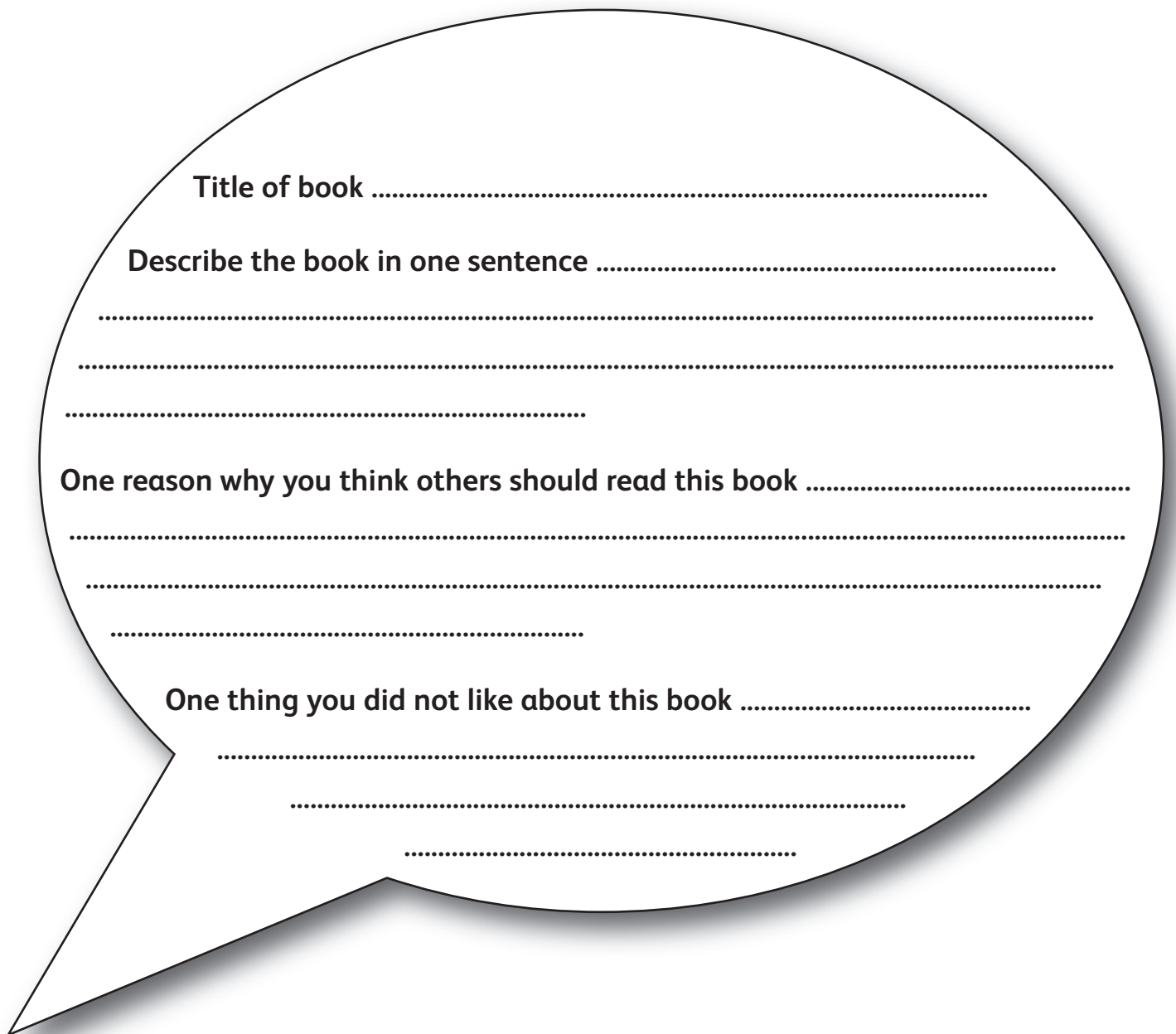
You could also organise a group visit to your local library; think about inviting a member of library staff to visit your organisation to talk to your students or staff before your trip.

**Joining a library is simple:** To find your nearest library visit: [www.direct.gov.uk](http://www.direct.gov.uk) and search 'local libraries'.

# Quick Reads Book Review

Create a book review notice board

If you have read a book recently that you would like to tell other people about, fill in a book review and inspire others to read it too.



Title of book .....

Describe the book in one sentence .....

.....

.....

.....

One reason why you think others should read this book .....

.....

.....

.....

One thing you did not like about this book .....

.....

.....

.....

Or send in a review to [www.quickreads.org.uk/reviews](http://www.quickreads.org.uk/reviews)



Entrants for the NIACE Extreme Reading competition in honour of Quick Reads



# Where to find Quick Reads



Quick Reads are available from supermarkets, bookshops and online. They are heavily subsidised for the Quick Reads charity and are priced at £1.99.

Visit [www.quickreads.org.uk/buying-your-quick-reads](http://www.quickreads.org.uk/buying-your-quick-reads) to find your nearest stockists.

Quick Reads are also available at your local library. To find your nearest library visit: [www.direct.gov.uk](http://www.direct.gov.uk) and search 'local libraries'.

Quick Reads are brought to you with the help of leading authors and publishers, BIS, Galaxy, Arts Council England, supermarkets, bookshops, libraries, NIACE, BBC Skillswise, World Book Day, the Reading Agency, unionlearn and more.

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