



COC - ASSIGNMENT

Name : Pittroda chirag v.

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Subject : English

Paper Code : COC 101

Sem. : 1

Paper Name : Functional English For
Performance and Proficiency



Paper - 2

⇒ Essay type answer on various reading strategies.

→ Reading is not just about looking at sentences, it is a way to understand new ideas and get information. Everyone reads differently depending on what they need. For example, reading a comic book is very different from reading a science textbook for an exam. To become a good student or a professional, one must know how to use different reading strategies. These strategies help us save time and remember things for a longer period.

Skimming is a very useful reading technique where you move your eyes quickly over a text to get the main idea without reading every single word. Most of us actually use skimming in our daily lives without realizing it. For example, when we quickly look through a newspaper to see what happened yesterday or when we scroll through a long blog post to see if it's interesting, we are skimming. The main goal here is not to understand the deep details, but to get a "big picture" or the "gist" of the



material. It is a huge time-saver, especially when you have a massive pile of books or articles and you need to decide which ones are actually worth reading carefully. In short, skimming is a smart reading skill that helps manage the "Information overload" we face today. It allows a person to be more productive by focusing only on what matters. Instead of getting stuck on every word, a good skimmer can quickly fly through a text, grab the main concepts, and move on. Mastering this technique makes you a much faster and more confident learner because you learn how to separate the "meat" from the "filler" in any piece of writing.

Scanning is another quick reading technique, but it is very different from skimming. While skimming is for getting the "main idea," scanning is all about finding one specific piece of information. Think of it like using a search engine but with your eyes. You are not trying to read the sentences or understand the story; you are just looking for a particular "target" like a date, a name, a number, or a specific keyword. To scan properly, you have to keep the specific keyword in your mind and let your



eyes "float" over the page. You don't read from left to right, instead, you move your eyes in a z-shape or up and down until the word you want "pops out" at you. It is very helpful during exams when you have a long passage and you need to find the answer to a specific question quickly. It saves a lot of energy because your brain is not working hard to understand everything it is only working to find that one specific detail.

Intensive Reading is the opposite of skimming. This is the strategy we use when we have to study something very carefully and understand every single detail. Here, the reader pays close attention to the grammar, the vocabulary, and the logic behind every sentence. This is usually done with shorter texts that are full of important information, like a poem in an English class, a difficult science theory, or a math problem. When you read intensively, you are not in a hurry. You might read the same paragraph three or four times until you are 100% sure you have understood it. Although it takes a lot of time and effort, intensive reading is what actually makes you an expert on a



topic. It is the foundation of serious academic success.

Extensive Reading is about reading long texts for general understanding and enjoyment. This usually involves reading books, novels, or long magazine articles where you don't have to stop and look up every difficult word. The main goal here is to get used to the language and enjoy the flow of the story. You might not understand every single word, but as long as you understand the overall story, you keep going. This is how children learn their mother tongue - by listening and reading a lot without worrying about small mistakes. The best thing about extensive reading is that it builds your "reading stamina." The more you read for fun, the faster you become at reading other things too. It naturally improves your vocabulary and your writing style because you are constantly seeing how sentences are formed by good writers. It is a relaxed way of learning. Whether it's a Harry Potter book or a biography of a famous person, extensive reading makes you fall in love with books and helps you become a more fluent and confident speaker in the long run.

Chirag Vinodbhai Ritroda

Chirag



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⇒ 10 words of workplace vocabulary items.

→ Task

Schedule

Deadline

Promotion

Appointment

Colleague

Feedback

Workflow

Productivity

Meeting

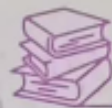
⇒ 10 sentences on various functions in the English language.

→ 1) Requesting : "Could you please help me?"

2) Advising : "You should exercise daily."

3) Inviting : "Would you like to come to my birthday party?"

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4) Apologizing : " I sincerely apologize for my mistake."

5) Expressing opinion : " From my point of view, technology has many benefits."

6) Complaining : " I am sorry to say, but this food is too cold."

7) Giving Instructions : " First, turn left and then go straight."

8) offering : " Would you like a glass of water?"

9) Asking for Permission : " May I come in?"

10) Refusing : " I would really like to come, but I just can't make it today."