

Ridhahiba Mahaveersinh Sodha ~~Ridhahibee~~

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Course Name: Functional English for
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Major Sub: English

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~~Aidhdhibee Mahaveersinh Sodhe Aidhdhibee~~

Students often skim chapters before studying them thoroughly.

Scanning is a reading strategy used to locate specific information quickly.

The reader looks for particular words, dates, names, or ~~facts~~ facts without reading the entire text. Scanning is commonly used while searching for information in timetables, examination questions, dictionaries, and reference materials.

Intensive reading means reading a short text carefully to understand it completely. The reader pays attention to vocabulary, grammar, and meaning. This strategy is mainly used for academic study and exam preparation. Extensive reading involves reading large amounts of text for pleasure and general understanding. The reader focuses on meaning rather than language details. Reading novels, newspapers, and magazines helps improve reading speed, vocabulary, and confidence.

Riddhishree Mahaveersinh Sodha ~~Riddhishree~~

Critical reading goes beyond understanding the surface meaning of a text. It involves analyzing, evaluating, and questioning the ideas presented by the author. The reader examines arguments, identifies bias, distinguishes between fact and opinion, and forms independent judgments. This strategy is essential in ~~higher~~ higher education and research work.

Reading strategies help readers understand texts clearly and effectively. Since different texts have different purposes, no single strategy is enough. By using appropriate reading strategies at the right time, a reader can improve comprehension, speed, and critical thinking and become a confident and skilled reader.

(2) 10 words of workplace vocabulary items:

→ Delegation

- giving tasks to others

Riddhisha Meheersinh Sadhu ~~Riddhisha~~

- > Compliance - following rules or laws
- > Productivity - efficiency in completing work
- > Negotiation - discussion to reach an agreement
- > Accountability - being responsible for results
- > Remuneration - payment for work done
- > Implementation - putting a plan into action
- > Facilitation - making a process easier
- > Optimization - improving ~~effe~~ efficiency or performance.
- > Stakeholder - a person with interest in a project or company.
- > Strategic - related to long-term planning
- > Mitigation - reducing the impact of a problem

Richhika Meharwansinh Sodha ~~Richhika~~

(3) To sentence on various functions in the English language:

-> The primary function of English is to communicate ideas effectively.

-> English serves as a medium for sharing knowledge and information.

-> It helps individuals express emotions, attitudes, and personal views.

-> English is used to give directions, commands, and instructions.

-> It plays an important role in social interaction and relationships.

-> English is widely used to persuade, influence, and motivate people.

-> The language supports creative expression through literature and art.

-> English functions as a tool for education and academic learning.

Riddhima Mahaveersinh Sodha ~~Riddhima~~

- > It helps people ask questions and discover new information.
- > English is essential for professional, administrative and global communication.
- > English helps people communicate across different culture and countries.