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Shree Rumji Ravji Islam college

Assignment - 2025 / 26

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PRN No. & - COC2025199

Paper code & - MJEPP - 102.

Paper name & Function English for performance
and proficiency.
paper - 2

1. Essay type answer on various reading strategies.

Effective reading is an active process that involves employing various strategies to construct meaning from a text. These strategies can be broadly categorized by the stage of reading at which they are applied: before, during and after reading. Mastering these techniques is essential for enhancing comprehension, expanding vocabulary, and stimulating critical thinking.

→ **Skimming** is a reading strategy used to get the general idea of a text. The reader quickly goes through heading, subheading, and the first and last paragraphs. Skimming helps to understand the main theme of the passage without reading every word.

→ **Scanning**

Scanning is used to find specific information such as names, dates, numbers, or keywords. For example, when looking for a train time or a definition, scanning helps the reader save time.

→ **Intensive reading**

Intensive reading involves careful

→ Conclusion

Reading strategies make reading active, purposeful, and effective. By using strategies like skimming, scanning, intensive and extensive reading, student can improve comprehension, save time, and perform better in examinations. Therefore, reading strategies are essential for academic success and life-long learning.

Q-2

10 words of workplace vocabulary items.

1. Communication - The exchanging of information or ideas.

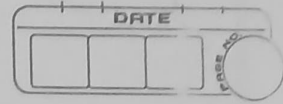
Example - Good communication is important in a team.

2. Responsibility - A duty or task that one is expected to do.

Example - She takes responsibility for completing the project.

3. Punctual - Arriving on time.

Example - Employees should be punctual at work.



4. Cooperation - working together to achieve a goal.
Example - Cooperation among staff improves productivity.
5. Leadership - The ability to guide or lead others,
Example - He showed leadership during the meeting.
6. Efficiency - doing work quickly and correctly without wasting time.
Example - The new system increased efficiency.
7. Motivation - the reason or enthusiasm to do something.
Example - Motivation helps students succeed.
8. Deadline - the fixed time by which work must be finished.
Example - we must submit the assignment before the deadline.
9. Professional - behaving in a serious and skilled manner
Example - her professional attitude impressed everyone.
10. Teamwork - working together as a group
Examples - Teamwork leads to better results.

Q-3

→ 10 sentence on various functions in the English language.

1. Informative & The sun rises in the east.
2. Requesting & Could you please help me with this assignment?
3. Commanding & Submit your project before Friday.
4. Questioning & What time does the class begin?
5. Expressing feelings & I am very happy to see you today.
6. Greeting & Good morning, respected teacher.
7. Apologizing & I am sorry for the mistake.
8. Advising & You should revise your lessons daily.
9. Persuading & You should join the library to improve your reading skills.
10. Thanking & Thank you for your kind support.