

Shree Ramji Ravji Lelam Collage

Assignment

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sign :- manshi

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② Essay type answers on various reading strategies.

Reading is an essential academic and professional skill that helps individuals understand, interpret and analyze written texts effectively. To become an efficient reader one must develop several reading strategies suitable for different purposes and types of texts. Some of the most important reading strategies are skimming, scanning, intensive reading, extensive reading and critical reading. Different reading strategies are used for different purpose.

• Skimming :-

Skimming is a reading strategy used to get the general idea of text. The reader quickly goes through headings, subheadings and the first and last paragraphs. Skimming help 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. It is useful when the reader does not need to read the entire text. For example, when looking for a train time or a definition, scanning helps the

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reader save time.

- Intensive reading :-

Intensive reading involves careful and detailed reading of a short text. This strategy is mainly used in classrooms to understand grammar, vocabulary and sentence structure. It improves accuracy and language knowledge.

- Extensive reading :-

Extensive reading means long texts such as novels, articles or stories for pleasure or general understanding. It helps improve vocabulary, fluency and overall language skills.

- Critical reading :-

critical reading includes evaluating the text's ideas, questioning the writer's purpose, identifying arguments and recognizing biases. It helps readers think independently and interpret information intelligently.

- predicting :-

predicting is a strategy where reader guess what the text will be

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about before reading it. Title, pictures, and headings help in making predictions. This increases interest and active involvement in reading.

In conclusion, mastering different reading strategies helps reader becomes more efficient improves comprehension, and supports academic success and lifelong learning.

② 10 words of workplace vocabulary items.

1. Deadline :- The final time or date by which something must be completed.
2. Appointment :- A scheduled meeting with someone.
3. Supervision :- A person who oversees the work of others.
4. Task :- A piece of work that needs to be done.
5. productivity :- The rate at which work is completed.
6. Resume :- A document that summarizes one's qualifications.

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7. promotion :- moving to a higher position in an organization.
8. Collaboration :- working together with others.
9. feedback :- Comments or Evaluations about work.
10. policy :- A set of rules or guidelines.

⑧ 10 Sentences on various functions in the English language.

1. Request :-

- "Could you please help me with this file?"

2. Advice :-

- "You should take regular breaks while working."

3. Apology :-

- "I'm sorry for the delay."

4. permission :-

- " may I leave Early today ? "

5. Suggestion :-

- " Let's plan the project together. "

6. Greeting :-

- " Good morning , Everyone "

7. Warning :-

- " Be Careful while using the Equipment. "

8. Invitation :-

- " would you like to join the meeting "

9. Appreciation :-

- " you did an Excellent job "

10. Complaint :-

- " The internet connection is very slow today "