

ASSIGNMENT:

[COC SEM : I]

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* Question : 1

3/ Essay type answer on various reading strategies :

* Answer :

Reading is not merely the mechanical act of decoding words on a page ; rather, it is an active , intellectual engagement between the reader and the text. In an age marked by information overload, the ability to read efficiently, critically, and purposefully has become indispensable. This necessity has become indispensable ~~rise~~ of to the conscious use of reading strategies - systematic approaches that help readers extract meaning, evaluate arguments, and respond thoughtfully to what they read. As Francis Bacon famously observed -

"some books are to be tasted, others to be swallowed, and some few to be chewed and digested."

This observation captures the essence of reading strategies : different texts demand different modes of reading. Among the most widely recognized and academically valued strategies are skimming, scanning, inference making and

identifying arguments, each serving a distinct yet interconnected purpose in effective reading.

- Skimming is the first and perhaps most economical reading strategy. It involves rapidly moving through a text to grasp its general idea, structure and tone without paying attention to every word. Skimming is especially useful when dealing with lengthy materials, such as articles, reports, or chapters, where the reader needs an overall understanding before deciding whether a deeper reading is necessary. By focusing on headings, subheadings, topic sentences, and concluding paragraphs, the reader gains a conceptual map of the text. As educational theorist Harold Palmer noted,

"The first reading should give the outline, not the detail."

- Closely related yet distinct from skimming is scanning. While skimming seeks general meaning, scanning aims at locating specific information. This strategy is particularly effective when the reader knows exactly what they are looking for, such as dates, definitions, names, or statistics. Scanning is commonly used in reference materials,

examination papers, newspapers and digital texts. The reader allows their eyes to move quickly over the page until the desired detail is found. Linguist Christine Nuttall emphasizes this efficiency by stating

"Scanning is reading with a question in mind."

Beyond surface-level understanding lies inference making, a strategy that demands intellectual engagement and interpretative skill. Inference making involves reading between the lines - deriving meanings that are not explicitly stated but are implied through context, tone, and word choice. This strategy is crucial in literary texts, persuasive essays, and even academic arguments, where authors often suggest more than they directly express. According to literary critic I. A. Richards, "A text means more than it says, and the reader must supply what is left unsaid."

Equally vital to academic and critical reading is the strategy of identifying arguments. This involves recognizing the author's central claim, the reasons supporting it, and the evidence provided. In an era,

of persuasive media, political discourse, and academic debate, the ability to identify arguments is essential for informed judgement. Philosopher Stephen Toulmin highlighted this need when he remarked,

"understanding an argument is the first step toward evaluating it."

This strategy empowers readers to resist manipulation and develop independent, reasoned viewpoints.

In conclusion, reading strategies are not optional techniques but essential tools for meaningful engagement with texts. Skimming provides a broad overview, scanning ensures precision, inference making deepens interpretation, and identifying arguments sharpens critical judgement. As Adler wisely observed,

"The reader who reads actively is the reader who grows."

For developing these strategies insight, wisdom and the capacity to think independently - an achievement that lies at the very heart of education.

* Question : 2

10 words of workplace vocabulary items :

* Parliament Assembly based Vocabulary *

(1.) Quorum

→ The quorum was met before the session began.

(2.) Adjournment

→ The speaker announced an adjournment of the House.

(3.) Bill

→ The Bill was introduced for discussion.

(4.) Motion

→ A motion was moved by the opposition leader.

(5.) Amendment

→ An amendment was proposed to the Bill.

(6.) Constituency.

→ He addressed issues affecting his constituency.

(7.) Division

→ The House went into division for voting.

(8.) Speaker

→ The Speaker maintained order in the house.

(9.) Debate

→ The debate continued late into the evening.

(10.) Ordinance

→ The ordinance was later placed before Parliament.

* Question : 3

10 Sentences on various functions in the English language:

(1.) Declarative (Statement) :

Ex. → The English language enables people to share, facts, ideas and information clearly.

(2.) Interrogative (Question) :

Ex. → Do you understand how grammar shapes meaningful communication?

(3.) Imperative (Command / Request) :

Ex. → Please complete the assignment before the deadline.

(4.) Exclamatory (Expression of Emotion) :

Ex. → What a wonderful way language connects people!

(5.) Persuasive :

Ex. → English is often used to influence opinions through speeches, advertisements and debates.

(6.) Descri. Descriptive :

Ex. → The soft rain gently touched the garden green leaves in the quiet garden.

(7.) Narrative :

Ex. → She recalled how learning English changed her confidence forever.

(8.) Informative :

Ex. → English serves as a global language in education, science, and business.

(9.) Social (Public) :

Ex. → Good morning! How are you all today!

(10.) Imaginative :

Ex. → The child imagined a world where words could fly like kites, birds.