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1042

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Q1. Essay type answer on various reading strategies.

Ans ⇒ Reading Strategy 1: Purposeful reading.

- Purposeful reading means reading with a clear goal in mind instead of reading aimlessly. Before reading, the reader decides 'why' they are reading, such as to answer questions, understand a topic, or prepare for an exam.

⇒ Reading Strategy 2: Scanning.

- Scanning is reading quickly to find specific information like keywords, names, dates, or definitions. It is commonly used when checking indexes, time tables, or searching for key terms in academic texts.

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⇒ Reading Strategy 3 : Skimming.

- Skimming is reading quickly to get a general idea of the text. The reader looks at titles, headings, subheadings, highlighted words, diagrams etc to understand the main idea.

⇒ Reading Strategy 4 : Information words.

- This strategy focuses on identifying important information words rather than reading every word. Since many words in a text are connectors, concentrating on key terms helps improve comprehension and reading speed.

⇒ Reading Strategy 5 : Phrase Reading.

- Phrase reading involves reading group of words together instead of word by word. Good readers take in several words in one eye movement (fixation), which makes reading faster and smoother.

⇒ Reading Strategy 6 : Analytical Reading.

- Analytical reading is slow, careful, and detailed reading used for deep understanding. It may involve re-reading sentences, thinking critically, and note-taking.

⇒ Reading Strategy 7 : Marking the text

- includes underlining, highlighting, writing notes in the margins, or marking important points. This helps maintain concentration.

⇒ Reading Strategy 8 : Note Taking.

- Note-taking helps in organizing information, improving understanding, and remembering content. It involves recording publication details, previewing the text before writing notes, and keeping all notes in a central, organized place.

Q2. 10 words of workplace vocabulary items.

Ans.

1) Deadline - The time by which work must be finished.

→ Example - We have a deadline to submit the report till Friday.

2) Colleague - a person you work with.

→ Example - My colleague helped me prepare the presentation.

3) Meeting - a gathering to discuss work-related matters.

→ Example - There is a meeting scheduled for 10 A.M.

4) Supervisor - a person who manages or oversees employees.

→ Example - The supervisor reviewed my work yesterday.

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5. Task - a piece of work that needs to be done.

→ Example : My main task today is replying to clients.

6. Promotion : advancement to a higher position at work.

→ Example : She received a promotion end this year.

7. Salary - the fixed regular payment for a job.

→ Example : His salary is credited at the end of every month.

8. Feedback : comments or suggestions about work performance

→ Example : The manager gave positive feedback on my project

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9. Schedule - a planned timetable of work activities.

→ Example : Please check the schedule for tomorrow's shifts.

10. Responsibility - a duty or task you are expected to handle.

→ Example : It is my responsibility to train new employees.

Q3] 10 sentences on various functions in the English language.

1) Informative : The sun rises in the east.

2) Expressive : I am very happy to see you.

3) Directive : Please close the door quietly.

4. Interrogative : What time does the meeting start ?
5. Persuasive : You should drink more water to stay healthy.
6. Narrative : Yesterday, I visited my grandmother's house.
7. Descriptive : The garden is full of colourful flowers.
8. Social (Phatic) : How are you doing today ?
9. Imaginative : The fairy lived in a magical forest.
10. Emotive : Oh no! I have lost my wallet.