

ASSIGNMENT

Functional English for Performance and Proficiency

(Career Oriented Course)



Submitted By:

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“English is not just a subject, it is a career skill.”



1. Essay type answer on various reading strategies.

⇒ Reading is a purposeful activity that goes beyond simply recognizing words on a page. Effective reading requires the use of appropriate strategies that help readers understand, interpret, and evaluate a text according to their objective. Different reading strategies are used for different purposes especially in academic and professional contexts.

→ One of the most used commonly strategies is Scanning, which is used to locate specific information within a text. While scanning, the reader searches for particular words, figures, dates or facts without reading the entire content. This method saves time and is widely used during examinations, research work, and while consulting reference materials, timetables or manuals.

⇒ Intensive reading refers to careful and detailed reading with the aim of achieving complete understanding of a text. This strategy focuses on vocabulary, sentences structure, grammatical patterns, and deeper meanings. Students often practice intensive reading while studying academic texts, literary works, or instructional materials. It helps in developing accuracy, comprehension skills and critical thinking.

⇒ In contrast, extensive reading encourages reading large quantities of material for general understanding and enjoyment. Books such as novels, short stories, magazines and online articles are commonly used for this purpose. Extensive reading improves reading speed, expands vocabulary and builds confidence in language use without putting pressure on the reader.

⇒ Another effective approach is predictive reading. In this strategy, readers make predictions about the content of a text before and during reading by using titles, visuals and their prior knowledge. Predictive reading keeps the reader actively involved and enhances comprehension by connecting new information with existing knowledge.

⇒ Critical reading is a higher level strategy that requires the reader to evaluate the text rather than accept it passively. The reader examines the author's arguments, assumptions, evidence and purpose. This strategy is essential for academic studies as it promotes logical thinking, analysis and informed judgement.

⇒ In a conclusion, reading strategy play a vital role in making reading effective and meaningful. By applying appropriate reading strategies, readers can improve comprehension, save time and become independent and confident learners.

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Ten Workplace Vocabulary Items

- ⇒ 1. Deadline - The final date by which work must be completed.
- ⇒ 2. Productivity - Efficiency in completing task.
- ⇒ 3. Collaboration - Working together with others.
- ⇒ 4. Hierarchy - Levels of authority in an organisation.
- ⇒ 5. Performance - Quality of work done by an employee.
- ⇒ 6. Accountability - Responsibility for actions or results.
- ⇒ 7. Negotiation - Discussion to reach an agreement.
- ⇒ 8. Feedback - Professionalism suggestions or comments for improvement.

⇒ 9. Efficiency - Doing work with minimum time and efforts.

⇒ 10. Professionalism - Proper behaviour at work.

3. Ten Sentences on Various Functions of the English language.

⇒ 1. English is used to exchange information in education and workplaces.

⇒ 2. The language helps people express emotion and feelings clearly.

⇒ 3. English plays an important role in giving instructions and directions.

⇒ 4. It is widely used to persuade and influence others through speech and writing.

- ⇒ 5. English helps in social interaction and building relationships.
- ⇒ 6. The language is used to describe events and experiences.
- ⇒ 7. English enables people to argue and debate on different issues.
- ⇒ 8. It is used for entertainment through films, songs and literature.
- ⇒ 9. English helps in recording information in documents and reports.
- ⇒ 10. The language connects people globally for International Communication.