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Paper - 2

Assignments



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Q. Essay type answer on various reading strategies

Reading is a Purposeful and active Process through which a reader constructs meaning from written text. To understand, remember, and critically evaluate what is read, learners use different reading strategies

(i) Skimming

Skimming is a rapid reading strategy used to get the general idea or overview of a text. In this strategy, the reader focuses on headings, subheadings, topic sentences, keywords and summaries without reading every word. Skimming is useful when reviewing a chapter, reading newspapers, or deciding whether a text is relevant.

(ii) Scanning

Scanning is used to locate specific information such as names, dates, numbers or facts. The reader moves the eyes quickly over the text to find the required detail without reading the entire passage. This strategy is commonly used while reading timetables, dictionaries, advertisements.



### or Examination Questions.

#### 3. Intensive Reading

Intensive reading involves careful and detailed reading of a text to understand its exact meaning. The reader pays attention to vocabulary, grammar, sentence structure, and ideas. This strategy is mainly used in classrooms for studying textbooks, poems, or important passages for exams.

#### 4. Extensive Reading

Extensive reading refers to reading large amounts of text for pleasure and general understanding. It includes reading novels, magazines, short stories, or newspapers. The focus is on overall meaning rather than language accuracy. Extensive reading helps in vocabulary development, fluency, and reading confidence.

#### 5. Predictive Reading

In Predictive reading, the reader anticipates the content of the text before and during reading by using prior knowledge, titles, pictures, and headings. This strategy keeps the reader actively engaged and improves comprehension by forming expectations.



about the text.

(vi) SQ3R Strategy

SQ3R stands for Survey, Question, Read, Recite and Review. It is a systematic reading strategy used mainly for academic texts. This method improves understanding, retention, and revision of study material.

(vii) Note-taking and Summarizing

This strategy involves writing key points, highlighting important ideas and summarizing the text in one's own words. It helps in better organization of information and long-term memory.

### Conclusion

Reading Strategies Play a vital role in developing effective reading skills. Different strategies are used for different purposes, and a skilled reader knows when and how to apply them. By using appropriate reading strategies, learners can improve comprehension, speed, accuracy and critical thinking abilities, making reading a meaningful and productive activity.



Q2. 10 Words of Workplace Vocabulary Items

1. Colleague - A Person you work with

2. Supervisor - A Person who manages or oversees work

3. Deadline - The fixed time by which work must be completed

4. Meeting - A formal discussion for work purposes.

5. Salary - monthly payment received for work

6. Promotion - Advancement to a higher position

7. Responsibility - A duty or task assigned at work

8. Teamwork - Working together to achieve a goal

9. Productivity - Efficiency in completing work.

10. Professional - Showing proper behaviour at work.



Q3. 10 Sentences on Various Functions in the English language.

1. English is used to Express ideas and thoughts clearly.
2. The language helps in communication between people from different regions.
3. English is used to give information in education and media.
4. It helps people ask questions and seek clarification.
5. English is used to give instructions and directions.
6. The language helps in Expressing emotions and feelings.
7. English is used for Persuasion and convincing others.
8. It plays an important role in business and workplace communication.



- a. English helps in social interaction and relationship building.
10. It is widely used for academic and Professional purposes.