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# Functional English For Performance and Proficiency

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## COC-ASSINGMENT

## Paper - 2

Q-1: Essay type answer on various reading strategies

### Essay : Various Reading Strategies

Reading is one of the most essential academic and life skills because it helps us gain knowledge, develop critical thinking and understand the world around us. However, effective reading is not just going through words on a page; it requires the use of different reading strategies. These strategies help readers understand the text better, remember important ideas, and read with purpose. Good readers choose a strategy based on the type of text and purpose of reading. The main reading strategies include skimming, scanning, intensive reading, extensive reading, predicting, inferring, note-taking, summarising and questioning. Each of these plays an important role in developing strong reading habits.

Skimming is a reading strategy used to get a general idea of a text. When we skim,



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We do not read every word. Instead, we look at titles, headings, subheadings, the first and last sentence of paragraphs and keywords. This strategy is useful when we want to understand the main theme or central idea quickly. For example, before reading a chapter in a textbook, students can skim the pages to get an overview of what it contains. Skimming helps in quick decision-making, saving time and preparing the mind for detailed reading later.

Scanning is another important strategy. Unlike skimming, which focuses on the overall meaning, scanning is used to locate specific information. While scanning, readers move their eyes quickly over the text searching for dates, names, definitions, numbers or particular words. Scanning is fast and focused and it helps readers avoid unnecessary details.

Intensive reading refers to reading a passage carefully and closely to understand its deeper meaning. This strategy is mostly used in academic settings where students must analyse grammar, vocabulary and sentence structure. For example, when students read a poem, a short story or a difficult article for class, they use intensive reading to interpret the text line by line.

Predicting is a strategy where readers guess what might come next in the text based on the title, pictures or previous information. Prediction activates the reader's mind and creates curiosity. For example, while reading a story, the reader may try to guess what the character will do next. Prediction improves understanding because it connects prior knowledge with new information.

Summarising means rewriting the main ideas of a text in a shorter form. A good summary contains only the essential points, not unnecessary details or examples. Summarising helps readers to check their understanding and improve recall. It also trains the mind to distinguish between important and unimportant information.

Questioning is a strategy where readers ask questions before, during and after reading the text. Questions like "what is this paragraph about?" "Why is the character behaving like this." and "What does the author want to say?" help deepen comprehension. Questioning makes reading interactive and improves critical thinking.



Together, these strategies make reading more effective and meaningful. They allow readers to approach different types of texts with confidence and purpose. By practising these strategies regularly, students become independent learners and lifelong readers. In today's world, where information is everywhere, reading strategies are essential tools that help us understand, evaluate and use information wisely.

## Q-2 Workplace Vocabulary

→ Here are 10 useful workplace vocabulary items.

- 1) Deadline
- 2) Supervisor
- 3) Productivity
- 4) Task
- 5) Collaboration
- 6) Promotion
- 7) Efficiency
- 8) Orientation
- 9) Feedback
- 10) Appointment

### Q-3 Ten Sentences on Various Functions in English language.

- 1) Requesting : Could you please help me with this file ?
- 2) Suggesting : I think we should start the meeting early
- 3) Apologising : I am really sorry for the mistake I made.
- 4) Complaining : The internet connection is very slow today.
- 5) Offering : Would you like a glass of water ?
- 6) Agreeing : Yes, I completely agree with your idea.
- 7) Disagreeing : I'm afraid I do not share the same opinion.
- 8) Inviting : Would you like to join us for lunch ?

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9) Advising : You should take a break and relax for a while

10) Thanking : Thank you so much for your support.