

* Shree Ramji Rawji Lalan College *
Bhui

Assignment
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Paper No :- MJ-EPP-102.

Paper Name :- Functional English for
Performance and Proficiency.

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Q:1 Essay type answer on Various reading Strategies.

Ans1 Introduction.

Reading is one of the most important language skill, as it helps individuals gain knowledge, improve vocabulary, and develop critical thinking. However, effective reading does not mean reading every word slowly. To understand a text better and save time, readers use different reading strategies. These strategies help readers read with a purpose and improve comprehension. Some of the most common reading strategies include Skimming, Scanning, intensive-reading, extensive reading, Predicting, and Summarizing.

• 1) Skimming :- one of the important reading strategy is Skimming. Skimming involves quickly looking through a text to get a general idea of its content. Readers focus on headings, Subheadings, and key sentences. This strategy is useful when trying to understand the main idea of a passage without reading every word.

• 2) Scanning :- Another effective strategy is

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Scanning. Scanning is used to locate specific information such as dates, names, or facts. Instead of reading the entire text, the reader's eyes move quickly to find the required detail. This strategy is commonly used in reading timetables, notices, and examination questions.

3) Intensive reading:- Intensive reading is a strategy that involves careful and detailed reading of a text. The reader focuses on vocabulary, grammar, and meaning. This strategy is useful for academic reading, such as studying textbooks or analyzing literary texts.

4) Extensive reading:- Extensive reading focuses on reading large amounts of text for pleasure and general understanding. Examples include reading novels, newspapers, or magazines. This strategy helps improve vocabulary, fluency and overall language proficiency.

5) Predicting:- Before reading, readers guess what the text might be about by looking at the title or pictures. This activates prior knowledge and makes reading more engaging. Summarizing is also important, as it helps readers identify the main points and re-

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number key ideas after reading.

Conclusion :-

Reading Strategies play a vital role in developing effective reading skills. By using appropriate strategies such as skimming, scanning, intensive reading, and extensive reading, readers can improve comprehension and become confident readers.

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Q:2 Ten workplace Vocabulary Items.

Ans) Deadline:- The final date by which work must be completed.

2) Colleague:- A person you work with.

3) Meeting:- A formal discussion at the work place.

4) Productivity:- The ability to produce work efficiently.

5) Supervisor:- A person who manages employees.

6) Promotion:- Advancement to a higher job position.

7) Teamwork:- working together to achieve a goal.

8) Salary:- regular payment received for work.

9) Responsibility:- A duty or task that must be handled.

10) Communication:- The exchange of information in the workplace.

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Q:3 Ten Sentences Showing Various Functions of the English Language.

Ans) Informative Function:- The manager announced the new company policy.

2) Requesting Function:- Could you please send me the report by today?

3) Expressing opinion:- I believe teamwork improves productivity.

4) Giving instruction:- please complete the form and submit it to the office.

5) Apologizing Function:- I am sorry for the delay in responding.

6) Persuasive Function:- you should consider this plan because it is cost-effective.

7) Greeting Function:- Good morning, everyone.

8) Thanking Function:- Thank you for your support and cooperation.

9) Warning Function:- Be careful while handling.

Source: S. Munes

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ling confidential documents.

- 10) Expressing feelings:- I am happy to be part of this organization.
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