

Ramji Baji Lalani College - Bhi

COC Assignment

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Q-1

Essay type answer on various reading strategies :

Reading is defined as the cognitive process of decoding symbols to determine a text's meaning. The symbols are the text itself and the process of decoding requires that the reader quickly match a symbol or combination of symbols to a sound and then recognize the patterns of sounds that create words. These words then convey meaning to the reader.

Reading is an active process that requires both simple and complex components. The reader must have a base knowledge of the symbols that create the language and an understanding of the grammar rules. In addition, the reader will use higher-level processing to determine the meaning of the text and author propose, among other things. Reading is a process that includes three phases :

1. Pre-Reading or Before Reading
2. While-Reading or During Reading
3. Post-Reading or After Reading

1. Pre-Reading or Before Reading :

In the pre-reading phase, the reader establishes in his/her mind a purpose and a plan for reading. The activities you do before reading are vital because they allow you to focus on your thoughts. A helpful goal is to review what you have to read before you start to read it. It helps

you prepare for your reading session and mentally prepare yourself for what lies ahead. Pre-reading the text helps you set a goal for your reading, making it easier to locate the information you need. Moreover, glancing through titles, headings and images arouses curiosity in the readers, making them more involved in the reading.

2. While - Reading or During Reading :

During the reading phase, the reader begins to read the written text. While he or she reads, the reader will think about the purpose for reading and about his or her prior knowledge. This may occur during short pauses taken while reading.

Once you enter the reading zone, through-reading is the process of actively reading through a story or information. This step entails reading the text in a particular order to get a sense of the overall story and dive deep into the details.

3. Post - Reading or After Reading :

Finally, the after-reading phase of the process occurs when the reader finishes reading the written text. Readers summarize what they have read, reflect and question their understanding of the text to fill in the gap left from the previous stages.

Reading Process Chart

Before Reading	During Reading	After Reading
<p>1. Set a purpose</p> <ul style="list-style-type: none"> - Why are you reading this text? - What are your goals for reading it? 	<ul style="list-style-type: none"> • Read - Pause and think about what you're reading. 	<ul style="list-style-type: none"> - Pause and think about what you knew before reading, what you learned during reading and what connections you made.
<p>2. Make a plan</p> <ul style="list-style-type: none"> - How will you read this text? - How much time will you spend reading? - What strategies will you use? 	<ul style="list-style-type: none"> • Monitor comprehension - Use active reading strategies - Reread - Take notes - Discuss • Pause and check predictions 	<ul style="list-style-type: none"> • Try to create new knowledge by combining what you knew with what you learned. • Participate in discussion
<p>3. Preview the material.</p>	<ul style="list-style-type: none"> • Make new predictions 	<ul style="list-style-type: none"> • Create a representation
<p>4. Activate prior knowledge</p> <ul style="list-style-type: none"> - Brainstorm - Make a map/web - Discuss 	<ul style="list-style-type: none"> • Ask yourself questions - What happened? - Why didn't it happen? - Does this make sense? 	<ul style="list-style-type: none"> • Search for answers to unanswered questions.

		• Parse and summarize	• Write about what you read - put it in your words
5.	Make Predictions	• Visualize	• Share your interpretations and opinions
6.	Think	• Think	• Think

• Reading Skills & Strategies:

Reading is a vital ability. In today's information age, possessing strong reading comprehension skills is essential for effectively navigating and absorbing knowledge. Good readers apply specific skills and strategies, often subconsciously, to process information efficiently. There are four main reading strategies:

Major Reading Strategies

1. Grasping the main Idea
2. Engaging with the Text
3. Deepening Understanding
4. Refining Comprehension

1. Grasping the Main Idea : Skimming, Scanning & Predicting:

The first set of strategies focuses on efficiently extracting the core information from a text.

(i) Skimming: Understanding the Gist

Skimming is the process of moving the eyes rapidly over a vast amount of material to quickly cover it. The main goal of skimming is to quickly understand the gist or core meaning of the text. To effectively skim, a reader should;

- Read the headline and the first and last paragraphs.
- Read the first sentence of the remaining paragraphs.
- Pay attention to bold or italicized words, enumerations, qualifying adjectives, graphs, charts and pictures.

(ii) Scanning: Locating Specific Information

Scanning is a method used to locate a specific piece of information within a given text. It is used to identify relevant names, numbers, dates, facts and other statistics. Analyze the content's organization and predict the probable forms of the desired information. For lengthy content, it is helpful to first skim the text to figure

out which section to scan. Once the relevant information is located, read the entire sentence where it is placed.

(iii) Predicting : Forecasting Content

Predicting involves drawing information from titles, headings, pictures and diagrams. The purpose is to foretell what the text is about and what its intended message or content is, often by using one's prior knowledge. A common practice is reading a newspaper headline and predicting the content and drawing connections between subheadings and headlines.

2. Engaging with The Text : Connecting, Questioning & Marking Text

These strategies foster active engagement, leading to better retention and deeper meaning making.

(i) Making Connections :

Making connections is a critical reading comprehension strategy that helps readers better understand the text by relating it to their own background knowledge. It helps by make sense of what they read, retain information better and engage more with the text.

- Three Types of Connections :

1. Text - to - Self :

Readers connect what they are reading to their personal experiences and knowledge. Applying more thought leads to deeper and more lasting connections. Prompts include asking: "What does this remind me of in my life?" and "How is this similar or different from my life?"

2. Text to Text :

This involves relating the current text to another book or material the reader has read. Prompts include: "What does this remind me of in another book I have read?" and "How is this text similar to other things I have read?"

3. Text to World :

The attempt here is to connect the text to real events, issues, people experiences or happenings from the real world, using learned knowledge from various mediums to enhance understanding.

- (ii) Asking Question :

Asking questions is a reading comprehension strategy that aids in clarifying and comprehending

text better. It promotes active engagement with the text, encourages critical thinking and facilitates discussions to improve comprehension. Questions should be asked before, during and after reading. Ask questions about the content, issues, events, the author and ideas. Thin questions have simple, short (Yes/No) answers contained within the text, helping to clarify basic understanding. Thick questions are open-ended, subjective or seek deep meaning.

(iii) Marking Text:

Marking text is an active strategy where readers visually isolate essential information from the surrounding text. It helps the reader focus, aids in retention and comprehension, makes analysis and verification easier and assists in summarizing the text.

3. Deepening Understanding: Keywords, Vocabulary & Visualizing

These techniques are crucial for solidifying comprehension and retention by focusing on the text's core elements and creating mental models.

(i) Identifying Keywords :

This involves marking key ideas, thoughts or concepts in a text. Key-word identification helps comprehension and promotes retention by helping the reader distinguish what is important from what is not. It helps identify a theme, opinion or perspective, and determine if the author's purpose is to inform, persuade, or entertain.

Apply skimming and scanning to identify unusual words and important concepts. Use marking techniques to highlight words or phrases that reflect these concepts. Keywords can often be found in headlines, subheadings, topic sentences and words highlighted in Bold, Italics or underline styles.

(ii) Improving Vocabulary :

A good reading vocabulary is vital to reading comprehension, as understanding written words is essential for comprehension. For that you should; read consistently, listen to an audio version of the text while reading, watch shows in English with subtitles on, and highlight difficult and unknown words.

(iii) Visualizing:

Visualizing is a strategy based on a reader's past experiences and imagination, where they interpret what they read by creating a mental picture. Research shows that students who create strong mental pictures have better recall, ask more questions, create more connections and have a deeper comprehension of the text. Identify words that encourages imagination. Close your eyes and picture what you are reading, using all five senses to create more vivid images as you read.

4. Refining Comprehension: Text Type, Pacing, Goals & Re-reading

The final set of strategies focuses on structured, deliberate reading practices to ensure complete and accurate understanding.

(i) Identifying the Type of Text:

Text types depend on the purpose, structure and language features and each type may lend itself to various formats. It helps the reader to understand the author's purpose and makes locating information easier because the reader is familiar with how different texts are structured.

1. Expository Texts :

Intended to identify and characterize experiences, facts, situations, and actions. They explain, inform or describe and are often used to write structures. These texts are typically non-fiction and include formats like business reports, emails, textbooks and technical reports.

2. Narrative Texts :

Intended to entertain, instruct or inform readers by telling a story, and can be fictional or non-fictional.

3. Argumentative Texts :

Aim to change the readers' beliefs and try to persuade readers that an idea or product is better.

(ii) Pushing to Think :~

This involves breaking up the text into smaller sections to monitor comprehension. It shifts the focus from simply decoding word patterns to actively decoding the textual meaning and comprehension. Apply comprehension techniques to each chunk individually, rather than the whole.

(iii) Setting Goals :

It means setting actionable and achievable goals in terms of Reading Behavior, Selecting Text and Reading Strategy. It forces the reader to read actively, enables the practice of regular reading and keeps the reader from being overwhelmed. Create an achievable plan, set measures to stick to the plan and monitor progress.

(iv) Re-Reading for Clarification :

Re-reading a text is done for better comprehension, retention and clarification. Some texts are difficult to understand in one reading as they may have subtle nuances and hidden messages, requiring multiple readings for further clarification. Engage in discussions with others to further improve comprehension and achieve more clarity.

• Conclusion :

Reading skills and strategies are applied to synthesize the text, which involves going beyond what is stated to gather thoughts, identify main ideas, paraphrase in one's own words, record responses and add existing knowledge to the new information throughout the reading process.

Q-2 Ten words of workplace vocabulary items :

1. Liability

- Meaning :~ An obligation or debt, Responsibility

→ India Post accepts liability for the full insured value of a registered parcel only if it is lost or severely damaged while in transit.

2. Miscellaneous

- Meaning: Of various types or from different sources.

→ The clerk advised the customer to check the Post office's website for the list of miscellaneous charges, such as fees for packaging, franking and redirection of mail.

3. Remittance

- Meaning: A sum of money sent, especially by mail (Money order)

→ Many families in rural areas still depend on the monthly remittance sent by their relatives working in the cities via the Post Office Money Order service.

4. Discrepancy

Meaning: A lack of compatibility or similarity between two or more facts.

→ There was a discrepancy between the weight declared on the customs form and the actual weight measured by the Post office scale, requiring the sender to pay an additional fee.

5. Deleterious

Meaning: Causing harm or damage.

→ Smoking has numerous deleterious effects on the lungs and cardiovascular system.

6. Sycophant

Meaning: A flatterer

→ The manager disliked the sycophant who constantly praised him and agreed with everything he said.

7. Ephemeral

Meaning: Lasting for a very short time.

→ The beauty of the blooming cherry blossoms is ephemeral, lasting only a few short weeks.

8. Ubiquitous

Meaning: Present, appearing or found everywhere

→ In the digital age, smartphones have become a ubiquitous part of daily life.

9. Esoteric

Meaning: Complex or likely to be understood by only a small number of people with a special knowledge

→ The philosopher's lecture was so esoteric that only a handful of student could fully grasp the complex concepts.

10. Cursory

Meaning: Hasty and therefore not thorough or detailed,

→ I only had time to give the long report a cursory glance before the meeting started.

Q-3 Ten Sentences on various functions in the English language:

1. Declarative (Informing):

→ The Indian Post Office provides various small savings schemes for rural citizens.

2. Interrogative (Inquiring):

→ Could you please tell me the current interest rate for a Post Office Savings Account?

3. Imperative (Instructing):

→ Paste the postage stamp firmly on the top right corner of the envelope.

4. Exclamatory Sentence:

→ How incredibly fast this Speed Post reached its destination!

5. Expressing Necessity:

→ You must bring your original Aadhaar card to verify your identity at the counter.

6. Conditional Sentence:

→ If the parcel weighs more than two kilograms, you will have to pay a surplus charge.

7. Requesting Permission:

→ May I use your pen for a moment to fill up this remittance form?

8. Giving Advice:

→ You should always keep the tracking number safe until the package is delivered.

9. Expressing Possibility:

→ The delivery might be delayed by a day because of the national holiday tomorrow.

10. Comparative Function:

→ Sending a letter by ordinary mail is less expensive than sending it via express courier service.