

R. R. LALAN COLLEGE

COC

Functional English

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MJ SUB English

PAPER-2

SIGN 

Q1

Essay type answer on various reading strategies.

Effective reading isn't a passive activity it requires a deliberate application of reading strategies to fully comprehend and retain information. These strategies can be broadly categorized based on their purpose: before, during and after reading.

Before Reading Strategies

(Pre-reading)

These strategies activate prior knowledge and set a purpose for reading.

• Previewing / Skimming

quickly looking over the text to get a general idea of the content, structure and length, This involves reading the title, headings, subheadings, captions and any highlighted text, & often the first and last paragraphs.

• Setting a Purpose

Defining what you hope to gain from the text (eg: to find a specific fact, to understand a complex theory, or just for enjoyment). This focus helps guide attention.

• Predicting

Making educated guesses about the content based on the title and preview. This engages the reader and encourages active participation.

During Reading Strategies

(Active Reading)

These strategies help monitor comprehension and deepen understanding while engaging with the text.

• Scanning

Rapidly searching for specific facts, dates, names or keywords without reading every word. This is useful when the purpose is to locate discrete information.

• Questioning

Posing "who, what, when, where, why, and how" questions to the text before, during, and after reading. This process helps clarify meaning and encourages critical thought.

• Annotating / Highlighting

Underlining key phrases, taking margin notes, or highlighting important points. This creates a personal interaction with the text & makes review easier. Selective highlighting is key - too much defeats the purpose.

- Visualizing

Creating mental images of the scenes, characters, or processes described in the text. This is particularly effective for narrative and descriptive writing.

- Making Connections

Relating the text to personal experience (Text-to-Self), other texts (Text-to-Text), or the broader world (Text-to-World). Connections make the material more relevant and memorable.

After Reading Strategies

(Post-Reading)

These strategies help consolidate learning, check comprehension, and integrate new information.

- Summarizing

Condensing the main ideas of the text into a brief, accurate statement in your own words. This is a powerful test of true comprehension.

- Reviewing

Rereading notes, annotations, or the most important sections to reinforce memory and clarify challenging points.

- Paraphrasing

Restating specific sections of the text in your own words. This

provides a deep level of understanding beyond simple word recognition.

By systematically employing a combination of these strategies, readers move from merely looking at words on a page to actively constructing meaning, leading to improved comprehension, retention, and critical engagement with any material.

10 words of workplace vocabulary items.

1 Synergy

The interaction or cooperation of two or more agents or forces, resulting in a combined effect greater than the sum of their separate effects.

2 Deliverables

The products, services, or results promised to a client or stakeholder as part of a project.

3 Onboarding

The process of integrating a new employee into an organization or familiarizing them with their job and environment.

4 Bandwidth

A person's capacity to handle a workload or an amount of mental energy available for a task.

5 KPI (Key Performance Indicator)

A measurable value that demonstrates how effectively a company is achieving key business objectives.

6 Action Item

A documented task that needs to be accomplished, usually by a specific

person and deadline, after missing from a meeting.

7 Silo

A system, process, department, or attitude that is isolated from others, often leading to poor communication and collaboration.

8 Leverage

To use a resource, asset, or strength to maximize advantage or achieve a goal.

9 Stakeholder

A person or group with an interest or concern in a business or project.

10 Best Practice

A method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark.

Q3

10 sentences on various functions in the English language.

1 Informing

The company issued a statement detailing the new policy changes.

2 Requesting

Could you please send me the final report by the end of the day?

3 Expressing Opinion

I believe that collaboration is essential for innovation in the team.

4 Apologizing

I sincerely apologize for the misunderstanding during the morning meeting.

5 Suggesting / Advising

We should consider restructuring the marketing budget for better reach.

6 Greeting

Good morning, I hope you had a productive weekend.

7 Commanding

Please ensure all safety protocols are strictly followed in the lab.

8 Expressing Gratitude

Thank you so much for helping me meet the tight deadline yesterday.

9 Reassuring

I guarantee I will deliver the project on time and within budget.

10 Questioning (Eliciting Information)

What are the next steps following the approval of the proposal?