

R.R. LALAN COLLEGE

COC

Functional English

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PAPER - 2

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Dhaval

(1) Essay type answer on various reading strategies.


~~~~~> Reading strategies are techniques that help a reader understand a text in a better and faster way. Good readers do not read everything in the same manner. They use different strategies according to the purpose of reading. One of the most important strategies is skimming. In skimming, the reader reads quickly to get the general idea of the text. This method is useful when we want to know the main theme without reading every detail.

Another useful strategy is scanning. In scanning, the reader looks for specific information such as names, dates, numbers, or keywords. This is helpful while reading timetables, advertisements, or exam questions. Intensive reading is a strategy where the reader reads a short text carefully to understand the meaning, grammar and vocabulary. This strategy is used in classroom learning. On the other hand, extensive reading means reading long texts like stories, novels and articles for enjoyment and general understanding.



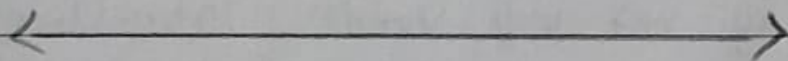
Predicting is also an important strategy. Here, the reader guesses what will come next based on headings, pictures, or previous knowledge. Contextual guessing is used to understand difficult words from context. Instead of using a dictionary, note-making helps the reader remember key points in their own words. Summarizing involves reducing a long text into a shorter form with only the main ideas.

Using these strategies improves comprehension, saves time, and makes the reading process effective. A good reader combines different strategies depending on the purpose, difficulty and type of text. These reading strategies help students develop confidence and perform better in academic as well as real-life situations.



(2) 10 words of workplace vocabulary items.

1. Deadline - last date to finish work.
2. Supervisor - person who manages workers.
3. Assignment - task given to complete
4. colleague - coworker
5. promotion - a higher position at work.
6. Meeting - discussion for work planning
7. Report - written information about work
8. efficiency - working fast and correctly
9. policy - rules of an organization
10. client - customer who takes services.





(3) 10 sentences on various Functions in the English language.

(functions = request, order, advice, apology, permission etc.)

1. Request : could you help me with this file.
  2. order : close the door immediately.
  3. suggestion : you should take a short break.
  4. Advice : Drink more water to stay healthy.
  5. permission : May I use your notebook?
  6. Apology : I am sorry for the mistake.
  7. Warning : Don't touch that wire, it's dangerous.
  8. Invitation : please join us for the meeting.
  9. Gratitude : Thank you for your support.
  10. Introduction : this is Riya, my colleague.
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