

Name - Chuxi Nasim H.

Roll No - 122

PNR - C0C2025219

Sem - C0C - 2

Paper code - 2



1. Essay type answer on various reading strategies.

2. 10 words of workplace vocabulary items

3. 10 sentences on various functions in the English language.

1. Essay - type Answer on various reading strategies.

Reading strategies are techniques that help a reader understand a text better, faster, and more effectively. Different reading strategies are used for different purposes such as study, examination, information gathering, or pleasure reading.

One important reading strategy is skimming. Skimming means reading a text quickly to get the general idea. The reader focuses on headings, subheadings.





The first and last sentences of paragraphs. This strategy is useful when we want to know what the text is about without reading every word.

Another strategy is scanning. Scanning is used to find specific information such as dates, names, numbers, or keywords. For example, scanning is helpful while reading timetables, advertisements, notices and exam questions.

Intensive reading is a detailed reading strategy. It involves reading the text carefully to understand grammar, meaning, ideas, and details. This strategy is commonly used for textbooks, poems, essays, and exam preparation.

Extensive reading means reading large amounts of text for pleasure or general understanding. Novels, stories, newspapers, and magazines are read using this strategy. It improves vocabulary and reading fluency.





Another useful strategy is Predicting. Before reading, the reader guesses what the text will be about by looking at the title, pictures, and headings. This makes reading easier and more interesting.

Guessing the meaning from context is also important. Instead of using a dictionary for every new word the reader understands the meaning from the surrounding words and sentences.

In conclusion, reading strategies help readers save time, improve comprehension, and become confident readers. Using the right strategy for the right purpose makes reading effective and meaningful.



2. Ten workplace vocabulary items

1. Deadline

2. Meeting

3. Manager

4. Employee

5. Responsibility

6. Promotion

7. Salary

8. Teamwork

9. Report

10. Attendance





3. Ten sentences on various functions of the English language.

1. English is used to communicate ideas clearly.

2. We use English to give information in offices and schools.

3. English helps us express feeling like happiness and sadness.

4. It is used to ask questions and clear doubts.

5. English is useful to give instructions at the workplace.

6. We use English to make requests politely.

7. English helps in persuading people through speeches and writing.





8 It is used to share knowledge through books and the internet.

9 English helps in building relationships with people from different countries.

10 It is used to entertain people through stories, movies and songs.

