

English Coc FEPP Sem-I

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Semester : I

Roll No : 220

PRN No : COC 2025220

SUBJECT : COC ENGLISH

PAPER CODE : MG-EPP-102

PAPER NAME : functional ENGLISH for
performance and proficiency.

Paper-2

(1) essay type Answer: Various Reading strategies.

Reading strategies help a reader understand a text better and faster. Different strategies are used depending on the purpose of reading. One important strategy is Skimming. Skimming means reading quickly to get the general idea of a passage without focusing on details. - It is useful when we want to know what a text is about.

Another strategy is Scanning. Scanning is used to find information such as dates, names, or numbers. For example, we scan a timetable to find a particular train time. Intensive Reading is another important strategy. In this method, the reader reads the text carefully to understand details, meanings of words, and grammatical structures. It is commonly used while studying textbooks.

A-2

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Extensive Reading Involves reading long texts like novels, stories, or newspapers for pleasure and overall understanding. It helps improve vocabulary and fluency.

Predicting is also a useful strategy. Before reading, the reader guesses what the text might be about using the titles or pictures.

Finally summarizing helps the reader remember important points.

By rewriting the text in a short form.

Thus reading strategies make reading effective, meaningful and purposeful.

Activity - 2

(2) Ten workplace Vocabulary Items (with meaning)

1. Deadline :- The last date to complete task —
2. Colleague :- a person you work with.
3. Meeting :- a formal discussion at work.
4. Promotion :- getting a higher position in a job.
5. Salary :- monthly payment for work.
6. Supervisor :- a person who monitors work.
7. Responsibility :- duty or task assigned.
8. Productivity :- efficiency in work output.
9. Attendance :- presence at workplace.
10. Appraisal :- evaluation of employee performance.

(3) Activity - 3

(3) Ten sentence showing functions (phrases)

(1) request: Please find me complete this report.

(2) Apology: I am sorry for the delay in submission.

(3) Greeting: Good morning everyone.

(4) Instruction: Open the book and read the first paragraph.

(5) Suggestion: You should revise this topic once again.

(6) Information: The meeting will start at 10. am.

(7) Warning: Do not enter this area without permission.

(8) Invitation: Please join us for the Annual function.

(9) Advice: You must ~~join us for the~~ practice English daily to improve fluency.

(10) Complaint: The computer system is not working properly.