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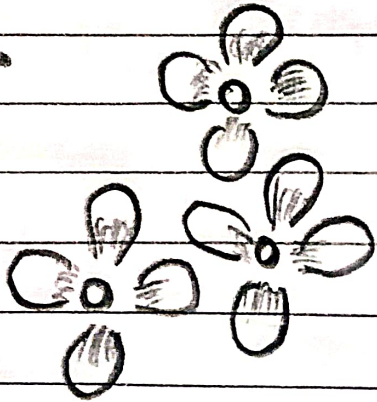
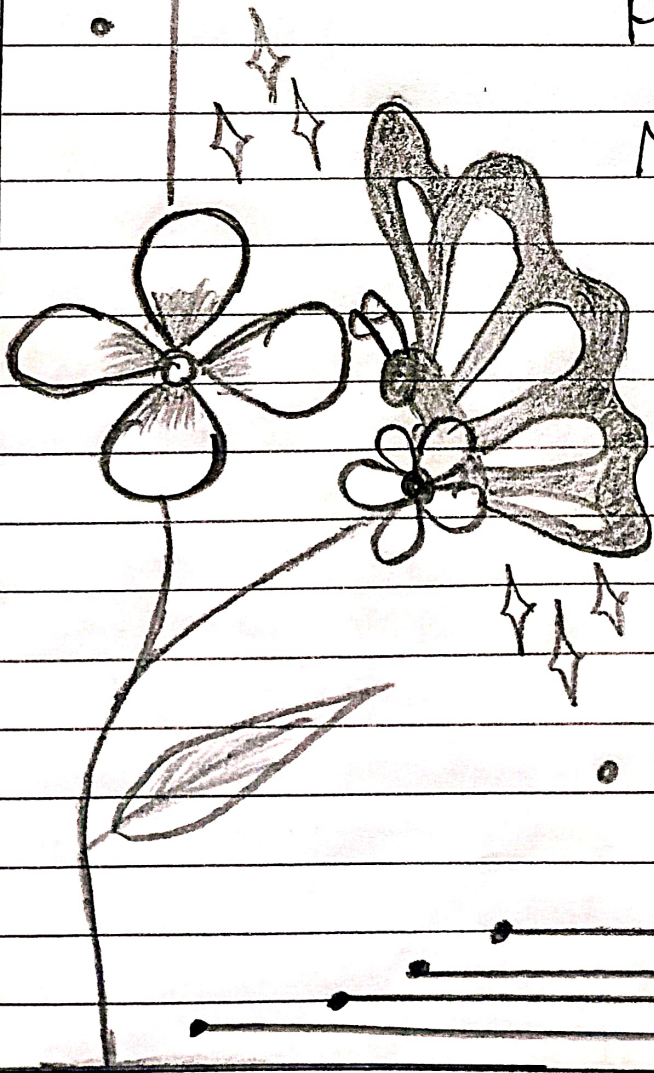
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# 1. Essay type answer on various reading strategies

Reading strategies are deliberate plans or methods used by a reader to understand and construct meaning from text. Employing these strategies enhances comprehension improves retention, and makes the reading process more efficient and engaging. They are broadly categorized into pre-reading, during-reading, and post-reading activities.

**Pre-reading strategies** These strategies prepare the reader's mind and set a purpose for reading. The key strategy here is previewing or Surveying (Skimming). The reader looks at the title, headings, subheadings, introduction, conclusion, and any visual aids (like charts or images) to get a general idea of the content and structure. Another important step is activating prior knowledge, where the reader connects the text's topic to what they already know, often by asking "What do I know about this topic?" or using the (Know, want to know, Learned) chart.

**During Reading strategies** These strategies are employed while actively engaging with the text to monitor comprehension and clarify meaning. This is a highly structured method. During the "Read" phase, the reader



focuses on connecting ideas.

Making Predictions: Based on the titles and initial sentences, the reader anticipates what will happen next or what the main argument will be. This turns reading into an active hypothesis - testing process.

Visualizing: The Reader creates mental images of the scene, character, or process described in the text, which helps in connecting abstract ideas to concrete images.

Monitoring and Clarifying: This involves pushing to check understanding. If confusion arises, the reader employs re-reading a difficult section, contextual analysis to infer word meanings, or looking up unfamiliar vocabulary.

Summarizing: The Reader restates the main ideas of the text in their own words, a powerful way to test and solidify comprehension.

Synthesizing: This involves combining new information from the text with prior knowledge or information from other sources to form a new, deeper understanding.

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Evaluating: The Reader assesses the quality, credibility, and effectiveness of the text, often by reflecting on the author's purpose and bias. Reflecting/Questioning: Pondering questions like "What did I learn?" or "How can I apply this information?" connects the text to the reader's life and world.

In conclusion, effective reading is not a passive activity but a dynamic interaction between the reader and the text. By consciously applying a variety of pre-, during, and post-reading strategies, readers can move beyond simple word recognition to achieve deep, meaningful comprehension.



## 2. 10 words of workplace vocabulary items.

Here are 10 useful vocabulary words for a professional or office environment:

**Synergy:** The interaction or cooperation of two or more agents or organization to produce than the sum of their separate effects.

**Deliverable:** A product or service that must be supplied to a client or stakeholder as a result of a project.

**Proactive:** Acting in anticipation of future problems, need, or changes, rather than reacting to them.

**Disruptive:** Something that introduces radical changes to an existing industry or market, often by creating a new technology or business model.

**Consensus:** A general agreement among all the members of a group or a team.

**Bandwidth:** A person's or organization's capacity or resources to handle a particular task or situation.

⑤

**Incentive:** Something that motivates or encourages someone to do something; a payment or concession to stimulate greater output or investment.

**Onboarding:** The process of integrating a new employee into an organization or a new client into a company's services.

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

**Stakeholder:** A person, group or organization that has an interest or concern in an organization, project, or business.



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

Ans.

Communicative function Sentences Example.

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

Offering : Shall I help you set up the presentation slides?

Expressing obligation : We must complete the safety training before accessing the lab.

Giving Advice : You should try to prioritize the most urgent tasks first.

Expressing Possibility : The weather might change, so bring an umbrella just in case.

Apologizing : I sincerely apologize for the delay in processing your order.

Agreeing : That's a fantastic idea; I completely agree with your proposal.

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Complaining: The wifi connection is consistently too slow to work efficiently.

Expressing gratitude: Thank you so much for covering my shift yesterday.

Prohibiting: Visitors are not allowed to take photographs inside the museum.