

# ASSIGNMENT

Name & Lubna M. Rafik Munshi

Sem & coc sem-1

Roll No. & 222

P.R.N.No. & coc2025222

Subject & Functional English For  
Performance and Proficiency.

Paper code & MJ - EPP - 102



Lubna munshi

Lubna

(11) Essay type answer on various heading strategies &

→ Reading strategies are techniques that help readers understand a text better and read more effectively. These strategies are very important for students because they improve comprehension, vocabulary, and critical thinking skills. Different types of heading strategies are used for different purposes.

One common strategy is skimming. Skimming means reading the text quickly to get the main idea. In this strategy, the reader focuses on heading, subheadings, the first and last sentences of paragraphs. Skimming is useful when we want a general idea of the topic, such as before reading a chapter or an article.

Another important strategy is scanning. Scanning is used to find specific information like dates, names, numbers, or keywords. The reader does not read the whole text but moves the eyes quickly over the page. This strategy is useful in examination, dictionaries, timetables, and newspapers.

Intensive reading is another heading strategy that involves reading a text carefully and slowly to understand every detail. Students use this strategy while studying textbooks, poems, or important passages. It helps in improving grammar, vocabulary, and sentence structure.



Lubna Mumtaz

Jubna

Date \_\_\_\_\_  
Page \_\_\_\_\_

Extensive reading means reading large amounts of text pleasure or general understanding. Examples include reading novels, magazines and newspapers. This strategy helps to develop fluency, confidence, and sentence structure and a habit of reading.

Another useful strategy is Predicting. Before reading the reader predicts what the text may be about by looking at the title or pictures. This makes reading more interesting and active.

Summarizing is also a good reading strategy. After reading, the reader writes the main points in short form. It helps in better understanding and remembering the text.

In conclusion, reading strategy makes reading easy and meaningful. By using different strategies, students can improve their academic performance and become a better readers.



Lubna Mumshi

~~Zubna~~

Date \_\_\_\_\_

Page \_\_\_\_\_

(2) 10 words of workplace vocabulary items

(1) Colleague → a person you work with.

(2) Deadline → the last date complete work.

(3) Meeting → a gathering to discuss work matters.

(4) Salary → money paid for work

(5) Promotion → a higher position at work

(6) Manager → a person who controls or supervise work.

(7) Teamwork → working together with others.

(8) Responsibility → duty or task assigned to someone

(9) Attendance → being present at work.

(10) Productivity → ability to produce good result.



Lubna Munshi

Journal

(3) 10 sentences on various function in the English Language.

(1) Requesting & could you please help me with this assignment?

(2) Apologizing & I am sorry for coming late to the class.

(3) Greeting & Good morning, respected teacher.

(4) Thanking & Thank you for your kind support.

(5) Asking Permission & May I leave the classroom for a moment?

(6) Giving advice & you should study regularly for better result.

(7) Making suggestion & Let us start the meeting on time.

(8) Expressing opinion & I think online classes are useful for students.

(9) Giving information & The exam will start at 10 a.m.

(10) Warning & Do not touch the wires, they are dangerous.