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COC SEM-1 ASSIGNMENT

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1. Essay type answer on various reading strategies.

Ans.

Reading is a vital academic skill, especially at the university level where students are expected to read a wide range of materials. Simply reading texts is not enough; students must read effectively to understand, ~~any~~ analyse and apply information. Various reading strategies help students improve comprehension, speed, concentration and critical thinking. The following are some imp reading strategies that support effective academic reading.

Purposeful reading involves reading with a clear goal in mind rather than reading aimlessly. Before starting to read, a student should decide what information is required, such as understanding a topic, finding arguments, collecting examples, or evaluating an author's viewpoint. Purposeful reading helps maintain focus, saves time, and improve memory retention.

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Another useful strategy is scanning. Scanning means reading quickly to locate specific info. like keywords, definitions, names or dates. students often use scanning while researching or revising for exams. This strategy allows readers to decide whether a text is relevant to their needs without reading the entire content in detail.

Skimming is also an effective reading strategy. It involves reading titles, headings, subheadings, summaries, and the first sentence of each paragraph to gain a general understanding of the text. Skimming helps readers decide which parts of the text require careful reading and which parts can be ignored.

The strategy of focusing on information words helps readers read faster and understand better. Information words includes nouns and verbs, which carry the core meaning of a sentence. Since not all words in

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a text. are equally important, identifying key information words helps readers grasp the main ideas efficiently.

Analytical reading is required when dealing with complex or theoretical material. This type of reading is slow and careful and often involves reading sentences, thinking deeply, and making notes. Analytical reading ensures a thorough understanding of difficult academic texts.

Other important strategies include marking the text and note-taking. Highlighting key points, underlining important ideas, and writing notes in the margins help improve concentration and make revision easier. Good note-taking helps students remember information and prepare effectively for exams and assignments.

In conclusion, effective reading is essential for academic success. By applying these strategies, students can improve their reading skills.

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2. 10 words of workplace vocabulary items.

Ans. workplace vocabulary items are as under.

1. Deadline - The fixed date or time by which a task must be completed.

2. Meeting - A formal discussion held to share information or make decisions.

3. Colleague - A person who works with you in the same organization.

4. Supervisor - A person who oversees and manages work of others.

5. Responsibility - A duty or task that one is expected to complete.

6. Promotion - Advancement to a higher position at work.

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7. Salary - The fixed amount of money paid to an employee for their work.

8. Performance - How well a person carries out their job duties.

9. Communication - The process of sharing information or ideas with others.

10. Teamwork - Working together with others to achieve a common goal.

3. 10 sentences on various functions in the English language

Ans. Various functions in the English language are as under.

1. Greeting ÷ English is used to welcome or acknowledge people politely.

2. Requesting ÷ English helps us ask others for help, information, or services.

3. Informing ÷ English is used to give facts, news, or information to others.

4. Asking Permission ÷ English allows us to politely seek approval before doing something.

5. Apologizing ÷ English is used to express regret for mistakes or inconvenience.

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6. Suggesting ÷ English helps us offer ideas or possible solutions.

7. Thanking ÷ English is used to show gratitude and appreciation.

8. Giving Instructions ÷ English helps explain how to do a task or follow steps.

9. Expressing Opinion ÷ English allows us to share personal thoughts or viewpoints.

10. Offering help ÷ English is used to volunteer assistance to others.