

COC

ASSINGMENT

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Semester : Sem-1

Roll no. : 225

Subject : Functional English for Performance...

Paper code & name : MJ-EPP-102

PRN no. : COC2025225



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PAPER - 2

Q1. Essay type answer on various reading strategies.

Ans. • Introduction :-

Reading effectively is a key skill for both academic success and professional growth. A reader must be able to understand, analyse, evaluate and apply information in real situations. Strong reading strategies save time, improve comprehension, and lead to deeper learning. Below are some important strategies along with uses.

1. Skimming (Quick Overview) :-

Skimming means quickly going through a text to get the main idea and structure. When a chapter or article is lengthy, it helps to skim the headings, subheadings, introduction, conclusion and highlighted points in the beginning. Skimming helps identify the central idea and relevance of the text, so the reader can decide which parts to read in detail.

2. Scanning :-

Scanning is used when we want to locate specific details such as dates, numbers, names or keywords. It is especially useful during exams or research.



work. In scanning, the reader focuses only on specific points and skips unnecessary content.

3. Predicting :

Before reading any topic, thinking about what we already know helps improve understanding. Predicting the content of the text builds connections between old and new information. For example, if the topic is 'globalisation' and a student already knows basic concepts of economics, it becomes easier.

4. Paraphrasing and Summarising :

Writing the important information in one's own words strengthens understanding and memory. Paraphrasing helps explain ideas clearly, while summarising is useful for revision - especially during workplace meetings or exams.



5. Critical Reading and Evaluating Sources:

Academic and professional work requires critical judgement. Readers must evaluate sources carefully by checking the author's credibility, supporting evidence, and possible bias. This is necessary for research papers, reports and decision-making.

• Conclusion:

Effective reading is not just fast reading - it is a strategic process that improves comprehension, memory, and practical use of information. By combining consistent practice with critical evaluation and structured techniques, reading becomes a valuable tool for success in both academic learning and professional development.



Q2. 10 words of workplace vocabulary items.

Ans. The following are the 10 words of workplace vocabulary:-

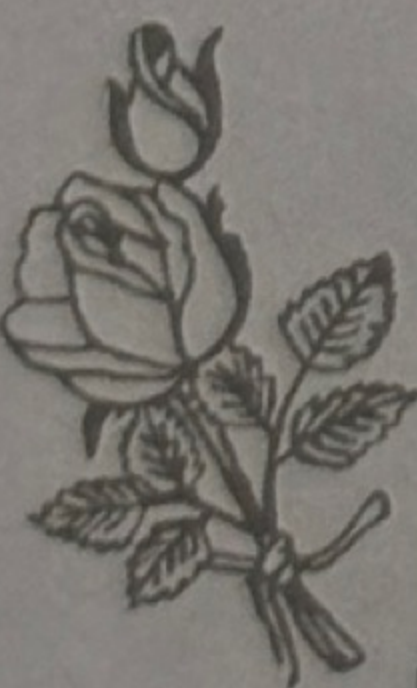
1. Deadline - The last date of any work to be completed.
2. Agenda - A list of topics planned for meeting.
3. Stakeholder - A person affected by a project's outcome.
4. Deliverable - A final result to be submitted.
5. Brief - A short document explaining instructions.
6. Feedback - A response given on work.
7. Follow-up - checking progress on a discussion.
8. Onboarding - introducing a new employee to company.
9. KPI - A measurable indicator of performance.
10. Resource Allocation - Distribution of time, money, and manpower for tasks.



Q3. 10 sentences on various functions in the English language.

Ans.

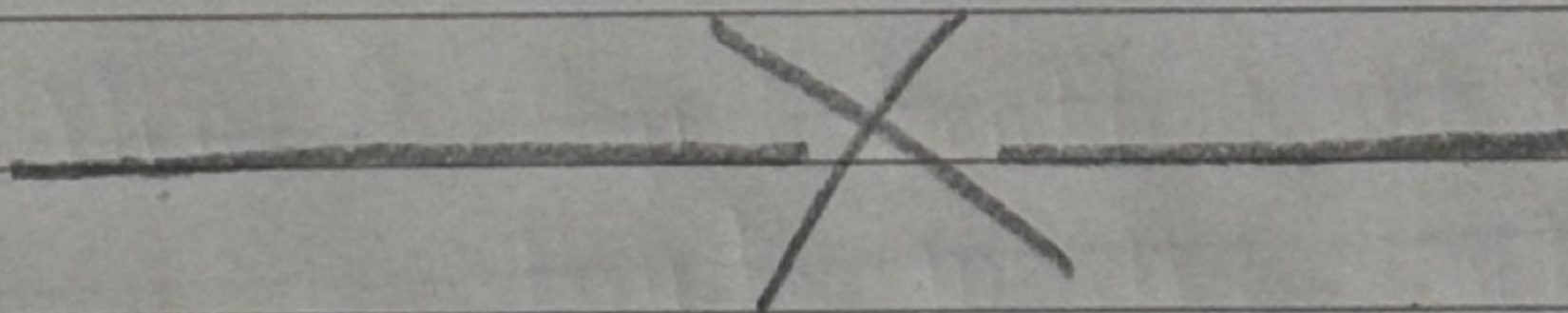
1. Request : "Could you please share the attendance sheet by 5 PM?"
2. Apology : "I'm sorry for the delay - I will finish the work tonight."
3. Offering Help : "Would you like me to prepare the slides?"
4. Giving Advice : "You should highlight the important points in the introduction."
5. Making a Proposal : "I propose we conduct a trial with a small group first."
6. Agreeing : "I agree with you - that solution seems effective."
7. Disagreeing politely : "I respect your opinion, but I have another perspective."



8. Asking for clarification: "Could you explain what you mean by this?"

9. Making a suggestion: "Maybe we can include customer reviews to build trust."

10. Confirming Plans: "We will meet tomorrow at 10 AM for the project update - right?"



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