

R. R. LALAN COLLEGE

COC ASSIGNMENT

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PAPER-2

Q1. Essay type answer on various reading strategies.

A → Reading strategies are techniques that help readers understand a text more effectively. These strategies are very useful for students, teachers and professionals. One important strategy is skimming, which means reading quickly to get the general idea of the text. It helps the reader understand the topic without reading every word.

Another useful strategy is scanning. In scanning, the reader looks for specific information such as dates, names or keywords. This strategy saves time and is helpful during exams and research work.

Intensive reading is used when a text needs deep understanding. The reader reads slowly and carefully to understand meanings, grammar, and ideas.

Extensive reading focuses on reading for pleasure and overall understanding, such as reading novels or newspapers.





Predicting is another strategy where the reader guesses what the text might be about by reading the title or headings.

Note-making and summarising helps in remembering important points. While reading a long text, it is difficult to remember every detail. Note-making helps the reader write down important ideas in short and clear points. Summarising means expressing the main ideas of the text in one's own words.

In conclusion, reading strategies plays a vital role in improving reading skills and comprehension. Each strategy serves a different purpose and helps the reader according to the nature of the text. Therefore, regular practice of these reading strategies making reading easier, faster and more meaningful.





Q2. Ten words of workplace vocabulary items.

A → Ten words of workplace vocabulary :-

1. Deadline

- the time by which work must be completed

2. Colleague

- a person you work with

3. Meeting

- a formal discussion at the workplace

4. Supervisor

- a person who manages others

5. Task

- a piece of work to be done

6. Promotion

- advancement to a higher position

7. Salary

- monthly payment for work

8. Responsibility

- duty at work.





9. Attendance

- ° presence at the workplace

10. Performance

- ° how well a person does their job

§3. Ten sentences of various functions of English.

1. Statement :-

- English is a global language.

2. Question :-

- What is your name?

3. Request :-

- Please help me with this work.

4. Command :-

- Complete your work on time.

5. Suggestion :-

- You should read daily.

6. Advice :-

- You must follow the rules.





7. Greeting :-

- Good morning, everyone!

8. Apology :-

- I am sorry for being late.

9. Information :-

- The class starts at 10 a.m.

10. Warning :-

- Do not touch the electric wire.

