

## Q.1 Essay on various Reading strategies

Reading strategies help readers understand texts quickly and effectively. Among the most important strategies are Skimming, scanning, making inferences and identifying arguments.

### 1 Skimming

Skimming is a reading strategy used to get a general idea or the main points of a text quickly. Instead of reading every word, the reader focuses on key elements such as titles, headings, subheadings, topic sentences and concluding lines. It is useful for previewing chapters or revising before exams.

### 2 Scanning

Scanning is a reading technique used when the reader is searching for a specific piece of information. Scanning focuses on finding a particular detail, such as a date, name, definition, number, or keyword. This strategy is commonly used when

reading timotables, advertisements, indexes, research articles or when ansuling factual question in exams.

### 3 Inference-making

Inference making is a deeper reading strategy that involves understanding the hidden meaning or unstated information in a text. The writer does not always express everything directly therefore, the reader must use clues from the text along with their own background knowledge to draw conclusions. Literary analysis, comprehension, and critical thinking because it helps readers go beyond the surface meaning.

### 4 Identifying Arguments

Identifying arguments is a critical reading strategy used to evaluate the logic, claims & evidence presented by a writers. This strategy helps in understanding the author's position and determining whether the argument is strong, logical or biased. Identifying arguments is

especially important in academic essays, editorials, debates and research papers where the goal is to analyze how ideas are constructed & defended.

### Conclusion

Reading is not a single activity but a combination of strategies that help readers understand information effectively.

### Q.2 10 workplace vocabulary words

1. Colleague  
A person you work with.
2. Deadline  
The final date to complete a task.
3. Supervisor  
A person who monitors your work.
4. Meeting  
A gathering to discuss work.



- 5 Promotion  
A higher position at work
- 6 Assignment  
A task given to you
- 7 Report  
A written account of information
- 8 Schedule  
A plan of work or activities
- 9 Workload  
The amount of work you have.
- 10 Policy  
Rules of an organization.

Q.3 10 sentences on various function in the english language.

- 1 Requesting  
Could you please submit the file by evening ?
- 2 Apologizing  
I'm sorry for the delay in finishing the report.

3 offering help

Do you need any help with the assignment?

4 Giving advice

You should organize your schedule to reduce stress

5 Expressing gratitude

Thank you for guiding me during the project.

6 Inviting

Would you like to join our team meeting today?

7 Giving information

The supervisor will visit the office at 2 PM.

8 Asking for permission

May I take a short break now?

9 Expressing opinion

I think the new policy will improve workplace discipline.

10 Warning

Be careful, the deadline is approaching fast.