

ASSIGNMENT

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1] Essay of various Reading strategies?

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Reading is a fundamental skill that enables individuals to acquire knowledge, develop critical thinking and interpret the world around them. However, effective reading is not simply the act of moving the eyes across a page. It involves using purposeful strategies to understand, analyze and then retain information. Different reading strategies help readers approach various texts - such as academic articles, stories, reports or instructions - with efficiency and deeper comprehension. Some of the most important reading strategies include: Skimming, scanning, intensive reading, predicting, inferring and note-taking.



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A structured and highly effective strategy of the SQ3R method Survey, Question, Read, Recite and Review. This method encourages active reading by prompting the reader with questions, engage with the content and key points, and finally review the information to strengthen memory. alongside SQ3R strategies such as predicting help readers anticipate what will come next. Under all titles, headings and context, inferring allow readers to understand implied meanings or read between the lines which is crucial for interpreting intricate and complex passages.

finally note-taking, highlighting and summarizing support long term retention of the information.



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These strategies help to
organize ideas identify
essential points and
create personalized study
materials that simplify
revision

One of the most widely
used strategies is skimming
which involves quickly
going through a text
to grasp its main
ideas. Skimming is
useful for previewing a chapter
or deciding whether a
text is relevant.

Another important strategy
is intensive reading which
requires careful detailed
attention to the language
and meaning in a text.
It is typically used
for academic study
complex texts or literary
analysis. In contrast
to intensive reading
of large amounts of material

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for overall understanding and pleasure.

In conclusion :- reading strategies play a vital role in enhancing comprehension - saving time and making reading a more purposeful activity. Whether used for academic learning professional task or personal enjoyment, effective strategies empower readers to interact with texts more meaningfully.

★ 10 workplace vocabulary items.

1) Collaboration - working together to achieve a goal.

2) Deadline :- The final time or date by which something must be completed.

3) productivity :- the efficiency with which tasks are completed.

4) supervisor :- A person who oversees and guides employees.

5) Feedback :- comments or evaluations about someone's work.

6) orientation :- training or introduction for new employees.

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7) promotion :-

Advancement to a higher job position.

8) meeting :-

A gathering to discuss work related issues.

9) workload :-

The amount of work assigned to someone.

10) professionalism :-

The quality of behaving responsibly and responsibly at work.

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★ 10 sentences on various functions in the English language.

1) language is used to inform - such as when we share facts or explain ideas.

2) language can be used to request :-

Helping as ask for things we need.

3) Language functions to express emotions :-

Allowing us to show feelings like joy or frustration.

4) language helps as persuaders as in advertisement or speeches that influence others.

5) language is used to communicate giving instructions or orders.

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- 6) Language allows us to socialize :- helping us build a relationship through greeting and casual talk.
- 7) Language can be used to clarify :- making meanings more precise during conversations.
- 8) Language helps us to entertain such as through stories, jokes or poetry.
- 9) Language is used to question :- enabling us to gather information and learn new things.
- 10) Language helps us reflect :- allowing us to think aloud or analyze our own thoughts.

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