

Name : Amin Sagar Manubhai

Roll No: 338

BA sem 6 Ty

PNR NO: COC2025338

Major subject: English

Course: COC

Functional English

paper - 2

R R. Lalan collegem bhuj

student sign :- Sagar...

(1) Essay type answer on various reading strategies.

→ Reading strategies are techniques that help a reader understand a text clearly and effectively. Good readers do not read every text in the same way. They change their strategy according to the purpose of reading.

Skimming is used when the reader wants a general idea of the text. In this strategy, the reader looks at headings, subheadings, first and last paragraphs, and keywords. It saves time and is useful for newspapers, articles and exam preparation.

Scanning is used to find specific information such as dates, names, or facts. The reader does not read the full text but searches for particular words. This strategy is useful while reading, timetables, notices, or question papers.

Intensive reading involves careful and detailed reading of a short text. The reader focuses on grammar, vocabulary and meaning. This strategy is mainly used in classrooms, textbooks, and literary texts.

Extensive reading means reading long texts for pleasure and overall understanding. Novels, stories, and magazines are read using this strategy. It helps in improving vocabulary and fluency.

Predicting is another strategy where the reader guesses the content before reading by looking at the title or pictures. This keeps the reader engaged.

Using the right reading strategy improves comprehension, saves time and develops strong reading skills.

(2) 10 words of workplace vocabulary items.

→ (1) deadline - fixed time to complete work

(2) meeting - formal discussion

(3) colleague - co-worker

(4) supervisor - person who manages work

(5) Responsibility - duty or task

(6) Schedule - planned timetable

(7) productivity - efficiency of work

(8) feedback + response or suggestion

(9) Assignment - given task

(10) promotion - higher position at work.

(3) 10 sentences on various functions in the English language.

-
- ① English is used to give instructions of in offices
 - ② It helps to ask questions during meetings
 - ③ English is used to give information clearly
 - ④ We use english to make requests politely.
 - ⑤ It helps to express opinions confidently
 - ⑥ English is used to agree or disagree in discussions.
 - ⑦ It helps in writing emails and reports.
 - ⑧ English is used to solve problems at work
 - ⑨ It helps to give presentations effectively.
 - ⑩ English is used to build professional relationships.