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 Essay type involves in various reading
 strategies.

Various Reading Strategies

Reading today is more than just moving your eyes across words; it is a complete process of understanding, interpreting, and connecting ideas. With information coming from books, articles, digital platforms, and multimedia materials, effective reading strategies have become essential. These strategies help readers save time, strengthen comprehension, and good readers know how to switch between them.

1. Skimming: Getting the Overall Idea

Skimming is one of the simplest and most widely used reading strategies. It involves quickly glancing through the text to get the general sense of the topic. Instead of reading

Skimming is a technique used in reading where the reader only focuses on headings, subheadings, the introduction, and the conclusion. This method is useful when someone wants to understand the structure of the material or when they need a fast overview before reading in detail. Skimming is especially helpful during exams or when deciding whether a text is worth reading further.

2. Scanning: Finding Specific Information

Scanning is another major strategy, but it focuses on locating particular information within the text. The readers does not read the entire passage; instead, they search for keywords such as dates, names, definitions, or statistics. This strategy is extremely useful for research, exam preparation, or when looking for specific details in a long chapter. Scanning saves both time and energy by directing attention only to what is required.

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3) Close Reading : Understanding Deeply

Close reading is a detailed and thoughtful approach used for complex texts. This strategy requires slow reading, repeated examination, and deep concentration. It is mainly used for literature, philosophy, law writings, poetry, or scientific explanation where each line carries meaning. Close reading encourages the reader to explore not only what is written but also what is implied. It helps build critical thinking skills as the reader analyzes tone, structure, vocabulary, and hidden ideas within the text.

(4) Previewing : Preparing the mind

Previewing means looking at the title, headings, sub-headings, and summary before starting the actual reading. It is like giving the brain a roadmap so that understanding becomes easier. When readers know what

to expect, their focus improves, and they stay engaged throughout the test. In academic reading, previewing helps students understand the chapter's content, making the process smoother and more efficient.

5) Annotating : Making the Reading Active

Annotating is the process of underlining, highlighting, or writing notes in the margins while reading. This strategy transforms reading from a passive activity to an active one. When readers write small comments, mark important points, or pose questions, they interact directly with the text. This not only improves understanding but also helps during revision because all the important points are already highlighted. Annotating is especially useful for difficult chapters, research papers, or academic articles.

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Conclusion

In the modern world, Reading Smart is as important as reading itself. Strategies like Skimming, Scanning, Close reading, Previewing, annotating, using context clues, Predicting, and Summarising make the reading process more meaningful and efficient. Each strategy has a specific purpose, and when used together, they help readers understand, remember, and apply information more effectively. Strong reading strategies are not just academic skills - they are lifelong tools that support learning, thinking, and personal growth.

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70 words of workplace vocabulary.

(i) Agenda: A list of things to be discussed during a meeting.

(ii) Deadline: The date or time by which a task must be finished.

(iii) Resignation: The act of formally telling your boss you are leaving the job.

(iv) Colleague: Someone you work with; a co-worker.

(v) Minutes: The written notes taken during a meeting to record what was said.

(vi) Recruitment: To look for and hire new employees for the company.

Mitulika Jais

Vacancy : An available job position that needs to be filled.

(iii) Appraisal : A review of an employee's performance over a specific period.

(i) Intern : A student or trainee who works, sometime without pay, to gain experience.

(X) Promotion : Being raised to a higher position or rank in the company.

Write 10 sentences in English

10 Sentences on various functions in the English languages.

- (i) Greeting : "Hello, it's good to see you again!"
- (ii) Requesting : "Could you please pass me that file?"
- (iii) Refusing : "I'm sorry, but I won't be able to make it to the party!"
- (iv) Apologizing : "I'm really sorry for breaking the glass!"
- (v) Suggesting : "Why don't we go to the library to study?"
- (vi) Asking permission : "May I come inside the classroom, sir?"
- (vii) Complaining : "This soup is too cold to eat!"

Agreeing : "You're absolutely right, that's a great idea!"

(X) Advising : "You should really see a doctor if you aren't feeling well!"

(X) offering Help : "Would you like me to carry those bags for you?"