

COC Assignment.

Date

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Paper name: ~~First~~ Functional English for Performance and Proficiency.

Intensive reading is a strategy used for detailed understanding. The reader carefully reads the text to grasp meanings.

ideas, grammar, and vocabulary. This strategy is mainly used in classroom while studying text books, poems, or short passages.

In contrast, extensive reading focuses on reading large amounts of material for pleasure and general understanding. Novels, story books, and newspapers are usually read using this strategy. It helps improve fluency and builds a reading habit.

In conclusion, different reading strategies serve different purposes. A good reader knows when and how to use these strategies to become an effective and confident reader.

Q2* Ten Workplace Vocabulary Items.

- 1) Deadline - The fixed time by which work must be completed
- 2) Colleague - A person you work with
- 3) Supervisor - A person who manages or oversees work.
- 4) Meeting - A formal discussion at the workplace
- 5) Promotion - Advancement to a higher position
- 6) Responsibility - A duty or task assigned at work
- 7) Salary - Monthly payment for work done
- 8) Attendance - Presence at the workplace
- 9) Productivity - Efficiency in completing work
- 10) Communication - Exchange of information in the workplace

Q3 Ten sentence showing various function of the English language

- 1) Request: could you please help me with this report?
- 2) Apology: I am sorry for submitting the work late.
- 3) Suggestion: We should start the project early.
- 4) Advice: You should revise the lesson regularly.
- 5) Permission: May I leave early today?
- 6) Complaint: The internet connection is not working properly.
- 7) Greeting: Good morning, everyone.
- 8) Thanking: Thank you for your valuable support.
- 9) Warning: Do not touch the electrical wires.
- 10) Invitation: I invite you to attend the annual function.