

Assingment

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1 Essay Type answer on Various reading Strategies.

Ans.

Introduction :-

Reading is often perceived as a passive activity - a simple act of moving one's eyes across a page. However, for students, professionals, and lifelong learners, reading is a dynamic, goal-oriented process. To manage the vast amount of information encountered daily, one must employ various reading strategies. These strategies range from rapid surface-level searches to deep, critical analysis. Understanding when and how to use these techniques can transform reading from a chore into a powerful tool for academic and professional success.

1. Rapid Processing : Skimming and Scanning.

At the fastest end of the reading spectrum are skimming and scanning. These are "selective" reading techniques used when time is limited or when the reader has a very specific goal.

* Skimming :-

Skimming involves running your eyes quickly over the text to grasp the main ideas or "gist." A reader might look at headings, subheadings, the first and last sentences of paragraphs and bolded keywords. It is ideal for deciding if a long article is worth a deeper read.

* Scanning :-

Unlike skimming, scanning is a search-and-find mission. You are not trying to understand the author's argument; you are looking for a specific piece of data, a date, a name, or particular statistic. This is the strategy used when looking through a phone book or bus schedule.

2. Deep Engagement : Intensive and Extensive Reading

When the goal shifts from finding information to building knowledge or fluency, readers move into more immersive strategies.

* Intensive Reading :-

This is the most time-consuming strategy. It requires the reader to deconstruct a text word-for-word to understand every nuance, logical connection, and vocabulary choice. This is essential for reading legal contracts, dense academic theories, or complex poetry.

* Extensive Reading :-

Extensive reading involves reading long texts - often for pleasure - to build overall fluency and vocabulary. There is less focus on every single word and more on the overall narrative or flow. Reading a novel or a series of news articles in a foreign language are classic examples.

3. The Academic Powerhouse: The SQ3R Method

For students tackling difficult textbooks, the SQ3R method is widely considered the "gold standard" of active reading, it breaks the process into five distinct stages:

1. Survey :- Quickly preview the chapter (headings, charts, summaries) to create a mental map
2. Question :- Turn headings into questions (e.g., if the heading is "causes of the civil war", ask "what were the primary causes of the civil war?")
3. Read : Read specifically to find the answer to your questions.
4. Recite : Close the book and try to answer the questions in your own words. This moves information into long-term memory.
5. Review : Periodically revisit the material to reinforce what you have learned.

4. Critical Reading : Beyond the Surface

The most advanced strategy is critical reading. Here, the reader acts as a judge rather than a sponge. Critical reading involves evaluating the author's perspective, checking for biases, and questioning the validity of the evidence provided. It asks not just "what is the author saying?" but "why are they saying it, and is it true?"

* Conclusion

There is no "one size fits all" approach to reading, and effective reader is a flexible reader, capable of switching between skimming for a quick update and intensive reading for a deep understanding. by matching the strategy to the purpose, you can save time, improve retention, and move beyond simple literacy towards true mastery of information.

2. 10 Words of workplace vocabulary
~~strategies~~ 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.

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 respectfully at work

3. 10 Sentences on Various Functions
In the English language.

Ans.

1. Language is used to Inform:-

Such as when we share
facts or explain idea.

2. Language can be used to Repeat:-

Helping as ask for
things we need.

3. Language Functions to express emotions:-

Allowing us to show feel-
ings like say or frustration.

4. Language helps us Persuade:-

as in advertisement or spee-
ches that influence others.

5. Language is used to Command:-

giving instruction or orders.

6. Language allows us to Socialize :-

Helping us build relationship
through greetings and Casual talks.

7. Language can be used to clarity :-

making meanings more
precise during conversation.

8. Language helps us to Entertainment :-

Such as Through stories, jokes
or Poetry.

9. Language is used to question :-

enabling us to gather in-
formation and learn new things.

10. Language helps us reflect :-

allowing us to think aloud
or analyse our own thoughts.