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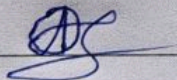
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1 Essay on various Reading strategies.

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 the retrieve 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.

one of the most widely used strategies is skimming which involves quickly going through a text to grasp its main ideas. Skimming is particularly useful when readers need a general overview, such as when previewing a chapter or skimming a text to see if it 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 literary analysis, or for contrast with extensive reading. Intensive reading encourages a large amount of material to be read overall, leading to a deep understanding and pleasure.



A structured and highly effective SQ3R method - survey, question, Read, Rewrite and Review. This method encourages active reading by prompting the reader to preview the text, ask questions, engage with the content, recall key points, and finally review the information to strengthen memory. Alongside SQ3R strategies such as predicting help readers anticipate what will come next based on all titles, headings and context. Inferring allows readers to understand implied meanings or read between the lines which is crucial for interpreting literature and complex passage.

Finally, note-taking, highlighting, and summarizing support long-term retention of the information. These strategies help readers organize ideas and identify essential points and create personalized study materials that simplify revision.

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

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* 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
respectfully at work.

* 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 us ask for things we need.

3 Language functions to express emotions — allowing us to show feelings like joy or frustration.

4 Language helps us persuade — as in advertisements or speeches that influence others.

5 Language is used to command — giving instructions or orders.

6 Language allows us to socialize -
 helping us build relationship
 through greetings 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.