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Q NO 1 what is intensive and Extensive reading, explain in detail?

(i) Intensive Reading?

Ans: Intensive reading "call attention to grammatical forms, discourse markers and other surface structure details for the purpose of understanding literal meaning, implication, rhetorical relationships and the like".

An analogy is drawn to intensive reading as a "zoom lens" strategy.

Characteristics of Intensive Reading.

(i) Reading is intensively involved in looking inside the text.

(ii) Focus on linguistic or semantic details of a

- of a reading.
- (iii) Focus on surface structure details such as grammar and discourse markers.
  - (iv) Identify key vocabulary.
  - (v) Read carefully.
  - (vi) Reading speed is slower.
  - (vii) Aim is to build more language knowledge rather than simply practice the skill of reading.

### Intensive Reading Activities.

- (i) Identify main ideas and details.
- (ii) making inferences.
- (iii) Looking at the order of information and how it effect the message.
- (iv) Identifying words that

identifying words that  
cate change from  
section to another.

### Extensive Reading.

Extensive reading is  
carried out "to achieve  
general understanding  
of a text."

Extensive reading occurs  
when student read large  
amount of high interest  
material.

usually out of class.  
connecting on meaning,  
reading for gist and  
shipping.

(iii) The aim of extensive  
reading is to build  
reader confidence and  
enjoyment rather than  
gaining language

nd Summary

reading

we read in

about

we

Q = 2

**Skimming:** The type of reading technique in which we quickly read the passage or any kind of text in to get the general idea of that Particular Text.

Read the title

Read the Summary

Read the first sentence of Paragraph.

Donnot read everything in detail but just try to skip the text.

Read the first and last sentence.

Read the introduction and Summary

**Skimming** The type of reading technique in which we read in order to find and locate what we are searching for. we quickly skip the text and rapidly run through the text until we find our specific details.

Particular name

Number

Telephone number

Program

date

Three step for Scanning.

Search for key words

move quickly over the page

Q = 3

**Memo** A memorandum or shortly known as a memo is a precise official note, used to inform, direct or advise the member within the same organization. However the business detail the number of external parties such as customer, clients, supplier, government agencies, manufacture, societies, etc.

**Letter** A letter refer to a brief message sent

by the company to person or entity which are outside.

## Difference between memo and Letter

1. A memo can be defined as a short message written informally to communicate certain information to the members of the organization. Conversely, letter can be understood as a mean of a verbal communication containing a brief message addressed to a party external to the number.
2. A memo use informal tone and is straight to the point. On the other extreme, letters are very formal and contain lots of information.

- (3) The use of memo is internal to the organization, in the sense that it is exchange between two department.
- (4) There is no requirement of signature in the memo, as it is used within the organization. However the letter is to duly signed by the one who send it.
- (5) memo are written to inform or direct, a department or number of employees on a certain matter and so it is usually written from one to all perspective, such mass communication.
- 6 Technical jargon are commonly used in memo, and as well as used Personal Pronouns.

END