

NAME

SAAD

ID

15889

Attempt All Questions

1 What is intensive and extensive reading explain in detail?

The difference between intensive and extensive reading are given below.

### INTENSIVE READING:-

Intensive reading "calls attention to grammatical forms, discourse markers and other surface structure details for the purpose of understanding literal meaning, implications, rhetorical relationships, and the like." An analogy is drawn to intensive reading as a "focus laws" strategy.

### CHARACTERISTICS OF INTENSIVE READING

- \* Reader is intensively involved is looking inside the text
- \* Focus on linguistic or semantic details of a reading.
- ↳ Focus on surface structure details such as grammar and discourse markers
- ↳ Identify key vocabulary.
- ↳ Read Carefully
- ↳ Reading speed is slower

### INTENSIVE READING ACTIVITIES:-

- ↳ Identify main idea and details
- ↳ Making inference
- ↳ Looking at the order of information and how it affects the message
- ↳ Identify words that connect one idea

with another

Identify words that indicate change from one section to another

## EXTENSIVE READING

Extensive reading is carried out to achieve a general understanding of a text. Extensive reading occurs when students read large amount of high intensive materials, usually out of class, concentrating on meaning reading for gist and skipping well known words.

### CHARACTERISTICS OF EXTENSIVE READING

The purpose of reading is usually related to pleasure, information and general understanding.

Reading is its own reward.

Reading is individual and silent.

Reading speed is usually faster than slower.

The teacher is a role model of a reader for the students.

### EXTENSIVE READING ACTIVITIES

Interview each other about their reading

class time reading.

Students may set their own goals for their next session

A book report or summary.

2 What is Skimming and Scanning,  
Explain in detail?

Two basic techniques through which  
we can improve our Reading  
Skills

1 SKIMMING

2 SCANNING

**SKIMMING:-**

The type of reading technique  
in which the quickly read the  
passage or any kind of text in  
order to get the general idea  
of that particular text

**HOW TO SKIM:-**

Read the title

Read the 1st sentence of each  
paragraph.

Read the subtitle or intro

Read the Summary.

**HOW TO SKIM:-**

**WHEN SKIMMING:-**

Don't read anything in detail but  
just try to skip the text

Read the 1st and last sentence  
of each paragraph

Read the intro and summary

Read a few examples until you  
understand the concept of the text

**SCANNING:-**

The type of reading technique  
in which we read in order to

find and locate what we are searching out. We quickly skip the text and rapidly run through the text until we find our specific details.

**IN SCANNING WE SEARCH FOR KEY WORDS WHICH ARE:-**

- Particular name
- Number
- Telephone number
- Program
- Date

**SCANNING GET ONLY WHAT YOU NEED:**

Three steps for scanning includes

- Search for key words.
- Move quickly over the page.
- Less reading and more searching

**MEMO:-**

A Memo is used to pass info to set of recipients as an internal communication in an organization

**DIFFERENCE BETWEEN LETTER AND MEMO:-**

**MEMO**

The memo relates to a short message written an informal tone for inter office circulations of the information

**LETTER**

The type of verbal communication that contains a compressed msg conveyed to the party external to the business

## EXCHANGED AMONG

Departmental, units  
of superior-sub  
ordinal under  
the organization

two business houses  
or among the company  
and the client

## NATURE:-

Informal and  
concise

Formal and  
informative

## SIGNATURE

Utilization of  
technical jargon  
and personal  
pronoun is  
permitted or  
allow.

Simple words are  
used and written  
in the 3rd perso

## LENGTH

Short

Comparatively long

## COMMUNICATION

One to many

one to one