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# MID TERM Assignment

Subject : Communication Skills

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Q.1. What is intensive and Extensive reading, Explain in detail?

Ans: As adjectives the difference between intensive and Extensive is that intensive is through, to a great degree, with intensity while extensive is the nature of extend, wide, widespread.

## • Extensive properties.

Extensive properties such as mass and volume, depend on the amount of matter being measured.

## • Intensive properties:-

Intensive properties, such as density and color, do not depend

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on the amount of the substance present.

- Intensive = Intense, highly concentrated, thorough; exhaustive.
- Extensive = large in extent, range, or amount; far-reaching; comprehensive; wide.

You can see that in some sense, the two words seem like antonyms (compare "highly concentrated" and "wide"), whereas in other sense, they are nearly synonymous (compare "exhaustive" and "comprehensive").

I would interpret "intensively" in your ultimate citation as indicating that these nanostructures have been studied in depth, whereas "extensively" informs us that numerous studies are/were undertaken during the decade in question in other words, "intensively" reflects degree and "extensively" frequency.

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## Characteristics of Intensive Reading :-

- Reader is intensively involved in looking inside the text.
- Focus on linguistic or semantic details of a reading.
- Focus on surface structure detail such as grammar and discourse markers.
- Read Carefully, Reading Speed is slower.

## 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.
- Teachers orient students to the goals of the program.

Q2. What is Skimming Scanning,  
Explain in detail?

Ans. Skimming is a way of reading something in a fast manner so as to grasp the main points

• Scanning means to look carefully and quickly at the written material so as to locate something. Reading out the maximum content in minimum time. Finding out the required data.

• Skimming and Scanning are reading techniques that use rapid eye movement and keywords to move quickly through text for slightly different purposes. Skimming is reading rapidly in order to get a general overview of the material. Scanning is reading rapidly in order to find a specific fact.

• Skimming is used to quickly identify the main ideas of a text and get a general overview of the content. It is done at a speed three to four times faster than normal reading. Scanning is used when you are looking for specific information. In

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most cases you know what you are looking for.

- Skimming is a process of reading to get an overall view or get an impression of the content. This is when you pick out the main ideas or messages.

- Scanning, on the other hand, requires you to look for a particular word or phrase. You can totally ignore unnecessary ones. If you are reading, you must be having or about to have questions to be answered. Just wisely choose what to read and quickly get why may benefit.

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Q3. What is letter and Memo, Explain in detail with differences?

Ans. Memo :-

A memorandum or shortly known as a memo is precise official used to inform direct or advise the members within the same organization. However, the business details with a number of external parties such as customers, client, suppliers, government, agencies etc. for which a different tool of communication is used called as a business letter.

• Letter :-

A letter refers to a brief message sent by the company to the person or entity which are outsiders.

• Difference b/w Memo & Letter :-

The main difference between Memo and letter is that a memo

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is used to pass information to a set of recipients as an internal communication in a organization, and letter is generally a form of communication from one individual to another.

Memo refers to a short message, written in an informal tone for interoffice circulation of the information. Letter are a type of verbal communication, that contain a compressed message, conveyed to the party external to the business.

A memorandum is shortly known as a memo is a precise official note, used to inform, direct or advise the members within the same organization. A letter refers to a brief message sent by the company to the person or entity, which are outsiders.