



IQRA National University, Peshawar

Name	muhammad hashim khan
Id	16001
Subject	English
Assignment	mid term
Teacher	naeemullah kaka khel

Q .1: What is intensive and extensive reading ,explain detail ?

Intensive:

Intensive reading is used on shorter texts in order to extract specific information , it includes very close accurate reading for detail .use intensive reading skills to grap the deatil of a specific situation in this case

- You need to understand the whole text
- Find specific information
- Exam reading articles
- Attention to grammatical form, discourse marker...

Intensive reading is what teachers often do with students in class.

It involves looking closely at a text for a specific purpose.

During intensive reading the teacher usually choose the text .intensive reading is usually reading done with a specific purpose in mind.

Student answer questions complete excercise or assignments about text they have read.

Extensive:

Reading in order to gain a general overview of the contents.

- You don't need to understand all the word.
- Reading for gist
- Book
- You need it pleasure

Extensive reading is what we do when we read for pleasure.

We read novels ,newspapers and magazine etc as part of our extensive reading.

An important skill for extensive reading is the ability to choose your own texts. Another feature of extensive reading is that there are no tasks set.

Ideally student do not have to answer questions or write book report on books they read as part of their extensive reading .

Q .2:What is skimming scanning ,explain is detail ?

Skimming :

Skimming is reading at one's faster speed it is done for obtaining the more important information in a section to get a fairly complete and detailed overview of it.

Skimming is used when :

Reader wished to cover material in hurry.

A high degree of comprehension is not required.

Quick general idea

Example :

- News paper headlines .
- While looking through a book we may need to borrow from a library .
- Magazines (quick to discover which articles you would like to read in more detail)
- Business and travel brochures (quickly to get informed)

Scanning :

1. To look at or read every part of some quickly until you find what you are looking for.
2. (used about machine) to examine what is inside a person's body or inside an object such as suitcase.
3. Scanning is reading of text quickly in order to find specific information e.g. figure or name . it can be contrasted with skimming ,which quickly to get a general idea of meaning.

Example:

- A learner taking a reading test needs to scan a text on population rates quickly to find out if series of statement about the population figures are true or false.
- Any notes /question/remark at the end of the text,
- A word in a dictionary

Q . 3:what is letter and memo explain in detail with difference?

Memo:

- A memo is hard-copy (sent on paper)document
- Used for communicating inside on organization
- Contain to ,form ,date,subject headings and message section
- Does not need to be signed ,but sometimes has the sender's name at the bottom to be more friendly , or the sender full name to be more formal .if in doubt,follow your company style

Why write memos?

- Memos are useful in situations where E-mail or text message are not suitable .for example ,if you are sending an object ,such as a book or a paper that needs be signed ,through internal office mail, you can use a memo as a covering note to explain what the receiver should do.

Overview: the five steps

- Read the question_what my task
- Decide an layout
- Constructing content (paragraph,style)
- Organise content (sequence)
- Check your memo for mistake

what my task:

- Read the question carefully and find out what you have been asked for.
- There must be not any irrelevant information in your memo.

Layout:

- First write "memo"as your title in the middle on top of your page.
- Include"to"(who should get the memos)

Content:

- Memo are meant to be read quickly .
- Therefore, content has to be concise but precise in its message.

Organise content:

- How can you order your items so they convey a logical and precise message.
- Could you link key point together.
- Which point should come first ,which last.

Checking your letter :

- Check with the task:all relevant points are written in a logical order
- Is style and tone appropriate.
- Is the layout

Letter :

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

Definition:

A business letter can be defined as the form of written communication that contains a long message, addresses to the party external to the organization i.e. supplier, customer, manufacturer or client. It starts with a salutation, written professionally in the third person and has a complementary close signature. The literal meaning of something as distinguished from its intended and remote meaning (often contrasted with the spirit).

The letter is printed type or written on the letterhead paper which contains the details of the company like name, address, logo etc.