

Name // M. USAMA
Roll No // 16035
Paper // Communication skills
Degree // BSCCS
Section // (1)

Q 1

Ans:- Intensive Reading:-

Intensive reading "calls attention to grammatical forms, discourse markers and other surface structure details for the purpose of understanding literal meanings, implications, rhetorical relationship and the like."

Characteristic of intensive reading.

- (1) Reader is intensively involved in looking inside of the text.
- (2) Focus on linguistic or semantic details of a reading.
- (3) Focus on surface structure details such as grammar and discourse markers.
- (4) Read carefully.

6) Reading speed is slower.

Intensive Reading Activities:

Identify main idea and details making inferences.

Looking at the order of information and how it effect the message.

Identifying words the connect one idea with another.

Intensive reading:

Reading in detail with specific learning aims and tasks.

• This is what we will do in class.

Extensive reading:

Reading longer texts (e.g. books) for pleasure and to develop general reading skills.

• You will do this by yourself outside of class.

Characteristics of extensive Reading:


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

For which a different tool of communication 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 and letter:-

*The main difference b/w memo and letter is that a memo is used to pass information to set of recipients as an internal communication in an organization, and letter is generally a form of communication from one individual to another.



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 specific facts.

Difference between skimming scanning :-

Skimming techniques include reading the introduction, the headlines, or the first phrase of the paragraph. On the other hand, scanning means looking over the whole text quickly in search of specific information. You skim a text at first sight and decide on whether to read it in full.

Q 3

Ans:- MEMO :- A memorandum or shortly known as a memo is a precise official note, used to inform direct or advise the members within the same organization. However, the the business deals customers, etc.

Reading materials are well within the linguistic competence of the students in terms of vocabulary and grammar.

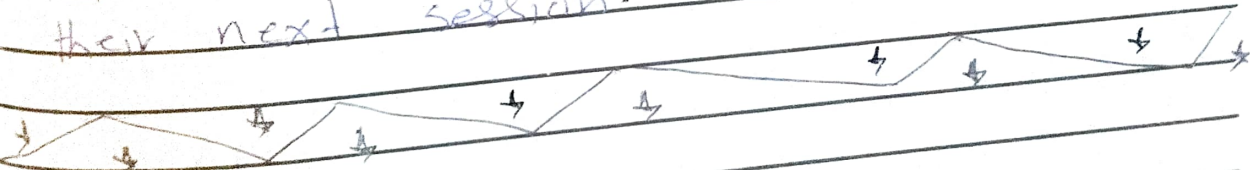
Reading is its own reward.

Reading is individual and silent.

Reading speed is usually faster than slow.

Extensive Reading Activities.

- * Interview each other about their reading.
- * Reading may be combined with a writing component. For example after reading the newspaper, student may be asked to write a newspaper report.
- * class time reading
- * Student may set their own goals for their next session.



Q7

Answer: Skimming or Scanning:-

Skimming and scanning are reading techniques that use rapid eye

Reading speed is slower.

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