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Q No 1: What is intensive and Extensive reading, explain in detail?

Ans: Intensive Reading:- Intensive reading involves learners reading in detail with specific learning aims and tasks. For example: The learners read a short text and put events from it into chronological order.
Other example:- Insurance claim contact number train number etc.

OR, 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 "zoom lens" strategy.

Characteristics of Intensive Reading.

(i) Reader is intensively involved in looking inside the text

(ii) Focus on linguistic details or ~~or~~

Semantic details 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.

Intensive Reading Activities:

(1) Identify main ideas and details.

(2) Marking inferences.

(3) Looking at the order of information and how it affects the message.

(4) Identifying words that connect one idea with another.

(5) Identifying words that indicate change from one section to another.

Extensive Reading:

Extensive reading involves learners reading text for enjoyment and to develop general reading skills, extensive reading which involves learners reading texts

for enjoyment and to develop general reading skills. For example, a teacher reads a short story with learners, but does not set them any tasks except to read and listen.

OR) Extensive reading is carried out to achieve a general understanding of a text. Extensive reading occurs when students read large amount of high interest material, usually out of class concentrating on meaning, reading for gist and skipping unknown words. The aim of extensive reading is to build reader confidence and enjoyment rather than gaining language knowledge.

CHARACTERISTIC OF EXTENSIVE READING -

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

2) Reading is its own reward.

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

4) Reading speed faster than slower.

5) Teachers orient students to the goals of the program.

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

EXTENSIVE READING ACTIVITIES.

- (i) Interview each other about their reading.
- (ii) Reading may be combined with a writing component. For example, after reading the newspaper, students may be asked to write a newspaper report.
- (iii) Class time reading.
- (iv) Student may set their own goals for their next session.
- (v) A reflection on what they noticed about their own reading.

Q No 1: What is Skimming and Scanning explain in detail.

ANS 1: Skimming: The type of reading

technique in which we 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 summary or last paragraph if there is one.
- Read the first sentence of each paragraph.
- Read the subtitle or introduction.

WHEN SKIMMING.

- (1) Don't read everything in detail but just try to skip the text.
- (2) Read the first and last sentence of each paragraph.
- (3) Read the Introduction and Summary.
- (4) Read a few examples until you understand the concept of the text.

(2) SCANNING

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.

IN SCANNING WE SEARCH FOR KEY WORDS.

- (1) Particular name.
- (2) Number.
- (3) Telephone number.
- (4) Program.
- (5) Date. etc.

Scanning get only what you need.

Three Steps for Scanning includes-

- (1) Search for key words.
- (2) Move quickly over the page.
- (3) Less reading and more searching.

Q NO 3 What is Letter and Memo, explain in detail with differences?

Ans LETTER

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

Definition of letter.

A business letter can be defined as the form of written communication that contains a long message addressed 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 with a signature.

The relationship between the sender and receiver plays a significant role in determining the overall style in which the letter is drafted. These are used for a number of reasons such as a request for information or feedback, order placement, making complaints or

grievances, ~~or~~ enquiring something or taking follow-up.

The letter is printed typed or written on the letterhead paper, which contains the details of the company like name address, logo etc. As business letters serve as ~~the~~ evidence for both the parties concerned, so it needs to be polite, courteous and respectful to gain immediate response.

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 business deals with a number of external parties such as customers, clients, manufacturers, societies, etc. for which a different tool of communication is used, called as a business letter.

Difference between letter and memo.

The 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 means of a verbal communication containing a brief message addressed to a party external to

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The business.

A memo uses informal tone and is straight to the point. On the other extreme letters are information. The use of memorandum is interval to the organization, in the other extreme, letters are very formal and contain lots of information.

End