

English

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Paper	English (Communication Skills)
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Q 1:- What is intensive and Extensive reading, explain in detail?

Ans:- **Intensive Reading:**

Intensive reading points out linguistic structures, talk markers and other surface structure subtleties to comprehend literal meaning, implications, rhetorical relationships, and so forth. A similarity is attracted to intensive reading as a "Zoom lens" methodology.

It includes readers learning in detail with explicit learning purposes and jobs.

It tends to be contrasted with extensive reading, which includes readers learning writings for happiness and to create general reading abilities. The students read a short study and put occasions from it into sequential request.

Extensive Reading:

Extensive reading is done "to accomplish a general Comprehension of a Study (text)". Extensive reading happens when understudies read enormous measure of high intrigue material, generally out of class, focusing on importance, perusing for essence and avoiding obscure words.

The purposes of extensive reading is to Construct reader Confidence and delight as opposed to achieve knowledge about the language. It is book flood, free reading or reading for joy is a method of language learning, including the learning of foreign language, via huge amounts of reading. As well as facilitating acquisition of Vocabulary.

It is accepted to expand inspiration via positive affective advantages.

Q2:- What is Skimming and Scanning, explain in detail?

Ans:- Skimming and Scanning:

Skimming and Scanning are reading methods which is mostly use for eye movement and keywords to read quickly all the text for different purposes.

Skimming:

Skimming is a perusing strategy intended to search for principle or general ideas from written form text, without going into nitty gritty and comprehensive reading.

In Skimming, a reader peruses just significant data, yet not overall the text.

This strategy works viably in true to life materials, papers, and long books.

To get a significance of the content, a ^{skimmer} ~~skimming~~ peruses the basic passage, the point sentences of sections and notification pictures, diagrams,

graphs, titles, headings, subheadings, emphasized and boldface words, and their outlines, and makes a psychological image of the content in the wake of review this data.

He at that point changes this image into a rundown.

Three Types of Skimming:

- (1) Pre-read skimming refers to preparing to read.
- (2) Skim reading refers to situations in which skimming is only coverage you plan to give the material.
- (3) Review skimming assumes you have already read the materials and are going back over it as a means of study and review.

Scanning:

Scanning often used in research to find specific facts, to study fact-heavy topics, and to answer questions requiring factual support.

Scanning is reading a text quickly in order to find particular information, for example figures or names.

It is a reading method which is used to search a particular type of information without reading all the words.

Telephone directory is an example of scanning.

Q3:- What is Letter and Memo, explain in detail with differences?

Ans:- **LETTER:-**

A letter is a message that is sent by an individual person to another person to pass on data that he needs the individual to get.

It may be short or long, and it has numerous sorts: personal letters, business letters and thank you letters.

A business letter is traded among organizations and their customers.

It contains more words and data and utilizes formal language. Each word in a business letter is painstakingly chosen and made arrangements for. Since it is proposed for speaking with individuals who are a fundamental to a business or organization.

It tends to a particular ~~time~~ point and is sent to particular people.

It very well may be the length of the letter needs it to be and is intended to be perused uniquely by the planned beneficiary.

It is generally sent through a dispatch or converted by a delegate of the organization.

MEMO:-

There is another method for correspondence in a business setting. It is typically planned for internal communication, that is, it is utilized to pass on messages inside the organization or business.

It is known as a memorandum or memo.

A memo is typically informal, short, brief, and

to the point.

It is used to assemble a meeting or to inspire a person.

It has a header which shows where it ~~orig~~ originates from, what it's identify is routed to, the date, and the subject of the memo.

It very well may be routed to an individual person or to the entirety of the individual in the organization. Like a letter, a notice can be composed by hand, typewritten, or printed from a computer.

In contrast to a letter, it does not really require a courier to send it since it is expected for a beneficiary inside the association in spite of the fact that memo can

likewise be sent to different parts of the organization.

Difference between Memo and Letter.

- 1:- A letter is a short or long message that is sent by one individual to another, while a memo is a short message that is sent by an individual to another.
- 2:- A letter is much formal and contains more data while a memo is informal and is short.
- 3:- A memo is progressively succinct and to the point as compare to the letter.
- 4:- A letter is exchanged among business and their customers, while a memo exchanged between people inside an association.
- 5:- A memo for the most part has a header that states where it is from and what its identity is proposed for while a letter might have this component.