

NAME: MAHAD BIN. GHANM ID: 15791

Attempt all questions.

1- What is intensive and extensive reading, explain in detail?

Ans: The difference b/t intensive and extensive reading are given below:

### \* INTENSIVE READING:-

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:

\* Reader is intensively involved in looking inside the text.



- \* Focus on linguistic or semantic details of a reading.
- \* Focus on surface structure details such as grammar and discourse markers.
- \* Identify key vocabulary.
- \* Read carefully.
- \* Reading speed is slower.

## INTENSIVE READING ACTIVITIES:-

- o Identify main idea and details.
- o Making inference.
- o Looking at the order of information and how it effects the message.
- o Identify words that connect one idea with another.
- o Identify words that indicate change from one section to another.

## \* EXTENSIVE READING:-

Extensive reading is carried out "to achieve a general understanding of a text".



Extensive reading occurs when students read large amount of high intensive materials, usually out of class, concentrating on meaning, reading for gist and skipping unknown words.

### 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.
- \* The teacher is a role model of a reader for the student.

### EXTENSIVE READING ACTIVITIES:

- o Interview each other about their reading.
- o Class time reading.
- o Students may set their own goals for their next session.
- o A book report or summary.

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2- What is Skimmings and Scanning, explain in detail?

Ans:- Two (02) basic techniques through which we can improve our Reading Skills:-

1- SKIMMING.

2- SCANNING.

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 1st sentence of each paragraph.
- Read the subtitle or intro.
- Read the Summary.



## WHEN SKIMMING:

- Don't read anything in detail but just try to skip the text.
- Read the 1st and last sentence of each paragraph.
- Read the intro and summary.
- 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 WHICH ARE



- o Particular name.
- o Number.
- o Telephone number.
- o Program.
- o Date.

**SCANNING --- GET ONLY  
WHAT YOU NEED :-**

Three (03) steps for  
Scanning includes.

- o Search for key words.
- o Move quickly over the page.
- o Less reading and more Searching.

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3- What is letter and Memo,  
explain detail with difference?

Ans:-

**LETTER:-**

A letter is generally  
a form of communication  
from one individual to  
another.



# MEMO:-

A Memo is used to pass info to set of recipients as an internal communication in an organization.

## DIFFERENCE BETWEEN LETTER AND MEMO

MEMO	LETTER.
The memo relates to a short msg, written in an informal tone for interoffice circulations of the information.	The type of verbal communication, that contains a compressed msg, conveyed to the party external to the business.
EXCHANGED AMONG	
Department, units, or superior-sub ordinate under the organization.	Two business houses or among the company and the client.
NATURE	
Informal and concise.	Formal and informative.



## SIGNATURE

Signature not  
required in  
a memo.

The sender  
duly signs  
a letter.

## CONTENTS.

Utilization of  
technical jargon  
and personal  
pronoun is  
permitted or allowed

Simple words are  
used and written  
in the 3rd perso.

## LENGTH

Short.

Comparatively long.

## COMMUNICATION.

One to many.

XX ————— X

One to one.

X ————— XX