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Mid Term Assignment

Q1 What is intensive and Extensive reading. Explain in detail ?

Ans: 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 INTESIVE READING →

* Reader is intensively involved in looking inside the text.
* focus on Surface Structure Details Such as grammer And discourse markers.
* focus on linguistic or Semantic Details of a reading.
* IDentify Key vocabulary.

* Read carefully.
* Reading Speed is slower.
* Aim is to build more Language Knowledge rather than Simply practice The Skills of Reading.

→ INTENSIVE READING ACTIVITIES →

→ Identify main Ideas And details.

→ Making inferences.

→ looking at The order of

And how it's effect message.

→ Identifying words that Connect One Ideas with another.

→ Identifying words that Indicate Change from one Section to Another.

→ EXTINSIVE REDING

Extensive reading is carried Out " to Achieve a General Understanding of a text.

Extensive reading occurse

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.

→ CHARACTERISTICS →

+. The porpose of Reading is usually related to pleasure, information And General Understanding.

+. Reading is its own reward.

+. Reading matarials are well with in linguistic Competence of the Students in terms of vocubalary and grammer.

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- Reading is individual and Silent.
- Reading Speed is usually faster than Slower.
- Teachers orient Students to The Goals of The program.
- The teacher is a role Model of a reader for The Students.

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→ EXTINSIVE READING ACTIVITIES →

* Interview each other about their reading.
* Reading may be combined with a writing component. for example, After reading the newspaper, Students may be asked to write a Newspaper report.
* Class time reading.
* Students may set their

own Goals for Their Next Session.

A reflection on what they noticed about their own reading.

A book report or Summary.

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Q2:- What is skimming and scanning. Explain in Detail?

Ans:- **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 first Sentence of each paragraph

↳ Read the Summary or last paragraph if there is one.

↳ Read the Subtitle or Introduction.

When Skimming :-

* Don't read everything in detail but

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Just try to Skip the Text.

* Read the first and last Sentence of each paragraph.
* Read the Introduction And Summary.
* Read a few examples Until you understand the Concept of the text.

→ 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.

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In Scanning we Search for Key words

- particular name
- Number
- Tele phone Number
- program
- Date

Scanning ---- Get only What you need.

Three steps for Scanning

Includes

- Search for Key words
- Move quickly over the page.

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→ Less reading and

More Searching.

Q3:
What is Memo and Letter Explain in detail With difference

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 business deals with A number of External parties Such as Customers, clients, Suppliers, government Agencies,

Manufacturers, Societies, etc.
for which a defferent
tool of Communication is Used.
Called is a business letter.

→ **LETTER :-**

A letter refers
To a brief message Sent
By The Company to The
person or entity, which
Are outsider.
Large corporation require
An effective System for
Communication of Information
And messages, promptly,

Within and outside the Organization. In this Context. The telephone is one of the best easiest and Convenient ways for instant Communication, but when it Comes to evidence, written modes are Considered best. Written records Includes memos, notes, letters, Circulars and Orders, Which are used by the Organization.

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→ BASIC FOR COMPARISON

NATURE :-

Memo → Informal and Concise

Letter → formal and Informative

Exchang :-

Memo → departments, Unit or Superior – subordinate within The Organization.

letter → Tow business houses or b/w The Company and client.

LENGTH :-

Memo → Short length

letter → Comparative long

SIGNATURE :-

Memo → Signature is not Required in a memo.

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Letter →
A letter is duly Signed by the Sender.

Communication :-

Memo → Memo are typically used within a business environment as an inter office tool and can Serve many purposes.

Letter → letter can Serve one To One purpose.

Content :-

Memo → Use of technical jargon and personal pronoun is alowed.

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letter →

Simple word are used and written in third person.

→ **letter Explanation:-**

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 client. it Start with

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A Solution written professionally In the third person and Has a Complementary Close with a Signature. The letter is printed, typed or written on the letterhead paper. Which Contains the detail of the Company Like address, name logo etc.

→ Memo Explanation :-

The memo is short for the memorandum, which means a note or Record for any use in future.

It is a short message used as a means of Informal Communication within the Organization for transmitting Information in writing.

It may be titled as Interoffice Communication, office Memorandum, or interoffice Correspondence. rather than

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A memorandum.

The primary objective of Memo is to dessemindate Busniss policies, procedure or related offical business. These are written in one to all perspective and can Serve deffeerendet purpose Like Conveying news, directions And Information To multiple Recipients, calling people to Action or meeting.

↳ Deffesence b/w Memo and Letter.

The main deffesence is that a letter is Generally a form of Communication from one Individual to Another, While memo is Used to pass information to Set of recipients As an Internal Communication in an Organization.

Another difference b/w memo and letter is that memos Quizlet

→ **Types of memo and letter.**

Memo

→ Directive memos,

→ Status or progress report memos

→ Field or trip report memos,

→ Response memos. etc.,

Letter :

→ Sales letters,

→ Adjustment letters → Complaint letters,

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Ringtone

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- → Order letters
- → Inquiry letters
- → Acknowledge letters, etc.

The End