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Q NO 1(3)

Answer

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

OR

A letter is a written message conveyed from one person to another person through a medium.

Three types of Letter
i) Formal, (ii) Informal (iii) Semi-Formal letter.

Memo = Memo is a brief written message or report from one person to

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department in a company
or organization to another

Common types of
memo include:

→ Directive memos, where
instructions are given

→ Status or progress
report memos, where you
report on the status

→ Field or trip report
memos, where you
document key information
about events

Differences ⇒ There is no
requirement of a signature
in the memo, while
Letter require of a
signature.

The use of memorandum
is internal to the
organization, in the sense
that it is exchanged
b/w two department

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• or unit or sent by
the manager to inform
subordinates.

Memos are written to
inform a department or
number of employees
on a certain matter
& so it is usually
written from one to
all such as mass
communication. Letters are
private as it is one to
one interpersonal
communication.

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Q NO 1

Answer

Intensive ⇒

The benefits of intensive reading include enhancing reading comprehension, helping students by understanding sentence structure & developing critical thinking as students have to answer all required question after reading.

Example of Intensive

Reading = Some possible examples of intensive reading material are reports, contracts, news articles, blog posts & short pieces of text such as a short ~~stab~~ stories.

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Characteristics of intensive Reading.

- i) Read carefully
- ii) Reading speed is slower
- iii) Focus on linguistic
- iv) Reader is intensified involved in looking inside the text.
- v) Semantic details of a reading.
- vi) Identify key vocabulary.

Activities

- ~ Making inference
- ~ Identify main ideas & details.
- ~ Identify word that connect one idea with another.
- ~ Identify words that indicate change from one section to another.

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Extensive Reading =

Extensive reading involves learners reading text for enjoyment & to develop general reading skills.

It can be compared with intensive reading, which means reading in detail with specific learning aims & tasks.

A teacher reads a short story with learners, but does not set them any tasks except to read & listen.

Example = Possible examples of extensive reading material are magazines, graded readers, novels & yes, even comic books!

→ Intensive reading covers narrower area while extensive reading covers large area.

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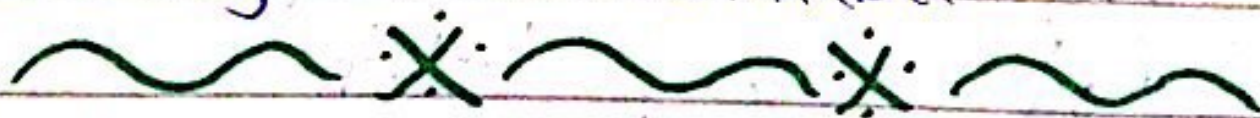
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Characteristics of Extensive Reading

Reading is individual & silent, at the student's own pace, & outside class, done when & where the student chooses.

Reading speed is usually faster rather than slower as students read books & other material they find easily understandable.



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Q No 2 :
What is Skimming & Scanning, explain in detail?

Answer

Skimming = The action of reading something quickly so as to note only the important points. Skimming means looking at a text or passage or chapter quickly in order to have a general idea of the contents.

Importance of Skimming

Skimming is a speed-reading technique which enables the reader to cover a vast amount of material very rapidly.

Readers skim to get

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the information they need.
quickly without wasting
time.

How to Skim

- Read the title;
- Read the first sentence
of each Paragraph
- Read the Summary or
read the last Paragraph
if there is one.
- Read the subtitle or
introduction.

When Skimming

- Read the first & last
sentence of every Paragraph
- Do not read everything
in detail but just
try to skip the
text.
- Read a few example
until you understand
the concept of the text.
- Read the introduction
of each topic.

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Types of Skimming

There are three main types.

i) Preview

ii) Overview

iii) Review



Scanning ⇒ The type of reading technique in which we read in order to find & locate what we are searching for. We quickly skip the text & rapidly run through the passage until we find out specific information or details. Learners need to learn different ways & understand that choosing how to read is an important step in building reading skill.

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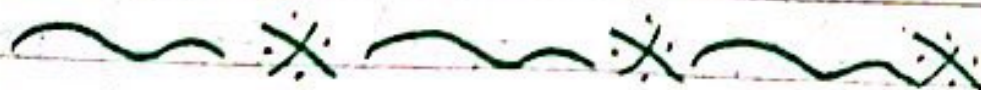
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Example of Scanning.

Scanning is commonly used in everyday life. For example when looking up a word in a dictionary or finding your friend's name in the contacts directory of your phone.

In Scanning we searching for key words like

- Particuled name
- Phone number
- Gender
- Date
- ID
- Program
- Section
- etc.



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