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Exam: Mid Term 2020

Subject: Communications Skills II

Q.1 What is intensive and Extensive reading, explain in detail?

Answers:

Reading is the core way of getting knowledge faster and in a correct manner with more precision and is the oldest way of conveying your ideas to others. There are many styles of reading but we will talk about only two of the viz Intensive reading and extensive reading.

The two most important of these styles are known as Intensive Reading and Extensive Reading. If you learn to master the what, how, and why of these two manners of reading, you will have two extremely powerful tools in your language learning arsenal, which will fuel your ability to acquire vocabulary indefinitely.

i. Intensive Reading

A style of reading where we dismantle every word with the aim of absorbing as much information from them as possible. This is an activity that requires great mental effort and focus. Because of this, the learner who engages in intensive reading must be careful to follow specific guidelines, or else risk boredom and burnout. Specifically, if you wish to read a text intensively, you must take care to read texts that are interesting and short, to read only for brief periods of time, and to do so when you have the most mental energy. Intensive reading tenure must be in not exceed 30 to 35 minutes. To read intensively you have to keep charged up your mind to reduce the risk of mental energy This is an activity that requires great mental effort and focus. Because of this, the learner who engages in intensive reading must be careful to follow specific guidelines, or else risk boredom and burnout.

ii. Extensive Reading

A style of reading in which an individual want to read as much as possible. The vocabulary used in must be in the level of reader because the reader must understand the words. if you don't understand the bulk of the context, the text is not yet appropriate for you to read extensively. Texts for extensive reading must be of moderate length. Specifically, a text should be, on average at least 15-30 pages long. Texts of this length are long enough to fully develop an idea or narrative, and require you to keep mental "track" of ideas, concepts or characters as they develop over time.

Q.2 What is Skimming and Scanning, explain in detail?

Answers:

These are the two reading techniques use for fast reading of context in theses types of reading we use eyes as main tool for getting context.in a brief manner skimming is a reading technique in which we get an overview of the context and scanning is looking for a particular fact in an article. Let's describe each of them in detail.

i. Skimming

Skimming is reading rapidly in order to get a general overview of the material. Skimming generally tells you what the information is about. Use skimming in previewing (reading before you read), reviewing (reading after you read), determining the main idea from a long selection you don't wish to read, or when trying to find source material for a research paper. skimming can save your ample of time but in skimming you may mis something in between Use skimming to overview your textbook chapters or to review for a test. To skim, prepare yourself to move rapidly through the pages. You will not read every word; you will pay special attention to typographical cues-headings, boldface and italic type, indenting, bulleted and numbered lists. You will be alert for key words and phrases, the names of people and places, dates, nouns, and unfamiliar words.

ii. Scanning

Scanning is simply looking for a specific fact in section or article. scanning is more like pearl diving. We use scanning in research

to find particular facts, to study fact-heavy topics, and to answer questions requiring factual support.

scanning required more mental effort and time but gives appropriate result. In scanning you have question in your mind and you are looking for answer. You scan when you look for your favourite show listed in the cable guide, for your friend's phone number in a telephone book, and for the sports scores in the newspaper.

For scanning to be successful, you need to understand how your material is structured as well as comprehend what you read so you can locate the specific information you need.

Scanning also allows you to find details and other information in a hurry. And last example is looking for student info in INU student management information system.

Q.3 What is Letter and Memo, explain in detail with differences?

Letter and memo are the means of communication and each of them have their own usage. Let's explain each of them.

Letter:

Letter is a formal way of communication in detail in both forms viz written and verbal communication. And can be in hand written and in printed form. It is generally sent to the recipient via mail or post in an envelope, although this is not a requirement as such. Any such message that transferred via post is a letter, a written conversation between two parties. Slang words must be avoided while using letter. letters are used for one to one communication medium. Length of the letter is comparatively long. The letters are duly assigned by sender. to be brief Letter is generally a form of communication from one individual to another.

Memo:

Memo is used to pass information to set of recipients as an internal communication in an organization It usually intended for internal communication, that is, it is used to convey messages within the organization A memo is generally informal, short, concise, and to the point and letter can be short or long The memo is used to call a meeting or to call a person to action. A memo is short for Memorandum. It is one of the main used means of official communication in the business world. Its major purpose

is to serve as a reminder or to give some instructions. Again, these like circulars are a means of mass communication, i.e. to communicate with a large number of people within the organization.

The main difference in letters and memo are stated below in tabular form.

Letter	Memo
Written in informal form	In formal form
interoffice information circulation	communication with outsider of the organization
Concise	Informative
Signature not required	Duly assigned
Utilization of technical jargon and personal pronoun is permitted or allowed.	Utilization of technical jargon and personal pronoun is permitted or allowed.
Short	Comparatively long
One to many	One to one