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Subject : English(||)

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

Answer (1):

Intensive reading;

To read intensively is to completely deconstruct a text, with the goal of absorbing as much meaning from it as possible. This is done by taking a text, and systematically looking up every word, phrase, or collocation that you do not understand. When you read something with concentration and great care in order to understand exactly the meaning of what you read. This is particularly necessary for legal documents, financial documents, academic reports and anything to do with business. Intensive reading is about reading closely; it focuses on depth of understanding. Because of this, the learner who engages in intensive reading must be careful to follow specific guidelines, or else risk boredom and burnout.

Extensive reading;

- To read extensively is to simply read as much as possible, without concerning oneself with the minutia of meaning and the occasional unknown word. This is done by reading for large swaths of time, and looking up words only when you deem it absolutely necessary to your understanding of the text. you read as many different kinds of books/journals/papers as you can, chiefly for pleasure, and only needing a general understanding of the content. Extensive reading is about reading a lot, typically from multiple sources; it focuses on breadth of understanding. Extensive reading would refer more to quantity- reading a lot of books or from a variety of sources.

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

Answer (2);

Skimming;

Skimming refers to the process of reading only main ideas within a passage to get an overall impression of the content of a reading selection. It's a reading technique meant to look for main or general ideas in a text, without going into detailed and exhaustive reading. In skimming, a reader reads only important information, but not everything. This technique works effectively in non-fiction materials, newspapers, and long novels.

How to Skim:

- * Read the title.
- * Read the introduction or the first paragraph.
- * Read the first sentence of every other paragraph.
- * Read any headings and sub-headings.
- * Notice any pictures, charts, or graphs.
- * Notice any italicized or boldface words or phrases.
- * Read the summary or last paragraph.

Scanning;

Scanning is a reading technique to be used when you want to find specific information quickly. In scanning you have a question in your mind and you read a passage only to find the answer, ignoring unrelated information. It is a reading technique to be used when you want to find specific information quickly. In scanning you have a question in your mind and you read a passage only to find the answer, ignoring unrelated information.

How to Scan:

- * State the specific information you are looking for.
 - * Try to anticipate how the answer will appear and what clues you might use to help you locate the answer. For example, if you were looking for a certain date, you would quickly read the paragraph looking only for numbers.
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Q.3 What is Letter and Memo, explain in detail with differences?

Answer (3);

Letter;

A letter is a short or long message that is sent by one person to another. A letter is more formal and contains more information. Letter is a message that is sent by a person to another meant to convey information that he wants the person to receive. It can be short or long, and it has many types: thank you letters, personal letters, and business letters. A business letter is exchanged between businesses and their clients. It contains more words and information and uses formal language.

Mamo;

A memo usually has a header that states where it is from and who it is intended for while a letter may or may not have this feature. Mamo is a communication in a business setting. It is usually intended for internal communication, that is, it is used to convey messages within the organization or business. It is called a memorandum or memo. A memo is usually informal, short, concise, and to the point. It is used to call a meeting or to call an individual to action. It has a header which indicates where it comes from, who it is addressed to, the date, and the subject of the memo. It can be addressed to a single person or to all of the people in the company.

differences Between Letter And Mamo;

	Latter	Mamo
1	a short or long message that is sent by one person to another	a memo is a short message that is sent by a person to another.
2	A letter is more formal and contains more information	a memo is informal and is very short.
3	Latter is not to the point.	A memo is more concise and to the point
4	A letter is exchanged between businesses and their clients.	a memo is exchanged between individuals within

		an organization.
5	a letter may or may not have this feature.	A memo usually has a header that states where it is from and who it is intended for.

