

* Use headings and any other side
aids that will help you identify
which sections might contain the
information you are looking for.

* Selectively read and skip through
sections of the passage.



Extensive reading. explain
in detail?

Ans :-
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→ Intensive reading involves learners
reading in detail with specific

learning aims and tasks

while extensive reading involves

learners reading texts for enjoy-

ment and to develop general

reading skills.

→ Intensive reading activities include

skimming a text for specific

information to answer true

Content of a reading: Selection.

How to Skim:-

- * Read the title.
- * Read the introduction or the first Paragraph.
- * Read the first sentence of every other Paragraph.
- * Read any heading and Sub-headings.

Suppliers, government agencies, manufacturers, societies, etc. For which a different tool of communication is used called as a business

Lesson

"DIFFERENCE OF MEMO & LETTER"

The points presented below explain the difference between memo and letter.

business houses as between
the company and client. when
it comes to length, letters are
lengthier in comparison in
the memo.

"~~~~~"

"~~~~~"

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

I-D :- 16055

I NSTRUCTOR :- AHEM UJAH KATA KHIL

A SSIGNMENT D ATE :- 18

S UBJECT :-

C OMMUNICATION S KILLS

gaps in a Summary. Scanning
a text to match heading to
Paragraphs, and Scanning jumbled
Paragraphs and finally, reading
them carefully to put them
into the correct order.

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Q No 2:→

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What is Skimming  
and Scanning?

Ans:→

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Skimming:→

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(2)

Q No 3:

What is letter and memo, explain in detail differences?

Ans:

LETTER:

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

MEMO:

A memorandum or shortly known as a memo is a precise official note, used to

Conversely, letters can be understood as a means of a verbal communication containing a brief message addressed to a party external to the business. A memo uses informal tone and is straight to the point. On the other extreme letters are very formal and contain lots of information.

The use of memorandum is internal to the organization in the sense that it is exchanged between two departments or units or sections that it is managed to inform subordinates. As against, the use of letters is external in nature.