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SECTION :- A

Subject :- ENGLISH (Communication skills)

Mid - Term Assignment

Question # 1

What is intensive and extensive reading explain in detail?

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Answer # 1

INTENSIVE Reading :-

intensively is to read completely
electronic a text, with
the goal of absorbing as
much meaning of from it
as possible. This is done
by taking a text, and
systematically looking up
every word, phrase
of collocation that you
do not understand.

This is an
activity that requires great
mental effort and focus.
Because of this the
learner who engages in
intensive reading must be
careful.

Ideal learning materials
for intensive reading includes
ideal learning materials for
intensive reading, following are the

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- ① News articles
- ② Wikipedia articles
- ③ short stories
- ④ Blog post

Extensive Reading :-

extensively is to ^{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.

Learning material :-

- are the learning ^{following} material.
- ① Graded Reader
 - ② Bilingual Book
 - ③ Native Book
 - ④ magazine
 - ⑤ Comic Book

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Question # 2

what is Skimming and scanning. explain in detail?

Answer # 2

Skimming and scanning :-

Skimming and scanning are reading techniques that use rapid eye movement and keywords to move quickly through text for slightly different purposes. Skimming is reading rapidly in order to get a general overview of the material. Scanning is reading rapidly in order to find specific facts.

Skimming :-

Skimming can save you hours of laborious reading. However, it does not always

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the most appropriate way to read it is not always the most useful as a preview to a more detailed reading or when reviewing a selection heavy in content. But when you skim you may miss important points or over look the finer shading of meaning.

Scanning

Scanning is too use keywords and organized cases. But while the goal of skimming is a bird eye view of the material, fact may be buried within long text passages that have relatively little else to do with your topic or claim. skim this material first to understand to decide if it is likely to contain the fact you need.

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gn scanning :-

Search on scanning we
for key words

- ① particular name
- ② number
- ③ Telephone number
- ④ program
- ⑤ date.

Scanning - Get only what you need:-

Three step for scanning includes

- ① search for key words
- ② move quickly over the page
- ③ less reading and more searching.

Question #3

What is letter and memo? Explain with difference?

Answer #3

Memo:

A memorandum or shortly known as memo is used to inform or advise the members within the same organization. However, the business deals with a number of external parties such as customers, clients, etc.

Letters:

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

Printed, types or
 written on the
 letterhead paper, which
 contain the detail
 of the company like
 name, address, logo etc.

Difference :-

Memo	Letter
① memo refers to a short message written in an informal tone for interoffice circulation of the information.	① letter are a type of verbal communication that contain a complex message, conveyed to the party external to the business.
② informal and concise	② formal and informative
③ memo is short	③ letter is comparatively long
④ memo is one to many	④ letter is one to one
⑤ signature is not required in a memo	⑤ A letter is duly signed by the sender.