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Question 1: What is intensive and extensive reading. Explain in detail ?

Answer:

Intensive Reading

To read intensive 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 collection 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 to follow specific guidelines. If you wish to read a text intensively, you must take care to read texts that are interesting and short. To read only from brief periods of time and to do so when you have the must.

Detail

Texts for intensive reading must be interesting because if you do not enjoy reading, you will quickly forget the content, and have more mental resistance to the intensive reading process. Texts for intensive reading must be short because the end goal is to understand the text down to the most minute detail. The longer a text is, the more laborious it is to complete such a deep analysis. So it is better to stick to short text in order to avoid mental exhaustion.

Extensive Reading

To read extensively is to simply read as much as possible without concerning oneself with the minutia of meaning and the essential 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. In the text you read extensively, find the most unknown words by looking at their surrounding context, making the use of translations and dictionaries unnecessary. While intensive reading requires a high level of focus and deliberate effort. Extensive reading is meant to be a fun and pleasurable experience, requiring a low expenditure of mental level. The more extensive reading you do the more language you are exposed to allowing you to increase your massive knowledge of vocabulary quite quickly

Detail

As in intensive reading, the text for extensive reading must be interesting. Since extensive reading is done for longer periods of time, you must take care to select texts that hold your attention and keep you coming back for more hour after hour

Texts for extensive reading must be level and appropriate. Since you will not be attempting to understand every single word and phrase as in intensive reading you must be able to understand

Question 2: what is skimming and scanning, explain in detail ?

Answer

Skimming

The type of reading technique in which we quickly read the passage or any kind of text in order to get the general idea of that particular text.

How to skim:

1. Read the title
2. Read the first sentence of each paragraph
3. Read the summary or last paragraph, if there is one then read the subtitle or introduction

Scanning

The type of reading technique in which we read in order to find and locate what we are searching for. We quickly skip the text and rapidly run through the text until we find out specific details

How to scan:

1. In skimming we search for keywords when skimming.
2. Don't read everything in details but just try to skip the text
3. Read the first and last sentence of each paragraph
4. Read the introduction and summary

Question3 : What is letter and Memo, explain in detail with difference ?

Answer

Memos

It is internal correspondence within a company to inform, persuade, instruct and build report

Letters

Letters are used for external communication more formally. It is external correspondence.

letters vs Memos

Memos are used for internal communication within a company while letter is used for external communication