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Subject * Communication Skills

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Semester * 2nd

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What is Intensive and Extensive Reading? Explain in detail.

Intensive Reading:

Intensive reading involves learners reading in detail with specific learning aims and tasks. It requires reading carefully for an exact understanding of text. Necessary for contracts, legal documentation, application for etc.

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this approach helps language learners really understand the language's grammar and syntax the proponents of this method use a range of exercises to complement the teaching itself.

Important aspects of extensive Reading

- * Texts must be interesting, because if you do not enjoy when you read you will quickly forget the content and have more mental resistance to the intensive teaching process

Characteristic of Intensive Reading :

- * Read is intensively involved in looking inside the text.

focus on linguistic or semantic details of a reading.

focus on surface structure details such as grammar and discourse markers.



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- * Identify key vocabulary.
- * Read carefully.
- * Reading Speed is slower
- * Aim is to build more language knowledge rather than simply practice the skill of reading

Intensive Reading Activities ..

- * Identify main ideas and details.
- * Making inferences
- * Looking at the order of information and how it affects the message.
- * Identifying words that connect one idea with another
- * Identifying words that indicate change from one section to another

Extensive reading :-

Extensive reading which involves leanness reading Text for enjoyment and to develop general reading skills. its refers to the reading for joy.

Extensive Reading is carried out "to achieve a general understanding of a Text."

Important Aspects of Extensive reading :-

- * Text must be interesting. Since extensive reading is done for longer periods of time you must take care to select Text that hold your attention and keep you coming back for more hour after hour.
- * Text must be level-appropriate.
- * Text must be of moderate length.

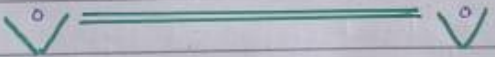
CHARACTERISTICS of extensive Reading :-

- * The purpose of Reading is usually related to pleasure, information and General understanding.
- * Reading is its own reward.
- * Reading is individual and silent.
Reading speed is usually faster than slower.
- * Teachers orient students to the goals of the program.
- * The teacher is a role model of a teacher for the students.

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Extensive Reading Activities :

- * Interview each other about their teaching.
- * Class time teaching
- * Student may set their own goals for their next session
- * A reflection on what they noticed about their own teaching
- * Book report or Summary.



Q. 2

What is skimming and scanning. Explain in detail?

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 the particular Text.

How To Skim :

- * Read the title
- * Read the first sentence of each paragraph
- * Read the summary or last paragraph if there is one
- * Read the subtitle or Introduction

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WHEN Skimming:

- * Don't read everything in detail but just try to skip the Text.
- * Read the first and last sentence of each paragraph.
- * Read the introduction and Summary.
- * Read a few examples until you understand the concept of the Text.

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 our specific details.

IN SCANNING WE SEARCH FOR KEY words:

- * particular name
- * Number
- * Telephone number
- * program
- * Data.

SCANNING Get ONLY WHAT you Need:

Three Steps for Scanning Includes

- * Search for key words
 - * Move quickly over the page
 - * less Reading and more Searching
- Scanning.



Q 3 :-

What is letter and Memo, Explain in detail with differences?

Letter :-

The Relationship between the Sender and receiver plays a significant role and determining the overall style in which the letter is drafted these are used for a number of reasons ~~st~~ such as a Request for information or feedback order placement making complaints or grievances, enquiring something or talking follow-up.

MeMO

A memorandum is a written message that may be used in a business office. The plural form of the Latin noun memorandum is, properly, memoranda, but if the word is deemed to have become a word of the English language, the plural memorandum abbreviated to memos, may be used. *

Difference between letter and Memo

Letter

A letter is short or long message that is sent by one person to another

* A letter is more formal and contains more information

Memo

While a memo is a short message that is sent by a person to another

While a memo is informational and it is very short