



Soft Skills(BAS-105/205)



AKTU Syllabus : Unit-3

Reading and Writing Skills

Reading style: Skimming; Scanning; Churning & Assimilation, Effective writing tools and methods: Inductive, Deductive; Exposition; Linear; Interrupted; Spatial & Chronological etc, Official and Business Letter writing Agenda, Notices, Minutes of meeting,



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❖ What is Reading-

- Reading is the process of translating letters and other symbols into meaningful information for understanding and using it in our daily life for various purposes.
- **Objectives/Purposes of Reading -**
- Reading *enhances our knowledge.
- It gives us *deep insight into subject.
- Reading skills makes us **analytical** .
- Reading a lot helps us to **solve complicated problems** .



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- Reading **broadens** our vision, our **thinking** skills and **critical** skills.
- Reading ***motivates** us ,**inspires** us.
- Reading gives us **pleasure** too. We can make reading as our hobby too.
- Reading helps to **enrich** our **vocabulary**. Hence it indirectly **improves** our **communication** skills too.
- **Types of Reading Style** - Reading can be done by following a number of styles.
Some of the styles are as under-



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- ❖ **(1) Churning-** Churning is actually a specific reading technique. Churning means-
 - Interpretation
 - Inference
- **Interpretation** - interpretation is to get the summary of all important points on a topic.
- **Inference** - Inference is to read between the lines. Understanding those facts ,that are hidden and not stated openly.
- ❖ **For example -**
 - To learn vocabulary -Antonyms/Homonyms/Homophones/Portmanteau Words and the like we use churning.



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- ❖ **(2) Assimilation** - When we try to make a mental map of the entire passage, that we have read, it is called Assimilation.
 - Assimilation means to visualize, what we have read.
 - When we say that we have understood a concept/formula/theme, after reading a chapter, we have actually done Assimilation.

- ❖ **(3) Scanning** - Scanning is for the act of searching specific information in a text format.
 - Scanning involves the technique of -
 - **Rejecting and ignoring irrelevant or unnecessary** information from the text, to **locate a specific piece of information**.
- ❖ **For example –**
 - To search a word from the dictionary.
 - To find out a number from telephone directory.
 - To locate someone's address or some specific advertisement from Yellow Pages.



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❖ **(4) Skimming** - Skimming is sometimes referred to as gist. It means-

- Going through the text to grasp the main idea. Here the reader does not pronounce each and every word of the text, but focuses their attention on the main theme or core of the text.
- This is actually a type in which we try to get an idea about the book.

We read the book from here and there, leaving some portions in between.

- This helps to give a rough idea of the text.

For example

- To sort out the book of our taste from library.



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❖ **(5) Intensive Reading** - This involves **serious and deep study of the text.**

- In this kind of reading, we focus on each and every word. We even re-read sometimes. We have to read twice or even thrice to comprehend the meaning of the text.
- Hence in intensive reading we read the text until the meaning of each and every word is clear to us.

❖ **For example -**

- While answering to the questions, we read ,re-read the comprehension passage until we locate the answers.
- While reading to the text book, we do intensive reading.
- While reading scientific and research articles/magazines we imply intensive reading.



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- ❖ **(6) Extensive Reading** - This is sometimes referred to as gist. In this reading, we read the book thoroughly. It is a kind of -
- General reading for general information
 - In this kind of reading, the reader does not mind certain difficult meaning or expressions and carries on reading without stopping, until they become a hindrance in the overall understanding.
 - This type of reading is generally required for-
 - Pleasure reading, reading of entertainment literature.
- ❖ **For example -**
- While reading story books.
 - While reading travel books and newspaper etc.



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Difference between Intensive Reading and Extensive Reading -

- 1-Intensive reading involves **serious and sincere study of the text**. while-
- Extensive reading is **general reading for general information**.
- 2-In intensive reading, we read **word to word**. while-
- In extensive reading we read **thoroughly**.
- 3- In intensive reading we **read twice or thrice** to understand the complete meaning. While -
- In extensive reading, we read **randomly, skipping some tough words** .
- 4-Examples of intensive reading -

Reading technical articles , Reading legal documents , reading terms and conditions in policy.

- Examples of extensive reading -

Reading story books, travel books, magazines etc.



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Difference between scanning and skimming

- Scanning is to search specific information that is of our use or interest.
- while -

Skimming is referred to gist.

- In scanning we **reject and ignore un-necessary and un-important** information.
- While in skimming **we read from here and there, leaving some portions in between.**
- **Examples of scanning -**
- To search a word from dictionary ,to search a phone number from telephone directory.
- Examples of skimming are-
- To sort out a book of our interest from library.**



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❖ Tips to develop Reading Skills-

- (1) Read the words aloud. Re read the same passage to gain fluency. Underline the key words or key ideas in first reading and then in the second reading ,focus more on underlined portions.
- (2) Make a summary of your reading. Prepare outlines.
- (3) Ask a question on the text ,you have ever read. Cook up questions in the brain about the text you are reading.
- (4) Break up the text into smaller portions.
- (5) Shun all sorts of distractions.
- (6) Practice and rehearse. Be consistent. Develop a habit to read paraphrase on regular basis.



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❖ Effective writing tools and methods –

- ❖ **(1) Inductive Method-** In this order we move from particular statements to general ones.
 - We start with topic sentence or key sentence. Later on we explain and elaborate that key sentence/central idea in the further lines.
 - It is generally used in newspapers reports, where we find -
 - **Headlines first ,then elaboration of the report.**
- **(2) Deductive Order** - It is the reversal of the Inductive order. In this order we start from general statements. Then on the basis of that we reach to conclusion. Topic sentence is usually the last sentence in this kind of paragraph.
 - For example in Mathematical Theorems, we solve the theorem step by step and then in the last we reach to conclusions ,i.e.
- ❖ **Hence it is proved.**



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- ❖ **(3) Spatial Order-** Spatial is related to **space**. It is a principal of descriptive writing, where items are arranged -
 - **In order to their physical location/appearance and shape .**
 - Spatial order is used to describe the location of things, in order as they appear in shape, i.e.-
 - Round
 - Rectangular
 - Oval
 - Cylindrical
 - This method is used to describe-
 - Parts of machine
 - Measurements of land/area/infrastructure



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❖ **(4) Chronological Order** - The term chronology refers to time .

- In this method, events are arranged in the order as they occur in order to time.
- In this order events occurred from first to last, sequentially, in terms of time.
- It is used to describe -
 - Historical events
 - Procedures and processes, related to business/science and engineering.
- **Example -**
 - Birth -27 December,1986
 - Graduated at-2007
 - Married at-2010
 - Got award at- 2015



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❖ (5) Cause and Effect Order- This method explains -

- What made an event happen...
- What is the outcome of the event....

(6) Compare and Contrast order - This method shows similarities and dissimilarities/differences between/ among -

- People
- Ideas/concepts/aspects/mindsets
- Situations/circumstances
- Items/things

This method also helps one to decide -which ones is the better among all .



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- ❖ **(7) Interrupted Order-** Interruption, although is not a positive term to use professionally ,but even then, while writing paragraph, Interruption method is useful.
- This method is used -
 - To give a turn to the lines of thought.
 - To change the idea
 - To introduce a new concept..



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❖ **(8) Linear Method-** In linear method ,the author moves-

- Systematically, following the steps of-
- Gathering ideas
- Adding
- Moving(collecting/recollecting)
- Changing (shifting/adding/deleting)
- Proofreading
- Final drafting
- Sharing the blue prints with the readers.



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❖ **(9) Exposition Order-** Exposition is a type of oral or written method of developing paragraph. It is used to -

- Explain
- Describe
- To inform
- In this method ,topic sentence is usually the first sentence.The entire paragraph is an explanation of the topic sentence.



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(10) Problem and Solution Method- In this method, the writer begins by explaining the problem and then he offers -

- Solution or multiple solutions, a series of solutions.
- If the writer is successful to convince the audience with his solutions, the paragraph becomes influential and winning and it also leaves an indelible impression onto its readers.
- For example -
- The problem of pollution and preventive measures to check pollution.



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(11) Facts, Figures and statistics Method- These forms of details will not only help in the development of ideas but also makes your paragraph impressive, logical and rational.

- But be careful and examine carefully that all the facts that we are going to use should be accurate and correct.
- **For example -**
 - The average person eats almost 1500 pounds of food a year.
 - The human eye winks an average of 42 lakhs times a year.
 - Walmart generates \$30 lakhs in revenue every 7 minutes.



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❖ Official and Business Letter –

➤ Features of Business Correspondence -

(1) Precision - Business Correspondence should be brief, Concise, crisp, to the point, upto the mark. The writer should not use too many words, because too many words divert the attention of the reader from the central point.

(2) Clarity - Clarity is the essential element of business correspondence. It should be as clear as crystal. There should not be any ambiguity or hidden expression. Meaning should be clear and transparent at first reading.



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(3) Complete - Business document should be complete in all respects.

There should be a complete description of all the particulars, items, size, colour, model, rate, date, time, venue and the like.

➤ **Precision should not be achieved at the stake of completion.**

(4) Courtesy - Business letter should be written in polite, soft and tender tone. To maintain courtesy ,some polite tactics may be adopted, such as use of thank you ,please, kindly etc.



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- **(5) You Attitude** - Your attitude is a must for business correspondence. Your attitude means to make the reader feel-
- How much **important** and **valuable** he is...
- **For example** - I am inviting you to attend fresher's Unite.(X)
- You are cordially invited to attend the Fresher's Unite.(✓□)



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Application to the bank Manager

To,

The Bank Manager
Canara Bank
Meerut

Subject :- About the loss of ATM Card.

Sir,

With due respect I beg to urge that I lost my ATM Card today while shopping. My wallet used to skipped from my pocket and ATM card was kept inside it. Kindly block my ATM card to prevent any fraudulent practice. I will be highly obliged.

Thanking You.

Applicant :- Siddharth Jain

A/C No.:- 310901xxxxxx

Phone No.:- 9927XXXXXX



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Application to the bank Manager

To,

The Bank Manager
Bank of Baroda
Meerut

Subject :- To avail SMS facility.

Sir,

With due respect I would like to appeal that I want to avail SMS alert on my registered mobile. Being a working professional it is impossible for me to visit branch every time. To check my transaction, SMS alert will help me. My registered mobile no. is 9922992XXX.

Thanking You.

Applicant :- Siddharth Jain
Address:- Jagriti Vihar, Meerut
A/C No. :- 31090xxxxxxx
Phone No.:- 9927XXXXXX



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RESUME

Harsh,
Ganga Nagar
Meerut

harshxxxxxxx@gmail.com

914922XXXX

Photo

Objective :- To prove my self as an asset for the organization, where I am associated with, due to my hard work, dedication and potential.



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❖ Academic Qualification :-

Standard / Course	Year	Board / University	Subject offered	% Marks obtained
B.Tech	2020	AKTU	CSE	94%
Intermediate	2016	CBSE Board	PCM	84%
High school	2014	CBSE Board	All subjects	77%



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❖ Training :-

- Had one month HCL Technologies Noida.
- Had 15 days Summer training in 'Aptech India' , Ghaziabad.

❖ Experience :-

- Applying as a fresher.

❖ Key skills :-

- Competency in Java and C++.

❖ Strenghts :-

- I am Hard working.
- I enjoy working on some new project is my passion. I never cheat with people.



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❖ Weakness :-

- I am homesick
- I am aggressive to work.
- I am emotional to some extent

❖ Personal Information :-

- Name :- Harsu Singh
- Father name :- Vivek Kumar
- Mother's name :- Kamla Devi
- Language known :- English & Hindi
- Blood Group :- B+
- Nationality :- Indian
- Religion :- Hindu
- Martial status :- Single
- Hobbies :- Painting and Reading Book.



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❖ Declaration :-

I, hereby declare that all the above details are true to the best of my knowledge and nothing is hidden or kept secret.

Place :- IMS College, Delhi

Date :- 15.11.2022

Signature



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Covering Letter

To,

The Manager
HCL, Noida

Subject :- Applying for the post of Quality Manager.

Sir,

With due appeal I beg to urge that I have come to know through the advertisement published in the 'Times India Accent', that a post for Quality Manager is lying vacant in your company. I am applying for the same. I assure you sir to leave no stone unturned, if a chance would be given to me.

Thanking You.

Yours Truly :-

Sonu Phone No.:- 9927XXXXXX



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Soft Skills Unit-3 : Lec-4



❖ What is Agenda –

- The word 'Agenda' is the singular form of 'Agendum'.
- Agenda is a list of points, that are to be discussed in a particular meeting. Agenda is prepared for the purpose of sending it to the members, before the commencement of a meeting.
- **When is agenda sent-** Agenda is sent at least one day prior of the scheduled date of meeting, so that members may be ready to participate/discuss and put forth their opinions/points/valuable suggestions.



Soft Skills Unit-3 : Lec-4



❖ Objectives of Agenda-

- To aware the members of the team mentally/physically and morally.
- To get them ready to participate/discuss and put forth their valuable suggestions and opinions, points of criticism.
- To make the members ready with all the documents,(asked for).
- **Who prepares Agenda** - Agenda is prepared by some designated member of the group, generally by the secretary.



Soft Skills Unit-3 : Lec-4



❖ What is included in Agenda -

- Date and time of the meeting.
- Topic, a list of topic, points to be discussed in meeting.
- Venue of the meeting.
- Documents required for the particular meeting.



Soft Skills Unit-3 : Lec-4



❖ Guidelines to prepare Agenda-

- (1) All the important points should be covered in the agenda.
- (2) It should be prepared in an unbiased, impartial manner.
- (3) Agenda should be crisp, upto the mark and clear in its purpose.
- **Meeting** -The word 'meeting' actually is derived from the Latin word-"Minuta Scriptura", that means small notes.
- According to some sources, it was first used in that sense in early 18th century.



Soft Skills Unit-3 : Lec-4



- **What is Minutes of Meeting** - Meeting minutes are notes that are recorded during a meeting. These highlight the key issues that have been discussed, proposed and voted on in a meeting.
- Apart from this, the activities, undertaken in a meeting is also recorded in minutes of meeting.
- **Who records the minute of meeting** - The minutes of meeting is usually recorded by a designated member of the group, generally by the secretary.



Soft Skills Unit-3 : Lec-4



❖ What is included in Minutes of Meeting -

- Date and time of the meeting.
- Name of attendees and absentees both.
- Acceptance of, or amendments made to the previous meeting.
- Decisions made regarding each item of agenda, such as activities, under taken, or agreed upon, next steps to be taken.
- Date, venue and timing of the next meeting.
- Documents to be included in the meeting report.



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❖ Guidelines to prepare minutes of meeting -

- Prepare minutes just after once the meeting is over.
- Review the outline and make adjustments, wherever necessary.
- Revise the minutes and ensure these are brief, complete and clear.
- Difference between Agenda and Minutes -



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- (1) Agenda is prepared before the meeting.
- Minutes are prepared after the meeting.

- (2) The objective of agenda is to make the members ready to discuss/propose/vote on the said topic.
- The objective of the minutes is to keep a record of -
 - What is said...
 - What is heard...
 - What is done...
 - What is seen...

- (3) Agenda is drafted in future tense.
- Minutes are drafted in past tense.



Soft Skills Unit-3 : Lec-5



❖ What is a notice –

- Notice is a formal, written, or printed document to announce for some event or important /urgent information, conveyed to a group of people. It is written in a very precise language avoiding any extra details.
- **Purpose of writing Notice** - Notices are prepared to-
- Disseminate information regarding any occasion or issue.
- Convey urgent information.
- To call for meeting.



Soft Skills Unit-3 : Lec-5



❖ GUIDELINES FOR NOTICE WRITING

- It must be enclosed in a box.
- The word NOTICE, date and name of the organization must be clearly mentioned on the top.
- All the important information must be mentioned (Who is giving the information; what is the information meant for; what is the information).
- The purpose of writing a notice must be clear.
- It should be written in highly formal tone and style.
- It is usually written in the third person.



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- A well written notice must inform the readers about five questions -
- Where will the even take place?
 - When it will take place?
 - Who can apply/participate?
 - Whom to contact or apply to?



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Why to participate?

- Notice should be written in prescribed format and style.
- Appropriate heading should be given.
- There should be clarity in writing. It should wipe out all confusion.
- It should be drafted in neat and clean manner.



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SAMPLE OF NOTICE

Sample -1

Aryan International School, Ghaziabad

NOTICE

20th April, 20XX

Student Exchange Programme

The school has planned a student exchange programme wherein students of Lenin Memorial High School, Russia would be attending classes in our school. The programme will be conducted from 15th to 20th May, 20XX. The visitors will stay with our students at their homes. Interested students may contact the undersigned.

Geeta Gangwani

Co-ordinator

Senior Secondary section



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SAMPLE OF NOTICE-

Sample 02

Vital Handloom Pvt. Ltd.

NOTICE

21 December, 2021

General body Meeting

There will be a General Body Meeting of our Employees Recreation Club of the company to create sub committees to organize different activities as regards to New Year Celebrations. Any suggestions and ideas are welcomed.

Sd/-

Siddharth Krishnan
Secretary

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Thank You