

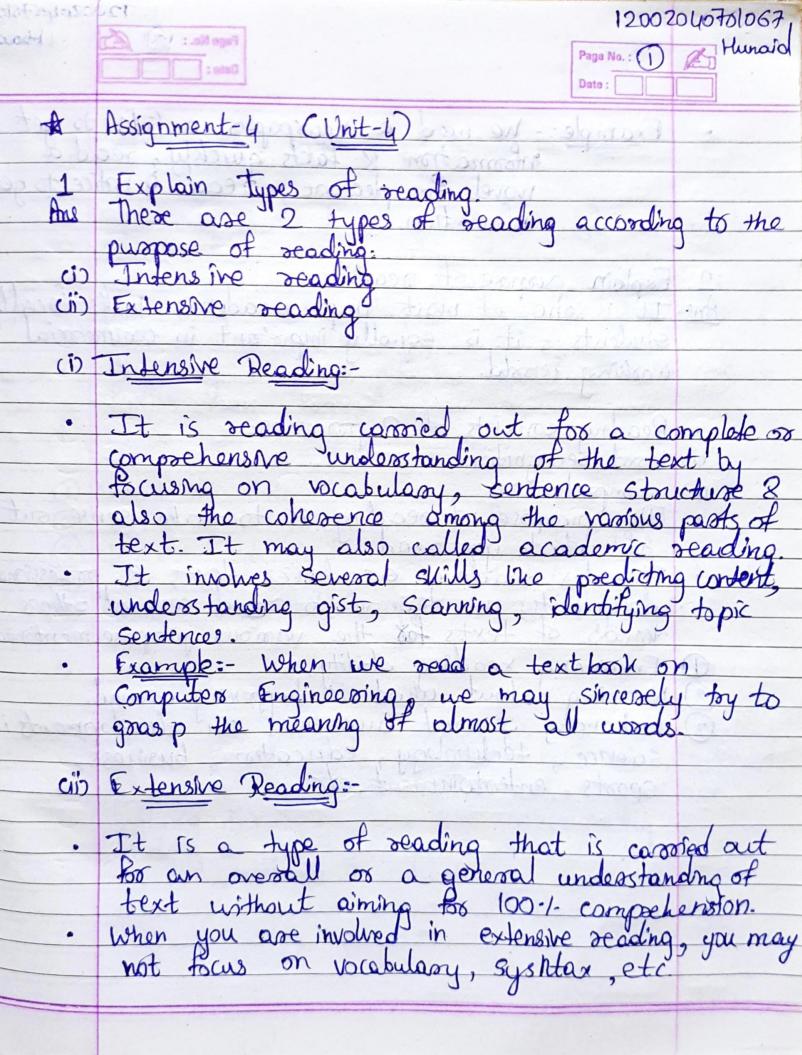
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Subject: Professional Communication

Subject Code: 102001915

Class: 2-CE-1

Envollment No: 1200 2040701067



12002040751067 Page No.: 2 King Date: Example: We need a newspapers article to get information & facts quickly, read a notice to get information. 2. Explain purpose of reading.
Ans. It is one of most improcademic tasks faced by students; it is equally important in commercial working world. Reading consists of 2 processes: i ci) Word secognition ci) Composehonson.

The purpose of reading is to make sense out of what you read. Besnoles reading a cademic texts & professional documents, we sequise to read several others kinds of texts for the various purpose mentioned: 1 Enhancing reading ability @ knowing about what is hoppering around. 3 Enhancing general amoseness on developments in science, technology, education, business, sports, entertainment, etc. It is type of reading that is considered and text without aiming the 100-t concert witon wat have an unchalant significan of the me

12002040701067 Huraia 3. Explain Skimming & Scarning. Ans * Skimming:-· Skimming is used to quickly identify the main ideas of a text. Fox e.g., when you read the nowspaper, you are prophably not reading it word-by word, instead you are Scanning text. · Skimming is done at the speed of 3 to 4 times faster than normal reading * Steps for skimming technique:-Read the title. 2) Read the introduction of first paragoraph.
3) Read first Sentence of every other paragoraph.
4) Read any headings & sub-headings
5) Notice any # privacs, charts or graphs. * Scarning:-It is a technique you often use when looking up a word in a telephone book or dictionary for most cases, you know what you are looking for, so you are concertaing on · It is also used when you first find a resource to determine whether it will ours yours questions.

12002040701067 Page No.: (6) A Huraid Page No.: 3 Date: Ceta C Steps for scanning tooken technique:-State the specific information you are looking for a Pry to anticipate how the answers will appears 8 which clues you might use to locate the answers for e.g., if you were looking for a cerotour date, you would appeally read paragraph looking only for numbers.

Use headings & any others aids that will help you identify which sections might constain the information you are looking for.

Selectively read & ship through sections of the passage. englissing over constitu