

Name: Hunaid Siamwala . S

Subject: Professional Communication

Subject Code: 102001915

Class : 2-CE-1

Enrollment No: 12002040701067



## ★ Assignment-4 (Unit-4)

1 Explain Types of reading.

Ans There are 2 types of reading according to the purpose of reading:

- (i) Intensive reading
- (ii) Extensive reading

(i) Intensive Reading:-

- It is reading carried out for a complete or comprehensive understanding of the text by focusing on vocabulary, sentence structure & also the coherence among the various parts of text. It may also be called academic reading.
- It involves several skills like predicting content, understanding gist, scanning, identifying topic sentences.
- Example:- When we read a textbook on Computers Engineering, we may sincerely try to grasp the meaning of almost all words.

(ii) Extensive Reading:-

- It is a type of reading that is carried out for an overall or a general understanding of text without aiming for 100% comprehension.
- When you are involved in extensive reading, you may not focus on vocabulary, syntax, etc.



- Example:- We need a newspaper article to get information & facts quickly, read a novel for pleasure, read a notice to get information.

## 2. Explain purpose of reading.

Ans. It is one of most imp. academic tasks faced by students; it is equally important in commercial working world.

- Reading consists of 2 processes:

(i) Word recognition

(ii) Comprehension.

- The purpose of reading is to make sense out of what you read.

- Besides reading academic texts & professional documents, we require to read several other kinds of texts for the various purpose mentioned:

① Enhancing reading ability.

② Knowing about what is happening around.

③ Enhancing general awareness on developments in science, technology, education, business, sports, entertainment, etc.



### 3. Explain Skimming & Scanning.

Ans \* Skimming:-

- Skimming is used to quickly identify the main ideas of a text.
- For e.g., when you read the newspaper, you are probably 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:-

- ① Read the title.
- ② Read the introduction or first paragraph.
- ③ Read first sentence of every other paragraph.
- ④ Read any headings & sub-headings.
- ⑤ Notice any ~~the~~ pictures, charts or graphs.

\* Scanning:-

- It is a technique you often use when looking up a word in a telephone book or dictionary.
- In most cases, you know what you are looking for, so you are concentrating on finding a particular answer.
- It is also used when you first find a resource to determine whether it will answer your questions.



\* Steps for scanning technique:-

- ① State the specific information you are looking for
- ② Try to anticipate how the answer will appear & which clues you might use to locate the answer. For e.g., if you were looking for a certain date, you would quickly read paragraph looking only for numbers.
- ③ Use headings & any other aids that will help you identify which sections might contain the information you are looking for.
- ④ Selectively read & skip through sections of the passage.