**Skimming:**

1. Looking only for the **general or main ideas**
2. Works best with non-fiction material
3. is **reading rapidly in order to get a general overview** of the material.

**Steps:**

1. Read title
2. Read introduction
3. Read ist sentence of other paragraphs
4. Read headings and sub-headings
5. Notice pic, charts or graphs
6. Notice boldface words or phrases
7. Read the last paragraphs

**Scanning:**

is reading rapidly in order to find **specific facts**.

**Steps:**

1. State the specific information
2. Try to anticipate how the answer will appear (dates)
3. Use headings
4. Selectively read and skip

**Precis:**

1. the reader reads a piece of information
2. has to extract the main idea
3. that is being talked about

**QUALITIES OF A GOOD PRÉCIS :**

1. Clarity (clear and understable)

2. Correctness

3. Objectivity(not personal bias)

4. Coherence(the logical and clear interconnection of ideas)

5. Completeness(imp fact)

6. Conciseness(write what is necessary and avoid writing unnecessary)

**Summary:**

1.the reader or listener decides what are the main points

2.that need to be expressed from the given piece.

**Inferences:**

When we read,we use the clues in

the text along with their own experiences **to help them figure out what is not directly**

**said,** making the text personal and memorable.

**gain more personal pleasure from reading**

“**It is a reasonable inference that if you sit in front of a computer all day you will gain weight.”**

**Brainstorming of summary(1-4 paragraph) –skimming**

1.Introductory paragraph main idea: 1 lines

2.First line of the other paragraph: 2 lines

3.Concluding paragraph: 1 lines

**Brainstorming of summary(1 paragraph) –skimming:**

1.Main idea in first 2 lines

2.If there is any particular example or any name you have to mention that 1 line

3. If paragraph have a problem then find the resolution /solution’s main idea 1 line

4.Concluding paragraph: 1 line

**s use to generate ideas to solve clearly defined design problems**

**REPORT:**

Is a formal document

That elaborates on a topic

Using **facts, charts and findings**

**Structure:**

1. Title (report is about)
2. Introduction (summarize the content,references)
3. Main body(information with proper reference)
4. Findings
5. Conclusions ( facts,results,suggestions)\(facts from main body)
6. Recommendations

**Memo:**

Document of short passages and record

Used for internal communication in a business

**Structure:**

1.headline

2.body – introducution

Purpose (This section gets to the

meat of the message using key points, highlights or

background information.)

Conclusion (what action

needs to be taken and when it needs to be completed)

resume and cover letter:

opening

body of the letter (uni,cg,degree)

rns for leaving

previous experience

rns for applying

conclusions

|  |  |
| --- | --- |
| TCP | UDP |
| TCP stands for “Transmission Control Protocol”. | UDP stands for “User datagram Protocol”. |
| TCP is the connection-oriented protocol. | UDP is connectionless protocol. |
| TCP is more reliable than UDP. | UDP is reliable but less than TCP. |
| TCP is faster for data sending but less than UDP. | UDP is faster for data sending than TCP. |
| Header size of TCP is 20 bytes. | Header size of UDP is 8 bytes. |
| TCP has acknowledge segment. | UDP has no acknowledge segment. |