

Q1 (a) What is speaking ? (4 marks)

ANS . Speaking skills are defined as the skills which allow us to communicate effectively. They give us the ability to convey information verbally and in a way that the listener can understand.

Speaking is an interactive process where information is shared, and if necessary, acted upon by the listener. So, it's important to develop both speaking and listening skills in order to communicate effectively

(b) Discuss the various aspect of speaking skills. (8 marks)

ANS (B) Aspects of speech like pronunciation ,stress,intonation, and pauses and their need

Aspects of speech like pronunciation

"Pronunciation" refers to the way in which we make the sound of words.

There are no shortcuts to perfect pronunciation, however there are some ways to practise more effectively and improve your skills faster.

Listen to yourself

Slow down!

Picture it...

Get physical!

Watch yourself

Copy the experts

Practice English alone

Find a language buddy

Pay attention to intonation and stress

Sing a song!

Listen to yourself

It's often difficult to hear pronunciation errors in your own speech because you are concentrating actually communicating rather than the sound you are making. If you can't hear your pronunciation problems, it's tough to correct them. Try recording your speech with your smartphone or PC and making a note of specific areas you need to improve on.

Slow down

Many English learners think that speaking fluently means they need to speak fast. This is wrong. Speaking too fast reinforces bad habits and makes the speaker sound nervous and indecisive. Speaking slowly will give you time to breathe properly and think about what you want to say next. Because it gives you time to think while you are speaking, you'll feel more relaxed and be able to concentrate on making your English sound fantastic.

Picture it

Close your eyes and think about how to make a sound before saying it. Visualize the positioning of your mouth and face. If you have studied with the phonemic chart, think about the sound you are making and how it relates to other English phonemes. If you have used diagrams of the mouth and tongue, think about the shape you need to make inside your mouth if you want to make the sound correctly.

Get physical

Pronunciation is a physical skill. You're teaching your mouth a new way to move and using different muscles. Focus on difficult sounds each day. Having trouble with 'th'? Put your tongue between your teeth (don't bite down) and blow air out of your mouth. Feel the air move over the top of your tongue.

Watch yourself

Stand in front of a mirror to see the placement of your tongue, lips, and shape of your mouth when you make certain sounds. Compare what you see with a video of a native-speaker saying the same thing.

Copy the experts

There's no replacement for learning pronunciation from the experts – native-speakers. So listen! Listen to English radio programs and watch television and movies in English. Imitate what you're hearing – even if you're not sure what they're saying yet.

Practice English alone

Pronunciation problems persist because we're afraid to make mistakes. Create scenarios – meeting someone for the first time, ordering at a restaurant, asking for directions – then act out the dialogue by yourself. Don't be shy.

Find a language buddy

Getting feedback from an outside observer is crucial. Find a friend who's also interested in improving their English. Try exchanging recorded messages so you can listen closely to each other's pronunciation.

Pay attention to intonation and stress

Good pronunciation is more than just mastering individual sounds. It's also understanding intonation (the rise and fall of the voice) and stress (some sounds in words and some words in sentences are louder or clearer than others). Read poems, speeches and songs aloud, concentrating on the word stress and intonation.

Aspects of speech stress

Word stress is like a golden key to speaking and understanding English.

This is one of the best ways to understand spoken English - especially English spoken fast. Stress is an important feature of spoken English. Clear, accurate pronunciation of all English words relies on correct articulation and placement of stress.

Stress is a quality of vowel sounds. It has three primary characteristics:

Length ↔

Volume 🔊

Pitch ↑

Stressed vowel sounds are longer, louder, and/or higher in pitch than vowel sounds without stress. You can use just one of these features, or any combination of these features at the same time. Overall, stressed sounds are “stronger” than unstressed sounds.

Stress and syllables are closely related. Almost all syllables in English contain a vowel sound; therefore, we usually say that syllables are stressed or unstressed. Every multi-syllable English word contains at least one stressed syllable.

Word stress, or sometimes lexical stress, is the stress placed on a given syllable in a word. The position of word stress in a word may depend on certain general rules applicable in the language or dialect in question, but in other languages, it must be learned for each word, as it is largely unpredictable. In some cases, classes of words in a language differ in their stress properties; for example, loanwords into a language with fixed stress may preserve stress placement from the source language.

Aspects of speech like intonation

Intonation occurs when the voice changes in pitch and tone while speaking. You can compare it to music and how different songs can inspire sadness, anger, or joy. A well-written and well-spoken speech can do the same. Higher intonation is a way to excite the audience, while slowing and lowering your tone will either end a point or a speech.

Aspects of speech like pauses

A pause, if used correctly, can add a great deal to your presentation or speech.

Here are 10 ways you can use a pause effectively.

Add emphasis to key points - a pause before, during or after you say something you wish to emphasise can be a powerful verbal tool in a presentation. When preparing your speech, make a note of the important phrases and plan pauses around them. Try and spread these throughout your presentation and ensure you practice so you're not trying them on the fly. Don't be afraid to pause for up to 3 seconds and remember time seems to pass quicker when you are on stage.

Indicate a change in tone or topic - pausing between two different parts of your talk can tell the audience something new is starting. You can also do this after an introduction or before a conclusion to help the audience understand the progression through your speech.

Make sentences clear - a brief pause every time your script has a comma between sections in a list, and a longer pause when there's a hard stop to a sentence, will slow you down and let the audience hear what you are saying. It also gives them time to process the information, particularly useful if your speech is on a complex topic or if the audience's native language isn't the same as your presentation.

Recall what you want to say - a pause lets you do this without the audience knowing or you having to apologise for forgetting what to say next, breaking your audience's concentration.

Replace a filler or hesitation word - there is nothing wrong with the occasional hesitation word, as long as it's not used too frequently. If you find yourself overusing a certain word (common words include 'like', 'and', 'so') during your preparation, try a pause and a mental, not verbal, um. Recording your voice while practicing, using either a mobile phone voice recorder or even virtual reality, will help you identify your filler words.

Distribute eye contact - this again adds emphasis to the point you have, or are just about to, make. If the audience is large, spend 1-2 seconds giving eye contact to several different areas of the audience before continuing. This helps keep the audience engaged and feel involved in the presentation.

Let the applause finish - if you're speaking at a large venue, you'll most likely be applauded when you come on the stage. Make sure you pause long enough for the applause to finish – particularly if the event is being recorded, such as at a TED talk. This ensures clapping won't drown out your important opening line.

Wait for the audience to stop laughing - if you've told a joke and it's gone down well (not always the case!), a pause lets the audience calm down before you carry on with your speech. Comedians are of course very good at this, usually waiting a couple of seconds after the applause

has finished to build suspense for the next section.

Let others talk - if you're having a conversation at a networking event, negotiation, or even giving a sales pitch, make sure you pause regularly to give the other person a chance to ask questions about the topic or to clarify what you have said. This way, you'll find out what the other person requires / wants / interests are and these can guide the conversation to a mutually positive outcome. Read more on active listening and exercises to improve your skills in this area.

(c) **what is Group Discussion? Discuss the DO'S and Don'ts of Group Discussion.**

(8 marks)

ANS (C) GROUP DISCUSSION

Group discussion is an Oral Presentation among five to ten members on certain topic related to any problem or issue, to get information and opinion of one another. Generally the topics are based on organizational growth and development. The problems are also discussed and their solutions are tried to find out .

DOS OF GROUP DISCUSSION

- Keep yourself well informed about the burning topics.
- Be aggressive in presenting your view point but do not be arrogant.
- Keep your voice audible and friendly.
- Listen to others attentively so that important point not missed out.
- Match your facial expression and gesture with your view point.
- Communication and confidence are the basic and best tool in GD use them expertly.
- Grab opportunity to speak but never lose sight of the main point.
- Make eye-contact with fellow participants.
- Give equal importance to all the participants and accept the logical point of view of others participants.
- At the end of discussion quickly take an opportunity to summarize it and draw logical conclusion.

DON'TS OF GROUP DISCUSSION

- Don't be casual while presenting your view point.
- Don't be over dominating in discussion.

- Don't get excited unnecessary.
- Don't get indulge in one to one discussion.
- Don't speak too low or too loud.
- Don't make your discussion monotonous.
- Don't use abusive or objectionable language.
- Don't drag your discussion unnecessarily long.
- Don't adjust yourself frequently in your chair.
- Don't lie in your speech.

(d) What is presentation ? Discuss the various steps used for making a presentation.

(8 marks)

ANS . (D) presentation skills

Presentation skills are the skills you need in delivering effective and engaging presentations to a variety of audiences. These skills cover a variety of areas such as the structure of your presentation, the design of your slides, the tone of your voice and the body language you convey.

What Structure?

Structure is important because a well organized presentation creates an impression that you know what you are talking about-you will gain the audience's trust and they will be more likely to listen to you. A structure provides a logical flow so that you can provide the information that the audience needs to follow your presentation. The structure will help you become more comfortable following this flow. There is a natural structure to presenting and the following structure formalizes this process.

Purpose

To determine your purpose ask "What are the main points I want my audience to take away from my presentation"? This provides focus for you and the audience is clear on what they will gain listening to your presentation.

Audience pre-assessment

It is important to identify the characteristics, knowledge and needs of your audience so that you are delivering the 'right' presentation to the 'right' audience. Know who your audience is, what

they want/need to know and what is their background. This step is done before the presentation or throughout.

Opening your Presentation/Bridge

This is also known as the hook. It is designed to grab the audience's attention and provide them with a reason to be interested in the presentation.

Body of Presentation

This is the major portion of the presentation. It is necessary that it connects directly to your purpose or bridge. Cover enough points to achieve your purpose (no more) and be sure to support your points clearly and concisely.

Closing your Presentation

This is the final impression that you will leave with your audience-make sure it is a strong one. Connect back to your purpose and let them know where you have been. Leave your audience with a clear understanding of your points

10 - 20 - 30 Rule

the 10 - 20 - 30 Rule of PowerPoint Presentations

10 Slides

By having a limit of 10 slides, you will be managing the cognitive load for your audiences. They can easily follow the flow of your presentations. It also challenges you to design your presentations well: choose what's important and leave out what's unnecessary

20 Minutes

By giving yourself limited time on your presentation, you are challenging yourself to leave out unnecessary details and focus on the important stories that will convey your message. Even if your session has been allotted with more time, you can devote the remaining minutes to discussions, questions or any technique that involves audiences with your presentation.

There are events and organizations that specialize in presentations with time constraints such as Pecha Kucha and the Three-Minute Thesis.

30-size Font

Depending on the room and screen size, most audiences will be able to see text that are at least 30-size font. When designing your presentation, keep in mind that anything you show must be visible to everybody in attendance, especially those in the back.

If you are concerned about fitting more text in a slide, always remember they do not necessarily make a better presentation.

Keep in mind that these rules are very subjective and each situation is unique. Apply them as a good rule of thumb to guide you in planning your presentations. Other circumstances may come and you need to be flexible however, have your visible and concise presentations.

6 x 6 Rule

Following the 6 x 6 rule, limits any text to 6 words per line and 6 lines per slide. Similar to the 10 - 20 - 30 rule, it focuses on readability and conciseness.

When used effectively, text can be useful in conveying ideas in presentations. Too much text though can look monotonous and tiring for audiences to read. You are reminded to distill your thoughts into short lines and use your presence to expand into more detail. Audiences are there to listen and watch you, not read your slides.

best tips to improve your presentation skills.

1. Practice
2. Transform Nervous Energy Into Enthusiasm.
3. Attend Other Presentations.
4. Arrive Early.
5. Adjust to Your Surroundings.
6. Meet and Greet.
7. Use Positive Visualization.
8. Remember That Most Audiences Are Sympathetic.
9. Take Deep Breaths.
10. Smile.
11. Exercise.
12. Work on Your Pauses.
13. Don't Try to Cover Too Much Material.
14. Actively Engage the Audience.
15. Be Entertaining.

16. Admit You Don't Have All the Answers.

17. Use a Power Stance.

18. Drink Water.

19. Don't Fight the Fear.

Q2 (a) What is reading and its types.(4 marks)

Ans(a) READING

Reading is a multifaceted process involving word recognition, comprehension, fluency, and motivation.

Reading is making meaning from print. It requires that we:

Identify the words in print – a process called **word recognition**

Construct an understanding from them – a process called **comprehension**

Coordinate identifying words and making meaning so that reading is automatic and accurate – an achievement called **fluency**.

Different Types Of Reading Techniques

Skimming

Skimming, sometimes referred to as gist reading, means going through the text to grasp the main idea. Here, the reader doesn't pronounce each and every word of the text but focuses their attention on the main theme or the core of the text. Examples of skimming are reading magazines or newspapers and searching for a name in a telephone directory.

Scanning

Here, the reader quickly scuttles across sentences to get to a particular piece of information. Scanning involves the technique of rejecting or ignoring irrelevant information from the text to locate a specific piece of information.

Intensive Reading

Intensive reading is far more time-consuming than skimming and scanning as it needs the reader's attention to detail. It involves close reading that aims at the accuracy of comprehension. Here, the reader has to understand the meaning of each and every word.

Extensive reading

Extensive reading lays more emphasis on fluency and less on accuracy. It usually involves reading for pleasure and is more of an out-of-classroom activity. It is highly unlikely for readers to take up the

extensive reading of text they do not like.

(b) Discuss the elements of Business Letter.(8 marks)

Ans (b) ELEMENTS OF BUSINESS LETTERS

- **Heading:** Heading includes the name ,address,telephone no., trade mark, fax no., e-mail address etc.
- **Date:** The date should be written two space below the last line of the letter head, at the right hand corner. Date may be written in either of the following forms 14 March,2010 or March 14, 2010 or 14th March 2010.
- **Reference:** The refrence is given below the date line on the left hand side. Reference helps to identify and place the correspondence in the proper file and maintain a link between the previous and present correspondence. The refrence line can be written in the following way: your refrence no; Our reference no; Reference no.
- **Inside address:** The inside address is written on the left hand side of the page.All its line_start at the same margin,which is identical with the margin of the body of the letter. The inside address consists of the name and address of the addressee.
- **Attention line:** It is placed between the inside address and the salutation.Its purpose is to draw the attention of a particular department or a person of a company.
- **Salutation:** The salutation is used as a greeting with which a started. It is written from the left margin and is placed two spaces below the inside address. Generally Dear Sir/Madam is used as greeting.
- **Body of the letter:** This is the main part of the letter where in the message that we want to convey, is written. The opening paragraph introduce the message. The second paragraph contains the main message of the writer. The closing paragraph has writer's expectations and intentions regarding the matter.
- **Complimentary close:** The letter ends with a complimentary expression. It is placed spaces below the last line of the closing paragraph.The complimentary close should match the salutation.
- **Signature:** Signature is the signed name of the writer. Which suggests that the writer has given his approval to the written matter. It is placed between the complimentary close and the name of the sender.

- **Enclosures:** These are the additional documents and papers which are sent along with writer. If they are more in number than they are numbered like Encl.1, Encl.2 etc.

(c) What are the elements of formal report writing?(8 marks)

ANS (C) TECHNICAL REPORT

It is divided into three parts:

Front Matter

- Cover
- Frontispiece
- Title page
- Copyright Notice
- Forwarding Letter
- 'Preface
- Acknowledgements
- Table of Contents
- List of illustration
- Abstract and Summary

Main Body

- Introduction
- Discussion or Description
- Conclusions
- Recommendations

Back Matter

- Appendices
- List of References
- Bibliography
- Glossary

- Index

Cover

A cover is usually made of white or some soft, neutral-coloured card. It protects the manuscript from damage and gives the report a neat appearance. Some organizations have prepared covers which have their name and address printed on them.

Frontispiece- It is a type of window display that ignites the curiosity of the reader. The forms most often used for the purpose are photographs, maps and artistic drawings.

Title Page-Usually the title page is the first right-hand page of the report. In addition to all the information given on the cover. It may contain the following information:

- Sub-title
- Name of the author
- Name of the authority for whom the report was written 4. Contract, project or job number
- Approvals
- Distribution list

While setting the various items on the page, allow a one inch.,margin of 1"on all the four sides, and about half an inch extra on the left side for binding.

Copyright Notice

If a report is published, copyright notice is given on the inside of the title page as:

@ 1992 Ram Gopal Shewde

Sometimes a note is also added to it as:

All rights reserved. No part of this report may be reproduced in any form or by any means without permission in writing from the publisher.
"

Forwarding Letter-There are two types of forwarding letters: 'covering', and 'introductory'. While both are written for the primary recipient of the report, the first type serves simply as a record or transmission of the report

The 'introductory' letter performs almost the same function which a preface or an introduction does for a book .

Preface-The *preface* introduces the report (not the subject-matter of the report) and offers it to the reader. It contains almost all information which is given in the 'introductory' type of letter of transmittal.

The preface should not be confused with the *foreword*. Whereas the former is written by the author himself, the latter is customarily written by an authority or expert in the field commending the work done. Day-to-day reports rarely have a foreword.

Acknowledgement- Mention diligently the names of persons and organizations that have helped you in the production of the report. When you include published material and the list of sources is very long, use a separate page for the purpose.

Table of Contents- If the report is long, say, more than ten pages, the 'Table of Contents' is essential. Its function is to give the reader an overall view of the report and help him locate a particular topic or subsidiary topic easily. The contents contains the headings and sub-headings of the report. Subheadings beyond the third order are generally excluded. The page numbers are carefully checked again or st the text so that the reader does not feel frustrated when he opens a particular page and looks for a heading sub-heading that is not there.

While preparing the table of contents bear in mind the following points about its layout:

- Leave a one and half inch of margin on the left and a 1" margin on the right, the top, and the bottom. Write 'Table of Contents' on the top centre in capitals and underscore.
- Leave two spaces between headings and one space between sub-headings.

List of Illustrations- A separate list of illustrations .is given immediately after the table of contents if there are a large number of (a dozen or more) tables and figures. Its layout is the same as that of the table of contents and it gives information about the number, title and page reference of each illustration. If the number of illustrations is very large, divide it into two parts, namely: List of Tables, and List of Figures.

Abstract and Summary- Most reports contain a synopsis which is called an abstract or a summary. Although some people regard these two terms as different names for the same element, a distinction between them is made by discriminating writer.

The main difference between them is that of function. An *abstract* tells in concentrated form what the report is about whereas a *summary* gives the substance of the report. A reader who is interested in knowing only the extent of coverage will be satisfied with the abstract. But if he also wants to know the method of analysis, the significant findings, the important conclusions and the major recommendations, he will need a summary.

MAIN BODY

Introduction

An introduction provides a better starting point to the reader who is not familiar with the subject of a report. The main function of the introduction is to say what the report is about, what work has already been done on the subject and what new grounds are covered in the present study,

Discussion or Description

This section discusses or describes the main business of the report. It naturally fills most of the report and contains almost all the illustrations. Usually it has several sections grouped under different headings

and sub-headings. It is, however, not necessary to use the term 'Discussion' or 'Description' itself as a heading; other apt words or phrases may serve this purpose better.

The main function of this part is to present data in an organized form, discuss their significance and analysis and the results that flow there from. If the data are too numerous and likely to impede the explanation or discussion, give them in the appendix; in this part refer to them either by means of footnotes or parenthetic~ statements.

Conclusions

The term conclusion is generally used to describe remarks at the end of a piece of writing, The function of such a conclusion is to bring the discussion or description to a close and to signal to the reader gracefully that he has reached the end.

All conclusions must be supported by what has gone before; nothing new should be included at this stage. If their number is large, they may be itemized in the descending order of their importance.

Recommendations

In some reports conclusions and recommendations are combined on the plea that they are closely associated. You should not do so unless your report is very short or you are required to combine them.

As in the case of conclusions, you should list recommendations in the descending order of their importance. If their number is very large, they may be grouped under different subheadings.

BACK MATTER

Appendices

The appendix contains material which is needed to support the main body of the report but is too detailed/voluminous to be included in the text. Thus in deciding which material should be relegated to the appendix, bear in mind the following two factors:

All appendices should be referred to in the text and their significance or meaning should be pointed out. If their number is more than one, they should be designated as Appendix A, Appendix B and so on.

Generally, the kinds of materials included in the appendix are questionnaires, statistical data, samples of forms or data sheets used in the investigation, detailed calculations, derivations of questions, illustrative materials, worked out examples, sample documents, specimens, etc.

List of References

It is not only customary but also essential to give credit to the works (published or unpublished) which you have used or quoted in your report. This is done by citing such works in the text and listing them in alphabetical order at the end of the report. If their number is small, they may be mentioned in the footnotes at the bottom of the page on which they are cited,

Bibliography-A bibliography is a serially numbered list of published and unpublished works which are consulted before or during the preparation of a report.

A few examples are given overleaf.

1. Book with One Author

Glossary -A glossary is a list of technical words used in the report and their explanations. If, however, the number of such words is small, they are generally explained in the footnotes.

Index

The index is intended to serve as a quick guide to the material in the report. It enables the reader to locate easily any topic, sub-topic or important aspect of the contents. There is a need for giving an index only in bulky reports where the Table of Contents cannot do this job.

Entries in the index are made in alphabetical order and cross-referenced. All page numbers on which information about an entry is available are mentioned against it.

(d) Discuss the importance of reading.(8 marks)

IMPORTANCE OF READING

Reading enhances our life in several ways:

EXERCISING YOUR MIND

One of the advantages of reading is that it engages various parts of your brain. When you read, you exercise your comprehension abilities and your analytical abilities. It fires up your imagination and stimulates the memory centers of your mind. It helps recall information as well as stabilize your emotions.

The importance of a reading habit is that it strengthens mental muscles. Reading is one of the best mental workouts there is. It's been found that regular mental stimulation can slow down and possibly even prevent diseases like Alzheimer's and dementia. Reading keeps the mind agile and young.

Reading and writing work in similar ways. Reading improves your writing style and flow. Writers learn to perfect their craft by taking inspiration from other writers. It's impossible to be a good writer if you don't read. Acclaimed author Stephen King is said to carry a book with him wherever he goes. He even reads while eating.

Another vital role of reading skills in communication is perfecting your oratory skills. Reading teaches you new words and perspectives. It helps strengthen language and sharpens sentence structure. It gives you a better command over the language. All of these are critical to being a good speaker.

FINDING YOURSELF

Books work as portals to newer worlds. They have the potential to broaden your perspective, shape your attitude towards others and life, and open you up to new ways of thinking about everyday life.

One of the several advantages of reading is

BECOMING A WELL-READ INDIVIDUAL

Well-read individuals are held in awe. The words "well-read" are often used to denote a learned individual, full of wisdom.

Before the internet, books were the only sources of information and knowledge. Books contain the collective wisdom of our times. The more you read, the more you will learn about the world and the people in it. One of the great benefits of reading is that it helps you evolve your understanding of the world.

KEEPING CALM AND ENTERTAINED

Books can be a perfect escape from reality. They can cheer you up when you're down, motivate you when you're sad, and even keep you company when everybody else is busy.

One of the benefits of reading is that it relaxes your mind and body. You recharge your energy levels much faster when you read. Reading is the best way to end the day on a calm note. It may even help you fall asleep much faster.

ADVANTAGES OF READING

The points above demonstrate the importance of maintaining a reading habit. Here are a few more benefits of reading regularly:

IMPROVES YOUR THINKING SKILLS AND ANALYTICAL ABILITIES

There are times when you read a book and realize there are loopholes in the plot. You figure out who the murderer is before the book tells you. Somehow, your mind works faster when you read.

Reading sends your analytical and critical thinking abilities into hyperdrive. Each book becomes a puzzle your mind races to solve. With each book, it keeps improving its score.

These same abilities also apply to the real world. A reader's mind is trained to notice tiny details. It puts the pieces together and can find connections. It is more adept at identifying patterns and solving puzzles. It learns how to synthesize knowledge better. In Harappa Education's course on Reading Deeply, this aspect is covered in the module on Post Reading.

HELPS YOU BLOCK OUT THE NOISE

Short attention spans are the order of the day as lives become a constant stream of interruptions and activity.

You are expected to manage your WhatsApp messages and check your email and interact with your colleagues, all at the same time. Juggling such tasks reduces focus and lowers productivity.

But when you read a book, all your attention is focused. The importance of reading in our digital age cannot be overstated. It is perhaps the only way left to improve focus and attention.

HELPS MASTER A LANGUAGE

Reading is one of the best ways to learn a new language or gain mastery over a known one. Also, when you learn through stories, you learn much faster.

Learning about words through context is one of the most organic ways to understand their meaning and improve your vocabulary. This also helps gain knowledge about colloquial terms.

CONNECTING WITH OTHERS

Books can be great conversation starters and can help bond with new people.

Readers can have multiple stories to tell or topics to discuss, and can easily become the center of attention due to their knowledge. Their ability to objectively critique issues also makes them popular.

KEEPS YOU GROUNDED

Reading is a constant exercise in humility. The more you read, the more you realize how much you haven't. That reminds you of how much further you still need to go. Each book reminds you of how limited your knowledge is.

Readers are friendlier and more accepting of others. They are always helpful as they know they too are still a work in progress.

Its benefits make reading a non-negotiable habit. A book can be many different things. It can be a guide when you are lost. It can be a companion when you feel alone.

While these benefits are remarkable, reading deeply requires expert guidance. You can learn all about in Harappa Education's Reading Deeply course, which helps you improve your reading quotient. Sign up now to start your reading journey.