

FE ENGLISH NOTES

2. Reading Comprehension

Reading comprehension is the ability to read a text, understand its meaning, and answer questions based on it. It involves identifying the main idea, supporting details, and understanding vocabulary in context.

3. Precis Writing

Precis writing is the process of summarizing a passage in a clear and concise way, using fewer words while keeping the main idea and important points. It should be written in your own words.

4. Sentence Correction

Sentence correction is the process of identifying and correcting grammatical, spelling, punctuation, and structural errors in a sentence to make it accurate and clear.

5. Difference Between Functional and General English

Functional English:

Functional English focuses on practical communication skills used in daily life and professional settings, such as writing emails, reports, and applications.

General English:

General English focuses on overall language development, including grammar, vocabulary, literature, and basic communication skills.

6. Review Writing

Review writing is the evaluation of a book, movie, product, or event. It includes a summary and the writer's opinion about its quality, strengths, and weaknesses.

7. Minutes of Meeting and Types

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Minutes of meeting are the official written record of what was discussed and decided during a meeting.

Types of Minutes:

1. Narrative Minutes – Detailed description of discussions.
 2. Action Minutes – Focus on decisions and assigned tasks.
 3. Verbatim Minutes – Word-for-word record of the meeting.
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8. Story Writing, Characteristics and Elements

Story Writing:

Story writing is the art of creating a narrative with characters, events, and a plot to entertain or convey a message.

Characteristics:

- Clear theme
- Interesting plot
- Logical sequence
- Moral or message

Elements:

- Characters
 - Setting
 - Plot
 - Conflict
 - Climax
 - Resolution
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9. Digital Literacy and Types

Digital Literacy:

Digital literacy is the ability to use digital devices, communication tools, and networks effectively and responsibly.

Types:

1. Information Literacy
 2. Media Literacy
 3. Computer Literacy
 4. Communication Literacy
 5. Cyber Safety Awareness
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10. Report Writing: Characteristics and Types

Report Writing:

Report writing is a formal way of presenting information in a structured format for a specific audience.

Characteristics:

- Clear and concise
- Well-structured
- Objective tone
- Factual information

Types:

1. Informal Report
 2. Formal Report
 3. Technical Report
 4. Research Report
 5. Business Report
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11. Types of Sentences

1. **Declarative Sentence** – Makes a statement.
2. **Interrogative Sentence** – Asks a question.
3. **Imperative Sentence** – Gives a command or request.
4. **Exclamatory Sentence** – Expresses strong emotion.