

Short Questions

1. What are the sub-skills involved in reading?
2. Explain the concept of intensive reading.
3. How does intensive reading differ from extensive reading?
4. Discuss the purpose of intensive reading exercises.
5. Provide examples of exercises for practicing intensive reading.
6. Define extensive reading and its significance.
7. How does extensive reading contribute to language proficiency?
8. Offer examples of exercises for practicing extensive reading.
9. What is the format of a formal letter?
10. Discuss the components of a formal letter of complaint.
11. Provide tips for writing an effective letter of requisition.
12. Explain the importance of email etiquette in formal communication.
13. Offer guidelines for composing a job application letter.
14. Discuss the elements of a CV/resume in a job application.
15. How should one structure the content of a formal letter?
16. Provide examples of appropriate salutations for formal letters.
17. What are the key points to include in a letter of complaint?
18. How can one effectively request information in a letter of requisition?
19. Discuss the tone and language suitable for formal emails.
20. Offer tips for maintaining professionalism in email communication.
21. What information should be included in a job application letter?
22. How can one highlight relevant skills and experiences in a CV/resume?
23. Discuss the importance of clarity and conciseness in formal letters.
24. Provide examples of common mistakes to avoid in formal letter writing.
25. How can one adapt their writing style for different types of formal letters?
26. What are standard abbreviations commonly used in English?
27. Discuss the purpose of using abbreviations in written communication.
28. Provide examples of standard abbreviations used in various fields.

29. What is the significance of avoiding redundancies in oral and written communication?
30. Give examples of redundant phrases often found in speech and writing.
31. How do clichés impact the effectiveness of communication?
32. Offer alternatives to clichéd expressions in writing.
33. Explain the SQ3R method for effective reading comprehension.
34. Discuss the steps involved in the Survey phase of the SQ3R method.
35. How does the Question phase enhance reading comprehension using the SQ3R method?
36. Provide exercises for practicing the SQ3R method.
37. What are the benefits of reciting information during the SQ3R method?
38. How does the Review phase contribute to understanding when using the SQ3R method?
39. Offer strategies for effective review during the SQ3R method.
40. Discuss the importance of writing practices in skill development.
41. Provide tips for effective essay writing.
42. How should one craft an engaging introduction in an essay?
43. Offer techniques for writing a compelling conclusion in an essay.
44. Explain the concept of précis writing.
45. Discuss the purpose of writing a précis.
46. What are the key elements of a well-written précis?
47. Provide examples of sentences commonly abbreviated in English.
48. How can writers ensure clarity when using abbreviations in communication?
49. Discuss the role of redundancy in diluting the impact of a message.
50. Offer examples of clichés that should be avoided in formal writing.
51. How can writers replace clichés with original expressions?
52. Explain the importance of the Survey step in the SQ3R method.
53. Provide strategies for effectively generating questions during the Question phase of SQ3R.

54. What techniques can be employed during the Read phase of the SQ3R method?
55. Offer exercises for practicing recitation as part of the SQ3R method.
56. Discuss the benefits of reviewing information using the SQ3R method.
57. How can writers maintain consistency in abbreviating terms throughout a document?
58. What impact do redundant phrases have on the clarity of a message?
59. Provide examples of clichés that may be appropriate in informal communication.
60. Discuss the significance of active reading in the SQ3R method.
61. How can writers effectively summarize information during the Review phase of SQ3R?
62. Offer tips for maintaining focus during the SQ3R method.
63. Explain the difference between abbreviation and acronym.
64. Discuss the appropriate use of acronyms in written communication.
65. How can writers ensure that acronyms are understood by their audience?
66. Provide examples of common acronyms used in everyday language.
67. What are some strategies for avoiding clichés in writing?
68. Discuss the importance of clarity when abbreviating terms.
69. How do redundancies detract from the effectiveness of communication?
70. Offer exercises for identifying and eliminating redundant phrases.
71. Discuss the importance of engagement in essay introductions.
72. Provide examples of effective techniques for writing essay conclusions.
73. How can précis writing improve reading comprehension skills?
74. Offer guidelines for selecting relevant information to include in a précis.
75. Discuss the role of précis writing in summarizing complex texts.
76. What defines technical vocabulary and how is it applied in various fields?
77. Discuss the impact of technical vocabulary on professional communication.
78. Provide examples of technical vocabulary commonly used in engineering.

79. What are the most prevalent types of grammar errors found in English writing?
80. Offer examples of common errors related to punctuation in English.
81. How do subject-verb agreement errors affect the clarity of a sentence?
82. Discuss the significance of modifier placement in grammar.
83. Provide examples of sentences with misplaced modifiers.
84. What role does parallelism play in sentence structure, and how can errors in parallelism be corrected?
85. Explain the concept of fragmented sentences in grammar.
86. How can reading comprehension exercises improve overall reading skills?
87. Offer strategies for enhancing reading comprehension abilities.
88. Discuss the benefits of the SQ3R method in reading comprehension.
89. Provide examples of exercises for practicing reading comprehension.
90. What are the essential components of a technical report introduction?
91. Discuss the characteristics that distinguish a well-written technical report.
92. Explain the various categories of reports encountered in professional settings.
93. Provide examples of different report formats, including the manuscript format.
94. How should a technical report be structured for maximum effectiveness?
95. Discuss the types of reports commonly written in technical fields.
96. Explain the process of writing a technical report.
97. What are the key components of a technical report's structure?
98. Discuss the importance of research in preparing a technical report.
99. Provide examples of technical vocabulary used in medical fields.
100. How can technical vocabulary contribute to clearer communication in healthcare professions?
101. Discuss the impact of grammar errors on the credibility of a technical report.

102. What are some common misconceptions about reading comprehension?
103. Offer strategies for overcoming challenges in reading comprehension.
104. Explain the purpose of each section in a technical report introduction.
105. How should writers approach summarizing key points in a technical report?
106. Discuss the significance of accurate data presentation in technical reports.
107. Provide examples of different types of technical reports.
108. How can writers adapt their writing style for different types of reports?
109. Discuss the role of clarity and conciseness in technical report writing.
110. Offer tips for maintaining reader interest throughout a technical report.
111. Discuss the role of headings and subheadings in structuring a technical report.
112. How can writers effectively organize data and findings in a technical report?
113. Provide examples of technical vocabulary used in computer science.
114. Discuss the importance of coherence in technical report writing.
115. What strategies can writers use to ensure logical flow between sections of a report?
116. Explain the importance of maintaining objectivity in technical report writing.
117. How can writers avoid bias in their presentation of data and findings?
118. Provide examples of technical vocabulary used in environmental science.
119. Discuss the role of referencing sources in a technical report.
120. How should writers cite sources accurately in technical reports?
121. Explain the significance of visuals, such as charts and graphs, in enhancing technical reports.
122. How can writers ensure that visuals are effectively integrated into their reports?
123. Provide examples of technical vocabulary used in finance.

124. Discuss the process of revising and editing a technical report for clarity and accuracy.

125. How can writers effectively communicate complex technical concepts to a non-technical audience?

