**INU PeshawarDate 23 June 2020**

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| Department | (AHS) MIC,DT,RAD & DPT |
| Subject | English-II |
| Marks | 30 |
| Semester | -II |
| Final Term Assignment | Spring 2020 |
| **Instructor** | **Hajra Iqbal** |

**Fill below blocks.**

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| Student Full Name | **Hira sabitullah** |
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| University ID Card Number | **16525** |
| Department | **AHS ( radiology)** |

**Instructions:**Your time starts once youlogin.You have only 6 hours to complete and submit your paper on the portal.After 6 hours your time would be automatically expired. Download this paper and save it with your full name and subject.Attempt all the answers on the same page and keep in your mind to click the **SAVE** after every 10 minutes. When youare done with paper, go through it and submit your final copy with your name and id on SIC portal.

**Note:** i. **Attempt all four questions.**

1. **Write Short Notes . / 20 Marks**

a.Three Steps of Essay

THREE STEPS OF ESSAY:

There are three steps of essay which are discuss below.

Introduction

Body

Conclusion

# INTRODUCTION:

* General statements and information about the topic.
* It is the opening part of the writeup that shows the topic sentence of the essay or the thesis statement.
* It prepares the readers on the essay. Therefore, it should be effective so that the readers areencourage/motivate to continue reading.

EFFECTIVE INTRODUCTION SHOULD:

Catch the reader’s attention, which can be done, for example , by using a direct announcement,a quotation, a question, a definition, an unsual comparison, or a controversial position/opinion;

Introduce the topic of the essay , ( in other words, inform the reader of and provide a context for the topic being discussed);

# BODY:

* An essay includes body paragraphs, which develop the main idea ( thesis or claim) of the essay.
* Work together with the other body paragraphs to support your essay’s main idea;
* Work together with the other body paragraphs to create a clear, cohensive paper ( clarity and coherence can be achieved through the use of transitions)

# CONCLUSION:

* An essay ends with a brief conclusion, which brings the essay to a logical end.
* An effective conclusion should;

b. Five Uses of Comma and Full Stop.

# FIVE USES OF COMMA:

* There are special situations in which commas should also be used. The comma represents the shortest pause, and is used
* To separate a series of words in the same construction;as,

He lost lands, money , reputation and friends.

* To separate each pair of words connected by and ; as,

High and low , rich and poor , wise and foolish, must all die.

* After a nominative absolute; as,

The genius making me no answer , I turned about to address myself to him a second time.

* To mark off words used in addressing people

Come into the garden , maud.

* To mark off two or more adverbs or adverbial phrases coming together; as,

Then, at length, tardy justice was done to the memory of oliver.

# FIVE USES OF FULL STOP:

The full stop represents the greatest pause and separation. It is used to mark the end of a declarative or an imperative sentence.

Full stop also called period.

* The main use of full stop is to mark the end of a sentence that is a complete statement.

My name is hira and I am a doctor.

* Full stops also appear after initials of a person.

For example, U.S. ( United States), U.K. ( United kingdom).

* It is a common practice to use full stops or periods to mark abbreviations. Full stops can be used after the first letter of each abbreviated word, for instance , B.B.C. ( British Broadcasting Corporation).
* Full stops markthe end of a sentence that is a command, that is , that tells someone to do something. For instance, ‘ open the door ‘, ‘pick up the eraser from the floor’.
* Full stops are used at the end of sentences that are indirect question, for instance, ‘ I wondered why she bunked the class’. ‘ he asked me why I missed the concert’. In such cases, instead of a question mark, full stops are used.

c.Define Phrase and Clause with two examples.

# PHRASE :

A phrase is a group of words, without a subject and verb, that functions in a sentence as one part of speech.

Or

Such a group of words, which makes sense, but not complete sense, is called a phrase.

## EXAMPLES:

1. leaving behind the dog.
2. The sun rises in the east.

# CLAUSE:

A clause is a groupn of words with its own subject and verb.

Or

Such a group of words which forms part of a sentence, and contains a subject and a predicate, is called a clause

### EXAMPLES:

1. since she laughs at diffident men.
2. When the saints go marching in .

d.What is Memorandum

# MEMORANDUM:

A memorandum, more commonly known as a *memo ,* is a short message or record used for internal communication in a business. Once the primary form of internal written communication,memorandums have declined in use since the introduction of email and other forms of electronic messaging ; however, being able towrite clear memos certainly can serve you well in writing internal business emails, as they often serve the same purpose.

* A memorandum is a written proposal or reminder
* It is a recorded form of communication
* Used in business or between executives and employees.
* It is an informal note to represent something the parties desire to have , in written
* It is a recording document with legal terms and conditions
* Official orders in government and non government organization are passed through a memorandum.
* Menorandums are less formal and shorter than letter.
* Used most often for communication within one organization.
* The heading and overall tone make a memorandum different from a business letter.
* All information is on single topic.

### PURPOSE OF MEMOS:

* Memos can be used to quickly communicate with a wide audience something brief but important , such as procedural changes, price increases, policy additions, meeting schedules, reminders for teams, or summaries of agreement terms, for example.

## FORMAT:

* Name of the organization.
* Name of the person who has sent it and his designation
* For whom it is meant and designation.
* Date
* Subject
* Body of the memorandum
* List of people , who will recive a copy of the memorandum.

**2.Write an essay on any one Topic. (340-350) Word Count /20 Marks**

a. Smoking in public places has to be banned.

b. Parents are our first and most important teachers. Describe a specific valuable lesson from one of your parents

c. The way I spend my lockdown during Covid-19..

# ESSAY:

Corona virus is dangerous epidemic that has spread almost all over the world and to avoid this pandemic. The Government of each country suggested that the people of their country should stay at home. Because of this pandemic the Government has closed school, colleges , univerties and markets everyehere so that people do not go out of the house. In the beginning , I was in chill mode, I spent the first few days like there was no university ever after. I watched a lot of youtube video. I also restarted playing computer which I didn’t do for a very long time . for a week I and my brother were alone at home. Moreover lockdown was declared by Khyber Pakhtunkhwa Government, my mom and dad stayed at home. During the lockdown and staying at home I continue some activities like; teaching to my jinior, playing games, University work – assignments and online work,cooking , Youtube , social media , online courses , and movies and series etc.

I really miss restaurant food now; it has been more than a month since I am eating only homemade food. My parents didn’t allow eating outside food starting from March. Before covid vacation my elder sister were responsible for the meal preparing and supporting mother in kitchen but in the lockdown I make my self responsible for preparing of meal , lunch and dinner etc.

My favorite News is BBC Urdu and other online news were watched during the lockdown. The scholar and defense analyst talk on the various important news happening in the country. They have answered two of my questions on the platform and I am very happy about that.

The far most important and the most exciting way I spend my time . I did a lot of online courses from WHO not only from WHO I also took online courses from many online universities and got more than twenty certificates. I learned a lot from these online courses . I did most courses in health care and medicine which is related to my own field and thus I got to learn a lot. I took care of my health as well as my skin while learning . I also get up at five in the morning and excerise after prayers which maintains my fitness.

I learn a lot during this lockdown and have taken full advantage of this time. I pray that this epidemic will end as soon as possible. So that universities , colleges , schools and markets could open and our daily life can be restored.

**3.Read and Summarize the following Passage in your own words . /10 Marks**

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| Health' is a state of complete physical, social and mental well being and not merely the absence of disease or infirmity. Health is thus a level of functional efficiency of living beings and a general condition of a persons mind, body and spirit, meaning it is free from illness, injury and pain. It is a resource of everyday life and a positive concept emphasizing physical capabilities.  Good health is a secret of every happy man. There is an old saying, 'Health is Wealth'. Staying healthy for children is vital for proper growth and development of mind and body as they need to focus in the class and fully participate in the activities on the field. Parents must take their children for medical check-up and learn from experts about their development in terms of height and weight, as it has a huge impact on their overall performance and efficiency. If you are strong and healthy, you can be a shining example to others and teach them how to achieve vibrant health.  Good health is a matter of great concern, to maintain it, healthy living and a disciplined life is a must. One of the best ways is to drink plenty of water as it reduces the risk of infection, keeps your skin healthy, reduces the risk of heart attack, burns body fat and regulates our body temperature. We should sleep well as it relaxes our body and reduces stress. We need to have a balanced diet and go for long, brisk walks. Our motto should be to keep our body clean in order to remain healthy. We must laugh more as laughing is a therapy and a secret of good health. The government should include integrated health programs into their public policies and control specific health problems. |

**Good health is very important it provide us physical and mental strength not only strength it provide us safety from many disease. Due to good health we can able to perform our daily life activites. Good health is a great blessing from Allah. Parents should take care of their child heath with proper medical check up and they should also take care of their child’s development. It is important for children to stay healthy because it helps in their growth and mind development , as they need to focus on their studies and fully participate in daily life activities. If would be strong and healthy , we can become a good example for people and we can teach others how to become healthy. If we want to be healthy then we should take care of our diet and keep disciplined in life. We should drink more quantity of water because it also keeps the body’s organ and skin healthy. We should also pay attention to cleaning to stay healthy.**