**INU Peshawar Date 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 | **Fizza** |
| Student Father Name | **Raees khan** |
| University ID Card Number | **16684** |
| Department | **Bs Radiology** |

**Instructions:** Your time starts once you log in. 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 you are 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

b. Five Uses of Comma and Full Stop.

c.Define Phrase and Clause with two examples.

d.What is 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..

**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. |

1. **Write short notes**

**a.Three steps of Essay.**

Essay.

It is a short piece of writing on a particular subject.

Three steps of essays.

Three steps of essays are as follow.

1. Introduction.

It is the general information and statement about any topic . These statement are the main idea in the essay.

It is the beginning section which states the purpose and goals of the following writing.

There are three parts to an introduction

* Opening statement
* Supporting sentences
* Introductory topic sentences

**2.Body paragraph.**

It supports the main idea of the statement.It is group of related sentences about any idea .Because essay are composed of many body paragraph which is important for an essay.

**3.Conclusion.**

It is the Brief summary of the main point of the essay. The last part or the end of the essay . The final says on the issue that we have raised in our essay.

**b.Five uses of Comma and Full stop.**

Punctuation.

Punctuation means the right use of putting in points or steps in writings.

The following are the principal steps.

* Full stop or period(.)
* Comma(,)
* Semicolon(;)
* Colon(:)
* Question Mark(?)
* Exclamation Mark(!)

But we will discuss only Comma and Fullstop.

**.Comma( ,)**

Comma represents the shortest pause.

**Five uses of Comma.**

The five uses of comma are as follow.

* Use it to separate words or items
* Use to separate the date of the month from the year
* Use to separate the 2 adjectives.
* To mark off words used in addressing people
* After a Nominative Absolute.

**Full stop(.)**

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

**Five uses of Fullstop**

Five uses of Fullstop are as follow.

* At the end of declarative sentences
* In numbers
* After titles in American english
* Following Abbreviations
* End of unconventional sentences

**c.Define phrase and Clause with two examples.**

**Phrase.**

It is a group of words that work together to make meaning, but it is not complete sentences.

**.** It donnot convey a complete thought

**.** In Phrase no subject and verb only object is here

**Examples**

* Under the dining table
* After the meal

In all these examples the sence in incomplete

**Clause.**

In clause subject , verb and object is here

**Clause** are group of words that have a subject and a predicate.

**.** When sentence is complete and give a complete sense

**Examples**

* We played in the garden until the sunset
* Sharon speaks loudly

In all these examples the subject , verb and object are present and give a complete sense.

**Kind of clause**

There are two types of clause

* Dependent clause
* Independent clause

**d. What is memorandum.**

**Memorandum**

Memorandum is a document typically used for communication with in organization . Memorandum can be as formal as a business letter and to present a report.

**. It** is less formal and shorter than letter

**. I**t is a recorded form of communication.

**Uses of Memorandum.**

The uses of memorandum are as follow

* To give information to someone
* To issue an instruction
* To request for help
* To give suggestion.

1. **Write an essay.**

**Essay**

**Smoking in public place has to be banned**

Smoking is really a bad habit. It can damage our health as well as highly damage our lungs. There are many toxic substances in cigarette like nicotine which is very harmful for our health. The number of peoples who smoke have increased over the year. Although they know that smoking is unhealthy for their body, Still to smoke.

Smoking is an addictive habit. Somking doesnot effect only smokers negatively but also the all the people around them.

So it is important for the government that they should banned smoking in public areas. If the smoking is banned in public areas, it will promote a healthier lifestyle for everyone. Banned smoking in public areas the government sent the message that the government cares about the health of the citizens.

Thus, when smoking is banned in public areas it reminds each person that health care is important. The places they do allow smoking might lose a bit of money but it will also help with the health ptoblem that occurs. The ban will discourage non smokers from starting to smoke.

There will be no cigarettes butters littered all over the place affecting the environment negatively. Smoking can damages peoples lungs and heart .That's why peoples died because of smoking.

There is a saying that goes **“ Monkey see Monkey do"** which tells us that people imitate the actions of others as they see it in their daily lives. So the people think that smoking makes a person cool but actually it will destroy their health.

So it is important for the government that they should banned smoking in public areas.

1. **Summary of the paragraph**

Summary.

There is a well known proverb “**Health is wealth" .** No doubt , heal this the most precious thing for a man in this world. Most of our happiness and success in life depends on our health.Good health is a secret of every gappy man. If the person health is good then their physical and mental conditions should be better.

It is important for the parents that they should takecare about their children's health by giving proper good good and good medical treatments.A certain amount of physical exercise in open air is essential for good health. Drinking sufficient amount of water is good for health.