**I’d 15743**

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**Question No. 2 write an essay on any one topic**

**Answer. Essay. /. The Number of people who smoke have increase over the years Although they are equipped with the knowledge of how unhealthy smoke can be people still choose to smoke it’s is a personal choice and a highly addictive habits smoker themselves to the health risks of smoking it’sis not for the government or any third party to dicat whether or not a person should be allowed to smoke However smoking does not only affects the smoker negative it also affect all the people around those who smoke because when people smoke in public the smoke in public the smoke travel everywhere through the air and the negative effects of this smoke affect all living breathing creatures therefore smoking should be banned in all public place . People who smoke in public portray a bad example. Children are easily influenced in their growing stages they imitate the people around them because the cannot different between right and wrong there for they perceive the action they see around them as the way things should be.besides that. Teehager who see people smoke in public take it as precedent to start this smoking as will**

**Question No 1 write short Note**

**Question No 1 / three steps of Essay**

 **Step 1 / what is a paragraph ? A paragraph must make a point. The first line of every paragraph must make this point very clear. They you will need to evidence or expand upon the point and expenses why it is rant to your questions we call this analys ef a paragraph does not have a point it is by definition pointless and there for does not belong in an essay.**

**Step 2 structure you Essay? Make sure to include sign posts along the way to keep your ready on traue secondly.**

**Step 3 conclude your Arguments ? qn conclusion essay are not very tough as long breat down every paragraph into a single point. Structure this point in a dear logical progression and have your Lin of argument cunning throughout the entire essay if you do these three things**

**Question No c / define phrase and clause with two Examples**

**Anwar clause . Is a group of words that consists of a subject and a verb**

**Example He laughed . The quest arrivad**

 **Phrase . Is a group of words that does not consist of a subject and a verb**

**Example. On a table under the tree. Near the wall. On the roof. At the door.**

**Question No D / what is memorandum**

**Answer. /. A memo ( or memorandum meaning reminder ) is normally use for communication policies within an organisation it is often written from a one to all perspective ( like mass communication ) rather than a one on one interpersonal communication it may also be used to upload a team on activity for a given project**

**Question No B / Five uses of comma and full stop**

**Answer**

1. **use a common to separate independent clause when they are joint by conjunction**

**Example I went to the store and I bought an apple**

1. **comma use to separate groups of words three or more**

**Example may dog is white fat and ugly**

1. **camma use after introduce word or phrase that comes before the main subject predicted of the sentence**
2. **Comma use to set off the name. Nickname. Or litter of a person directly addressed**
3. **Use a comma to separate two adjective when the adjective are interchange bale**

**Example he is a fluffy. Adorable cat**

**Use of full stop**

**1 full stop use at the end of a complete sentences**

**Example I will go home**

**2 after abbreviations like etc.a m .pm.**

**3 After world like goodbye All right hi**

**4 use at the end of an indirect question**

1. **use after like Mr Mrs Dr etc**

**Example hi Arshad how are you**

**Question No 3 Read and summaries the following passage in your own words**

**Answer**

 **Health is a stat of having a very necessary physical relating to human society and it’s member and an intellectual process well being and not only the absence of discase or the state of being weak in health. Health is thus a level of use efficiency of living beings and a group condition of iperson mind body and the vittal principal. Implications it’s is a free from illness. Accidental and disorders. Et is a revserve supply that can be dawn upon when needed of every day life and a positive general idea inferred giving special important physical ability.**

**Good health is a undercover of every pleasure man there is an old saying health is is wealth staying for children is urgently needed for proper growth and refining of mind and body as they need to the concentration of attention in the class and fully share in something in the work on the field. Parents must take their children for musical cheak- up and lern from the expert about their enlarging in term of length and weight as it has ascope lmpact on ther including every thing performance and efficiency one of best ways is to drenk afully supply water us areduse the risk of infarction keep your skin health redus the risk of heart attack burne body fat regular our body temp .we should sleep well us if relax our body and redus stress we eit balanced diet and walking .saying should to keep body clean in order to remain clean and health .**

**The gornmant should be made up out of formed health programs into their public policies and controls spacific health problems.**