

Department	(AHS) Mic, Dt, Rad & Dpt
Subject	English-ii
Marks	50
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Instructor	Hajra iqbal

Fill below blocks.

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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.

Write short notes.

**Q a. Three steps of essay**

**/20 marks**

**Ans:-**

1. Introduction
2. Body
3. Conclusion

Step 1: what is a paragraph? It's important to keep your points clear when writing an effective essay. A paragraph must make a point. ...

Step 2: structure your essay. Make sure to include sign posts along the way to keep your reader on track. ...

Step 3: conclude your argument.

**Q b . Five uses of comma and full stop.**

**Ans:-**

**Uses of comma**

Comma is use after an introductory phrase or clause

Comma use before and after a parenthetical phrase or clause

Comma is use to separate two independent clauses linked by a coordinating conjunction (and, but, for, nor or, so, yet)

Comma is use to separate items in a series.

Comma is use before a quotation when an introductory phrase with a word like say or reply precedes the quotation.

**Uses of full stop**

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

Full stops also appear after initials of a person, for example, u.s.

It is a common practice to use full stops or periods to mark abbreviations. For instance, 'prof.' for professor.

Full stops mark the end of a sentence that is a command, that is, that tells someone to do something. For instance, 'open the door.'

Full stops or periods are also used in website addresses

**Q c. Define phrase and clause with two examples.**

**Ans:-phrase:-**

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

Examples:-

- 1) Leaving behind the dog
- 2) Smashing in to a fence

**Clause:-**

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

Examples:-

- 1) Since she laughs at diffident men
- 2) Because she smiled at him

**Q D. what is memorandum**

**Ans:-**

**Memorandum:** - a memorandum, more commonly known as a memo, is a short message or record used for internal communication in a business

**Write an essay on any one topic. (340-350) word count**

**/20 marks**

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

The numbers of people who smoke have increase over the years. Although they are equipped with the knowledge of how unhealthy smoking can be, people still choose to smoke. It is a personal choice and a highly addictive habit. Smokers choose to subject themselves to the health risks of smoking. It is not for the government or any third party to dictate whether or not a person should be allowed to smoke.

However, smoking does not only affect the smoker negatively. It also affects all the people around those who smoke because when people smoke in public the smoke travels everywhere through the air, and the negative effects of this smoke affects all living, breathing creatures. Therefore smoking should be banned in all public places.

People who smoke in public portray a bad example. Children are easily influenced in their growing stages. They imitate the people around them because they cannot differentiate between right and wrong. Therefore they perceive the actions they see around them as the way things should be. Besides that, teenagers who see people smoke in public take it as precedent to start smoking as well. 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. Teenagers happen to think that smoking makes a person “cool.” When they see adults doing it on the streets it strengthens their belief in the “coolness” of smoking. Some teenagers think that smoking marks their transition into adulthood and maturity. Hence, more teenagers start smoking due to the influence of seeing other people smoke in public places.

If smoking is banned in public areas, it will promote a healthier lifestyle for everyone. People will see it as a government endorsement for a healthier lifestyle of everybody. This is because by banning smoking in public areas the government sends the message that the government cares about the health of the citizens and that the government discourages people from smoking.

**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.

