**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 | Bilal haider |
| Student Father Name | Bakhtzamin |
| University ID Card Number | 15953 |
| Department | **DPT 2ND SEMESTER** |

**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**

1. Smoking in public places has to be banned.
2. Parents are our first and most important teachers. Describe a specific valuable lesson from one of your parents
3. The way I spend my lockdown during Covid-19..

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

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.

**ANSWERS**

**Question # 01:**

**a) Three Steps of Essay: Answer:**

Following are the three steps of essay, **Introduction:**

It is the starting part of the essay. In this part we should introduce the topic of the essay, inform the reader about the topic being discussed. Introduce the main idea and purpose of the essay. As this part is the starting part for the reader it is the first impression for the reader therefore, it should be quite effective and attractive that should encourage reader and motivate them to read further and develop interest in continuing reading.

**Body:**

The body includes the main paragraphs in the essay, which give the main idea. It explains the topic in detail. All the body paragraphs should be related to each other. The topic is explained in a number of sentences which help to make the main idea clear for the reader. It gets easier for the reader to read the essay.

**Conclusion:**

The conclusion is the last part of the essay. The conclusion should be briefly explained, which give a logical end to the essay. The conclusion only contain the main points of the essay and gives the summary of the whole essasy.

1. **Five Uses of Comma and Full Stop:**

**Answer:**

**Uses of comma:**

* 1. Comma is used to separate words or items in a list or sentence.
  2. Comma is used in between the adjectives if more than one adjective is used in a sentence.
  3. Comma is used between the author surname and the date.
  4. Comma is used to separate a dependent and independent clauses from eachother.
  5. Comma is used to separate a city from its state and the day of a month from the year.

**Uses of full stop:**

* 1. A full stop is primarily used to mark the end of a sentence.
  2. Full stop is a punctuation used after or before many abbreviated phrases and words.
  3. Fullstop is used at the end of an indirect sentence.
  4. Full stop is used for dramatic effect in informal writing such as text messages and social media updates etc.
  5. Full stop is also used at the end of commands, that tells someone to do something.

1. **Define Phrase and Clause with two examples:**

**Answer:**

• **Phrase:**

The phrase function as one part of speech in a sentence. Phrase is a group or bundle of word with out subject and verb. Phrase can not convey a complete thought.

**Example:**

* + - 1. Before the meal.
      2. According to ali.
      3. Inspite of himself.

• **Clause:**

Clause is a group or bundle of words with subject and verb.

Clause sometimes convey a complete thought.

**Example:**

* + - 1. Who likes her as much as I do.
      2. I graduated last year. 3) I want some cereal.

1. **What is Memorandum:**

**Answers:**

Memorandum is a recorded form of communication used in business or between employes. It is a written proposal or reminder. It is a document with legal terms and conditions. Memorandum is a written report that is prepared for a person or a committee in order to provide them with information about a particular matter.

Memorandums are less formal and shorter than letter used most often for communication within an organization. The headings and tone make it different from a business letter. All the information is on single topic.

Memorandum is used to pass information as an internal communication in an organization. While letter is a form of communication from one individual to an other.

**QUESTION # 02:**

**ANSWER:**

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

The number of smokers are rapidly increasing every year. People are provided with the knowledge of how unhealthy smoking can be, still they choose to smoke. It is a highly addictive habit. It is ones personal choice. Smokers still force themselves to the health risks of smoking. Smoking is not harmful for the smoker only. It also affect the people around the smoker because when a smoker smokes in public areas the smoke travel all around through the air and the harmful effects of this smoke affects all the breathing creatures present there. Therefore smoking should be banned in all public places. Besides that, teenagers whose people smoke in public take it as precedent to start smoking as well. When people say yes to smoking in public places, they are actually saying yes to air pollution, high poverty level and most importantly to their own death.

People have banned drinking and many other activities which negatively affect the health of and individual but we have done nothing regarding smoking. Many people gets irritate from the smell of smoking because they are allergic to it. On the packet of cigarettes there is written “smoking is injurious to health” but some people are unaware of this and those who are aware of this they are ignoring it and smoke cigarettes as a daily routine. Smoking directly damages the lungs of an individual and causes lungs cancer.

If smoking is banned in public areas, it will promote a healthier lifestyle for everyone. It safeguards the life of the smoker as well as that of the public. Some people may argue that by banning smokers from smoking in public, it violates upon their rights. It is true that smokers have rights and should not be violated upon. But a nonsmoker’s right to breath clean air should be given importance as well. When people smoke in public the toxic smoke travel through air and into the lungs of other people. Which can cause severe cough and lung diseases to them. If people are warned from smoking in public it would be safe for the environment.

The ban will discourage children, teenagers and non-smoker’s from starting to smoke thus warning them from getting addicted to smoking. Thus, smoking should be banned in all public places.

**QUESTION # 03 ANSWER:**

**SUMMARY:**

Health is a state of physical, mental and social wellbeing and having no disease etc. Health is a condition of an indivituals mind, body amd spirt that is free from injury, ilness pain or any disease. It is an everyday source of life and give us strength for physical capabilities.

Good health is a blessing from god and it is a secret of every human. As we know health is weath. Staying healthy for children is very important for good growth and nourishment of mind and body for their further future activities. Parents shoukd take good care of their childs health and go for medical checkup and know about their development of height and weight as it have a huge effect on childs overall performance. by being strong and healthy you can be an example for others.

Good health is the result of good care of your self and a good diet. Best way of staying healthy is to drink as more water as you can. Water reduces the risk of infections amd keeps your skin hydrated and healthy. It helps to burn fats and maintain body temperature. For good health sleep is also essential. Good diet also result in good health. We should make our aim to keep our self clean and healthy. We should laugh more as it is a secret of good health. And many health programs to control health issues should be developed in public places by government. Health should be given first prioirity.