**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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| --- | --- |
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|  University ID Card Number  | **16612** |
| Department  | **DPT 2nd** |

**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 .**

a.Three Steps of Essay

Answere no. 1 :

First step: INTRODUCTION

In essay, the first paragraph is always about introduction. You have to write a clear and attractive essay which gathers the all attention of a reader. Write a beautiful introduction of the topic or thr purpose of thr essay. Start the esaay with some quotation or something interesting which a person would deffinately want to read.

Secnd step: MAIN IDEA/ THE BODY

After gathering the attention , now you will explain the main body of the essay. You can also call it the heart of an essay. You can write it in three or four paragraphs. Explain everything in a little more detail and work with the other body paragraphs.

Third step: CONCLUSION

End up the essay with a brief conclusion. Summarise the above paragraph, and give a final thought to your essay.

b. Five Uses of Comma and Full Stop.

Answere no.2

FULL STOP:

It is the most commom used and most important punctuation mark. It is used;

1. At the end of the declaration sentence.
2. After titles in American English.
3. In numbers.
4. Following abbreviations.
5. End of an unconventional sentence.

COMMA:

The comma is the most important punctuation mark after the full stop. Its main use is for separating parts of sentence. It is used;

1. Before of after adverbial clause.
2. Before various connectives to join two independent clause.
3. To separate some non defining phrases from the rest of the sentence.
4. To separate words, groups and clauses of series like in this sentence.
5. To separate adjectives that separately modify the same noun.

c.Define Phrase and Clause with two examples.

 Answere no.3

PHRASE:

A phrase is a small group of words that adds a meaning to a sentence. Because it is not a complete idea with a subject, verb and a predicate. It does not have subject or a verb. Begins with a prepositons and ends with a nounor a pronoun.

For example:

1. The information age ( noun phrase)
2. Earnest in her desire (adjective phrase)
3. Much two quickly to see clearly ( adverb phrase)
4. After a very long walk ( prepositional phrase)

CLAUSE:

A clause is a part of a sentence that contains both the subject and a verb. Begins with a relative pronoun or a subordinate conjunction. It can be main clause or dependent clause.

1. Since the children are sleeping.
2. You have made a mistake.

d.What is Memorandum

**Answere no.4**

**MEMORANDUM:**

A memorandum or memo is a short official note that is sent by one person to another within the same company or organization. It is an internal document that is generally short, focuses on a single topic, reports information, makes a request or recommemds action such as may be used in a business office. Yhe plural form of the Latin noun ***memorandum*** so derived s properly *memoranda,* but if the word is deemed to have become a word of the English language, the plural memorandums, abbreviated to memos, may be used.

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

 **The way I spend my lockdown during Covid-19**

In this pandemic situation everyone is spending time with their families. But what if you are living alone? Well the whole world is in a very resilient situation right now. The Covid-19 is a virus which is spread everywhere and still spreading, and the whole world is locked down. Some people are in very strenuous conditions, but some are enjoying and spending a quality time with their families. Where I live alone, locked in my own house and wondering when will this end.

This quarantine made different reactions on everyone, some are getting better, some are getting worst, and some are using it as an opportunity like me. In the beginning of this quarantine I was anxious and frightened about the situation and was thinking that world is going to end. But after a little while I got to know that everything will be fine. I live alone because of some issues, and yes! You can say I do not have a family to spend time with them. I usually do not make a lot of friends so my friend circle is also so small. Since everyone is in lockdown, the few friends mine also do not visit that much. So I started doing things, that were left undone because of the shortage of time.

 First of all I focused on my prayers and my Holy phore because I was so weak in performing the five daily prayers. So I focused on making it a habit and not to leave a single prayer.Then I started renovating my house, like changed furniture positions, maintained my cupboard, maintained the kitchen etc.

After doing all these things, now I was free and spent a few days doing nothing but a wasting time and started getting bored. Then I got an idea that instead of wasting time in watching movies I should spend my time in making my skills better. I had a good sense of art and design so I started painting. I was good at making designer clothes but my stitching was not that clear and perfect so began to work on that. Started baking and cooking different dishes which I always wanted to make. Also a little focus on my health, skin and physique. Began worked out daily, and took some essential vitamins.

Now I am trying to make my routine and life better with these few important things. Living alone is hard but if you learn to spend time in good things everything will get easier for you. Everyone should focus on their life, health, physique and on the skills he have, to improve them and make good out of it.

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

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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. |

**SUMMARY:**

**General health is concerned to the efficiency of the mind of the people their body that is free from any illness, damage or ache. There is a common saying, "Health is wealth". A child needs to be healthy to perform well in the academic hours and to take part in the daily life chores. It is important for the parents to take care of the screening of their child to know about the development. Good health enables a person to be a good example for its efficient performance in life. Good health is the key to the disciplined life. We need to drink plenty if water, take proper sleep, take exercises and have a balanced diet in order to be blessed with good skin, reduced risk of heart disorders and a refreshed body and mind. Cleanliness too is integral part.**