

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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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 . / 20 Marks

a.Three Steps of Essay:

- **Essay:**

A short piece of writing based on a specific topic is called an essay. it gives information about the topic and also presents the thoughts and opinion of the writer.

- **Steps:**

There are three steps of an essay. that is ;

1. Introduction
- 2.Body
3. Conclusion

Introduction:

The first part of an essay that gives the main idea about the essay is

called introduction. It should be effective to encourage the reader or to motivate the reader to continue reading. Writer needs to catch the attention of the reader by writing an effective opening that's why the introduction often consists of a quote or a popular saying etc

Body:

Essay consists of a body paragraph that supports the main idea of the essay. Body paragraph comes between the introduction and the conclusion. It works together with other body paragraphs to make an efficient and clear essay. Each body paragraph has a supporting sentence that makes the main idea of the essay more clear.

Conclusion:

Conclusion paragraph consists of a brief summary of the whole essay. The writer usually discusses the one main point in the concluding paragraph upon which the whole essay depends.

b. Five Uses of Comma and Full Stop.

- **Comma:**

Comma is an essential punctuation mark that makes it easy for the reader to read the context of a paragraph. The uses of comma are as follows:

1. Comma is used to separate words and items in a list.
2. Comma is used to separate multiple adjectives that describe the same noun.
3. Comma is used to separate a city from the country.
4. Comma is used to separate the day of the month from the year.
5. Comma is used while addressing a person's name in a sentence.

- **Full Stop:**

A punctuation mark used at the end of a sentence to make sure that the sentence is complete. The uses of full stop are:

1. Full stop is used at the end of a complete sentence.
2. Full stop is used at the end of an indirect question.
3. Full stop is also used to show abbreviations.

4. Full stop is used at the end of an unconventional sentence.
5. Full stop is used at the end of an imperative sentence.

c. Define Phrase and Clause with two examples.

Phrase:

Phrase is defined as a group of words without a verb and a subject. Phrase starts with a preposition and ends with a noun or a pronoun. It does not have a subject completing an action. It acts as a meaningful part of a sentence.

Example:

- After the meal.
- Beside the bed.

Clause:

Group of words with its own subject and verb that makes up a complete sentence is called a Clause. The verb of a clause is always clear and distinguishable whereas the subject may be hidden or mentioned.

Example:

- She graduated last year.
- She did my homework.

d. What is Memorandum

A document that consists of a short written message used in a company or a business organization. It is basically a reminder of an important task that is used between employees. Every memorandum contains information about a specific matter.

A memorandum is less formal than a letter. It is used to give suggestions or instructions on a specific topic. It is also used to convey a piece of information from one employee or department to another department.

Purpose:

- To inform something.
- To suggest something.
- To communicate ideas.
- Used to instruct.
- To remind something.

Advantages:

- Memos are quick.
- Memos are inexpensive.
- Memos are an important source of maintaining records.
- Very convenient way of communication.

Parts of Memos:

- **Heading section:**

Consist of essential information such as; To, From, Subject and date.

- **Context:**

Which consist of main discussion and important information

- **Closing section:**

Consist of concluding sentences that are based on courteous words meant to lure the reader to take the positive action.

2. Write an essay on any one Topic. (340-350) Word Count /20 Marks

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

ESSAY: Smoking in Public Places has to be banned

Cigarette smoking is injurious to health. The most ignored caution I have

ever seen. I wonder why is it written on the box, I guess probably because the company is too afraid to take the blame of every single death that is caused by smoking.

Smoking, an act of breathing in smoke to be tasted and to be absorbed in the bloodstream. Now most of the people think that the act of smoking is only destroying the person but the truth is that, the smoker is also taking you down with him or her.

There are two kinds of smokers, one is the active ones and other are the passive ones. Now the active smokers are those who literally smoke cigarette but the passive ones are those which being affected by the active ones. Those who inhale the smoke released by the smoker involuntarily.

This is because of the smoking in public places. I think that the smoking in public places must be banned because of a thousand reasons. First of all, the smoker is not only responsible for his lung cancer but also for the millions of people around and the passer byes. Smoke that is released in the atmosphere is a hazard for the nature, it's the main cause of air pollution. Furthermore, a smoker in a public place can be a bad influence on the teenagers, this act can encourage others to smoke.

Smoking in a public place makes the environment contaminated, which can affect the lungs of every single person sharing that environment, which also includes infants and toddlers. The people around a smoker tend to ignore this habit or act like it's not a big deal but what they don't know is that smoke is gradually destroying their internal system making it a nest of so many deadly diseases such as Emphysema, Tuberculosis, Pulmonary edema, Asthma and as it is 2020 even Corona.

Therefore, Smoking should be strictly banned at least in public places. Because it is better to save million lives than one life. Cigarette may not kill you but the cancer will. And a healthy environment produces motivated citizens.

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.

Summary:

Good health is the key to peaceful and happy life. The meaning of good health is not just the absence of a disease but the presence of not only physical but also social and mental fitness. Health is the most important factor that plays a vital role in our everyday life. A child's health is most important as it helps him/her to take part in school and other activities. And the responsibility of a child's health fall on their parents , it is their duty to keep a proper check on their child's routine, diet , height and weight. For acquiring good health, it is important to follow a proper protocol such as consuming a lot of water that will help in keeping our body hydrated and fresh and will prevent many heart diseases and obesity as well. Similarly proper sleep helps in the relaxation of muscles. Also along with proper sleep, we need to eat healthy food and exercise daily. Taking care of our body should be a priority and we should set an example for others to encourage them in order to be healthy and fit.

