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**A) How to be a hard worker**

**1:train optimism in your self :**

By learning to be optimistic the extra effort you need to put in to become hard worker will become less  
serve adopt the explanatory style of the optimist to help yourself views both good and bad events

**2:identify and oppose irrational thoughts**

Small success are no less of a success and you should allow yourself to feel pride at youe  
accomplishment

**3:reform problems as lessons**

Open minded will faciactedproblem solving and a sense of your work situation in hand will and and  
contribute to peace of mind.

**B)Five uses of comma :**

**1 Comma is used before or often an position**

e.g adnan my class mate,is goog in nature

**2 separate two thing**

e.g he boughts books,pen and rubbers

**3 usingof separating participates:**

having finished his lacture ,dr asad askedfor a cap of tea

**4 to separate clauses**

e.g if you want to succeedhard work

**5 mark short pauses**

he come,he saw he conquered

### five uses of full stop

**1 At the end of a declarative sentence**

e.g loves makes the world go round.

**2 After title in American English**

e.g doctor asad ahmad instructs us in zoology .

**3 in numbers**

e.g retail sales fell by 33percent in January.

**4 Following abbreviation**

e.g we are mutual friends enemies etc .

**5 end of unconventional sentence**

e.g he was not allowed to do that no while he was the lead of group .

### **C)PHRASE DEFINITION:**

a group of a words which makes a sense but not complete a sense that is called phrase

EXAMPLE:1: On the road much two quicklyto

2:see clearly

### **Clause**

A clauses a group of world that contain both verb and predicate

There are two types of clause

1:independent clause

2:dependent clause

Example:1.they have done the job

2: Asad likes the meets.

### **D)Memorandums**

It means that a written message in business

A memorandum is a written document that may be used in a business office. The plural form of the Latin noun memorandum is memoranda, but if the word is demanded to have become a word of the English language, the plural memorandum is abbreviated to memos and may be used.

In law, a memorandum is a record of the terms of a transaction or contact, such as a policy memorandum of understanding or a memorandum of association.

## **Q no.2**

### **ANS: ESSAY : SMOKING IN PUBLIC PLACES HAS TO BANNED**

**Introduction:** Some countries such as Pakistan and China have already introduced legislation which imposes a ban on smoking in work places and other public places. Other countries are considering such a ban and this has given rise to much controversy among the population of this country.

My view is that everyone has a right to work in a comfortable, clean, healthy environment. It should not have to put up with other people and nicotine habit. Smoking is a very antisocial habit which, at very least,

**Body:** Can cause discomfort to others in the form of smoky atmosphere and dirty surroundings caused by dropped cigarette ash on the floor, overflowing ashtrays, and discarded cigarette ends. Smokers also endanger the health of others if people want to ignore the danger and go on smoking despite the known danger. It is their choice, however, it is known that the inhalation of cigarette smoke by non-smokers is known as passive smoking, which can lead to various health problems. It is unjust that smokers should be allowed to have a deleterious effect on the health of their workmates.

Protesters against a smoking ban in the workplace claim that such a ban is contrary to human rights of smokers, but smokers in fact infringe the human rights of their colleagues by endangering their health and their environment.

Smokers also complain that they have to go outside the building to smoke in all weather conditions. They also claim that smoking outside the building makes them look and feel like parishioners, however, that is the price they have to pay for persisting in including in such an antisocial habit.

The same non-smoker rate should be applied to public places that scientists have to prove that smoking harms not only the smoker but also the people, the environment, and public places around them. As a result, many people believe that smoking should not be allowed in public areas. Most people think that a ban is a respect for the rights of non-smokers. Firstly, smoking increases the risk of major health problems, such as cancer. According to the data in the year 2017, millions of smokers die every year because of smoking.

Furthermore, our environment is polluted by smokers. Many beaches around the world are filled with cigarette butts and other pollutants related to smoking. It should also be considered that the people's health is more important than business and restaurants, etc.

Tobacco contains nicotine, which the body and mind quickly become so used to that a person needs to have it just to feel normal.

**Conclusion:** reducing smoking in public places and even making it illegal is required however this should be done in convenient fashion so that it contributes to decrease in numbers of smoker in a society in this way million of people get chance to have and maintain healthy .

**Qno3:** health is makes our body and mental not make us ill .the main function of food health is maintain the general condition of a person mind and to have no ailment or pain in our life and to think positively and health our selves.

Body must be diagnose from expert to know about it height and weight which effect our daily routine

.

A good life is impossible good health .a person must drink the right amount of water to reduce the possibilities of all disease ,such skin,heart attack,burn etc.