

IQRA NATIONAL UNIVERSITY PESHAWAR

PAPER: ENGLISH COMPOSITION

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Question 1: How to write an essay, explain in detail?

Answer: **Essay:**

Did you know the word ‘essay’ is derived from a Latin word ‘exagium’, which roughly translates to presenting one’s case? So essays are a short piece of writing representing one’s side of the argument or one’s experiences, stories, etc. Essays are very personalized.

Introduction of an Essay:

1. Hook your reader by piquing interest and curiosity.
2. Provide background and context on your topic. ...
3. Define the objective and formulate the thesis statement.
4. Provide a map of the content.
5. Length of the body text.
6. Paragraph structure.
7. Example paragraph.
8. What not to include in a conclusion.

7 Steps to Writing an Essay:

1. Decide what kind of essay to write.
2. Brainstorm your topic.
3. Research the topic.
4. Develop a thesis.
5. Outline your essay.
6. Write your essay.
7. Edit your writing to check spelling and grammar.

Choose the Type of Essay:

The first step to writing an essay is to define what type of essay you are writing. There are four main categories into which essays can be grouped:

Narrative Essay: Tell a story or impart information about your subject in a straightforward, orderly manner, like in a story.

Persuasive Essay: Convince the reader about some point of view.

Expository Essay: Explain to the reader how to do a given process. You could, for example, write an expository essay with step-by-step instructions on how to make a peanut butter sandwich.

Descriptive Essay: Focus on the details of what is going on. For example, if you want to write a descriptive essay about your trip to the park, you would give great detail about what you experienced: how the grass felt beneath your feet, what the park benches looked like, and anything else the reader would need to feel as if he were there.

Knowing what kind of essay you are trying to write can help you decide on a topic and structure your essay in the best way possible. Here are a few other types of essays:

Argumentative Essay: Take a position on a controversial issue and present evidence in favor of your position.

Compare and Contrast Essay: Identify similarities and differences between two subjects that are, typically, under the same umbrella.

Problem Solution Essay: Describe a problem, convince the reader to care about the problem, propose a solution, and be prepared to dismantle objections.

Brainstorm:

You cannot write an essay unless you have an idea of what to write about. Brainstorming is the process in which you come up with the essay topic. You need to simply sit and think of ideas during this phase.

Write down everything that comes to mind as you can always narrow those topics down later. Use clustering or mind mapping to brainstorm and come up with an essay idea. This involves writing your topic or idea in the center of the paper and creating bubbles (clouds or clusters) of related ideas around it.

Brainstorming can be a great way to develop a topic more deeply and to recognize connections between various facets of your topic.

3. Research the Topic:

Once you have done your brainstorming and chosen your topic, you may need to do some research to write a good essay. Go to the library or search online for information about your topic. Interview people who might be experts in the subject.

Keep your research organized so it will be easy for you to refer back to. This will also make it easier to cite your sources when writing your final essay.

4. Develop a Thesis:

Your thesis statement is the main point of your essay. It is essentially one sentence that says what the essay is about. For example, your thesis statement might be "Dogs are descended from wolves." You can then use this as the basic premise to write your entire essay, remembering that all of the different points throughout need to lead back to this one main thesis. You should usually state your thesis in your introductory paragraph.

The thesis statement should be broad enough that you have enough to say about it, but not so broad that you can't be thorough.

To help you structure a perfectly clear thesis, check out these Statement Examples.

5. Outline Your Essay:

The next step is to outline what you are going to write about. This means you want to essentially draw the skeleton of your paper. Writing an outline can help to ensure your paper is logical, well organized and flows properly.

If you've been tasked with an argumentative essay, here's the best formula for an Argumentative Essay Outline.

Start by writing the thesis statement at the top, and then write a topic sentence for each paragraph below that. This means you should know exactly what each of your paragraphs is going to be about before you write them.

Don't jumble too many ideas in each paragraph or the reader may become confused.

Ensure you have transitions between paragraphs so the reader understands how the paper flows from one idea to the next.

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6. Write the Essay:

Once you have an outline, it's time to start writing. Write based on the outline itself, fleshing out your basic skeleton to create a whole, cohesive and clear essay.

You'll want to edit and re-read your essay, checking to make sure it sounds exactly the way you want it to. Here are some things to remember:

Revise for clarity, consistency, and structure.

Support your thesis adequately with the information in your paragraphs. Each paragraph should have its own topic sentence. This is the most important sentence in the paragraph that tells readers what the rest of the paragraph will be about.

Make sure everything flows together. As you move through the essay, transition words will be paramount. Transition are the glue that connects every paragraph together and prevents the essay from sounding disjointed.

Reread your introduction and conclusion. Will the reader walk away knowing exactly what your paper was about?

In your introduction, it's important to include a hook. This is the line or line that will lure a reader in and encourage them to want to learn more. For more on this, check out [How to Write a Hook](#).

And, to help you formulate a killer conclusion, scan through these conclusion examples.

7 Check Spelling and Grammar:

Now the essay is written, but you're not quite done. Reread what you've written, looking out for mistakes and typos.

Revise for technical errors.

Check for grammar, punctuation and spelling errors. You cannot always count on spell check to recognize every spelling error. Sometimes, you can spell a word incorrectly but your misspelling will also be a word, such as spelling "from" as "form."

Another common area of concern is quotation marks. It's important to cite your sources with accuracy and clarity. Follow these guidelines on how to use quotes in essays and speeches.

You might also want to consider the difference between quoting, paraphrasing, and summarizing. Quoting is reserved for lines of text that are identical to an original piece of writing. Paraphrasing is reserved for large sections of someone else's writing that you want to convey in your own words. Summarizing puts the main points from someone else's text into your own words.

Question 2: What are prefixes and suffixes, explain with examples?

Answer: **Prefixes and suffixes:**

Prefixes:

A prefix is a group of letters placed before the root of a word. For example, the word "unhappy" consists of the prefix "un-" [which means "not"] combined with the root (or stem) word "happy"; the word "unhappy" means "not happy."

Prefix	Meaning	Examples
de-	from, down, away, reverse, opposite	decode, decrease
dis-	not, opposite, reverse, away	disagree, disappear
ex-	out of, away from, lacking, former	exhale, explosion
il-	not	illegal, illogical
im-	not, without	impossible, improper
in-	not, without	inaction, invisible
mis-	bad, wrong	mislead, misplace
non-	not	nonfiction, nonsense
pre-	before	prefix, prehistory
pro-	for, forward, before	proactive, profess, program
re-	again, back	react, reappear
un	against, not, opposite	undo, unequal, unusual

Suffixes:

A suffix is a group of letters placed after the root of a word. For example, the word flavorless consists of the root word “flavor” combined with the suffix “-less” [which means “without”]; the word “flavorless” means “having no flavor.”

A short list of suffixes:

Suffix	Meaning	Examples
-able	able to, having the quality of	comfortable, portable
-al	relating to	annual comical
-er	comparative	bigger, stronger
-est	superlative	strongest, tiniest
-ful	full of	beautiful, grateful
-ible	forming an adjective	reversible, terrible
-ily	forming an adverb	eerily, happily, lazily
-ing	denoting an action, a material, or a gerund	acting, showing
-less	without, not affected by	friendless, tireless
-ly	forming an adjective	clearly, hourly
-ness	denoting a state or condition	kindness, wilderness
-y	full of, denoting a condition, or a diminutive	glory, messy, victory

Explanation of Prefix:

When you add a prefix to a word, you shouldn't change the spelling of the original word or the prefix. The words disappear (a combination of dis- and appear), unhappy, and undo all illustrate this guideline. Follow this rule even if the spelling results in double consonants, such as in the words misspell, irredeemable and cooperation.

You should use a hyphen when joining a prefix to a proper noun, as in pro-American. There should always be a hyphen after the prefix self- (as in self-esteem), and after the prefix ex- when it means former (as in ex-husband). Hyphens can also prevent misreading, mispronunciation, or confusion with other words. For example, you should hyphenate re-cover (to cover again) to avoid confusing it with recover (to regain or repair).

Explanation of Prefix:

When you add a suffix to a word, the original word usually keeps its original spelling. However, there are some exceptions to this rule: If the original word is one syllable and ends with a single consonant, double the last letter. For example, tip becomes tipping or tipped, and run becomes running. If the word ends in multiple consonants, as in the word bank, last letter doesn't get doubled.

Question 3: What are the types of fragment sentences, explain?

Answer: Fragment:

A small part broken off or separated from something.

Fragment sentences:

A sentence fragment is a group of words that looks like a sentence, but actually isn't a complete sentence. Sentence fragments are usually missing a subject or verb, or they do not express a complete thought.

Example and Explanation:

Here are a few examples of fragments and complete sentences:

Fragments:

On the table.

The dog ran over there.

This thing is bothering me!

I'll call you if I walk home.

Complete Sentences:

My hat is on the table.

Over there.

This thing.

If I walk home

Missing Both Subject and Verb Fragments:

We need to add a subject and a verb to these prepositional phrases in order to make them complete sentences.

The corn is on the table.

My doggie ran over there.

No main verb:

Fragment: A story with deep thoughts and emotions.

Possible Revisions:

- Direct object: She told a story with deep thoughts and emotions.
- Appositive: Gilman's "The Yellow Wallpaper," a story with deep thoughts and emotions, has impressed critics for decades.
- **Fragment:** Toys of all kinds thrown everywhere.

Possible Revisions:

- Complete verb: Toys of all kinds were thrown everywhere.
- Direct object: They found toys of all kinds thrown everywhere.
- **Fragment:** A record of accomplishment beginning when you were first hired.

Possible Revisions:

- Direct object: I've noticed a record of accomplishment beginning when you were first hired
- Main verb: A record of accomplishment began when you were first hired.

No Subject:

- **Fragment:** With the ultimate effect of all advertising is to sell the product.
Possible Revisions:
 - Remove preposition: The ultimate effect of all advertising is to sell the product.
- **Fragment:** By paying too much attention to polls can make a political leader unwilling to propose innovative policies.
Possible Revisions:
 - Remove preposition: Paying too much attention to polls can make a political leader unwilling to propose innovative policies.
- **Fragment:** For doing freelance work for a competitor got Phil fired.
Possible Revisions:
 - Remove preposition: Doing freelance work for a competitor got Phil fired.
 - Rearrange: Phil got fired for doing freelance work for a competitor.

These last three examples of fragments with no subjects are also known as mixed constructions, that is, sentences constructed out of mixed parts. They start one way (often with a long prepositional phrase) but end with a regular predicate. Usually the object of the preposition (often a gerund, as in the last two examples) is intended as the subject of the sentence, so removing the preposition at the beginning is usually the easiest way to edit such errors.