

English paper

Name: Mohaiman Alam

ID: 16439

Dept : DPT 2nd semester (sect A)

Answer no 1:

a. Three steps of Essay:

Step 1: Introduction:

The introduction is the first paragraph of the essay. It introduces the reader to the idea that the essay will address. The first sentence of the introduction paragraph should be as interesting as possible.

The first line of every paragraph must make this point very clearly. Then you will need evidence and explain why it is relevant to your question, we call this analysis. Repetition should be avoided because repetition makes a paragraph longer and unclear. Also avoid unnecessary information that won't support your point.

Step 2: Body:

The body of your essay is where you explain or describe the topic you've chosen. Each of the main ideas you included in your outline or diagram will become of the body paragraphs. The first line of every paragraph must make this point very clearly. Also avoid unnecessary information and repetition.

There are three body paragraphs.

1st Paragraph:

The first paragraph of the body should put forth your strongest argument to support your thesis. Start the paragraph out by stating the supporting idea.

2nd Paragraph:

The second body paragraph will follow the same format as the first body paragraph. This paragraph will give a strongest argument to support your idea.

3rd Paragraph:

The third paragraph will contain your third strongest arguments supporting your thesis statement. This paragraph will sum up what you have discussed in each paragraph.

Step 3: Conclusion:

In conclusion we summarize the arguments presented in the body of the essay. This last paragraph will bring your essay has come to an end.

b. Uses of Comma and Full stop:

Comma:

The comma is one of the most used punctuation mark in the English Language. It is used to indicate a short pause.

Uses of Comma:

Following are the uses of comma.

1. The comma is used to separate words, clauses and phrases in a series. Also used to separate additional information being provided about the subject.

Example: Ali, Mohsin and Saad are best friends.

2. The comma is used when you address a person.

Example: No, Mam. This is not mine.

3. The comma is used to separate numbers, dates and address.

Example: My date of birth is 6 July, 2020.

4. The comma is used in a sentence wherein two persons or things are set in contrast to each other.

Example: Ali, not Saad, will go to Karachi.

5. The comma is also used to mark quotations in a sentence.

Example: Quaid e Azam said, " Work, work and work. "

Full Stop:

Full stop completes a sentence when it is places after last alphabet.

Uses of Full stop:

Following are the uses of full stop.

1. The full stop marks the end of a sentence that is a complete statement.

Example: Rubab is my classmate and she is a good girl.

2. The full stop marks a person's initials.

Example: J.J Thomson was a physicist.

3. The full stop comes after some abbreviations.

Example: Mr. Adnan is a gentleman.

4. The full stop marks the end of a command.

Example: Bring me a pen.

5. The full stop is also used in the address of websites, without which it won't work.

c. Clause and Phrase:

Clause:

“A group of words containing a subject and predicate and functioning as a member of a complex or compound sentence.”

A group of words which includes a subject and a finite verb. A clause contains only one subject and one verb.

Examples:

1. I went to Karachi.
2. He is a wise man.
3. When I went Karachi. I bought some new clothes.

Phrase:

“A phrase is a small group of words that form a meaningful unit within a clause.”

A phrase has no finite verb in it and acts to complete the sentence for making it meaningful.

Examples:

1. Might enjoy the meal.
2. Going for dinner.
3. Walking in the storm.
4. To cook biryani for us.

d. Memorandum:

“A memorandum, more commonly known as a memo, is a short message or record used for internal communication in a business.”

Unlike an email, a memo is a message you send to a large group of employees, like your entire department or everyone at the company. You might need to write a memo to inform staff of upcoming events, or broadcast internal changes.

Answer no 2:

“Smoking should be banned in Public places”

The numbers of people who smoke have increase over the years. Although they are equipped with the knowledge of how unhealthy smoking can be, people still choose to smoke. It is a personal choice and a highly addictive habit. Smokers choose to subject themselves to the health risks of smoking. It is not for the government or any third party to dictate whether or not a person should be allowed to smoke. However, smoking does not

only affect the smoker negatively. It also affects all the people around those who smoke because when people smoke in public the smoke travels everywhere through the air, and the negative effects of this smoke affects all living, breathing creatures.

Above all else, smoking, even outside, can cause different medical issues, for example, bronchial contaminations and asthmatic assaults even in non-smokers. People suffer from chronic sinusitis, asthma, bronchial contaminations, and different conditions that have something to do with relaxing.

Smoking damages our environment. That's true. In addition to the fact that smoking is unsafe to you and your relatives, it really harms our environment with the entirety of its occupants. All the plastic channels, cigarette butts, and different components of smoked cigarettes will in general pollute water, soil, and sea shores. The latest lab examines demonstrate that such poisonous mixes of cigarettes as pesticide deposits and nicotine are destructive to fishes and microorganisms.

Smoking should definitely be banned in public places. The places they do allow smoking might lose a bit of money, but it will also help with the health problems that occur. Most people believe that someone who is not in the smoking area of the public place will not be affected by the smoke, but smoke is able to spread in a room and affect the people around. Smoking causes a lot of problems not only for the smoker, but for the people around.

Imagine sitting in a Restaurant unable to enjoy the meal because of the smoke from neighbor's table. It should be banned because the percentage of non-smokers is higher than active smokers so non-smokers have right to have clean air and on the other hand smoke is more dangerous than actually smoking as well. People go to parks for peace and quiet, for necessity, to get to work, so they should not be required to breathe another person's poisonous tobacco fumes around.

In conclusion, it is clear from everything discussed above that smoking should be labeled illegal in all public places all over the globe. As a result, this would improve the state of health of every person or animal, and that is more than enough.

Answer no 3:

Summary:

“TAKE CARE OF YOUR BODY IT IS THE ONLY PLACE YOU HAVE TO LIVE IN”

Health is the absence of any disease or impairment. Health is physical and mental wellness or a condition of well-being. Health is when you are free from illness, injury and Pain. Someone has said correctly that 'if health is gone everything is gone'. A healthy Man lives more happy and peaceful life than any rich person having a diseased body.

Good health and good sense are two of life greatest blessing and it is the secret of happy Man. It is said "Health is wealth". If health is off track everything is lost. Allah Forbidden If health is lost; the capacity to work is lost. Inability to work leads poverty. On the other hand if we have health we are able to work so there will be no poverty in Society. Parents must take their children for medical checkup because Children need to stay healthy for the purpose of proper growth, development of

mind and body as they need to focus in class and fully participate in activities. Therefore good health is one of the basic foundations on which our lives are built.

A wise man should consider that health is the greatest of human blessings, and learn how by his own thought to derive benefit from his illnesses. So we should maintain our Health by getting regular exercise it can help to prevent heart diseases stroke, diabetes and colon cancer. We should take care of our weight carrying too much weight increases your risk for several health conditions like high blood pressure and high cholesterol Etc. we should take care of our skin as well because Sun rays is linked to skin cancer. This is the most common type of cancer be sure to wear protective clothing and hats when you are outside. The secret of good health is proper sleep it relax our body and reduce stress. Smiley face is also sign of good health so we must smile as more as we can. It is the responsibility of Government to protect and advance the interests of society includes the delivery of high-quality health care.