

Name: Ikramullah jan

F.name: samin jan ID : 16592 dept : DT paper: english.

Q: 1 uses of comma and full stop?

Answer:uses of comma:

1:comma is used after an introductory phrase or clause. 2:It is used before and after a parenthetical phrase or clause.

3:comma is used to separate two independent clause linked by coordinating conjunction.

4:comma is used to separate items in series. 5:It is used before a cootation when an introductory phrase with a word like say or reply proceeds the cootation.

uses of full stops?

- 1) the main use of full stop is to mark the end of a sentence that is a complete statement.
- 2) full stop also appear after initial of a person,for example U.K.
- 3) It is a common practice to use full stop to make abbreviations.
- 4) full stops mark the end of a sentence that is a command that is,that tell someone to do something.
- 5) full stops are also use in website addresses.

2= Mamorandum>

A memorandum is a written that may be used in business offic. the plural form of the latin noun memorandum so derived in properly memorandum.but if the word is deemed to have become a word of the english language the plural memorandum.

3=phrases?

phrase: A group of words which make a sense but not complete sense is called phrase.  
eg.at the end of

get rid off.

clauses?

clause: a clause is a group of words that contains both verb and predicate.

eg. i go to school.

she cooked the meal.

how to be a hard worker.

>train optimism in yourself:

by learning to be optimistic the extra

effort you need to put into become hardworker will become loss serve  
adopt the explanatory style of the optimist to help your self view both good  
and bad events.

>identify and oppose irrational thoughts:

small success are not loss of a success and you should allow yourself to  
feel pride at your accomplishments.

>Reframe problems as lesson:

open mindedness will facilitate problem solving and sense of your work  
situation in hand will and contribute to peace of mind.

q 2 essay :

the way i spend my lockdown during covid 19. the way that i spend my  
lockdown is very bad because if we see nowadays the situation is very  
critical. there are a lot of problems which we are facing in this covid 19. first if  
we look at the poor people so they have not enough money to eat proper  
food because of covid 19. some people's business destroyed and the other  
side if we look at the education system so it is very bad because if the  
children do not go to school so it is very dangerous for our country. i am very  
tired in this situation because lockdown plays a very bad character in our  
society.