

(1)

QNO:1

(a)

Three steps of essay writing

## A THREE STEPS PROCESS TO ESSAY WRITING

There are basic 3 steps of writing essay which are:

Introduction

Body

Conclusion

### 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 paragraph introduction should be as captivating and interesting as possible. The sentence that follows should clarify your opening statement.

### Body

The body of your essay is where you explain, describe or argue the topic you've chosen. Each of the main ideas you included in your outline or

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diagram will become of the body paragraphs. If you wrote down four main ideas in your outline or diagram, than you have four paragraphs.

## Conclusion

The final paragraph of the essay provides the conclusion. The paragraph should summarize the arguments presented in the body of the essay. your conclusion paragraph should communicate to the reader that you're confident that you're proven that idea as set in your thesis statement.

## (3) (b)

### (b) Uses of Comma

There are many uses of commas which are following:

- 1 Used in writing lists - to separate a series of words, phrases or independent clauses.

#### Example

I am taking art history, Russian literature, microeconomics, and macroeconomics next semester.

A comma used before and to clarify a sentence is called an Oxford comma or a serial comma.

- 2 To separate non-restrictive or non-essential word or phrases from the main clause. These may appear at the beginning, middle or end of a sentence.

#### Example

The hustle, once we finally saw it, was very nice.

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3

To separate multiple adjectives describing the same noun.

Example

This is a very, very violent movie.

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Used when using 'which'. Comma is not used when used 'that.'

(a) Ali's cars, which are leased, are never kept clean.

(b) Ali's car that are leased are never kept clean.

(5)

Used to set off a person's name or title when directly addressing someone.

Example

Marica, you did good job.

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(c)

## phrase and clause

4 phrase and clause are two important terms in English grammar. Clause and phrase are the parts of sentence.

### Clause

A clause is a group of sentence words that consists of a subject and a verb.

### Example

When I get home

put it on the shelf.

### Phrases

phrase is a related group of words. The words work together as a 'unit'. but they do not have subject and a verb.

### Examples

The boy on the bus

in the kitchen.

on

Society

(6)

(d)

## MEMORANDUM

A memorandum, more commonly known as a memo, is a short message or record used for internal communication in a business. Once the primary form of internal written communication, memorandums have declined in use since the introduction of email and other forms of electronic messaging.

An example of memorandum is when you leave yourself a note to pick up milk.

also

person's  
on

health  
society and

(7)

(2)

## ESSAY

Smoking in public places has  
to be banned

The number of people who smoke have increase over the year. 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 them selves 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 allow to smoke. However smoking does not only affect the smoker negatively. It also affects all people around to those who smoke. There fore smoking should be banned in public places. people who smoke in public portray a bad exam-

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Children are easily influenced in their growing stages. They imitate people around them because they cannot differentiate between right and wrong. Besides that, teenagers who see people smoking in public places take it as precedent to start smoking as well. There is a saying that goes "monkey see monkey do". Teenagers happen to think that smoking makes a person "cool". When they see adults on doing such kinds of things they also start them. So over all it has very bad impact on our society and health. Smoking continuously can lead to breathing problems, and cancer etc. So it means it has very bad impact on our most vital organ like lungs. And can also lead to many more other diseases and even death. So it is necessary to ban them.



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If smoking is banned in public areas, it will promote a healthier life style. People will see it as a government endorsement for a healthier lifestyle of every one. This is because by banning smoking in public areas the government sends messages that government cares about their people. Thus when smoking is not allowed in public places it reminds people that health care is very important. It reminds every person that government is seriously concerned about their peoples. By disallowing smokers to smoke in public it will cause smoker to smoke less. Because smoking is not allowed in public so they will smoke only at home. And at every or any time no body is at home so due to that they will smoke less. So it will give a positive impact on person's health and also on society and

(10) (P)

person peoples present around them.  
By prohibiting people from  
smoking in public the  
government is protecting the God  
given rights to it people to  
live a full and healthy  
life. It encourages people to  
take steps to better their  
quality of life and to take  
care of themselves and as  
well as people present around  
them. There fore smoking sh-  
ould be banned in public  
areas.

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## SUMMARY

It is an old saying that "health is wealth". Health doesn't mean that you are free from all illness in real health means that you are mentally and physically active. Staying healthy for your family is much more important because they are dependent upon you if you are healthy that your children will be active in class and every field of life. And for healthy life discipline is much more important. So for good health you need to drink health, eat healthy and have some exercise and much more important cleanliness. So stay clean and as well as to keep our surrounding clean and neat. And for healthy life we need to be involved in some therapies and activities. And government also need to take some steps for this.