**Name: Maaz Habib**

**Class:1st semester**

**Section: C**

**Roll no: 0273**

**Submitted to: Yasir Saleem Afridi**

**Q (2)a):** Your Semester Coordinator has asked you to submit your migration certificate by 3 rd.

March. Write down an email to the Chairman, DCSE, requesting for an extension in the

submission date. Use the below drawn table to write your answer. Add CC and BCC, if you feel,

are required.

***Ans:***

***From:*** Maaz.habib@gmail.com

***To***: Dani47@gmail.com

***Subject:*** “Request for extension of submission date.”

AOA,

Sir, I hope you are doing well. With due respect I would like to request you to extend the

submission date from 3rd march for submitting migration certificate. As I couldn’t submit it

on time due to sickness of some family member. I will be thankful for your kindness.

Please extend due date of submission, so that I can submit on time.

Thank you!

Maaz Habib (Section C/ 0273 / DCSE)

**Q (2)B):** Suppose you are working as a Data Analyst at Ahmad Inc. Your boss has requested for a very confidential report regarding a colleague of yours. How would you write an email to your boss for the submission of the desired report?

**Ans:**

From: Maaz.Habib@gamil.com

To: Hamid47@gmail.com

CC: YasirSaleemAfridi@gmail.com

BCC: YasirSaleemAfridi@gmail.com

Subject: “Report regarding colleague of mine”

Good morning sir,

I just received your email about asking me about my colleague Danyal. He

is showing a lot of progress at your company. He comes on time. He is a great listener

and has keen observations. He is a gem of a person with zero flaws. He can handle any

heat. Some inform about him is attached with this email.

Good day sir,

Maaz Habib (Manager)

**Q (4):** Keeping in view your experience of the English Comprehension and Composition class, write briefly the shortcomings that you have observed and the new knowledge (if any) that you have attained.

**Ans:**

I am very thankful to all mighty ALLAH, as he has given me such a wounder full teacher. He is hard working and really polite with everyone as to my experience. I never enjoyed English classes this much, as I do now. He is very skill full person and shows full efforts on every student equally.

I have **attained a lot of knowledge** from the start of this course, till the end of it. I have learned about new words, with its meanings. Also, how to interact with others formally and informally. He has taught us many things and I have tried to learn them all. Essay writing, email writing, group working and interacting with new friends, presentation skills.

**The** **short comes** which I personally feel In ECC is that, teacher himself should speak to us in English, to help us gain speed and potential to speak English. It is difficult for me to response as he is speaking other language than English.

**Q (1):** Starting from drawing a brainstorming diagram followed by an outline and a thesis statement, write a comprehensive essay on “Incidents That Changed Your Life.” The Introduction and the Conclusion paragraphs should begin with an effective hook. The essay should be two pages long (12 font size). Use all the steps that have been taught to you during the class, for writing an effective essay. Make sure that you use the punctuation marks, as and when required.

**Ans:**

**“Incidents that change my life”**

**Hated My life**

**Outline:**

Broken enough to end my life, Extreme pressure for a school boy to handle.

**Thesis:**

In everyone life there is a moment, were they want to finish their life or take there life away. Have you ever been at that stage? I have been there, but managed to survive it. It was that when everything changed for me.

**Essay:**

I use to work really hard till this incident happened with me. I was a wise student, doing my work on time, with full courage. Finals come, and this year I went sick and couldn’t study the way I used to, exam ended and I failed 2 subjects. School policy was if u fail more than 2 u don’t get promoted to next class. I was sad as I never ever failed any subject. All my family was disappointed in me and they scolded me a lot. Even my relatives were laughing at me. At that time, I was in 7th class. I couldn’t bear the taunts and the laughter’s. My parents sad and I was fully guilty and depressed. I got into so much pressure that I went to the bathroom, Took a blade. I stood there for a couple of seconds and the next moment I saw blood was coming out of my wrist. I remember the pain clearly as it was unbearable but bearable than the taunts and sadness. My mom came to washroom, knocked on the door. I didn’t respond as I was almost fatigue and sacred as hell. I didn’t remember anything after that, as I lost my conscious.

My mom told me that when I didn’t respond she kept on knocking and knocking. When I didn’t open, she went in a rush to call someone to see what has happened to me. My father came broke the door, there was blood all over the place and my skin color changed to yellow due to a lot of blood loss. They directly, without wasting any more time took me to hospital. The doctor said to pray for me as It was a bit late and had lost a lot of blood. All my family was really sad as they didn’t know and they put me in a lot of pressure. The doctors were trying and trying there best to fix the mistake I did. They succeeded in saving me but I was out for almost a few weeks, as I didn’t weight much and was very week. When I got well, I got discharged from the hospital. On the way home my mom was making love to me but I was upset from them, but my father was really sad and said “we are really sorry we didn’t know and we put so much pressure on you”. But it was to late for a small boy to think and forget all what had happened. I hated my live, I stopped playing, studies and going out with friends or family. Always alone and angry with myself.

One day, all of a sudden, my father came in, closed the door and sat with me on my bed.

He spoke; “**What are u doing with your leave sitting here all day. You are destroying your life and wasting your childhood, your golden days of life. Go out there explore the world, you will face a lot of failure and people with laugh the same way, but it isn’t the best way to escape the situation. Handle it, take over it and seek through your mistakes.”** When he left, I got some sense, I said to myself he is right, what happens if I fail or fail, the thing that matter is to rise up when u fall. Its my life, not the people who are laughing at me or the ones who are taunting me. No, Body is perfect. Everyone fails, everyone falls but the really players of the game are those who never quite living or stop dreaming.

***“You will face many defeats in life, but never let yourself be undefeated.”*** By Maya Angelou.

***Q (3):*** Write an effective precis of the essay that you have written in Q.No.1.

**ANS:**

We live once, we die once live your life till the extreme level u can life. We make mistakes but learn from them and not waste the opportunity. I learned from the most experience man I know, the hero of my life, DAD. He made me realize my mistake and how to take the challenges of life and rise again. We fall, we rise and we find them funny when we go through them, as we grow up. If we lose everything, it doesn’t matter start again from the start but never stop. As we learn from our mistake throughout the life, as no one is perfect.