

Section 8

Paragraph and Essay

পূর্ববর্তী Lesson গুলোতে ইংরেজী বাক্য কিভাবে গঠিত হয় এবং কিভাবে তাকে effective করা যায় তা উদাহরণসহকারে উপস্থাপন করা হয়েছে। কিন্তু শুদ্ধ এবং effective বাক্য লিখতে পারাটাই যথেষ্ট নয়। কোন ঘটনার বিবরণ দিতে হলে, কোন বস্তুর বর্ণনা করতে হলে বা কোন কিছু ব্যাখ্যা করতে হলে ঐ বিষয়ের সঙ্গে সম্পর্কিত এবং পরস্পরের সঙ্গে সংযুক্ত একাধিক বাক্য লিখতে হয়। তাকে Composition বলে। শিক্ষার্থীকে পরীক্ষায় যে সব উত্তর লিখতে হয় সেগুলোর অধিকাংশই composition এর পর্যায়ভুক্ত। তাই শুদ্ধ এবং effective বাক্য লেখার সঙ্গে সঙ্গে শিক্ষার্থীকে composition লেখার কলা-কৌশলও আয়ত্ত্ব করতে হবে।

Composition এর basic unit হলো paragraph, Paragraph এর সংজ্ঞা এইভাবে দেয়া যেতে পারে: A paragraph is a group of related sentences dealing with a central idea. (একটি মূল বক্তব্যকে সম্প্রসারিত করে লেখা কয়েকটি পরস্পর সম্পর্কিত বাক্যের সমষ্টিকে paragraph বলে।) উল্লেখ্য যে, একটি paragraph এ একটি মাত্র central idea থাকে। একাধিক central idea থাকলে সেটা paragraph হয় না। একটি সুলিখিত paragraph-এর একটা structure থাকে। সেটি নিম্নরূপ:

1. Topic Sentence
 2. Body
 3. Conclusion
1. Topic Sentence: Paragraph সাধারণত: topic sentence দিয়ে শুরু হয়। এটি paragraph এর অভ্যন্তর গুরুত্বপূর্ণ অংশ। Paragraph এর অন্যান্য বাক্যগুলো এর সঙ্গে নিবিড়ভাবে সম্পর্কিত। Topic Sentence এ paragraph এর বিষয় বস্তুর উল্লেখ থাকে, তবে তার সঙ্গে attitude বা দৃষ্টিভঙ্গিরও উল্লেখ থাকতে হবে। উদাহরণস্বরূপ, My neighbour is a teacher এই বাক্যটি topic sentence হতে পারে না কারণ এটি একটি statement of fact; এতে কোন দৃষ্টিভঙ্গির প্রকাশ নেই, এর সমর্থনে কোন যুক্তি দেখাবার প্রয়োজন নেই। কিন্তু যদি বলি My neighbour is a remarkable man, তাহলে সেটা topic sentence হবে কারণ এর মধ্যে

একটি বিষয়বস্তু আছে (*my neighbour*) এবং এই বিষয়বস্তুর প্রতি একটি দৃষ্টিভঙ্গি প্রকাশ পেয়েছে (*remarkable*)। তিনি কেন *remarkable* সেটা ব্যাখ্যা বা সমর্থন করার প্রয়োজন আছে। আর একটি উদাহরণ দেওয়া যাক। I know Karim এই বাক্যটি topic sentence নয় কারণ এটি একটি statement of fact. কিন্তু Karim is the brightest boy I have ever known এই বাক্যটি topic sentence হতে পারে কারণ এর মধ্যে একটি subject বা বিষয়বস্তু (*Karim*) আছে এবং একটি attitude বা দৃষ্টিভঙ্গি (*brightest*) আছে।

2. The Body of the Paragraph: Paragraph এর এই অংশে topic sentence এর ব্যাখ্যা, সমর্থন বা প্রমাণ থাকে। তাই এই অংশের বাক্যগুলো topic sentence এর সঙ্গে সম্পর্কিত হতে হবে। কোন অপ্রাসঙ্গিক বাক্য লেখা যাবে না। একে unity বলা হয়। Paragraph এর আর একটি বৈশিষ্ট্য হলো coherence অর্থাৎ বাক্যগুলোর মধ্যে একটা logical sequence থাকতে হবে। অন্য কথায়, তাদের মধ্যে যোগসূত্র থাকতে হবে। Unity ও Coherence রক্ষা করতে হলে দুই রকমের কলা-কৌশল ব্যবহার করতে হয়: (1) Cohesive devices (2) Techniques of paragraph development বা Rhetorical devices. একটু পরে এগুলোর বিস্তৃত আলোচনা করা হচ্ছে।
3. Conclusion: Paragraph এর এই অংশে সাধারণত: একটি বাক্যে topic sentence এ উল্লিখিত মূল বক্তব্যটি restate করা হয় অর্থাৎ অন্যভাবে সেটা পুনরুল্লেখ করা হয়।

Paragraph এর body কে develop করতে হলে যে সমস্ত কলা-কৌশল ব্যবহার করতে হয় সেগুলো উদাহরণসহ আলোচনা করা হলো।

1. Cohesive Devices

- A) Sentence Connectors: Sentence connectors সাধারণত: দুটি বাক্যকে সংযুক্ত করে এবং তাদের মধ্যকার সম্পর্ক তুলে ধরে। কোন কোন sentence connector কি উদ্দেশ্যে ব্যবহার করা হয় তা কিছু উদাহরণসহ উল্লেখ করা হলো।

1. To show addition:

and	furthermore
also	moreover
besides	in addition

Examples:

This food is very tasty. It is also nutritious.

Mina is pretty. Besides, she is intelligent.

This house is very old. Moreover, the price is too high.

2. **To show contrast:** (०८)
- | | |
|--------------|-------------------|
| but | on the other hand |
| however | on the contrary |
| nevertheless | instead |

Examples:

I like dogs. But I hate cats.

Hamid is not foolish. On the contrary, he is very clever.

He doesn't study at all. Instead, he sits and day-dreams.

3. **To show comparison** (AC)
- | | |
|-----------|-----------------|
| likewise | in the same way |
| similarly | in like manner |

Examples:

A garrulous person is seldom loved by others. Likewise, a reticent person is not always well liked.

Parents love their children. Similarly, children love their parents.

4. **To show emphasis:** (अभिव्यक्ति)
- | | | |
|-----------|------|---------------------|
| in fact | (AC) | indeed |
| certainly | | as a matter of fact |

Examples:

Karim has no manners at all. For example, he cut me dead in the street.

Money cannot insure happiness. For instance, although Mr Hakim is rich, he is very unhappy.

6. **To introduce a result:** (००)
- | | |
|--------------|-------------|
| so | as a result |
| therefore | hence |
| consequently | accordingly |

Examples:

The weather was bad. So I stayed indoors.

Hasina was ill. Therefore she was absent from school yesterday.

He did not pay the telephone bill. As a result, his telephone was disconnected.

7. To introduce a conclusion:

in short

in conclusion

to sum up

finally

in a word

Examples:

Mina did not answer my letter; she refused to talk to me when I called on her. *In short*, she behaved rudely.

Kamal is handsome: he is rich; he has a beautiful wife. *In a word*, he is very fortunate.

8. To show a sequence:

first

second

next

Examples:

If you want to do well in your examination, you have to do these things: *First*, you must attend your classes regularly. *Second*, you must do your homework. *Third*, you must review your notes frequently.

B) Reference: Referenceও sentence connector এর মতই বাক্যের সঙ্গে বাক্যের যোগসূত্র সৃষ্টি করে। Reference বলতে সেই সব শব্দ বুঝায় যেগুলো পূর্ববর্তী বাক্য বা পূর্ববর্তী বাক্যে উল্লিখিত শব্দ ছাড়া ব্যাখ্যা করা যায় না। Reference তিন ধরনের হতে পারে:

1. Pronoun reference : Karim is a student. He is studying at Rajshahi University. (দ্বিতীয় বাক্যের *he* এই pronoun টি প্রথম বাক্যে *Karim* ছাড়া বুঝা যায় না।)
2. Demonstrative reference : Men are physically stronger than women. *This* statement is generally true. (*This* শব্দটি প্রথম বাক্যটি ছাড়া বুঝা যায় না।)
3. Comparative reference : Mina will not sing at the function. You will have to find someone else. (*Someone else* কথাটি প্রথম বাক্যের *Mina* ছাড়া বুঝা যায় না।)

C) Substitution: Substitution আর একটি cohesive device. যখন একটি শব্দ অন্য একটি বড় শব্দের পরিবর্তে ব্যবহার করা হয় তখন তাকে substitution বলে। Substitution ও তিন রকমের হতে পারে:

1. Nominal substitution : This knife is blunt. Give me a sharper one. (*One* শব্দটি *knife* এই noun টির substitution.)
2. Verbal substitution : Have the children gone to sleep? I think they must have done. (*Done* পূর্ববর্তী বাক্যের verb এর substitution.)
3. Clausal Substitution: Are you going to Dhaka tomorrow? If so, we can travel together. (*so* শব্দটি একটি clause এর substitution.)

D) Ellipsis: Ellipsis বলতে শব্দ বা বাক্য বাদ দেওয়া বুঝায়। এটাও তিন ধরনের হতে পারে:

1. Nominal ellipsis : Why don't you use a knife? I haven't got any. (এই উত্তরটি বুঝতে হলে *any* শব্দের পর *knife* এই noun টি supply করতে হয়।)
2. Verbal ellipsis : Is it going to rain? It may, or may not এই উত্তরে main verb ব্যবহার করা হয়নি। এটা বুঝতে হলে *rain* এই verb supply করতে হয়।)
3. Clausal ellipsis : Can you swim? Yes. (*Yes* শব্দটি I can swim বুঝাচ্ছে।)

E) Lexical Cohesion: Lexical cohesion বলতে এমন কতকগুলো devices বুঝায় যেগুলো শব্দের ব্যবহারের মাধ্যমে বাক্যের সঙ্গে বাক্যের সংযোগ সৃষ্টি করে। এ ধরনের কিছু devices এর বিবরণ নীচে দেওয়া হলো।

1. Repetition of words (শব্দের পুনরাবৃত্তি) : He was walking home from his fields. His feet sank deep in the thick dust. A dry, hot wind blew dust across the brown fields. (*dust* ও *fields* শব্দ দুটি repeat করা হয়েছে।)

2. Use of Synonyms or Antonyms (সমার্থবোধক অথবা বিপরীত অর্থবোধক শব্দের ব্যবহার) : The audience gave three cheers for the leader. The leader acknowledged the applause. (*Cheers* ও *applause* শব্দ দুটি synonyms) He fell asleep. A loud crash woke him. (*asleep* ও *woke* শব্দটি দুটি antonyms)
3. Collocation (যে সব শব্দ সাধারণত একত্রে ব্যবহৃত হয়) : I gave a party yesterday. I invited friends and relations. (*friends* ও *relations* শব্দ দুটি collocation) He is a heavy drinker. (*heavy* ও *drinker* শব্দ দুটি collocations)
- 2) Rhetorical Devices or Techniques of Paragraph Development.
Paragraph সাধারণতঃ তিন প্রকারের হতে পারেঃ

1. Narrative
2. Descriptive
3. Expository

Narrative paragraph এ কোন ঘটনার বিবরণ থাকে। Descriptive paragraph এ কোন বস্তুর বর্ণনা থাকে। Expository paragraph এ কোন কিছু explain বা ব্যাখ্যা করা হয়। শিক্ষার্থীদের যে composition লিখতে হয় তা প্রধানতঃ expository composition এর পর্যায়ভুক্ত। তাই নীচে expository paragraph এর techniques বা কলা-কৌশল উদাহরণসহ আলোচনা করা হলো।

My Next-Door Neighbour

My next-door neighbour is the stingiest man I have ever known. A high official, *he* gets a good salary. *He* has also inherited a house and some farmland. *As a matter of fact, he* is comfortably off. *But he* lives miserably. His house has not been refurbished for years. It is long since *he* bought new clothes. His trousers are baggy; his shirts are faded and his shoes are worn out. His *wife and children* are also shabbily dressed. *Besides,* his meals are extremely frugal. *He* seldom buys meat, fish and poultry. Nobody has seen him entertain any *friends and relations*. *In fact,* *he* has become a by-word for stinginess in our neighbourhood.

Exercise

- a) Write a paragraph on Your English Teacher, using the above technique.
 - b) Develop the following topic sentence by facts :
Man is a rational animal.
2. Paragraph development by examples : এই জাতীয় paragraph এ topic sentence এর সমর্থনে examples বা উদাহরণ পেশ করা হয়। নীচে একটি example paragraph লিখিত হলো।

Man and Nature

Although man has made tremendous technological progress, he has not been able to conquer nature completely. He is hit by natural calamities quite often. *For example*, a devastating *flood* occurred in Bangladesh some years ago, making thousands of people homeless, destroying crops worth millions and killing innumerable domestic animals. The recent *earthquake* in Pakistan provides another example of man's helplessness in the face of *natural disaster*. Thousands of people were killed and numerous houses were reduced to rubble by the *earthquake*. *Besides*, some of the African countries, particularly Ethiopia, are frequently affected by *drought* which results in famine on a gigantic scale. *As a matter of fact*, one has to admit that man has not yet obtained a complete victory over nature.

Exercise

- a) Write a paragraph on Money, using the above technique.
 - b) Develop the following topic sentence by examples:
My grandmother is a superstitious woman.
3. Paragraph development by comparison : এই জাতীয় paragraph এ দুই ব্যক্তি, বস্তু বা ধারণার মধ্যে তুলনা করা হয়। তুলনা দু'ধরনের হতে পারেঃ
- 1) point-by-point method: 2) block method. Point-by-point method অবলম্বন করলে প্রথম বাক্যে A সম্বন্ধে কিছু বলা হলে, দ্বিতীয় বাক্যে B সম্বন্ধে বলতে হবে। পক্ষান্তরে, block method অবলম্বন করলে প্রথমে A সম্বন্ধে সব কথা বলার পর B সম্বন্ধে সব কথা বলতে হবে। নীচে উভয় method এর উদাহরণ দেওয়া হলো।

Bangladesh and India (point-by-point method)

Bangladesh and India, which are neighbours, have a great deal in common. *Bangladesh* is a developing country where most of the people live below the poverty line. This is *also* true of *India*. *Bangladesh* is mainly an agricultural country where farmers use traditional methods of cultivation. Although *India* is more industrialized than *Bangladesh*, *agriculture* is still its mainstay. *Bangladesh* is a democratic country with a parliamentary form of government. *India* is also a democracy, the largest democracy in the world, and it has also the same form of government, that is, a parliamentary form. Thus, *Bangladesh* and *India* have certain basic similarities.

Rajshahi and Chapai-Nawabganj (block method)

Despite the differences in size and importance, Rajshahi and Chapai-Nawabganj have certain similarities. Rajshahi has been an unplanned city. Its roads are narrow and winding. There is hardly any drainage system with the result that during the rainy season many areas of the city get water-logged. The city is also extremely dirty. Likewise, Chapai-Nawabganj has grown up without any plan. Its roads are equally narrow and winding. Like Rajshahi, Chapai-Nawabganj lacks an adequate drainage system. Again, one finds dirt and filth everywhere. Dust seems to be part of life there. As a matter of fact, Rajshahi and Chapai-Nawabganj share certain unpleasant characteristics.

Exercise

- a) Write a comparison paragraph on Your Father and Mother, using a point-by-point method.
- d) Develop the following topic sentence by comparison, using the block method :

Chittagong and Khulna have a great deal in common.

4. Paragraph development by contrast : এই জাতীয় paragraph এ দুটি বিষয়ের মধ্যে পার্থক্য তুলে ধরা হয়। Comparison paragraph এর মত এখানেও point-by-point ও block method ব্যবহার করা যায়। নিচে উভয় method এর উদাহরণ দেওয়া হলো।

Karim and Rahim (point-by-point method)

Although Karim and Rahim are good friends, *they* have very little in common. Karim comes from a rich family. But Rahim is the son of a poor school teacher. *Karim* is always smartly dressed. *On the other hand*, Rahim is careless about his *dress*. *Karim* is fond of *games and sports*. In contrast, *Rahim* is more *interested* in books than in *games and sports*. Finally, *Karim* is indifferent to religion. But *Rahim* is deeply religious. *In fact*, *they* are almost perfect opposites.

Where to Study (block method)

One major decision which faces the Bangladeshi student who has passed his HSC examination is the choice of attending a public university and a private university. A public *university*, which has a large campus, offers a wide range of honours courses. The tuition fees are nominal. A public university *also* provides many facilities; *It* has halls of residence; *it* has a big library; *it* arranges various cultural and extra-academic programmes. *What is more*, a public university degree carries more prestige. *One the other hand*, a private university offers a limited number of courses which are mostly job-oriented. As it functions in rented buildings, it can offer very few facilities. But it has its advantages too. There are no session jams. Students complete their courses on time. *Unlike* a public university, a private university is free from political unrest or unscheduled holidays. As for *prestige* and employment opportunities, a private university student, if he is really intelligent, hardworking and well-read, need not feel inferior, nor are his chances of getting a good job necessarily slender. In making a choice among educational institutions, a student must *therefore* consider many factors.

Exercise

- a) Write a contrast paragraph on Travelling by Train and Travelling by Bus, using a point-by-point method.
 - b) Write a contrast paragraph on Developed and Developing Countries, using the block method.
5. Paragraph development by cause and effect : এই জাতীয় paragraph এ কোন effect এর cause বা কারণ উল্লেখ করা হয়। নীচে এর উদাহরণ দেওয়া হলো।

Causes of Student Failure in English

There are many reasons why most students in Bangladesh fail in English. First, very few students are strongly motivated to learn English. They consider it an imposition. *Secondly*, most people who teach English at the school level have insufficient competence in English. *Besides*, they do not know the current methods of language teaching. *Thirdly*, the textbooks which are used in our schools are unsuitable. *Finally*, those who set questions in public examinations are not familiar with the modern *methods* of language testing. The *questions they ask* induce cramming rather than learning the language. It is time we did something to remove the causes leading to our *students' failure* in English.

Exercise

- a) Write a cause and effect paragraph on 'Causes of Heart Attacks'.
 - b) Develop the following topic sentence by reason :
Television is harmful to children.
6. Paragraph development by classification: এই জাতীয় paragraph এ বিষয়বস্তুকে বিভিন্ন শ্রেণীতে বিভক্ত করা হয়। নীচে একটি উদাহরণ দেওয়া হলো।

University Students

University students can be divided into a number of groups. One group consists of those who are political activists. *They* oppose the Establishment. *They* often shout slogans, stage demonstrations and call strikes. *Another group* includes those who do not bother about the political, social and economic problems facing the country. *They* think it is none of their business to remedy the ills. *They* work hard in order to do well in their examinations. *The third group* is made up of those who are interested neither in politics nor in studies. They come to the *university* because *they do* not know what else to do. *Finally*, there are those who consider it a prestige to become *university* students. The idea of spending a few years at the *university* where it is possible to lead a carefree life appeals to them strongly. One can place most students of the *university* into one of these *groups*.

Exercise

- a) Write a paragraph on 'Political Parties in Bangladesh' by classification.
 - b) Develop the following topic sentence by classification :
A woman's life can be divided into four stages.
7. Paragraph development by definition : এই জাতীয় paragraph এ কোন কিছু define করা হয়। Definition এর দুটি অংশ আছেঃ প্রথমে term টি কোন শ্রেণীতে পড়ে সেটা define করতে হবে। দ্বিতীয়তঃ এর প্রধান প্রধান বৈশিষ্ট্য বর্ণনা করতে হবে- যে বৈশিষ্ট্য শ্রেণীভুক্ত অন্যান্য জিনিস থেকে তাকে পৃথক করে রাখে (term + class + differentiating details)। নীচে একটি উদাহরণ দেওয়া হলো।

Islam

Islam, which means a complete submission to the will of Allah, is a religion. However, it is different from other religions. Other religions are primarily concerned with man's relationship with his Creator and his salvation in the after-life. Islam, on the other hand, is concerned not only with the spiritual but also with the temporal life. The Quran, the sacred scripture of Islam, teaches the Muslims to pray. "Lord, give us the good in this world and the good in the here-after". Accordingly, it covers all aspects of life—political, social, economic, ethical, spiritual and so on. In fact, Islam is not so much a religion as a way of life.

Exercise

- 1) Write definition paragraphs on the following:
 - a) Tolerance
 - b) Democracy
 - c) Socialism

উল্লেখ্য যে একটি paragraph এ একাধিক technique ব্যবহার করা যেতে পারে। যেমন উপরের definition paragraph এ definition এর সঙ্গে contrast ও ব্যবহার করা হয়েছে। তবে শিক্ষার্থীদের পক্ষে প্রত্যেকটি technique আলাদা আলাদাভাবে আয়ত্ত্ব করা ভাল। সবগুলো আয়ত্ত্ব হলে সেগুলো combine করে যে কোন composition লেখা সহজ হবে।

এই প্রসঙ্গে Essay সম্বন্ধে দু'একটি কথা বলা দরকার। প্রায় সব পরীক্ষাতেই শিক্ষার্থীদের Essay লিখতে হয়। Essay এর সংজ্ঞা এইভাবে দেওয়া যায়ঃ An essay is a short nonfiction prose on a subject. Essay এর structure অনেকটা paragraph এর structure এর মত। Paragraph এ যেমন একটা topic sentence থাকে, Essay তেও তেমনি introductory paragraph এ essay এর central idea / thesis বা মূল বক্তব্যের উল্লেখ থাকে। Paragraph এর body তে যেমন মূল বক্তব্যকে develop করা হয়, Essay এর body তেও তেমনি কয়েকটি paragraph এ introductory paragraph এ উল্লিখিত মূল বক্তব্যকে develop করা হয়। Paragraph-এর শেষ বাক্যটিতে যেমন topic sentence কে restate করা হয়, Essay এর concluding paragraph এ তেমনি বক্তব্যকে ভিন্নভাবে প্রকাশ করা হয়।

নীচে নমুনা হিসেবে দু'টি Essay লিখিত হলো। প্রথমে বিষয়বস্তুর উপর প্রাসঙ্গিক বক্তব্যের একটি outline বা কাঠামো দেওয়া হলো। পরে কাঠামোতে উল্লিখিত point গুলো paragraph আকারে paragraph লেখার technique অনুসরণ করে সম্প্রসারিত করা হয়েছে। Essay দুটি ভাল করে পড়ে Essay লেখার কৌশল আয়ত্ত্ব করতে হবে যাতে অন্যের লেখা মুখস্ত না করে নিজে যে কোন বিষয়ের উপর লিখতে পারা যায়।

The Problem of Teaching and Learning English in Bangladesh

Thesis statement : There is something wrong with the teaching and learning of English in Bangladesh.

Development of the statement :

1. Lack of motivation
2. Shortage of competent teachers
3. Unsuitable textbooks
4. Bad testing methods
5. Conclusion

In Bangladesh students are required to read English for about twelve years. But the level of proficiency they reach is very low. No wonder, most of them fail in their English tests. People taking the Civil Service Examination are also tested on their knowledge of English, but the results are equally disappointing although almost all the candidates have presumably Master's degrees in various disciplines. Even those who pass or qualify are hardly able to write a free composition in acceptable English. *Obviously there is something*

*seriously wrong with the teaching and learning of English in Bangladesh.**

One cannot learn English, or any subject for that matter, unless one is motivated to do so. *Most students in this country feel a lack of motivation not only in their English courses hut also in their studies in general.* There is hardly any subject they know or care to know really well. They are interested not in acquiring knowledge or skill but in passing the examinations either by copying or by memorizing answers written for them in books variously called *Suggestions, Sure Success Guides, Touch and Pass*, etc. Their lack of motivation and their tendency to use short cuts to success can be put down to a variety of socio-economic reasons into which we need not go here.

There is an acute shortage of competent teachers. Most school teachers are pass graduates. They are hardly qualified to teach English because one can get a pass degree without studying English or without securing qualifying marks in it. The situation at the college level is slightly better. College teachers have an M. A. in English. But their courses are oriented towards literature rather than language and it is possible to get a degree in English without having reasonable proficiency in the language. What makes matters worse is that teachers are not trained. Untrained teachers cannot teach language effectively.

Effective teaching requires not only competent teachers but also suitable teaching materials. *The textbooks used in our schools and colleges are far from suitable.* The National Curriculum and Text Book Board has produced a series called *English for Today* for school children. The last in the series intended for classes IX – X lists 66 grammatical structures which are assumed known by students at the start of class IX and presents further 33 structures. It is difficult, if not impossible, for young learners to have a secure grasp of 99 (66 + 33) grammatical structures. Why not present only the sentence structures and phrase structures which are limited in number and which are more useful to learn? The textbook called

* এই Paragraph এ italicized বাক্যটি thesis statement. এটি paragraph টির শেষে ব্যবহৃত হয়েছে। Introductory paragraph এ এই অবস্থানই উত্তম। অন্যান্য paragraph গুলোতে italicized বাক্যগুলো topic sentence. সেগুলো হয় paragraph এর মাঝখানে অথবা প্রথমে বসানো হয়েছে।

Higher Secondary Selections is worse. Unrelated to the work begun in *English for Today*, this book consists of pieces whose content, vocabulary and sentence structures are much too difficult for Higher Secondary students. Take, for instance, the following extract from Winston Churchill's "A Homage to President Roosevelt":

Not one man in ten millions, stricken and crippled as he was, would have attempted to plunge into a life of physical and mental exertion and of hard ceaseless political controversy. Not one in ten millions would have tried, not one in a generation would have succeeded, not only in entering this sphere, not only in acting vehemently in it, but in becoming indisputable master of the scene.

By no stretch of the imagination can we assume that students who have just passed their School Certificate Examination will understand and appreciate the ideas Churchill has expressed and the vocabulary, the structure and the rhetorical devices he has used in the above extract. The book also includes poems. One wonders how non-native speakers who are not yet able to use everyday English confidently can benefit from a study of poems. Recently these textbooks have been replaced by ones which are oriented towards what is called the Communicative Approach to language teaching. But the new approach is not without its problems. Besides, there are very few teachers who can use the approach effectively.

Language testing is very important because it affects teaching and learning. *The testing methods used by the Secondary Education Boards are bad and ineffective.* The questions that are asked on the prescribed pieces do not call for close reading. In fact, most students do not read the pieces at all: they find the answers in the books mentioned in paragraph 2. The examination papers include a lot of grammatical questions but knowledge of grammar does not necessarily mean ability to use English. Students are required to write various kinds of composition. But as the textbook does not provide any help and as the examiners do not insist on their writing the compositions in their own English, the students come up with answers written for them by others. Vocabulary, sentence structure, discourse analysis, techniques of writing composition— these important aspects are never included in the test and so they are neither taught nor learnt.

When problems are identified, it should be possible to get round them. We have seen that failure to learn English arises from certain conditions : lack of motivation on the part of the students, shortage of competent teachers, unsuitable text books and bad and ineffective testing methods. We should do everything possible to remove these causes so that our students can learn English reasonably well *over* a short period.

উল্লেখ করা দরকার যে একটি রচনার সবগুলো Paragraph এ topic sentence নাও থাকতে পারে। তবে প্রত্যেকটি paragraph এর একটি মূল বক্তব্য এবং বাক্যগুলোর মধ্যে coherence থাকতে হবে অর্থাৎ বাক্যগুলো পরস্পর সম্পর্কিত হতে হবে। নিম্নোক্ত essay টির কোন কোন paragraph এ topic sentence নেই, কিন্তু এক বা একাধিক paragraph development technique ব্যবহার করে সেগুলোকে coherence দেওয়া হয়েছে।

Taking the B.C.S. Examination

An outline of the essay

1. The Importance of the B.C.S. Examination
2. Various stages of the examination
3. A frustrating experience for most candidates
4. Factors contributing to such experience
5. How to improve one's chances of success
6. Conclusion

The B.C.S. Examination is the only gateway to what is called a gazetted post. In this country a gazetted post is highly coveted for a number of reasons. It gives one a sense of security and some social status. Certain other benefits go with the job. One can work one's way up. Then there are pension and gratuity on retirement. So as soon as students have their degrees, they plan to take the B.C.S. Examination. It is the most important examination in their life because it is through this examination that they achieve their goal — a secure, respectable career.

Not everybody, however, is allowed to go in for the examination. There are some qualifications and other requirements. If one fulfils them, one has to take a preliminary test and it is in this test that most of the candidates find themselves rejected. Those who qualify, get

the chance of sitting for the written examination. Again a great majority of these candidates fail to secure qualifying marks. Those who succeed are required to go through a psychological test and appear before an Interview Board. On the basis of the results of the written examination, the psychological test and the viva voce, a final selection is made and the number of the selected candidates depends on the number of vacancies.

So for most candidates, taking the B.C.S. Examination is a frustrating experience. But as the idea is to select the best candidates and as the number of vacancies is pitifully limited, it is obvious that everybody sitting for the examination cannot expect to be selected. One has to compete with the others; merit must be the only criterion. So however frustrating the experience of taking the B.C.S. Examination might be, one cannot really complain. What is shocking, however, is that most candidates fail to qualify. They have presumably Master's degrees in various disciplines. The standard of the B.C.S. Examination is that of B.A. Pass for compulsory subjects and B.A. Honours for optional ones. How is it that people with Master's degrees fail to reach the levels of B.A. Pass or B.A. Honours?

One possible answer could be that at the universities they specialize in one subject, whereas in the B.C.S. Examination they are examined in a number of disciplines, some of which they studied years ago or are completely new. But people with Master's degrees are expected to have some intellectual power, ability to think clearly, organize their materials, analyse them and express themselves effectively. In marking the answer scripts of the B.C.S. Examination, examiners find little or no trace of these qualities. Obviously the level of the candidates is very low. The universities are partly responsible for this. They seem to have lowered the standard of the degrees they award and thrown quality to the winds. It is time they did some fresh thinking about the whole thing because people with paper qualifications which do not match their abilities are of very little use to the nation.

What can the candidates themselves do to improve their chances of success? As they have to take examinations in a number of subjects, they should make adequate preparation.

It is no use going in for the examination half-heartedly. One can never hope to compete with the best students of the country without having in-depth knowledge of the subjects one chooses. Since it is a question of a career with prospects of promotion, a matter of a choice between a respectable social status, and a humble insecure position with little or no opportunity of working one's way up, there is all the more reason why every candidate should gird up his loins and make a determined effort to compete successfully.

A word about the compulsory subjects which include Bangla, English, arithmetic, general knowledge and current affairs. Bangla poses no problem. It should not take long to brush up one's arithmetic. But the other three might need a great deal of preparation. If one develops the habit of reading journals and newspapers carefully and regularly over a period of time—the periodical sections of the university libraries are full of journals and newspapers—there is no reason why one should not do well. As for English, reading, writing, speaking and listening—all these skills must be practised simltenously.

Most candidates are terribly afraid of the viva voce examination. When they appear before the Interview Board, they get nervous, find it difficult to speak articulately and tend to forget things. All this makes a bad impression on the Board. They can overcome this problem of getting cold feet by taking part, right from the entry into the University, in extra-curricular activities such as recitations, set speeches, debates, etc. which take place almost all the year round. A smart, self-confident, well-informed and well-spoken candidate cannot fail to make a good impression.

The B.C.S. Examination presents a challenge to every educated young man or woman in this country and it should be accepted as such.

Section 9

Amplification

কোন একটি idea বা ধারণার সম্প্রসারণকে amplification বলে। ইতিপূর্বে দেখানো হয়েছে যে paragraph লিখতে গিয়েও একটি idea বা topic sentence কে সম্প্রসারণ করতে হয়। বস্তুতঃ amplification ও paragraph মূলতঃ একই জিনিস। শুধু তফাৎ এই যে paragraph-এ topic sentence দেওয়া থাকে না, শিক্ষার্থীকে সেটা তৈরী করতে হয়, অপরপক্ষে amplification এ মূল বক্তব্যটি দেওয়া থাকে।

আমাদের দেশে অনেকের ধারণা যে amplification বলতে শুধু কোন প্রবাদ বাক্যের সম্প্রসারণ বুঝায়। তাই দেখা যায় বিভিন্ন পরীক্ষায় প্রবাদ বাক্য সম্প্রসারণ করতে বলা হয়, যেমন Honesty is the best policy, Eternal vigilance is the price of freedom ইত্যাদি। আসলে ব্যাপারটি তা নয়। যে কোন idea সম্প্রসারণকে amplification বলে। Paragraph এ যখন একটি topic sentence এর সম্প্রসারণ করা হয় তখন সেটাও amplification এর পর্যায়ে পড়ে।

Amplification কিভাবে করতে হবে? Paragraph এর topic sentence যেভাবে সম্প্রসারণ করতে হয়, amplification এর বেলাতেও তাই করতে হয়। তবে প্রবাদ বাক্য amplify করতে গিয়ে ঐ বাক্যের ব্যাখ্যার প্রয়োজন হতে পারে বা সেখানে ব্যবহৃত গুরুত্বপূর্ণ শব্দের সংজ্ঞা দিতে হতে পারে। তাছাড়া, মূল বক্তব্যের সমর্থনে উদাহরণ, যুক্তি, প্রমাণ, ইত্যাদি উপস্থাপন করতে হয়। Amplification করতে গিয়ে অনেকে অবাস্তব গল্পের অবতারণা করেন, যেমন, *Honesty is the best policy* এটাকে amplify করতে গিয়ে কাঠুরিয়া ও জলদেবতার গল্প বলা হয়ে থাকে। এ ধরনের অবাস্তব গল্প amplification এ ব্যবহার করা উচিত নয়। তাছাড়া, এমন সুপরিচিত গল্প বলার মধ্যে কোন চিন্তাশক্তি বা পর্যবেক্ষন ক্ষমতার পরিচয় নেই, কোন নতুন তথ্যের সমাবেশ নেই, কোন যুক্তি দর্শন নেই। সর্বপরি এতে অন্যের লেখা মুখস্ত করে উপস্থাপন করার প্রবণতা লক্ষ্য করা যায়। Amplification এ যতদূর সম্ভব তথ্য-প্রমাণ বাস্তব জীবন থেকে নেওয়া ও নিজস্ব ভাষায় তা প্রকাশ করা বাঞ্ছনীয়।

বিভিন্ন পরীক্ষায় প্রবাদ বাক্য amplify করতে দেওয়া হয় বলে নমুনা স্বরূপ এখানে কয়েকটি প্রবাদ বাক্য amplify করে দেখানো হলো। সেগুলো কি ভাবে amplify করা হয়েছে তা প্রথমে উল্লেখ হয়েছে; তারপর ব্যাখ্যা-বিশ্লেষণ, বাস্তব জীবন থেকে উদাহরণ ইত্যাদির সাহায্যে সম্প্রসারণ করা হয়েছে। এগুলো মনোযোগের সাথে পড়ে শিক্ষার্থীকে সম্প্রসারণ পদ্ধতি আয়ত্ত্ব করে যে কোন idea নিজের ভাষায় amplify করতে শিখতে হবে। অন্যের লেখা মুখস্থ করে কোন লাভ নেই।

Waste not, Want not

Mode of amplification

- (a) A restatement of the theme or idea
- (b) Examples from every day life in support of the theme

Both experience and observation show that waste does lead to want. We waste our time, money or resources, and sooner or later we face shortages. Students who waste their time find themselves hard-pressed before examinations. Some people waste their money in a number of ways. They leave lights on when they do not need them: they take rickshaws or use cars when the place they are going to are within easy walking distance: they spend lavishly on luxury items. If one looks around, one finds waste of natural resources. There is scarcity of water in Dhaka city and yet many people waste it without any qualms. They wash their cars and water their lawns longer or more often than they should. Some leave their taps on after using them. There are many households in Dhaka city where gas cookers are seldom turned off just to avoid the trouble of lighting them again. If we go on wasting this valuable natural resource, a time will come when we will have no gas left. There are innumerable examples of people or nations coming down in the world through extravagance. If we avoid waste of all kinds, we as individuals and as a nation can keep want at bay.

Honesty is the Best Policy

Mode of amplification

- (a) Honesty defined in terms of its opposite quality, namely dishonesty
- (b) Arguments in support of honesty

The opposite of honesty is dishonesty. Honesty is synonymous with truthfulness; dishonesty is another name for deceit or cheating. One can get through life either honestly or dishonestly. However, it is best to be honest in all our dealings. For one thing, honesty always pays in the long run: dishonesty does not. For example, a shopkeeper who gives short weight is bound to get caught in the act of cheating sooner or later and then he is likely to go out of business. An honest shopkeeper, on the other hand, will never face such a prospect, and his business is sure to thrive. A student cheating in an examination runs the risk of being expelled. Thus honesty is obviously the best policy. But it has other advantages too. Honesty is universally regarded as an admirable quality, while dishonesty is roundly condemned by everybody. Honesty builds up a good reputation and wins appreciation. Appreciation, as the psychologists say, is one of our basic needs such as food, shelter and the like. What is more, an honest man has no problem of conscience, no feeling of guilt. He is at peace with himself. Finally, if we believe in after-life, we can presume that an honest man will be rewarded by our Maker. Thus honesty is not only the best policy, but it should also be one of the guiding principles of our life.

Uneasy Lies the Head that Wears a Crown

Mode of amplification

- (a) Explanation of the theme
- (b) Details in support of the theme

The expression "the head that wears a crown" obviously suggests a king or a queen because it is kings or queens who wear crowns. A crown represents power or authority. Power or authority, as we know, has an irresistible attraction for some people, for they think that it makes for happiness. But what they do not know is that a crown also involves grave responsibilities. A king or a queen has to defend his or her country against foreign aggression, maintain law and order, feed the people and these responsibilities make him or her uneasy. So a monarch's life is not all happiness. We do not have many kings or queens around these days and the few we have are

titular heads divested of all powers and responsibilities. But what was true of kings and queens in the past is also true of modern presidents and prime ministers. The problems of the monarchs still exist in one form or another. The saying also goes for anybody having any power or authority—the head of a family, the head of a corporation or any other organization. The head of a family, for instance, has to support his family, educate his children and provide for them. Similarly, the head of an organization has to attend to a great many things to make it function smoothly. Thus the saying "Uneasy lies the head that wears a crown" has a universal application.

Eternal Vigilance is the Price of Freedom.

Mode of development.

- (a) Comment on the key term 'freedom' in the statement
- (b) Details in support of the need for vigilance

Freedom in the sense of political independence is a precious thing-- a birth-right. There is no nation which willingly parts with it and accepts colonialism or slavery. History teems with examples of nations fighting hard and fighting long and making supreme sacrifices for the sake of freedom. The liberation wars in Vietnam, Algeria, Bangladesh and Afganistan are recent examples. But once freedom is achieved, there is no room for complacency. Threat to freedom always looms large. Enemies lie in wait to take away this birth-right. Because of the threat of foreign aggression all nations, big or small, maintain at enormous cost armed forces who keep vigilance all the time. But the danger to freedom comes not simply in the form of foreign aggression, it also takes many subtle forms. Cultural subversion, economic exploitation by countries masquerading as friends, foreign spies can also undermine freedom. The armed forces can do very little to deal with these subtle dangers. So what is required is eternal vigilance — constant watch on the part of not only the armed forces but also the government and the nation as a whole. It is not a pleasant thing to do: it is not a pleasant situation to endure, but it is the price a nation has to pay for freedom.

Sweet are the Uses of Adversity

Mode of amplification

- (a) The meaning of the statement
- (b) Details in support of the statement

Very few people accept adversity or misfortune with a good grace. Most of us grumble when beset with difficulties and dangers. These upset us and make us unhappy. But what we do not know is that adversity is not without its uses and that these uses are good for us. People enjoying good fortune excite envy in others and envy often provokes rivalry and enmity. But nobody envies a man who has fallen into adversity. His misfortune might arouse pity but it never gives rise to rivalry or enmity resulting from envy. It is no small comfort to be safe from these uncharitable, not to say, dangerous impulses. Life is a mixture of joys and sorrows. We appreciate joys better when we go through sorrow just as we appreciate light better after darkness. Thus the unpleasant experiences of life are what we might call necessary evils. Adversity also spiritualizes us. It makes us feel sympathy for people in similar situations, It brings out our humanity. We become higher and nobler. According to the Quran. God sometimes tests us through misfortunes. If we stand the test, if we do not waver in our faith, we can look forward to rewards from Him in the hereafter, if not here. Thus the uses of adversity are sweet indeed!

Section 10

Précis

Précis বলতে কোন passage-এর সারাংশকে বুঝায়। বি,এ, (পাশ) বি,সি, এস ও অন্যান্য প্রতিযোগিতামূলক পরীক্ষায় ইংরেজী প্রশ্নপত্রে Précis অন্তর্ভুক্ত থাকে। এটি অত্যন্ত ভাল test. এতে একাধারে শিক্ষার্থীর তিনটি ক্ষমতার পরীক্ষা হয়। (a) Passage পড়ে বুঝবার ক্ষমতা; (b) গুরুত্বপূর্ণ ও প্রাসঙ্গিক point গুলো নির্বাচন করার ক্ষমতা এবং (c) অল্প কথায় ও নিজের ভাষায় মূল বক্তব্য গুছিয়ে বলার ক্ষমতা। Précis লিখতে নিম্নলিখিত point গুলো মনে রাখা দরকারঃ

1. Précis মূল passage-এর এক তৃতীয়াংশ হবে। Précis-এর শেষে ব্যবহৃত শব্দ সংখ্যা উল্লেখ করা ভাল।
2. মূল passage-এর বক্তব্য যেভাবে সাজানো আছে Précis তে সেইভাবে রাখতে হবে। তাছাড়া, কোন নতুন ধারণা বা মন্তব্য যোগ করা যাবে না।
3. Précis একটি paragraph-এ লিখতে হবে এবং বাক্যগুলোর মধ্যে যোগসূত্র থাকতে হবে।
4. Passage-টি কয়েকবার পড়ার পর অর্থ সম্বন্ধে নিশ্চিত হয়ে গুরুত্বপূর্ণ point গুলো রেখে অপ্রয়োজনীয় point গুলো বাদ দিতে হবে। কোন্টি গুরুত্বপূর্ণ কোন্টি অপ্রয়োজনীয় তা শেখানো সম্ভব নয়। এ ব্যাপারে শিক্ষার্থীর নিজস্ব বিচার-বুদ্ধি প্রয়োগ করতে হবে।
5. Précis তে মূল passage-এর কোন শব্দ ব্যবহার করা যাবে না তা নয়, তবে phrase ও sentence যতদূর সম্ভব নিজের হতে হবে। সবচেয়ে বড় কথা হলো যে শব্দ ব্যবহারে মিতব্যয়ী হতে হবে, অর্থাৎ অল্প কথায় ভাব প্রকাশ করতে হবে। এই লক্ষ্যে phrase ও বাক্যগুলোকে পুনর্গঠন করতে হবে, modifiers, examples, etc. বাদ দিতে হবে।
6. Précis-তে একটি title বা শিরোনাম দেওয়া ভাল।
7. মূল Passage direct speech এ লেখা হলে সেটাকে indirect speech এ পরিণত করতে হবে এবং third person ব্যবহার করতে হবে।

নীচে চারটা passage-এর Précis করে দেখানো হলো। প্রত্যেকটি Précis-এর দুটি version লিখিত হলো। প্রথমটিতে মূল passage-এর অপ্রয়োজনীয় বাক্য ও শব্দ সমষ্টি বাদ দেওয়া হয়েছে; দ্বিতীয়টি final version এবং এটি লেখার আগে প্রথম version-এর কোন কোন phrase এর substitution দেয়া হয়েছে। শিক্ষার্থীকে সমস্ত process-টি মনোযোগের সঙ্গে লক্ষ্য করার পরামর্শ দেওয়া হলো।

Passage A

William Caxton introduced the art of printing into England in a remarkably short span of time. His considerable success as a merchant enabled him to retire early and devote himself to the literary pursuits he loved so well. After a period of study abroad he returned to England in 1477 and set up his printing press at Westminster, where he published nearly a hundred books in the remaining fourteen years of his life.

Caxton was a man of prodigious industry, who did not confine himself to printing. Besides his almost incessant labours at the press, he translated as many as twenty books himself. What is even more important is that he published books in English at a time when most authors' works appeared in French or Latin. Caxton deliberately made it his aim to hasten the spread of knowledge by making books available to the public in as he put it 'our English language'. (154 words)

First Version

William Caxton introduced printing into England. His success as a merchant enabled him to retire early and devote himself to literary pursuits. In 1477 he set up his printing press and published nearly a hundred books. A man of prodigious industry, he translated twenty books himself. What is more important is that he published books in English when most works appeared in French or Latin. Caxton made it his aim to hasten the spread of knowledge by making books available to the public in English. (85 words)

A few changes in the first version:

William Caxton... printing press = William Caxton, a retired successful merchant who turned to literary pursuits, introduced printing into England in 1477.

A man of prodigious industry = Hugely industrious

What is more important = More importantly

Caxton made... in English = Caxton wanted quick dissemination of knowledge.

Final Version

William Caxton and His Contributions

William Caxton, a retired successful merchant, who turned to literary pursuits, introduced printing into England in 1477. He published about a hundred books. Hugely industrious, he also translated twenty books himself. More important, he chose English when most works came out in French or Latin. His aim was quick dissemination of knowledge. (52 words)

Passage B

Plato developed his philosophy in Athens, the most prominent of the ancient Greek city-states, in a period of factionalism, revolution and war. In the *Republic*, he describes an ideal society, founded not in private ambition or brute force, but in justice. In one section of *The Republic* Plato concerns himself with the early training of the "guardians", the military and political elite who will defend the state against external enemies and maintain internal order. The guardians must have quick senses to detect an enemy, swiftness in pursuing him, indomitable spirit and strength. But they must be gentle to their own people and dangerous only to the enemies. Gentleness and a high temper, apparently contraries, are not really incompatible. After the completion of the training, a small number of guardians will be singled out for further training as "rulers". As in Plato's other writings, the ideas here are presented in the form of a dialogue between Plato's teacher, Socrates, and some of the master's pupils. Because of the manner of presentation, the reader participates in an argument in progress, which forces him to reconsider, rethink and recapitulate instead of allowing him to be a mere passive audience. (196 words)

B.C.S Examination 1989

First Version

Plato developed his philosophy in Athens in a period of factionalism, revolution and war. In *The Republic*, he describes an ideal society founded in justice. In one section Plato concerns himself with the training of the guardians who will defend the state against external enemies and maintain internal order. They must be gentle to their own people and dangerous only to the enemies. After the training a small number of guardians will be singled out for further training as rulers. The ideas are presented in the form of a dialogue between Socrates and his pupils. Because of the manner of presentation, the reader participates in the argument instead of becoming a passive audience. (113 words)

A few changes in the first version:

Plato developed.... justice = in a period of turmoil in Athens
Plato outlines a just society in *The Republic*.

In one section... internal order = He discusses the training of the guardians who will look after defence and internal order.

They must... the enemies = They must treat friends gently, foes sternly.

After the completion... as 'rulers' = A select group will receive further training as rulers.

The ideas... master's pupils = The ideas take the form of a dialogue between Socrates and his pupils.

Because of.... passive audience = Plato's presentation involves the reader in the argument.

Final Version

Plato's Ideas in *The Republic* and His Manner of Presentation

In a period of turmoil in Athens Plato outlines a just society in *The Republic*. He discusses the training of the guardians who will look after defence and internal order. They must treat friends gently, foes sternly. A select group will receive further training as rulers. The ideas take the form of a dialogue between Socrates and his pupils. Plato's presentation involves the reader in the argument. (67 words)

Passage C

Providing enough energy to meet an ever-increasing demand is one of the gravest problems the world is now facing. Energy is the key to an industrialized economy, which calls for a doubling of electrical output every ten to twelve years. Meanwhile, the days of cheap abundant and environmentally acceptable power may be coming to an end. Coal is plentiful but polluting, natural gas is scarce, oil is not found everywhere. Nuclear power now appears costly and risky. In many countries in the world, keen interest is being shown in new energy sources. Among the familiar but largely undeveloped sources, solar energy, geothermal energy, and energy from the ocean deserve special consideration, Scientists are working to find ways to tap the energy from the sun and the oceans. If they are successful, it will mean that we have an abundant and uninterrupted supply of cheap energy. This energy will be clean and will not contribute to environmental pollution. Every country will be in a position to produce its own requirement of energy. Poor countries will not have to depend on rich countries for their supply of energy. For them, it will mean a rapid economic development. (195 words)

B.C.S Examination 1990-91

First Version

Providing enough energy to meet an ever-increasing demand is one of the grave problems the world is facing. Energy is the key to an industrialized economy. But cheap, abundant and environmentally acceptable power may be coming to an end. Coal is plentiful but polluting, natural gas is scarce; oil is not found everywhere. Nuclear power is costly and risky. Scientists are working to find ways to tap the energy from the sun and the oceans. Energy from these sources will be abundant, cheap, clean and will not pollute the environment. Every country will produce its own requirement. This will mean a rapid economic development for poor countries. (107 words)

A few changes in the first version

Providing enough... is facing = The problem of providing enough energy to meet a growing demand is a serious one facing the world.

Coal, natural gas..... not found everywhere = coal, natural gas and oil are either scarce or have drawbacks.

Scientists are..... the ocean = Scientists are tapping two new sources — the sun and the oceans.

Energy from..... the environment = Energy from these will be plentiful, cheap, clean and harmless.

This will..... for poor countries = It will help poor countries to develop their economy quickly.

Final Version

A Solution to the World's Energy Problem

The problem of providing enough energy to meet a growing demand is a serious one facing the world. Coal, natural gas and oil are either scarce or have drawbacks, Nuclear power is neither cheap nor safe. Scientists are tapping two new sources — the sun and the oceans. Energy from these will be plentiful, cheap, clean and harmless. It will help poor countries to develop their economy quickly. (67 words)

Passage D

The man who has something to say and who is never known to speak unless he is sure to be listened to, especially in a deliberative assembly or wherever there is business to be done, while no one pays attention to the man of mere words. Try to have an idea, or if you cannot find one—ideas are not by any means common—have two or three relevant facts. You may tell me that sometimes a man is forced to speak when there is nothing to be said. This does not often happen, because if you think a little before you rise, you will almost always find something relevant to the matter in hand, even if the occasion is a purely ornamental one. There is a well-known speech of Cicero's in which he had to present a legal case on behalf of a poet. He evidently knew that the legal case was weak, so he passed quickly and lightly over it, but made a graceful and eloquent speech upon poetry in general. The theme was not very new then, is still less new now, but the speech was so polished in its language that it can still be read with pleasure. So when you have to propose the health of someone of whose personal merits you know nothing, you may say something about the importance of his office if he is a high civil servant or a mayor, or the services rendered by his profession if he is a surgeon. If you can find nothing at all to say, don't say it. Your silence will not harm you in the long run. (272 words)

First Version

The man who has something to say and who is never known to speak unless he is sure to be listened to. Try to have an idea or two or three relevant facts. If you think a little before you rise, you will always find something relevant to the matter in hand, There is a speech of Cicero's in which he had to present a legal case on behalf of a poet. The case was weak. So he passed quickly over it but made a graceful and eloquent speech on poetry. It was not new but it can still be read with pleasure. So when you have to propose the health of someone of whose personal merits you know nothing, say something about the importance of his office or the services his profession has rendered. If you can find nothing to say, don't say it. (147 words)

A few changes in the first version.

The man who listened to = Everybody listens to the man who has something to say.

If you think hand = A little thinking will always produce some relevant facts.

There is with pleasure = Cicero's speech defending a poet in a legal case is illustrative. The case being weak, he said very little about it, but made a wonderful speech on poetry.

So when rendered = So when called upon to speak on somebody whose personal qualities one is unaware of, one might talk about things bearing on his office or profession.

If one cannot don't say it = If one cannot think up any ideas, one should keep silent.

Final Version

A Speech Should Have Substance

Everybody listens to the man who has something to say. One should have an idea or some relevant facts before speaking. A little thinking will always produce such facts. Cicero's speech defending a poet in a legal case is illustrative. The case being weak, he said very little about it, but made a wonderful speech on poetry. So when called upon to speak on somebody whose personal qualities one is unaware of, one might talk about things bearing on his office or profession. If one cannot think up any ideas, one should keep silent. (94 words)

Section 11

Letter Writing

চিঠিপত্র যোগাযোগের অন্যতম প্রধান মাধ্যম। প্রত্যেকেই কোন না কোন সময় বা উপলক্ষ্যে চিঠিপত্র লিখতে হয়। আমরা যে সব চিঠিপত্র লিখি সেগুলো দুই ধরনেরঃ (১) official letters (২) personal letters. কোন কোম্পানী, প্রতিষ্ঠান বা তার প্রতিনিধি, সরকারী কর্মকর্তা, অপরিচিত ব্যক্তি এবং খবরের কাগজের সম্পাদকের কাছে যে সব চিঠিপত্র লেখা হয় সেগুলো official letters. বন্ধু-বান্ধব, আত্মীয়-স্বজন বা পরিচিত ব্যক্তিদের কাছে লেখা চিঠিপত্রকে personal letters বলে। প্রথমোক্ত চিঠিপত্র formal communications. দ্বিতীয়োক্ত চিঠিপত্র informal communications. উভয় প্রকার চিঠিপত্র লেখার কিছু conventions বা রীতিনীতি আছে। প্রথমে official এবং পরে personal letters এর রীতিনীতি আলোচনা করা হলো এবং notes সহ কিছু চিঠিপত্রের নমুনা দেওয়া হলো। এসব পড়ে নিজে চিঠিপত্র লেখার কৌশল আয়ত্ত্ব করতে হবে।

Form of an official letter

- (A) 15 TajMohal Road
Mohammadpur
Dhaka- 1200
(B) 16 January 1996

- (C) The Manager
Agrani Bank
Lalmatia
Dhaka
(D) Dear Sir,
(E) Body of the letter

- (F) Yours faithfully
(G) A. Hasan

Notes

- (a) You write your address in the top right-hand corner. Do not put your name above the address. Some people put a comma at the end of each line of address and a full stop at the end:

15, Natore Road,
Shahib Bazar,
Rajshahi, 1000.

Others use no punctuation at all:

15 Natore Road
Shaib Bazar
Rajshahi 1000

You may take your choice.

- (B) Under your address put the date which can be written in a number of ways :

16 January 1996 or 16th January 1996
January 16, 1996 or January 16th, 1996
16/01/96 or 16.01.96

Remember that the British and Americans differ in writing the last form of date. The British put the day first followed by the month (16/01/96), while the Americans write the month first followed by the day (01/16/96).

- (C) Write down the name or the position of the recipient (or both if you know them) and his official address on the left hand side. This should be a little below the line on which the date appears. The position of the recipient and his official address can also be written at the bottom left side of the letter:

The Manager		16 January 1996
Sonali Bank		Mr Abdul Hakim
Motihar	or,	Headmaster
Rajshahi		Kansat
		Chapai-Nawabganj

- (D) Leave a space between the bottom line of the recipient's address and the salutation. The normal ways of saluting the person you are writing to are as follows:

“Dear Sir” if the letter is written to the representative (Secretary, Manager, Director) of a firm or corporation or to the Editor of a newspaper (“Dear Sir” or “Gentlemen” if you are writing to a company, not an individual).

The salutation is followed by a comma, but American English requires a colon:

Dear Sir, (British English)

Dear Sir : (American English)

- (E) The body of the letter is the main part of the message and states the purpose of writing the letter. Line up the beginning of your first paragraph with the comma/colon following “Dear Sir” like this:

Dear Sir,

I wish to apply, etc.

- (F) The usual ending of an official letter is “Yours faithfully” followed by a comma.

Yours faithfully,

- (G) You should put your signature here. If you have an official position, you should write your title under your signature:

Lutfor Rahman
Assistant Professor

Types of official letters

1) Letters of Application

The application letter is usually written in response to an advertisement. There are two basic methods of writing applications. The first is to include all information about yourself in the body of the letter. The other method is to write a brief formal letter of application and include on a separate sheet of paper a resume or summary of the information called a curriculum vitae (known as C.V. for short).

We begin with the first method. Here is a letter of application in response to an advertisement for an assistant teacher in a school.

15 Babar Road
Talaimari
Rajshahi
10 July 1996

The Principal
Rajshahi University School
Rajshahi

Dear Sir,

I wish to be considered for the post of an assistant teacher as advertised in the Bangladesh Observer of 25 June 1996.

I am twenty-two years of age. I was educated at Rajshahi Collegiate School and Rajshahi Govt. College. I took my SSC and HSC examinations in 1990 and 1992 respectively and I came out in the first division in both examinations. Although I was a science student, I opted for the Humanities at the degree level. I received my B.A from the National University in 1995. Unfortunately I missed first division by a few marks. I am now taking the B.ED course at the Teachers' Training College, Rajshahi.

I have no previous experience of teaching at a school, but I coached school students in upper classes while I was at college. The subjects I taught were English and mathematics. I enjoy teaching. In fact, I have always wanted to be a teacher. That is why I am taking the B.ED course.

I am interested in games and sports. I was captain of the School Football Team and a member of the College Football Team.

The following persons have agreed to act as my referees.

1. Mr Abdul Hakim
Headmaster, Collegiate School
Rajshahi

2. Mr Abdur Rafiq
Assistant Professor of English
Rajshahi Govt. College
Rajshahi

Yours faithfully.
Abdul Mamman

Notes

- (a) The first paragraph should state the post you are applying for, the name of the newspaper where you read the advertisement and the date on which the advertisement appeared. Underline the name of the newspaper.
- (b) The second paragraph begins the main body of the letter. This includes details of age, education, qualifications, courses of study (training), previous experience, any relevant special interests, etc. You can take two paragraphs if you have a lot of information to include. You can mention your age, education and qualifications in one paragraph, while information on your previous experience, achievements and special interests can follow in the second.
If you have any experience, give the name of the firm/institution, the name and official title of your immediate superior, your date of joining the firm / institution and your reason for leaving it. The reasons might include wider experience, higher salary, more specialised work that the new firm can offer, etc.
- (c) The conclusion of such a letter normally gives the names of referees who should be people in responsible positions and who should be ready to testify to your ability, training and general character.

The above application can be written by using the second method, that of a brief letter with a C.V. on a separate sheet. Here is a model:

5 Babar Road
RaniNagor
Rajshahi
10 July 1997

The Principal
Rajshahi University School

Rajshahi

Dear Sir,

I wish to be considered for the post of an assistant teacher as advertised in the Bangladesh Observer of 25 June 1996. I enclose my Curriculum Vitae.

Yours faithfully,

Abdul Mannan

Curriculum Vitae

Full name : Abdul Mannan

Address: 15 Babar Road

RaniNagor

Rajshahi

Date of Birth : 01/05/1974

Education

Collegiate School, Rajshahi, 1984-89

Government College, Rajshahi, 1989-93

Teachers' Training College, Rajshahi, 1994

Qualifications

Secondary School Certificate- 1st Division, 1990

Higher Secondary Certificate- 1st Division, 1992

Bachelor of Arts- 2nd Division, 1994

Studying for Bachelor of Education- 1995

Interests and Activities

Captain of the School Football Team

Member of the College Football Team

Referees

Mr Abdul Hakim. Headmaster, Rajshahi Collegiate School and
Mr Abdur Rafiq, Assistant Professor of English, Rajshahi Govt.
College.

(If Abdul Mannan were working, his present post and salary
would be included before the names of the referees were given).

The opening sentence can also be as follows:

With reference to your advertisement in the Bangladesh Observer of 25 June 1996 for the post of an assistant teacher. I would like to offer myself for the position.

Or,

I would like to apply for the post of assistant teacher advertised in the Bangladesh Observer of 25 June 1995.

Do not use such old-fashioned expressions as "I beg most respectfully to state..." or "I have the honour to state that..."

The application letter given above is written in response to an advertisement. But an application can be written using an introduction. In that case, you should mention this at the beginning of your letter:

"Mr Hasan Ali, an assistant teacher of your school whom I know personally, has told me that you require an assistant teacher."

Or

"Mr Abdul Jabbar, who worked for some time as an assistant teacher at your school and who is a friend of mine, informs me that you are looking for an assistant teacher capable of teaching English and mathematics in upper classes".

Exercise

Answer the following advertisements. For one of them, use method one, a formal letter of application. For the other, use method two, a formal letter with a Curriculum Vitae on a separate sheet of paper. Consider for the purpose of this exercise that you have the qualifications.

1. The Bangladesh Observer 10 August 1996. Applications are invited for the post of a junior officer in Sonali Bank. Applications should be sent to the General Manager, Sonali Bank, Motijheel, Dhaka, by 30 August 1996.
2. The Bangladesh Times 20 July 1996. Applications are invited for the post of a public relations officer. Applicants should have a university degree with some experience in journalism. Applications should be sent to the Chairman, WASA. Dhaka by 10th September 1996.

2. Letters of Request

There are two kinds of request you may need to make: (1) requests for goods and services and (2) requests for information of various sorts.

1. Requests for goods and services

The following letter is a request for sending a couple of books.

10 College Road
Palashpool
Satkhira
12 May 1996

Sales Department
Islamic Foundation
Baitul Mokarram
Dhaka

Gentlemen,

Would you please send me a copy of *The Profile of an Islamic State* by S. B Chowdhury?

I enclose a bank draft for Tk. 30.00 to cover the price of the book and postage.

I would appreciate if you would also send me by V.P.P. a copy of *In the Shade of the Quran* by Syed Qutb.

Language Notes

First request : I would like to order... from you...

Could you send me....

Would it be possible for you to send me...

I would be grateful if you would send me...

Second request : Use the word 'also':

Could you also please send me/let me know

References to payment :

I enclose a money order for Tk. ...
a postal order for Tk. ...

2. Requests for information

18 Azampur
Uttara
Dhaka
30 August 1996

The British Council
5 Fuller Road
Raman
Dhaka

Dear Sirs,

I am interested in the English Language Course you offer. I would be grateful if you would let me know when the next course begins, how much it costs and what level of proficiency a student needs to have in order to register for the course.

I would also like to know what I am required to do if I wish to use the British Council Library.

Yours faithfully,
Salahuddin Ahmed

Language Notes

Requests : Could/Would you please write and tell me ...
send me information

instructions

I would be grateful if you could tell me / send me...

Introducing new subjects :

I would also like some information on
Another matter I need information on

Exercise

1. You are having trouble with your teeth. Write a letter to a dentist requesting an appointment.
2. Write to the organizers of a charity show asking for a ticket.

State: place
 date
 time of day
 price of tickets

3. Letters of Complaint

You write a letter of complaint when something offends you, causes inconvenience or when you want to point out mistakes, thoughtlessness and inefficiency.

Letters of complaint should include (1) a description or report of the matter at issue: (2) some form of complaint or protest.

Do not write over-aggressive letters. They would not produce the apologetic response you demand. Your letter of complaint should be calm, courteous and tactful.

(Sample letters of Complaint)

5 Greater Road
 Laxmipur
 Rajshahi
 December 16th 1995

The Postmaster
 Ghoramara Post Office
 Rajshahi

Dear Sir,

On December 5, 1995 I sent by registered post a letter of application to the Secretary. Public Service Commission. Dhaka, in response to an advertisement for a post in the Ministry of Finance. Although I had the necessary qualifications and experience. I was not called for interview. When I made inquiries. I was told that my

application had not been received. I fail to understand how a registered letter could go astray. I had complete faith in the efficiency of our postal service. But now my faith is badly shaken. However, I would like to know what happened to my letter.

Yours faithfully,
Hasan Aly

12 College Road
Chapai- Nawabganj
10th July 1994

The General Manager
Life Insurance Company
50 Motijheel, Dhaka.

Dear Sir,

My life insurance policy No. 45370 which I took out on 17th June 1973 matured on 17th June 1993. It is about a year since I sent in all necessary papers and claimed the money. But unfortunately I have neither heard from you nor received payment. I know it takes some time to process a claim like this, but it should not take one year to do so. I wonder whether I am going to have my money before I die.

Yours faithfully,
Hasan Ahmed

Language Notes

Introducing the subject: I am writing to draw your attention to...

I am writing because...

Complaining: I must complain about...

I find it quite distressing that...

I feel something ought to be said about...

Exercise

1. Write a letter to the Principal of your college, complaining about lack of English newspapers in the Reading Room of the college library.
2. Write a letter of complaint to the superintendent of your college hostel about the quality of the food.

4. Letters of Apology

Sometimes we need to write letters of apology to people or organizations for not doing something requested or promised or for not doing it well or doing it late. Such letters often written in response to 'reminders' will consist of a description of the issue, an apology for an action or 'mistake', an explanation for the action or mistake and a promise to rectify the situation, if possible.

(Sample letters of Apology)

House No. 20
Road No. 3
Dhanmondi
Dhaka
12 August 1196

The Librarian
The British Council
5 Fuller Road
Ramna
Dhaka

Dear Sir,

Thank you very much for your letter reminding me that I have three books that are overdue. I am really sorry that I could not return them on time. The reason for the delay is that I have been ill for about a month and that I have not been able to finish reading them. However, I have almost recovered and I hope to be able to return the books in a week's time.

Yours faithfully,
A.K. Azad

15 Azimpur
Romna
Dhaka
12 June 1995

The Chairman
Department of English
Dhaka University
Dhaka

Dear Sir,

I registered for your certificate course in General English beginning on 1st July 1995. But I have to go to Chittagong on 30th June on urgent business and stay there for about a week. So I regret to say that I am unable to take the course. I hope to attend the next course if I am allowed to do so.

Yours faithfully,
A. Rakib

Language Notes

There are a rather small number of apology expressions available:

I am extremely sorry (that) I ...
to have done ...
not to have done ...

I apologise for ...
I must apologise for ...

Promises: I hope to/to be able to ...
I should be able to ...

Explanations: Owing to ...
The reason for this was/has been ...
I forgot ...

In writing a letter of apology you should avoid too much humility because it sounds insincere.

Exercise

1. Your landlord lives in another town. Write a letter of apology to him for delay in paying rent.
2. You promised to contribute an article to a journal by a specific date. Write a letter of apology to the Editor saying that you cannot meet the deadline and suggesting that he should give you more time.

5. Letters to Newspapers

Letters to newspapers fall into the following categories:

1. Letters that complain about something and suggest changes or improvements
2. Letters that support or argue against views expressed in the newspaper or in the readers' columns
3. Letters that comment on current affairs
4. Letters that comment on and add information to articles published in the newspaper

(Sample letters to Newspapers)

5 hospital Road
Laxmipur
Rajshahi
March 20, 1996

The Editor
The Bangladesh Observer
Dhaka

Use of Loud Speakers

Dear Sir,

The use of loud-speakers in our part of Rajshahi has become a nuisance. Almost every night someone or other plays music on the loud-speaker. It is impossible to read or sleep with the loud-speaker blaring well into the night. I am not opposed to anybody enjoying music at home. But nobody has the right to force it on others, particularly at a time when people go to bed. I suggest that the District Administration should impose restrictions on the use of loud-speakers in residential areas.

Yours faithfully,
Abdul Hakim

House No. 3
Road No. 12
Dhanmandi
Dhaka
15 April 1996

The Editor

The Bangladesh Times

Dhaka

Dear Sir,

I am in complete agreement with Mr. Hasan who in his letter (**The Bangladesh Times**, 13 April 1996) argued for festival bonuses for pensioners. Employees of the state and autonomous bodies are given two festival bonuses a year. But when they retire, they are denied this. With the cost of living rising sharply, most pensioners find it difficult to make both ends meet. True, they get a lump sum in addition to pension. But many of them not only spend the lump sum but also get into debt in building houses. So they can hardly afford the expenses religious festivals involve. The government can bring some sunshine into the pensioners' minds by giving them festival bonuses. This will mean an extra expenditure, but it should not be difficult for the government to find the money involved. What is necessary is to make some adjustments or cuts here and there. Surely people who devoted the best part of their lives to the service of the nation deserve in their old age sympathetic consideration in this respect from the government.

Yours faithfully,
Abdul Momin

Language Notes

The language you need to use in writing such letters depends upon the subject. However, you should know how to do the following things

- arrange ideas in a logical order
- introduce evidence and illustration
- introduce countering arguments
- compare and contrast
- make conclusions

Personal Letters

Form of a personal letter

- (A) 10 Fuller Road
Ramna
Dhaka
(B) 20 July 1996

(C) Dear Hamid,
Dr/Mr/Mrs/Miss ...

(D) Body of the letter

- (F) Love,
Yours (sincerely)
(G) Signature

Notes

- (A) Write your address in the top right-hand corner.
- (B) Write the date below the address. In writing the address and the date follow the conventions of an official letter. Note that the address of the person you are writing to does not appear in a personal letter.
- (C) Dear + name or Dear + title + name are the only address forms:
Dear Hamid
Dear Dr Hasan
Dear Mr Kamal
- (D) Write the message of the letter here.
- (E) *Love or Lots of love* are intimate or affectionate. *Cordially, affectionately* are also appropriate. *Yours sincerely* is quite formal in a personal letter.
- (F) If you are writing to a close friend or relative, write your first name only. If you are writing to someone who does not know you very well, write your full name.

Personal letters বা ব্যক্তিগত চিঠিপত্র নানা ধরনের হতে পারে। এখানে কয়েকটি নমুনা দেওয়া হল।

1. Letters of Invitation

12 Natore Road
Rajshahi
20 May 1996

Dear Mr Kamaluddin.

My wife and I would be very happy if you could come to dinner on Friday night, May 28, at 8 o'clock. We both hope you can come.

Yours sincerely,
Hasan Ali

2. Letters of Acceptance

10 Imamuddin Road
Rajshahi
23 May 1996

Dear Mr Ali.

Thank you very much for your invitation. My wife and I will be glad to dine with you and your wife on Friday night, May 28, at 8 o'clock. It was very nice of you to ask us.

Your sincerely,
Kamal uddin

3. Letters of Refusal

10 Imamuddin Road
Rajshahi
23 May 1996

Dear Mr Ali,

I am very sorry that my wife and I will not be able to dine with you and your wife on Friday night, May 28, at 8 o'clock. Unfortunately, we expect to be away in Dhaka on that day.

Thank you very much for asking us. I hope we will be able to say 'yes' next time.

Your sincerely,
Kamaluddin

4. Letters of Congratulations

5 Mirpur Road
Dhaka
10 January 1996

Dear Rahman,

Thank you for your wedding card. I'm delighted that you've at last decided to get married and settle down. This is great news—congratulations. But I'm sorry I can't attend the wedding as I'm tied up with a lot of work. I'll go and see you as soon as I'm free. I wish you and the bride all the best.

Yours
Kazal

5. Letters of Commiseration

10 Satmasjid road
Dhaka
10 November 1996

Dear Rahim,

I was very sorry to hear of the sudden death of your father. He was such a wonderful man—kind, considerate and loving. His death must be a terrible shock to you and your mother. I hope Allah will give you strength to get over this bereavement. If there is anything I can do, don't hesitate to let me know.

Yours
Azim

6. A bread-and-butter letter

A bread-and-butter letter is a letter you write for the hospitality you received.

8 Shantinagar
Dhaka
10 April 1996

Dear Mr Quddus,

I am writing this letter to tell you how much I enjoyed your hospitality last week. It was my first trip to Sylhet, and I was looking forward to it. When I got off the train, I found you waiting for me with a bright smile on your face. You took me to your place and made me feel at home. I will never forget the delicious meals your wife prepared for me. I must say she is a wonderful cook. I enjoyed the company of your two nice children. They are so handsome and intelligent. You took time off to go out with me for sight-seeing. I cannot thank you enough for all that you did for me. My stay with you and your family will stand out in my memory for a long time. I hope very much that when you come to Dhaka next time, you will stay with me so that I can return your hospitality.

Your sincerely,
Salahuddin,

Exercise

1. You are getting married soon. Write a letter inviting a close friend to the wedding. Give some details in the letter.
2. Your friend is going to Cox's Bazar for a week's holiday and he has written to ask if you would like to accompany him. Write a letter of acceptance.
3. A relative has written to you asking for a loan. Write a letter of refusal.
4. A friend has got a job. Write him a letter of congratulations.
5. A former colleague has lost his son in an accident. Write him a letter of commiseration.
6. You, along with some of your classmates, visited Chittagong port. Write a letter of thanks to the Chairman of the Port Authority for the kindness and attention shown to you.

Section 12

Report and Memo Writing

Report Writing

Report writing is important. No matter what career you choose, it is likely that at some time or other you will be asked to write a report. What is a report? A report is 'an account or description of events, experiences, etc.' (Longman Dictionary of Contemporary English). Reports convey clearly to other people an account of an experience you have had whether of things (food, furniture, garments), or people, education, social activities and so on so that they may then or in the future know whether it is worth undertaking the same experience. For example, a) a company who send an employee on a course in Business Administration may want him to write a report on it so that other people may know if the course is valuable for them.; b) a tourist office may need to write a report on the facilities available in its office for the benefit of foreign tourists; c) a teacher might be asked to write a reference (personal report) on a student.

Reports contain two main features:

Main features :

- i) description and report of people, places, institutions, habits, traditions, of events, a series of events, etc.
- ii) commendation and praise of events, criticism and blame, offering assessment of worth or value.

In addition

- iii) Recommendations, suggestions and advice.

Specimen reports: Report on a person

To whom it may concern: Personal reference for Abdul Hakim

I taught Abdul Hakim for four years at Northern University, Bangladesh where he did his B.A. Hons in English in 2003. Since then he has been in intermittent contact with me. He has been a sincere, hardworking and perceptive student of English and he achieved second class standing.

Hakim's speaking skills are fairly good. However, his pronunciation needs improving. His written skills are much better. He can express himself effectively. His reading skills, partly the result of wide reading outside his courses, are excellent. His listening skills are adequate enough to allow him to follow lectures and to participate in seminars.

Report on a Restaurant

The other day a friend of mine and I went to a restaurant in Dhanmondi called The Blue Sky. It was spotlessly clean and the waiters were immaculately dressed. The service was prompt enough. The meals were attractively arranged on beautiful trays. The first course was chicken soup with tomatoes. The other courses included fried rice decorated with slices of eggs, mixed vegetables, chicken roasts, beef steaks which was just right, neither overdone nor underdone, salads with ice cream to follow. It was a highly satisfying meal and the price was reasonable.

Report on the Celebration of the Independence Day On 26th December 2006 Northern University Bangladesh arranged a programme to celebrate the Independence Day. The programme started at ten o'clock in the University auditorium with the vice-chancellor in the chair. A number of celebrities including the teachers and students were present on the occasion. The programme was divided into two parts. The first part consisted of speeches from the guests and the university officials. They were all practised speakers and their speeches were punctuated by frequent applause. The second part consisted of songs rendered by eminent singers. They kept the audience spell-bound.

Exercises

- 1 Write a report on a *doctor* whose patient you were and still are. This will involve both personal and professional evaluation.
- 2 Write a report on your next-door neighbours as neighbours.
- 3 Write a report on the recreational facilities in your home town.
- 4 Write a report on the shopping facilities in the town where you live.
- 5 Write a report on your *boss*. This is not a character sketch but a report on a man/ woman as *a boss*.

Memo Writing

A memo (short for memorandum) is 'a short official note that is sent by one person to another within the same company or organisation' (Collins Co-build English Dictionary for Advanced Students)

Memos serve several purposes:

- to provide information
- to request information
- to inform someone of actions, decisions
- to request actions, decisions

In writing memos, you do not have to write *Dear Sir/ Madam/ Mr Hakim* at the beginning or use a particular formula at the end: you can just sign your name. Memos between colleagues can be very informal. Business memos to clients, suppliers, etc. should use the language of a formal letter.

Some model memos are given below.

1. Memorandum

Northern University Bangladesh

To: Head of the English Department
Subject: Enrolment for the current semester
From: Director, Academic Division

Date: January 1, 2006

Enclosed are the enrolment figures for the spring semester.

Hamid

2. To Mina Ahmed

From H. Ali, Registrar, NUB

Reference: PAB

Date: 10 March 2006

Many congratulations on your joining the staff of NUB. I hope you will be very happy here. I am enclosing guidelines of your duties as public relations officer.

1. You should collect all the important dailies, both Bangla and English. If there is any news item or write-up about NUB, you should make a cutting of the item, have it photocopied, and sent to university officials and Heads of departments.
2. You should prepare all university advertisements in consultation with the authorities and take them to selected newspapers and arrange for them to be published.
3. If there is any adverse reports about the university in any of the newspapers, you should prepare a rejoinder in consultation with the authorities and have them published.
4. If the university arranges any programme, make sure that it comes out in all the important dailies.

I hope you will follow these guidelines strictly. If you have any questions, please do not hesitate to contact me.

H. Ali

3. Memo requesting agenda items

Memorandum

To: All teachers of the department

From: Head of the department of English

Reference: English/Ac

Date: 20 March 2003

Academic Committee Meeting on 20 April

The next meeting of the Academic Committee of this department will be held in the Conference Room at 2 pm on 20 April.

Agenda: A detailed discussion on the report of the Expert Committee for improving the quality of teaching in the department

If you wish to add any further item to the agenda, please let me know before 15 April.

Hasan

Exercises

1. Write a memo about a meeting and its agenda.
2. Write a memo to a colleague asking him to lend a book to you.
3. Write to a friend explaining your absence from a party you had promised to go to at the weekend.