

Papel Edu- Care



# ENGLISH -1

SUPPER SUGGESTIONS



Provide By:  
Papel Edu- Care

# Letter/Application

## \*Papal Edu-Care Online Course Sample Letter- Only One Letter\*

**05 March 2023**

**The Principal,**

**Jashore Technical School & College, Jashore.**

**Subject: Prayer for.....(পরীক্ষায় যেটা আসবে সেটার নাম)**

Sir,

We/I, the students of your college beg most respectfully to state that there is No ..... In our college. We all know that our college is prominent for better Education than others.

We/I also proud to be a part of our college. But it a Matter of sorrow that there is no.....

Facility in our campus. So, it's the urgency to set up a ..... in our campus so that we/I can skilled ourselves/myself.

We/I, therefore, pray and hope that you would be kind enough to establish ..... In our college.

**Your most obediently,**

**The students of your college/Md Ashiek Rahman.**

Prayer for English Language Club/Literary club/computer club/debating club/ Canteen/ college library/ common room ইত্যাদি জাতীয় আবেদনপত্র এই ফরমেট দিয়ে লেখা যাবে। তবে Prayer for transfer certificate অথবা permission of a study tour or picnic এই দুইটা আলাদাভাবে একবার দেখে যাবেন।

(এখানে we/I যেকোনো একটা ব্যবহার করতে হবে। যদি দলগত কোন ইস্যু থাকে যেমন কলেজের স্বার্থে বা সমষ্টিগত ভাবে চাওয়া হয়। কিছু বিষয় তাহলে সেক্ষেত্রে we ব্যবহার করতে হবে। তা না হলে নিজের জন্য কিছু চাইলে I ব্যবহার করতে হবে।

## Summary

This passage / lesson is talking about .....(যে বিষয় এর কম্প্রিহেনশন পরীক্ষায় থাকবে তার নাম). It also describes .....(কম্প্রিহেনশন এর সাবটাইটেল অর্থাৎ সমজাতীয় অন্য নাম). The importance/ bad effects of .....cann't be said within 5 sentences. বাকী দুই লাইন দিবেন প্যাসেজ এর ১ম লাইন এবং শেষ লাইন অথবা আপনার ইচ্ছামত প্যাসেজ থেকে তুলে দিবেন।

## Job Application

**\*Job application/CV:1 Provided by papel edu- care online course\***

**Suppose**, you are Refat/Raisa and you have passed S.S.C and got a diploma on Computer. Now, write a CV with a cover letter for the post of a Sub assistant Engineer in a company. Your CV should not exceed one page.

**Ans.**

**1 January 2023**

**The HR Manager**

**ABC Company**

**Mirpur, Dhaka**

**Subject:** Application for the post of a Sub-assistant engineer.

**Sir,**

**I would like to inform you that from the advertisement published in the ‘The Daily Star’ on**

**25 December 2016, I came to know that you have a vacant post Of a Sub-assistant engineer in your company. As an interested candidate, I Would like to apply for the post. Here is my curriculum vita for your wise Consideration.**

**I, therefore, hope that you would kindly call me for the next proceedings.**

**Sincerely yours,**

**Taskia**

**CURRICULAM VITAE**

**Name** : Refat/Raisa

**Father’s Name** : Kamrul Islam

**Mother’s Name** : Lutfunnesa

**Date of Birth** : 27 January 1995

**Nationality** : Bangladeshi by birth

**Permanent Address** : **Vill:** Yousufpur, **P.O+P.S:** Daulatpur, **Dist:** Kustia.

**Educational Profile** : **(a)** Diploma in Database Management System (2012) GPA 3.10,  
NACTAR, Bogura.

**(b)** SSC (2011) Science, GPA 4, Jessore Board.

**Experience** : I have been serving as a Sub-assistant engineer at XYZ Company since 2013.

**References** : Md. Abdur Rashid

HR Manager, XYZ Company, Kustia

Mobile: 01XXXXXXXXXX.

এখানে আমাদের যে সিভিটি সেটা হলো- Application for the post of a Sub-assistant engineer কিন্তু পরীক্ষার হলে গিয়ে দেখলেন যে, Application for the post of a Mechanical Engineer or Application for the post of a Technical officer. সে যাই আসুক আপনাদের কাজ হবে উপরের দেখানো সিভিটা শিখে ফেলা এবং পরীক্ষার হলে যে পদের নাম চাইবে আপনারা Application for the post of a .....(Sub-assistant engineer) এর পরিবর্তে সেই পদের নামটা বসিয়ে দিবেন।

# Paragraph

## Metro Rail

### **Dhaka Metro Rail**

Dhaka Metro Rail or DMR for short, is not only a rapid transit system but also the symbol of pride for our country. It has 20km transit road from Uttara to Bangladesh Bank but it covers the growth of whole Bangladesh Dhaka Metro Rail has 16 stops for costing taka 22,000 crore. The Japanese government, Through JICA provides Tk 16,600 cross as a loan at a 0.01% interest rate. The construction began in May 2015. The long wait of the people of Dhaka has come to an end with the inauguration of the first phase of the metro rail service. Prime Minister Sheikh Hasina inaugurated the Dhaka Metro Rail on December 28, 2022. Through the inauguration of Dhaka Metro Rail, the long-cherished dream of Dhaka residents as well as all Bangladeshis has become a reality. As a result, the long-standing traffic congestion on Dhaka city will be reduced to a large extent. It will help in a comfortable living for the residents of the capital.

Dhaka metro rail play a special role in the country's economy. Although we are not used to such advanced technology. Dhaka Metrorail will play a leading role in decongesting Dhaka city. Along with the government, we should also be aware to make the Dhaka Metrorail service smooth and uninterrupted.

## Importance of Technical Education

### **Importance of Technical Education or, Necessity of Technical Education**

The term technical means the practical use of machinery or method in science and industry. For this, technical education means practical education. Education is two types: Theoretical and practical. We are now living in practical or technical world. Technical education makes the learners fit for work. Comparing to other developed countries, we need more and more technical or skilled manpower. Technical education helps to remove poverty and unemployment problem. So, the importance of technical education cannot be explained in words.

# Common paragraph provided by papel edu- care online course

যদি কোন কিছু কমন না পড়ে তবে এইটা লিখবেন। এইটা মূলত সমসাময়িক আলোচিত ক্ষতিকর বিষয় এর উপর যেমন Load shedding /traffic jam/ price hike ইত্যাদি। উপকারী দিক এর কোন paragraph আসলে এই প্যারাগ্রাফ এর ক্ষতিকর শব্দগুলোর বিপরীত শব্দ ব্যবহার করবেন। একবাক্যে বললে অপকারী সকল বিষয় এর আন্তর্গত হবে।

## **Frequent load shedding**

\_\_\_\_\_ has become a common and most criticized terms in our everyday life. We get the news of \_\_\_\_\_ every day. \_\_\_\_\_ is now a serious problem in Bangladesh. It is going our off-control day by day and it makes suffer for all of us. We cannot think ok a free life for it. It's losses not only our lives but also our progress. The people have to suffer a lot for this. Everyone feels this problem but cannot solve it. The bad effect of \_\_\_\_\_ can be understood than described. Most of people are falling victim to this degree course. The government, as well as conscious people, can play a vital role in this regard. The public administration should be conscious and active. This problem should be very soon if we want to survive this and prosper. Nobody can remain idle in the face of sharks and alarming problems. The governments should take proper action or measures to control it.

["\_\_\_\_\_" এই চিহ্ন সম্বলিত স্থানে আপনার পরীক্ষায় যেই প্যারাগ্রাফটি আসবে তার নাম বসবে।

উপরে উল্লেখিত প্যারাগ্রাফটি হলো সকল ক্ষতিকর/নেগেটিভ সংক্রান্ত বা জাতীয় সমস্যা সংক্রান্ত। এখন আমরা শিখব উপকারী দিকগুলো যেমন: **Necessity of learning English/Tree plantation/Importance of technical education/digital education/Digital Bangladesh** ইত্যাদি জাতীয় উপকারী দিকগুলো।

প্রথমেই সবচেয়ে ভালো হয় যে **Paragraph** টা আসবে সেই সম্পর্কে সংজ্ঞাসহ দুই এক লাইন লিখতে পারলে। তারপর শুরু করবেন.....

(\_\_\_\_\_) has become a common and most praised term in our everyday life. We get the news of \_\_\_\_\_ every day. (\_\_\_\_\_) is now a serious advantage in Bangladesh. It is going our on-control day by day and it makes forbid for all of us. We cannot think okey a free life for it. It gives not only our lives but also our progress. The people must benefit a lot from this. Everyone feels this. The positive effect of \_\_\_\_\_ can be understood than described. The government, as well as conscious people, can play a vital role in this regard. The public administration should be conscious and active. This problem should be solved very soon if we want to survive this and prosper. The governments should take proper action or measures to make awareness about (.....) among us.



# Dialogue

## Dialogue Provided by Papel Edu-Care Online

### Course.

এখানে দেওয়া ডায়ালগ টি দিয়ে আপনি সকল গুরুত্ব বোঝায় এমন ডায়ালগ লিখতে পারবেন। যেমনঃ Write a dialogue between you and your friends about the importance of learning English/trees/tree plantations/reading newspaper/padma bridge/taking exercise/technical education/early rising/debate club/study tour/save energy ইত্যাদি সহ সকল ডায়ালগ যোগুলো দিয়ে ভালো দিক বা গুরুত্ব বা তাৎপর্য বোঝায়।

তাহলে চলুন শুরু করা যাক :-

Me : Hi, .....

My Friends : Hi... Good morning.

Me : Good morning too. How are you?

My Friends : I'm fine and you?

Me : I'm fine / I'm not fine. What's going on?

My Friends : Not bad at all and you?

Me : I need to talk to you about a serious matter.

My Friends : Surely. I am also be happy to talk with you.

Me : Do you know the importance of \_\_\_\_\_ Please say something.

My Friends : The importance of \_\_\_\_\_ is very much that cannot be expressed in a word. It is most essential thing that is necessary in every step in our life. It is so much important for human. To lead a happy and peaceful life, all of us should know the importance of \_\_\_\_\_.

Me : Thank you very much. I have learnt a lot of from you.

My Friends : It's my pleasure. I have to go now.

Me : Good bye. Nice to meet you.

My Friends : Nice to meet you too. Bye.

["\_\_\_\_\_এই চিহ্ন সম্বলিত স্থানে আপনার পরীক্ষায় যেই ডায়ালগ আসবে তার নাম বসাবেন।"]

এখানে Me এবং My Friends এর জায়গায় আপনি আপনার নাম এবং বন্ধুর নাম দিতে পারবেন সেটা নির্ভর করবে পরীক্ষায় ডায়ালগটি কিভাবে এসেছে তার উপর। প্রশ্নটি ভাল করে পড়ে নিতে হবে।

এটি হল ভাল দিকের জন্য ডায়ালগ এখন যদি পরীক্ষায় মন্দ দিক যেমন frequent load shedding/ bad effect of smoking/ traffic jam/ session jot/ student politics/ campus violence/eve teasing / price hike/ hartal ইত্যাদি মন্দ দিকের ডায়ালগ আসে তবে উপরের ডায়ালগটির মতই শুরু এবং শেষ হবে। শুধুমাত্র Importance এর জায়গায় demerits/disadvantages বসাবেন।

## Letter

**Provided by Papel Edu-Care Online Course.**

একটি Letter পড়ে একাধিক Letter লেখার নিয়ম-

\_\_\_\_\_ Date

\_\_\_\_\_ The Headmaster

\_\_\_\_\_ School Name

\_\_\_\_\_ স্থানের নাম

**My dear**

**Friend/Father,**

At first take my love/ salam from the core of my heart. Now I don't know how you are now. I hope you are well by the grace of Almighty. Allah. I am also well. I am very glad/ shocked to write you some lines about \_\_\_\_\_ (এখানে যে বিষয়ে লিখতে বলেছে সেই বিষয়ে 4-5 টি বাক্য লিখুন না পারলে ও যা পারেন লিখুন) No more today. Convey regards to the elders and love to the little ones. You must take care of your health. With best wishes to you. I am looking forward to hearing from you very soon.

**Yours ever,**

**Class:**

**Roll No-**



<b>From</b>	<b>To</b>
<b>Rabbani Ahmed Sagor</b>	<b>Samiha</b>
<b>1510, East Jurain,</b>	<b>104/1, Dhanmondi,</b>
<b>Dhaka.</b>	<b>Dhaka</b>

এই প্রথম টা দিয়ে সব চালিয়ে দিবেন যদি স গুলা পড়তে না চান আশা করি অন্তত ৫০% মার্ক পাবেন!

\_\_\_\_\_ আর কিছু নিয়ম শুধুমাত্র যে বিষয়ে লিখবেন তার বিবরণ এর জন্য জাইগা পরিদর্শন হলে।

যেমনঃ

- Visiting book fair/trade fair/computer fair/ science fair/any fair
- Visiting national memorial
- Visiting baishakhi mela
- Visiting zoo.
- Visiting Cox's bazaar.
- Historical place/shat gambuj mosque.

I went to \_\_\_\_\_ জায়গার নাম \_\_\_\_\_ with my friends. Actually, \_\_\_\_\_ জায়গার নাম always attracts me. I always want to visit it. It is a nice place. I saw many things there. I saw different kinds of people there. There was crowd. I also shared my views and ideas with others. The environment was very favorable. I moved here and there and tried to enjoy. After walking of long time I took rest for a while. I took some snacks. I saw \_\_\_\_\_ যা লেখছো তা নিয়ে কিছু বাক্য. Nothing shocked me. The recent visit charmed me very much.

কিছু করার হলে যেমন-

- ❖ Early rising
- ❖ Reading newspaper
- ❖ Punctuality
- ❖ Physical exercise
- ❖ Morning walk
- ❖ Attention to study
- ❖ Having computer training
- ❖ Learning English

As far as I have known, you are not aware of \_\_\_\_\_ (name). Do you know \_\_\_\_\_ (name) is very useful for all? It is a very important thing in our life. The importance of \_\_\_\_\_ (name)- cannot be described in words. It helps us in many ways. It will be an unwise act not to give importance on it. Everybody should know the importance of Besides; it is an essential medicine for our life. \_\_\_\_\_ (name) makes our life happy and fruitful. Only by being conscious of it, one can easily be the beneficiary of \_\_\_\_\_ (name). Besides, you should think about it deeply. You should take it as habit.

কোন কিছু না করা হলে যেমন-

- ❖ Smoking
- ❖ Drug addiction
- ❖ Student politics
- ❖ Evil/bad company
- ❖ Eve- leasing

As far as I have known, you are not aware of \_\_\_\_\_ (name). There are many bad effects of (name). The effects are too difficult to describe in a word. It causes serious harm to us. It is the store of another problem. It causes \_\_\_\_\_ (name) problem, \_\_\_\_\_ (name) problem, \_\_\_\_\_ (name) problem etc. It results in (name) problem it will destroy your life. As a result, you cannot lead a peaceful life. It will take away your sound sleep. I am anxious about it. I hope you will keep yourself away from it.

কাণ্ডকে দাওয়াত করতে হলে যেমন-

- ❖ Marriage ceremony of ....
- ❖ Birth day party of ....
- ❖ A picnic

A study hour \_\_\_\_\_ (name) is going to be arranged next Sunday. You will be glad to know that all my friends will attend it. So, I am inviting you to the \_\_\_\_\_. If you join, I will be very glad and enjoy the \_\_\_\_\_ very well. I am waiting for you.

কাণ্ডকে অভিনন্দন জানাতে যেমন-

- ❖ Hospitality
- ❖ Birthday gift.
- ❖ Brilliant success

I congratulate you heartily on your \_\_\_ (name). Really it is a matter of great satisfaction to me. My joy knows no bounds. I will never forget it. It will remain ever fresh in my heart. I was highly charmed at this. It will be a great pleasure for me if you visit me shortly. Congratulation to you once again.

কোন দিবস উদযাপন নিয়ে

Profound (name) the early morning, the teachers and the students took out a procession under the guidance of the principal to' celebrate this day. After that the students arranged a cultural function at the college auditorium. Many students performed patriotic and traditional songs and danced with traditional instruments. The college campus was decorated colorfully. There was a discussion meeting. The principal presided over the function. Man guests were invited. The speakers spoke on the topics. They also spoke about the history and the importance of the day. \_\_\_ A drama was also staged on the importance of the day. At last, at 3 p.m. the principal declared the end of the function by thanking all.

## Report Writing

মাত্র দুইটি রিপোর্ট শিখে যাবেন।

যেগুলো নিম্নে উপস্থাপিত হলোঃ-

1<sup>st</sup>

- Road accident,
- Price Hike,
- Fire accident in a garment Factory
- Drug Addiction
- Food Adulteration,
- Use of Formalin
- Corruption,
- Copying in exam,
- Deforestation,
- Load shedding
- Traffic jam
- Question paper leakage
- Violence against woman/girls,
- Eve- Teasing

## উপরের রিপোর্টগুলোর জন্য উত্তর হবে নিচের টা।

Staff reporter January 20, 2020

Dhaka

(এই অংশে রিপোর্ট এর টাইটেল দিবেন) যেমন

Terrible conditions on \_ \_ \_ (রিপোর্টের নাম)

\_ \_ \_ \_ \_ alarmingly increased and been a matter of serious concern in Bangladesh because of its terrible effects on our national life. This perilous phenomenon is causing serious problem and hampering our regular life.

\_ \_ \_ \_ \_ occurring in everywhere in the country. Experts say, “It is almost certain that, one of main cause \_ \_ \_ \_ \_ the negligence of some people. In addition, unawareness and ignorance of common people is another crucial reason for what we have to face this problem every year”. A police officer states, “We are investigating to find out the culprits behind this recent crisis. We also need ordinary people’s help to solve this case”. A minister of government says, “We are trying to solve this problem as soon as main causes of possible. We will take proper action against the corrupted people and bring them under laws.”

2<sup>nd</sup>

- **All Day** (Teacher’s Mother’s Independence, world environmental, an annual sports world mother language, Foundation)
- **Fresher’s welcome**
- **Rabindra Jayanti**
- **Gandhi**
- **Hajrul**
- **Traffic Safety Week.**
- **Sabuj Sathi Prkalpa.**
- **Tree Plantation**
- **Prize giving program Blood Donation Campaign**
- **Seminar**
- **The Padma multipurpose Bridge/ The Dhaka Metro Rail.**

## এই রিপোর্টগুলোর জন্য নিম্নের দেওয়া উত্তর ব্যবহার করবেন।

Staff reporter January 20, 2020

Dhaka

(এই অংশে রিপোর্ট এর টাইটেল দিবেন) যেমন

The Celebration of ( \_ \_ \_ \_ ) by Rangpur City College Was celebrated at the college yesterday. The college campus was beautifully decorated with a flag, Banners, and festoons of a variety of colors. The invited guests, teachers, and students of the College was present on the function. The ( \_ \_ \_ \_ deputy commissioner \_ \_ ) was the chief guest and the principal the college Chaired the ceremony. The formal function was started at ( \_ \_ \_ \_ 10am). The function was started with the of the holy Quran. The chief guest, as well as other guests, hoisted the national flag. The national anthem was sung by the students of this college in the discussion. The speakers focused on the significance of the ( \_ \_ \_ \_ ). All of them showed respect towards the valiant songs of our soil who laid down their lives make country free. The students presented various programmed like dance, song, drama etc. The chief guest gave a very motivating speech on this occasion about the role of youth. The students were given prizes. There was a big crowd. There was great enthusiasm among the students and they were looking highly spirited. It was an unforgettable programmed. Sweet and biscuits were given away to all. The program ended up at (4p.m.) with the speech of the headmaster. He thanked the chief and all.

### Story writing

Title: The story of (Story name)

The following story is very pleasant. In this story, there is one situation in which a character is the chief figure in story. As we come to know through this story, here is suspense what makes to story entertaing. The story is based on a situation which is related to human life. There is some point below the story.

All points are essential. (Story name) played an outstanding role. (He/she) was highlighted as a hero heroin of (story name) গল্প অনুযায়ী কয়েকটি লাইন লিখলেই চলবে..... There are many interesting characters in this story. The above story was interesting, and it taught us our day-to-day life. It concluded that the above story is apt.

(এই স্টোরি যদি লিখেন তবে আর অন্য কিছু শিখতে হবে না যেমন রচনা বা নিচের স্টোরিগুলো)

### An Ungrateful Wolf and a Deceived Crane

**Ans.** Once upon a time there lived a wolf in a jungle near a marsh. Many cranes and other birds spent their days in the marsh. One day, while the wolf was eating meat, a piece of bone was stuck in his throat. It was a great danger for the wolf. He felt so much pain that he could not speak. He went to many birds and animals for help but none helped him to remove the bone from his throat. Actually, all the animals and birds and animals of the jungle did not love the wolf for his rude behaviour.

At last, the wolf went to a crane staying in the marsh. He requested the crane to remove the bone from his throat. The crane agreed but demanded that the wolf would not disturb the weak birds and animals of the marsh in the jungle. The wolf promised to fulfill the demand. Then the crane pulled the bone out the wolf's throat by his long beak. The wolf was relieved from his severe pain.

The wolf was about to leave the place. The crane said to him, "Please don't break your promise." The wolf replied, "Ha! ha! ha! You're lucky that I did not eat up you when you pushed your dirty beak into my throat." The crane uttered, "Black will take no other hue."

### **Honesty Is the Best Policy**

**Ans.** Once upon a time there was a poor farmer in a village. Though he was poor, he was very honest. One day he was going to his land. On his way to the land, he found a purse. He opened the purse and found that it was full of gold.

The farmer returned home with the purse and asked his wife what he should do. His wife suggested him sell the gold but he did not agree with his wife. His wife became angry and left the place.

The farmer decided to return the purse to its real owner but he did not know the address of the owner. He was intelligent. He emptied the purse and searched far and wide to find out the address of the owner. Fortunately, he found the address. He handed over the purse to the owner. The owner of the purse became very happy and offered some money to the farmer. The farmer refused to take money and said that it was his responsibility to do the job and returned home.

### **A Thirsty Crow and a Jar with Little Water**

**Ans.** Once upon a time, a crow became very thirsty. It was summer and the weather was very hot. There was little water in that place. The crow flew here and there looking for water. But it could not find water anywhere. It seems that it was about to die for the thirst of water. But it did not lose heart.

The crow continued its search and found a pitcher to drink water. But there was a little water at the bottom of the pitcher. The crow tried to drink but failed. The water level was too far for the crow's beak to reach. It tried to find a good plan. At once it hit upon a plan. It picked up stones one by one and dropped them into the pitcher. After dropping a few stones, the water level in the jar rises high enough to reach. Then, the crow drank water. Thus, the crow saved his life by the use of his wisdom.

### **Unity Is Strength**

**Ans.** Once there lived an old man in a village. He had three sons. They used to quarrel with one another. The old man was anxious of this matter. He was always in a gloomy mood. He thought about how to stop the quarrel. The old man was intelligent. One day he found a way to stop the quarrel. He planned.

He told his elder son to bring some sticks and to tie the sticks in a bundle. He told him to break the bundle. The elder son could not break the bundle. The same thing happened to the other two brothers.

Then the old man then untied the bundle and gave each son a stick separately to break. All of them broke the sticks.

Then the old man said, "My boys, you are like the sticks. When the sticks were together, you were not able to break them but when they were separated, you could break them easily. Now if you continue your quarrel, everyone will get a chance to harm you. Remember, unity is strength.

**--Thank you--**