There is a popular saying, ‘A good teacher himself is an institution.’ When a teacher teaches in the class, he follows his own style and technique. He must know potential techniques of teaching - learning process. He must have to learn communicative and grammatical rules & functions. But Grammar has its own rules, some are changing now- a- days and also the patterns of English have changed a lot. So combination of these two needs efficiency.

JAGARANI M.L GIRLS’ HIGH SCHOOL

NEWASHI, NAGESWARI, KURIGRAM.

**Application Format**

**1. Leave in advance, Leave of absence, Re- admission, Transfer certificate, Full- free studentship, Seat in the school hostel, changing elective subject etc.**

**8 March, 2012.**

**The Headmaster,**

**--------------------------------------------------------.**

**Subject: Application for--------------------------.**

**Sir,**

**I have the honor to state that I am a student of your school in class ---. I am a regular student of your school. I need------------------------. My study may be hampered if I am not given this opportunity.**

**I, therefore, request and hope that you would be kind enough to grant me -------------------------------and oblige there by.**

**Yours obediently,**

**------------------------.**

**Class-------,**

**Roll No. -------**

**2. Setting up a canteen, Common room, Tube well, Computer club, Literary club, Debating club, arranging a picnic/ study tour etc.**

**8 April, 20112.**

**The Headmaster,**

**--------------------------------------------------------.**

**Subject: Application for-------------------------.**

**Sir,**

**We have the honor to state that we are the students of your school. Our school is one of the most famous schools in the district. We are proud of our school. But there is a matter of sorrow that there is no ---------------------------- in our school.**

**We therefore, hope that you would be kind enough to pass the order --------------------------------as early as possible.**

**Yours obediently,**

**------------------**

**On behalf of the students.**

3.

Date: -----------------.

The Headmaster,

----------------------------------- .

Subject: Application for ---------------------------.

Sir,

I / We have the honor to state that I am a student /we are the students of your school of class 8/9 /10.---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- . So, I need /we need ------------------------- .

I /we therefore, request and hope that you would be kind enough to grant me / us ------------------------------------- and oblige there by.

Yours obediently / sincerely,

----------------

Class: -------- ; Roll no.------

On behalf of the students

4.

Date:- -----------------.

The Deputy Commissioner/ Upazilla Nirbahi Officer/ Upazilla Chairman/ Chairman,

------------------------------------------------ .

Subject : Application for ---------------------------.

Sir,

We have the honor to state that we are the inhabitants of ----------- village at -----------------under your district/upazilla/ council.---------------------------------------------------------------------------------------------------------------------------------. So we need -------------------------- .

We therefore, request and hope that you would be kind enough to grant / issue us ------------------------------------- and oblige there by.

Yours faithfully,

----------------

On behalf of the inhabitants.

Dialogue Format

A dialogue between myself and my friend about --------------------------------------------.

Myself : Assalamualaikum.

Friend : Owa alaikumussalam.

Myself : Hello friend, how’re you?

Friend : I’m fine, thank you and you?

Myself : Also fine, nice to meet you, could I ask you some questions?

Friend : Sure, you can.

Myself : Could you tell me about ------------ ----------- ?

Friend : Of course. ---------------------------------2/3----sentences------

Myself : Okay, please tell me in details.

Friend : Certainly, -----------------3/4--------sentences-----

Myself : I see, thank you very much for your good ideas about it.

Friend : You’re most welcome. Bye, bye...

Informal Letter Format

6 February, 2012.

-------------------------

Dear friend / father,

At first take my cordial love and greeting / complements. Hope that you are well by the grace of Allah / God. I am also well by His grace.

Anyway, ----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Convey my complements to the elders and sweet love to the younger. No more today.

Yours ever / obediently,

--------------------

|  |  |  |
| --- | --- | --- |
|  | |  | | --- | | stamp |   To, |

**LIFEBOAT METHOD**

**( For touch and pass students )**

**Paragraph – Title**

**There are various types of problem in our society which affect a person or the society very hardly. ---------- has become one of the harmful problem to our life. It is seriously affecting the society to the core. If we want to be developed and prosperous nation in the age of globalization, we have to curb the problem. In case of failure to curb it, we will fall a victim to it. ----------- is not only the problem of individual but also a threat to society as well as the country. It hinders individual and social progress, disturbs peace and happiness and leads to social crimes. However, we have a duty to fight against this dangerous enemy of our social life. Unless it is backed by a strong public opinion, no step of Government can be fruitful. So the alarming nature of the problem must be highlighted and people must be made aware of this evil with the help of the mass media. Seminars and discussions should be organized in educational institutions and other places. Then we will be able to live in a peaceful and happy atmosphere.**

**[ Put any paragraph of the following items in the gap of the model ]**

**(a)Arsenic pollution (b) Child labor (c) Drug addiction (d) Dowry system (e) Water/Air/Environment/Sound pollution (f) Load shedding (g) Traffic jam (h) Copying (i) Crime (j) Street/Terrible accident (k) Corruption (l) Smoking (m) Terrorism (n) Unfair means (o) Unemployment / Population problem (p) Harmful Poly bag (q) Illiteracy problem (r)Junk food (s) Acid throwing/Acid rain (t) Global warming (u) Gender discrimination (v) Deforestation**

**Paragraph - Title**

**The name of my favorite person is *Motiare.* Professionally he is a ..................... He is familiar figure in our society. He has a lot of qualities which attract us all. That is why, he is my favorite person. He is forty five years old and leads a very simple life. Though he works all day long, he enjoyed himself sound health. His activities prove that he does not like to remain idle. To be skilled professionally he pays an attention to his daily practice. Besides, doing his professional duties, he wants to other himself for the common people. So common people love him and respect him as their near and dear one. He is such a person who comes forward to do anything for the nation in case of emergency. In this way, he becomes part and parcel of the society. Moreover, he is a pious and active person. However, now I would like to thank him for his dedication of the society as he can make us spell bound by dint of his good qualities. I would like to suggest all to follow such a man.**

**[ Put any paragraph of the following items in the gap of the model ]**

**(a)A Teacher (b) A Grandfather (c) A poet (d) A Sportsman (e) A nurse (f) A farmer (g) A Rickshaw puller (h) A fisherman (i) A doctor (j) A student (k) A Labor (l) A Hawker (m) A postman (n) A singer (o) A friend (p) A neighbor**

**Prescribed By**

**Md. Abu Abdur Rahman Siddiquee**

( **M.A, B.Ed)**

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**Peace Study Course ( Gujrat University, Ahmedabad, India )**

**Best Teacher , Awarded by B S B Foundation, Dhaka**

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**Newashi, Nageswari, Kurigram.**

**Master Trainer**

**UITRCE- BANBEIS, Nageswari, Kurigram**

**E-mail Format**

**From : <** [**siddiquee1211@gmail.com**](mailto:siddiquee1211@gmail.com)**>**

**To :<** [**anisur78@gmail.com**](mailto:anisur78@gmail.com)**>**

**Cc :**

**Bcc :**

**Subject : -------------------------------------------**

|  |
| --- |
| **Dear-----,**  **----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**  **Yours ever/ loving,**  **(Name)---------------**  **(Address)------------**  **Cell Phone No: 017\*\*\*\*\*\*\*\*** |

**Attachment: Browse Date : 31.03.2017**

**Send :** *√*  **Time : 10:53 A.M**

**Cover Letter with CV Writing**

**Date: ---------------**

**The Managing Director/ Executive Director/ Headmaster,**

**----------------------------------,**

**-------------------------.**

**Subject: Application for the post of -----------------------.**

**Sir,**

**In response to your advertisement published in ‘The Daily Star’ on ------------- , I came to know that you are looking for the post of a ----------------- . Having all the required qualifications I like to regard myself as a candidate for the post. My complete CV with other necessary documents is enclosed here.**

**Therefore, I request you to consider my application and oblige me there by.**

**Sincerely yours,**

**(Name)---------------**

**CURRICULUM VITAE**

* Name :---------------------------
* Father’s Name :--------------------------
* Mother’s Name :---------------------------
* Permanent Address :Vill:---, P.O:---,P.S:---, Dist:---
* Present Address : Vill:---, P.O:---,P.S:---, Dist:---
* Cell Phone No. : +8801710000000
* Date of Birth :---------------------------
* Nationality : Bangladeshi (By birth)
* Religion : Islam/ Hindu
* Edu. Qualification :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Exam | Grade | Group | Year of pass | Board/University |
| SSC | 5:00 | Science | 2007 | Dhaka |
| HSC | 5:00 | Science | 2009 | Dhaka |
| B.Sc | 4:88 | Science | 2012 | National University |
| M.Sc | 4: 55 | Science | 2014 | National University |

* Language proficiency: Fluent in spoken & written in English.
* Extra Qualifications : Computer literacy in MS office.
* Interest : Reading books, music, Browsing

Internet, fb etc.

* Reference : M. H. Siddiquee, Headmaster,

Jagarani M.L Girls’ High School,

Nageswari, Kurigram.

* Applicant’s Signature : --------------------

Date: ------------



|  |  |  |  |
| --- | --- | --- | --- |
| Sl  No | Positive Degree | Comparative Degree | Superlative Degree |
| 1. | No other + after adj / 2nd NP+ V + as/so + adj- Posi deg + as +Sub/ 1st NP.  No other girl in the class  is as/so good as Hawa. | Sub/ 1st NP + V + adj-com form + than any other + after no other/ 2nd NP.  Hawa is better than any  other girl in the class. | Sub + V + the + adj-super form +........  Hawa is the best girl in the class. |
| 2. | Very few + after adj/ 2nd NP + V- plural + as/so + adj - Posi deg + as + Sub / 1st NP.  Very few kings of India  were as/so great as Akbor. | Sub / 1st NP +V(singu)+ adj-com form + than most other/ many other + after very few/ 2nd NP.  Akbor was greater than most other kings of India.  **N.B: than all other** | Sub + V + one of the + adj-Sup form  +........  Akbor was one of the greatest kings  of India.  **N.B: of all** |
| 3. | As---as↔  Ob-Sub + V + As---as দু’টি বস্তু বা ব্যক্তির ক্ষেত্রে (affir হলে nega, nega হলে affir)  He is as tall as his brother.  Honey is not as sweet as money. | ↔than  Ob -Sub+ V (not) less + adj- com form (affir হলে nega, nega হলে affir  His brother is not taller  than he.  Money is sweeter than honey |  |

**Learning Assessment**

* **Change the sentences into posi/comp/com**
* He was one of the most devoted sons.
* Poverty is the most undesirable condition in a person’s life.
* Toronto is one of the most expensive cities of the world.
* Julius Caesar is one of the greatest tragedies of Shakespeare.
* The cow is the most popular and useful domestic animal in Bangladesh.
* No other thing is as interesting as reading book.
* Very few friends are as great as a good book.
* He is older than I.
* Corruption is one of the worst evils.
* A hardworking man is healthier than an idle man.
* Haji Muhammad Muhsin was more generous than many other men in this sub-continent.
* Muhsin was one of the best philanthropists in the world.
* No other person is as hated as a corrupted man.
* A healthy poor man is happier than a sick moneyed man.
* It is lovelier than all other flowers.
* Keats was one of the greatest romantic poets in the world.
* E-mail is cheaper than telephone calls.
* Cox’s Bazar is one of the most amusing places in the world.
* Very few leaders in the world were as great as Nelson Mandela.
* The water lily is not as lovely as the rose.
* A girl is as important as a boy.
* No other phenomenon is as intolerable as this problem.
* Man is the most rational being.
* The Sundarbans is one of the best World Heritage Sites

|  |  |  |  |
| --- | --- | --- | --- |
| S | Simple | Complex | Compound |
| 1 | **Infinitive (To+verb / in order to+V1)) (hv‡Z/hvi d‡j )** | **So that/ in order that/ that...S2+ can/could- may/might** | **and+ want/wants- wanted to + V** |
| 2 | **Too+adj/adv+to+V1 (GZ...†h... bv)** | **So+adj/adv+that+S2+ can not /could not -may not/might not +V1** | **Very… and** |
| 3 | **Despite/In spite of ( because of এর মত ব্যবহার) (m‡Z¡I)** | **Though/Although+S + V + adj + , +............** | **but/still/yet+ adj /adv** |
| 4 | **By +Gerund/ in**  **case of + s- possessive**  **+ v-ing (Øviv)** | **If + affirmative sentence(2nd person)** | **and** |
| 5 | **Without +Gerund (e¨wZ‡i‡K)** | **If……not/unless (2nd person)** | **or + sub...not** |
| 6 | **Present participle (v+ing) (cici KvR/Kvib)** | **When/ As/Since** | **and** |
| 7 | **Because of/ on account of/ owing to/ due to (Kvib)** | **As/ Since/ Because** | **and/and so** |
| 8 | **Adjective+ noun/ Noun phrase** | **Relative pronoun (who, which, that….)** | **and** |
| 9 | **At, in, on, by (preposition) ( mgq) during** | **When** | **and** |
| 10 | **Besides/ both-----and** | **While/who** | **Not only ...but also** |
| 11 | **Sub +be+ noun**  **/pronoun / adj** | **It+be+sub+who/which+be+noun/adj** | **and+that+be+**  **noun/adj** |
| 12 | **After/before + v1-ing** | **When+ Sub + present perfect tense** | **and** |

g‡b ivL‡Z n‡e:

**Note-1. Complex Ges Compound sentence Gi `ywU Ask \_vK‡e| `yB As‡k `ywU subject Ges `ywU verb \_vK‡e|**

**Note-2. Complex sentence Gi GK Ask Past Tense n‡j Aci Ask I Past Tense n‡e|**

**Note- 3. So that/ so…that Gici sub+ can/ May/ could/ might e‡m|**

**Note-4. Being Ges having Gi e¨envi: (simple sentence)**

**am/is/are/was/were Gi cwie‡Z© being e‡m|**

**Have/has/had Gi cwie‡Z© having e‡m|**

**wb‡gœ QK Abyhvqx D`vnib †`Iqv nj:**

1. **Sim: We come to school to acquire knowledge.**

**Com: We come to school so that we can acquire knowledge.**

**Comp: We come to school and acquire knowledge.**

1. **Sim: The boy is too weak to walk.**

**Com: The boy is so weak that he cannot walk.**

**Comp: The boy is very weak and he cannot walk.**

1. **S: Despite his working hard, he could not succeed in life.**

**Com: Though he worked hard, he could not succeed in life.**

**Comp: He worked hard but could not succeed in life.**

1. **Sim: By working hard, you can shine in life.**

**Com: If you work hard, you can shine in life.**

**Comp: Work hard and you can shine in life.**

1. **Sim: Without working hard, you cannot shine in life.**

**Com: If you do not work hard, you cannot shine in life.**

**Comp: Work hard or you cannot shine in life.**

1. **Sim: Closing the door, I went back to work.**

**Com: When I closed the door, I went back to work**

**Comp: I closed the door and I went back to work**

1. **Sim: He could not go to school because of his illness.**

**Com: He could not go to school because he was ill.**

**Comp: He was ill and could not go to school.**

1. **Sim: I have a red pen.**

**Com: I have a pen and it is red.**

**Comp: I have a pen which is red.**

1. **Sim: At the age of four, jerry came to orphanage.**

**Com: Jerry was four and came to orphanage.**

1. **Sim: Besides being a good student, he is a good player.**

**Com: While he is a good student, he is a good player.**

**Comp: He is not only a good student but also a good player.**

1. **Sim: Incase of your coming, I will go.**

**Com: If you come, I will go.**

**Comp: Come and I will go.**

1. **Sim: In case of your failure to come, I will not go.**

**Com: If you don’t come, I will not go.**

**Comp: Come or I will not go.**

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**Contact No. 01743943113**