

৩০তম বিসিএম শ্রিলি ফুল কোর্স

English Language

Lecture: 13

Topic

- ✓ Sentence correction
- ✓ One word substitution
- ✓ Names of parts of Paragraphs/Letter/Application.



উত্তরণ

কারিয়ার এন্ড স্কিলস একাডেমি

- যদি চোখে দেখে উপাদান শনাক্ত করা যায় তাহলে Made-এর পরে Preposition 'of' ব্যবহৃত হয়। তবে যদি চোখে দেখে উপাদান শনাক্ত করা না যায় তাহলে Made-এরপর Preposition 'from' ব্যবহৃত হয়।

Incorrect: This box of ice-cream is made of milk.

Correct: This box of ice-cream is made from milk.

This chair is made of wood.
" " " " of steel.

- নির্ধারিত সময়ের পূর্বে at এবং বারের পূর্বে on বসে।

Incorrect: Come at nine O'clock in Friday.

Correct: Come at 9 O'clock on Friday.

⌚ → at
Day (Sunday ...) → on.

- ভোট দেয়া অর্থে Cast (a/one's) vote ব্যবহৃত হয়। Cast এর past form ও past participle form হচ্ছে Cast.

Incorrect: He offered his vote for you.

Correct: He cast his vote for you.

- ‘কালিতে, পেন্সিলে বা চকে লেখ’ বলতে কলম, পেন্সিল বা চক দ্বারা সৃষ্ট দাগ বা চিহ্ন বোঝায় এবং এক্ষেত্রে Write in ink, in chalk, in pencil ব্যবহৃত হয়। আর কোনো উপকরণ বা যন্ত্র দ্বারা লেখা বুঝাতে with ব্যবহৃত হয়।

Incorrect: The inscription was written ~~with~~ blood.

Correct: The inscription was written in blood.

- Singular Countable noun বাক্যে কখনো একাকী বসে না। অবশ্যই এর পূর্বে Article/Determiner বসে বা এর Plural করতে হয়।

Incorrect: I need apple.

Correct: I need an apple || I need some apples

<u>countable</u>	<u>non-countable</u>
যা count করা যায়	যা count করা যায়না

- বাক্যে Belong শব্দের Passive voice হয় না। তবে Active voice হিসেবে ব্যবহৃত হতে পারে।

Incorrect: The land is belonged to an old lady.

Correct: The land belongs to an old lady.
An old lady owns the land.

| I eat rice.
Rice is eaten by me.

- কারো নাড়ি দেখা বা স্পন্দন অনুভব করা বুঝাতে Take বা feel one's pulse ব্যবহৃত হয়।

Incorrect: The doctor saw my pulse.

Correct: The doctor took my pulse / felt my pulse.

- পরীক্ষা দেওয়া অর্থে Take, Sit for, Go in for, Appear at/in বসে কিন্তু পরীক্ষা নেয়া বুঝালে Give বসে।

Incorrect: Catherine gave her examination.

Correct: Catherine took her examination .
 " " sat for " "
 " " appeared in " "

- Room অর্থে Place হবে না। তবে অদখলকৃত বা ফাঁকা জায়গা, অবকাশ, অবসর, সুযোগ ইত্যাদি অর্থে Room ব্যবহৃত হয়। বিশেষ ক্ষেত্রে সম্ভাবনা বুঝাতেও Room ব্যবহৃত হয়। কিন্তু কোনো নির্দিষ্ট জায়গা বুঝাতে Place বসে।

Incorrect: There is no place for doubt in it.

Correct: There is no room for doubt in it.

- কাজ বুঝালে work সব সময়ই Singular হবে। কিন্তু যদি সাহিত্যকর্ম বা কারখানা বুঝায় তাহলে works হবে।

Incorrect: Kazi Nazrul is famous for his notable work.

Correct:

“ “ “ “ “ “ “ works,
works of literature.

I have work.

- নিম্নলিখিত বাক্যগুলোতে brick, scenery সব সময়ই Singular হবে।

Incorrect: The house was built of bricks.

Correct: The house was built of brick.

Incorrect: The sceneries of Cox's Bazar are charming.

Correct: The scenery “ “ is “ “ .

- যদি One কোনো Sentence-এর Subject হয় তবে তার পরে Pronoun হিসাবে He/She না বসে One বসবে এবং Possessive হিসাবে His/Her না বসে One's বসবে।

Incorrect: One does not know when he will meet his equal.

Correct: One " " " " one " " " "
He " " " " he " " " "

- প্রার্থনা বুঝাতে Say ব্যবহৃত হয়।

Incorrect: Have you told your prayers?

Correct: Have you said your prayers?

- Know এর পর শুধু 'to + infinitive' নয় বরং 'how to + infinitive' ব্যবহার করতে হবে।

Incorrect: I do not know to swim. / I do not know how to swim.

Correct:

- কোনো কিছু সতর্কভাবে দেখা অর্থে Watch বসবে।

Incorrect: See my things while I am away.

Correct: Watch my things while I'm away.
Watch your steps.

- ফুটবল খেলায় গোল করা/দেওয়া অর্থে Score বসে।

Incorrect: He gave two goals.

Correct: He scored two goals.

- ভগ্নাংশের ক্ষেত্রে লব এক/one-এর বেশি ($\frac{2}{3}, \frac{2}{5}, \frac{3}{4}, \frac{3}{5}$) হলে Auxiliary verb সবসময় plural হবে। যেমন:
Three-fourths of the men are dead. কিন্তু ভগ্নাংশের পরের Noun-টি Singular/Uncountable হয় তাহলে Verb টিও Singular হবে।

Incorrect: Three-fourth of the work ~~are~~ done.

Correct:

$\frac{3}{4}$ ← 1 →

- কোনো কিছুতে অবাধ্য হওয়া বা বিদ্রোহ করা অর্থে Defy আর অস্বীকার জানানো বোঝাতে Deny বসে।

Incorrect: He ~~defied~~ his guilt.

Correct: He denied his guilt. (অস্বীকার)

He defied the rules. (অবাধ্য)

- পাপ, অপরাধ, দোষ, আত্মহত্যা করা অর্থে Commit বসে এবং কোনো কিছু গঠন, প্রস্তুত, তৈরি, ভুল, মজা করা অর্থে Make বসে।

Incorrect: Mr. Ruhin ~~made~~ a crime.

Correct:

/ committed suicide / commit a sin.
You make a mistake.

- Almost (প্রায়, কাছাকাছি) হচ্ছে Adverb. এটি ব্যবহারের নিয়ম Almost + Article + Adjective + Noun.

Incorrect: Safik almost ate the jackfruit whole.

Correct: Safik ate almost the whole jackfruit.

- কোন কিছু সময়ের মধ্যে ঘটা বুঝালে in এবং ঠিক ঐ সময়ে ঘটবে বুঝালে on ব্যবহৃত হয়।

Incorrect: We will be in the railway station ~~on~~ five minutes.

Correct:

Incorrect: The train will start just ~~in~~ 10:15 PM.

Correct:

➤ Which sentence is correct?

[47th BCS]

(a) One of my sisters ~~are~~ a nurse.

(b) One of my sister ~~s~~ is a nurse.

~~(c) One of my sisters is a nurse.~~

(d) One of my sister's are a nurse.

➤ Identify the correct sentence

[46th BCS]

(a) He has said to me that I will go but you will stay there in Dhaka.

~~(b) He has told me that he will go but I will stay here in Dhaka.~~

(c) He has told me that I would go but you would stay here in Dhaka.

(d) He has told me that he would go but I would stay here in Dhaka.

➤ Identify the correct sentence

[46th BCS]

~~(a) Had you been there on time, you could have had the information.~~

(b) If you had been there on time, you could have the information.

(c) If you have been there on time, you might get the information.

(d) Had been you there, you could have got the information.

➤ Identify the correct sentences:

[46th BCS]

~~(ক)~~ The room was darkened by switching off all the lights.

(খ) The room was darkened switching off all the lights.

(গ) The room was darkened to switch off all the lights.

(ঘ) Switching off all the lights the room was darkened.

➤ Identify the correct sentences:

[46th BCS]

~~(ক)~~ There are trees on ~~the~~ both sides of the road.

(খ) There are trees on both ~~the~~ sides of the road.

(গ) There are trees, on the side of the road.

(ঘ) There are trees on either sides ~~of~~ of the road.

➤ No one can ____ that he is clever.

[45th, 21st, 16th BCS]

(a) defy

(~~b~~) deny

(c) admire

(d) denounce

- Put the right word in the blank. “He reached the ____ of his literary career.” [45th BCS]
(a) abattoir ~~(b) acme~~ (c) admonish (d) abdicate
- Which one is a correct sentence? [41st BCS]
(a) The doctor found my pulse. ~~(b) The doctor took my pulse.~~
(c) The doctor examined my pulse. (d) The doctor saw my pulse.
- Hospitals ____ the sick. [39th BCS]
(a) operate ~~(b) treat~~ (c) admit (d) nurse
- Cassandra is a night owl, so she doesn't usually get up until about – [37th BCS]
~~(a) 11 a.m~~ (b) 11 p.m (c) 7 a.m (d) 7 p.m
- Which one is a correct sentence? [36th, 27th BCS]
(a) Paper is made of wood. ~~(b) Paper is made from wood.~~
(c) Paper is made by wood. (d) Paper is made on wood.

- In the 18th Century the Mughal Empire begun to _____. [35th BCS]
(a) discriminate ~~(b) disintegrate~~ (c) differentiate (d) dislocate
- Women are too often _____ by family commitments. [35th BCS]
(a) ~~confused~~ (b) ~~controlled~~ (c) contaminated (d) ~~constrained~~
- After food has been dried or canned _____ for later consumption. [32nd BCS]
~~(a) it should be stored~~ (b) that it should be stored
(c) should be stored (d) which should be stored
- Choose the wrong sentence. [31st BCS]
~~(a) The land is~~ belonged to an old lady. (b) They parted from one another suddenly.
(c) The leader expressed himself forcibly. (d) Mother bought me an ice-cream.

➤ Choose the correct sentence.

[26th BCS]

(a) The train is running in time.

~~(b)~~ The train is running on time.

(c) The train is running with time.

(d) The train is running to time.

➤ Choose the correct sentence.

[23rd BCS]

~~(a)~~ Rahim ate almost the whole fish.

(b) Rahim almost ate the whole fish.

(c) Almost Rahim ate the whole fish.

(d) Rahim ate the whole fish almost.

➤ Which of the following sentences is correct?

[16th BCS]

(a) One of my friends ~~are~~ lawyers.

(b) One of my friend is a lawyer.

~~(c)~~ One of my friends is a lawyer.

(d) One of my friends are a lawyer.3

- One who is out to subvert a government - Anarchist
 - One who is recovering from illness - Convalescent
 - One who is all powerful - Omnipotent
 - One who is present everywhere - Omnipresent
 - One who knows everything - Omniscient
 - One who is easily deceived - Gullible (She is way too gullible)
 - One who does not make mistakes - Infallible (her sister is infallible)
 - One who can do anything for money - Mercenary
 - One who has no money - Pauper
 - ~~One who changes sides - Turncoat~~ (ফিরোমুখোক)
 - One who works for free - Volunteer
 - One who loves books - Bibliophile
- phile - ♡
phobe - fear.

- One who can speak two languages - Bilingual
- One who loves mankind - Philanthropist
- One who hates mankind - Misanthrope . *Heathcliff is a misanthrope .*
- One who looks on the bright side of things - Optimist
- One who looks on the dark side of things - Pessimist
- One who doubts the existence of god - Agnostic
- One who pretends to be ~~what he is not~~ - Hypocrite
- One incapable of being tired - Indefatigable *fatigue*
- One who helps others - Good * Samaritan *Good Samaritan.*
- One who copies from other writers - Plagiarist *(He is a plagiarist)*

- One who hates women - Misogynist (Do not be a misogynist)
- One who knows many languages - Polyglot (My father polyglot)
- One who is fond of sensuous pleasures - Epicure
- One who thinks only of himself - Egoist (A egoist is not a good leader)
- One who thinks only of welfare of women - Feminist
- One who is indifferent to pleasure or pain - Stoic (He claims to be ^a stoic)
- One who is quite like a woman - Effeminate (The boy was effeminate)
- One who has strange habits - Eccentric
- One who speaks less - Reticent
- One who goes on foot - Pedestrian

- One who believes in fate - Fatalist
- One who dies without a Will - Intestate
- One who always thinks himself to be ill - Valetudinarian
- A Government by the people - Democracy
- A Government by a king or queen - Monarchy
- A Government by the officials - Bureaucracy
- A Government by the rich - Plutocracy
- A Government by the few - Oligarchy
- A Government by the Nobles - Aristocracy
- A Government by one - Autocracy

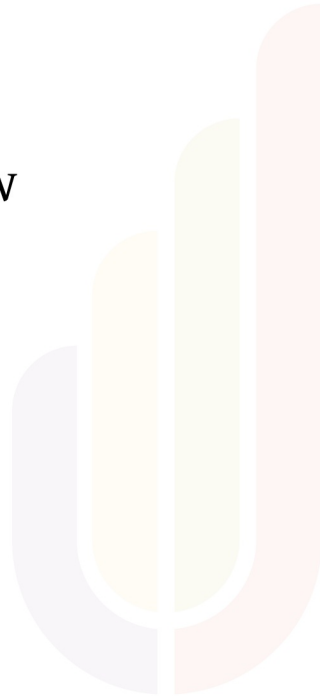
- Rule by the mob - Mobocracy
- That through which light can pass - Transparent
- That through which light cannot pass - Opaque
- That through which light can partly pass - Translucent
- A sentence whose meaning is unclear - Ambiguous
- A place where orphans live - Orphanage
- That which cannot be described - Indescribable
- That which cannot be imitated - Inimitable
- That which cannot be avoided - Inevitable
- A position for which no salary is paid - Honorary

- That which cannot be defended - Indefensible
- Practice of having several wives - Polygamy
- Practice of having several husbands - Polyandry
- Practice of having one wife or husband - Monogamy
- Practice of having two wives or husbands - Bigamy
- That which is not likely to happen - Improbable
- People living at the same time - Contemporaries
- A book published after the death of its author - Posthumous
- A book written by an unknown author - Anonymous
- A life history written by oneself - Autobiography

- A life history written by somebody else - Biography
- People who work together - Colleagues
- One who eats too much - Glutton
- That which cannot be satisfied - Insatiable
- One who questions everything - Cynic
- A flesh eating animal - Carnivorous
- A grass eating animal - Herbivorous
- One who lives in a foreign country - Immigrant
- To transfer one's authority to another - Delegate
- One who is a newcomer - Neophyte

Gluttony.

- That which is lawful - Legal
- That which is against law - Illegal
- One who is unmarried - Celibate
- A game in which no one wins - Draw
- A study of man - Anthropology
- A study of races - Ethnology
- A study of the body - Physiology
- A study of animals - Zoology
- A study of birds - Ornithology
- A study of ancient things - Archaeology



- A study of derivation of words - Etymology
- Murder of a human being - Homicide
- Murder of a father - Patricide
- Murder of a mother - Matricide
- Murder of an brother - Fratricide
- Murder of an infant - Infanticide
- Murder of self - Suicide
- Murder of the king - Regicide
- To free somebody from all blame - Exonerate
- To write under a different name - Pseudonym



- A thing no longer in use - Obsolete
- A handwriting that cannot be read - Illegible
- Words written on the tomb of a person - Epitaph
- One who is greedy for money - Avaricious
- Something that cannot be imitated - Inimitable
- One who doesn't know how to read and write - Illiterate
- A person's peculiar habit - Idiosyncrasy
- An animal who preys on other animals - Predator
- Violating the sanctity of a church - Sacrilege
- One who can throw his voice - Ventriloquist

- 'Plagiarism' means- [46th BCS]
- ~~(ক)~~ the act of using someones else's idea as one's own.
 (খ) the act of planning everything beforehand.
 (গ) the act of playing a musical instrument.
 (ঘ) the art of dealing with forgery.
- A number of singers in a church is called – [45th BCS]
- ~~(a)~~ Choir (b) Cast (c) Claque (d) Clump
- Millennium is a period of – [45th BCS]
- (a) 100 year ~~(b)~~ 1000 year (c) 1 million year (d) 1 million year
- "Black Death" is the name of a – [45th BCS]
- (a) fever (b) black fever ~~(c)~~ plague pandemic (d) death of black people
- 'Meteorology' is related to – [45th BCS]
- (a) concrete slabs (b) motor vehicles
~~(c)~~ weather forecasting (d) motor neuron disease

- The word 'equivocation' refers to – [44th & 17thBCS]
- (a) stating like an author
~~(b)~~ two contradictory things in the same statement
 (c) free expression of opinions
 (d) a true statement
- A speech full of too many words is – [43rd & 38th BCS]
- (a) a big speech (b) maiden speech ~~(c)~~ a verbose speech (d) an unimportant speech
- Word inscribed on a tomb is an – [43rd BCS]
- (a) epitome (b) epithet (c) episode ~~(d)~~ epitaph
- What is the meaning of musk? [42nd BCS]
- (a) a form of drama (b) a face cover
~~(c)~~ a substance used making perfume (d) a disguise
- One whose attitude is 'eat, drink and be merry' is – *b* [41st BCS]
- (a) materialistic (b) epicurean (c) cynic (d) stoic

- Someone who is capricious is – [40th BCS]
 - (a) easily irritated
 - (b) wise and willing to cooperate
 - (c) exceedingly conceited and arrogant
 - ~~(d)~~ known for sudden changes in attitude or behaviour
- A man whose wife has died is called a – [40th BCS]
 - (a) Widow
 - ~~(b)~~ Widower
 - (c) Spinster
 - (d) Bachelor
- Love for the whole world is called – [39th BCS]
 - ~~(a)~~ philanthropy
 - (b) misogyny
 - (c) benevolence
 - (d) misanthropy
- A person who believes that laws and governments are not necessary is known as – [39th BCS]
 - (a) a militant
 - ~~(b)~~ an anarchist
 - (c) a terrorist
 - (d) an extremist

- **'Panacea' means –** [39th BCS]
 - ~~(a) Cure-all~~ (b) Pancreatic
 - (c) Widespread disease (d) Gland

- **A soporific speech is likely to –** [39th BCS]
 - (a) be incomprehensible ~~(b) put one to sleep~~
 - (c) appeal primarily to emotions (d) stimulate action

- **'Geriatrics' is the branch of medicine concerned with the diseases and care of –** [39th BCS]
 - (a) newly-weds (b) old women (c) newborn babies ~~(d) old people~~

- **The word 'omnivorous' means –** [37th BCS]
 - ~~(a) eating all types of food~~ (b) eating only fruits
 - (c) eating only meat (d) eating grass and plants only

- "It is time to review the protocol on testing nuclear weapons".
Here the underlined word means – [35th BCS]
(~~a~~) Record of rules (b) Summary of rules (c) Procedures (d) Problems
- Let us begin by looking at the minutes of the meeting.
Here the underlined word means – [35th BCS]
(a) time record (b) time frame (~~c~~) written record (d) written analysis
- Class relations and societal conflict is the key understanding of – [35th BCS]
(a) Feminism (b) Formalism (c) Structuralism (~~d~~) Marxism

□ Paragraph



➤ একটি Paragraph-এ মূলত তিনটি Parts থাকে-

Topic Sentence

1st line

Supporting Sentences

The concluding sentence

① Bangladesh is a beautiful country.

② Bangladesh is a " " with a lot of potential.

□ Types of Letters

Formal Letter

Informal Letter

❖ Formal Letter

Application

Letter to the press

Formal Letter এর প্রধান অংশ সাতটি-

<ul style="list-style-type: none"> ▪ Heading (তারিখ, প্রাপকের পদবি ও ঠিকানা) 	<ul style="list-style-type: none"> ▪ Complimentary close or, subscription যেমন: I remain, Sir; Yours faithfully
<ul style="list-style-type: none"> ▪ Subject (বিষয়) 	<ul style="list-style-type: none"> ▪ Signature (স্বাক্ষর)
<ul style="list-style-type: none"> ▪ Salutation (সম্বোধন) যেমন: Sir, Dear Mr. Hossain. 	<ul style="list-style-type: none"> ▪ Address or superscription (প্রেরকের ঠিকানা)
<ul style="list-style-type: none"> ▪ Body (মূল বক্তব্য) 	

➤ Letter to the press (সংবাদপত্রে প্রকাশের জন্য পত্র)

Informal Letter

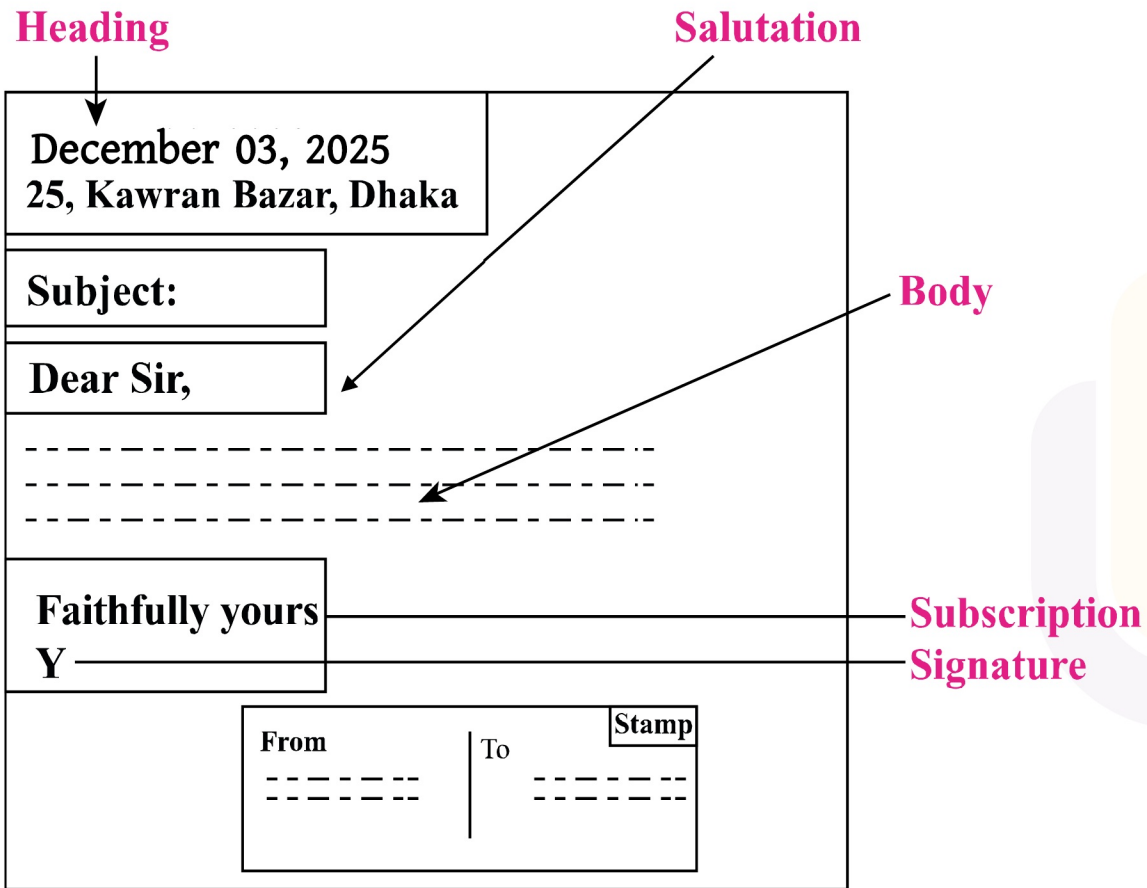
Informal Letter অনানুষ্ঠানিক পত্র হলো এমন ধরনের পত্র যা ব্যক্তিগতভাবে বাবা-মা, ভাই-বোন, বন্ধু, আত্মীয় স্বজনদের কাছে লেখা হয়ে থাকে। এই ধরনের Letter-ও সর্বজন স্বীকৃত কিছু নিয়ম মেনে চলে।

✓ চিঠিপত্রে সাধারণত ৬টি অংশ থাকে-

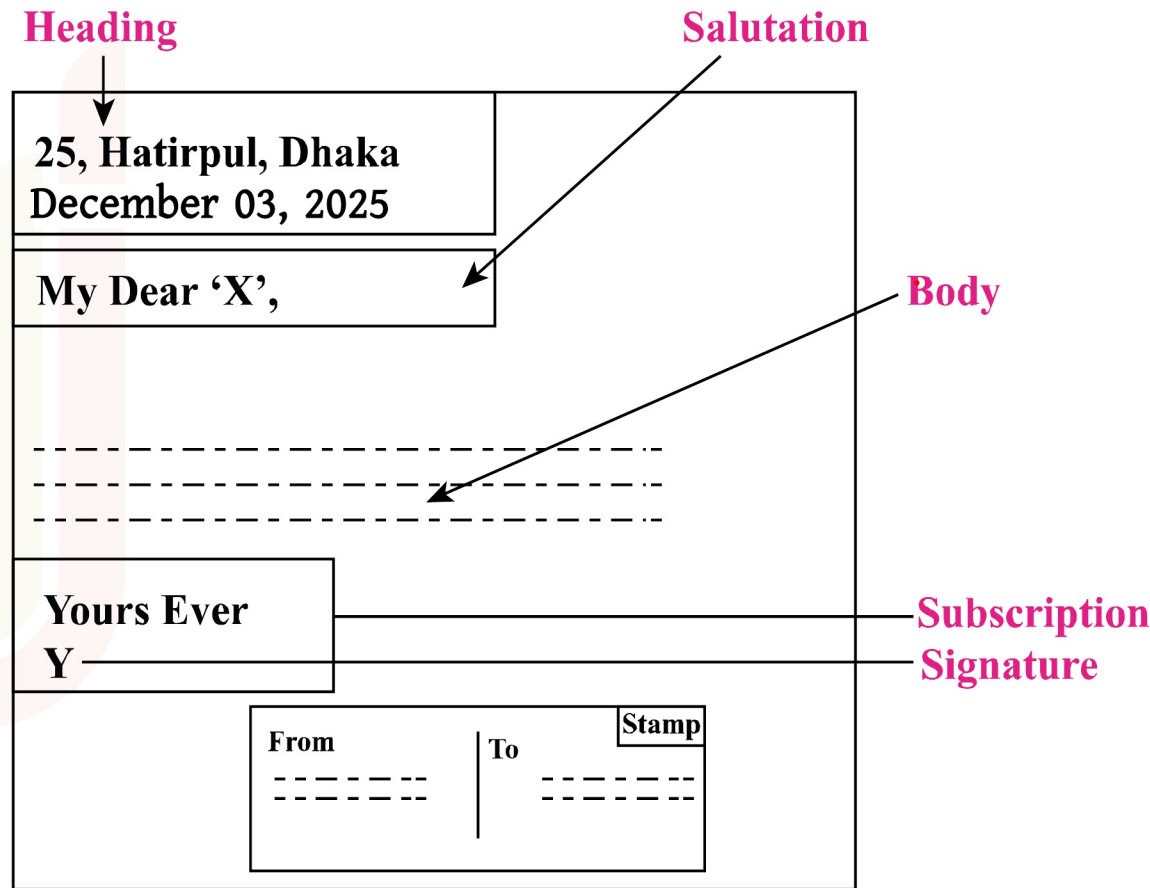
<ul style="list-style-type: none"> ▪ Heading/Place & Date (শিরোনাম) 	<ul style="list-style-type: none"> ▪ Body (মূল বক্তব্য) 	<ul style="list-style-type: none"> ▪ Signature (স্বাক্ষর)
<ul style="list-style-type: none"> ▪ Salutation/Greeting (সম্বোধন) 	<ul style="list-style-type: none"> ▪ Subscription/End (বিদায় সম্ভাষণ) 	<ul style="list-style-type: none"> ▪ Superscription/Address (ঠিকানা)

- ✓ **Heading (শিরোনাম):** একটি চিঠির প্রথম পৃষ্ঠায় উপরিভাগে ডানদিকের কোণে লিখতে হয়। ঠিকানা আগে এবং তার নিচে তারিখ।
- ✓ **Salutation (সম্বোধন):** Heading এর কিছু নিচে চিঠির বামদিকে লিখতে হয়। কী রকম সম্বোধন হবে তা প্রাপকের সাথে লেখকের সম্পর্কের উপর নির্ভর করে।
- ✓ **Body (মূল বক্তব্য):** এটিই চিঠির মূল অংশ। বড় হলে একটি ভিন্ন ভিন্ন Paragraph-এ ভাগ করে লিখতে হয়।
- ✓ **Subscription/End:** (বিদায় সম্ভাষণ)
- ✓ **Signature (স্বাক্ষর):** চিঠির শেষাংশে লিখতে হয়।
- ✓ **Superscription/Address (ঠিকানা):** পত্র প্রাপকের ঠিকানা এই অংশে লিখতে হয়। Envelope বা Post Card-এ ডাক টিকিটের নিচে সুসজ্জিত লাইনে এটি লিখতে হয়।

Formal Letter এর নমুনা



Informal Letter এর নমুনা



- The controlling sentence of a paragraph is known as – [44th BCS]
- (a) content modulator (b) terminator
(c) thesis statement (d) ~~topic sentence~~
- What is the function of a topic sentence? [42nd BCS]
- (a) to introduce the topic (b) to analyse the topic
(c) ~~to present the main idea~~ (d) to expand the idea
- An extra message added at the end of a letter after it is signed is called – [40th BCS]
- (a) Corrigendum (b) ~~Postscript~~ (c) NB (d) RSVP
- Fill in the blanks 'Give my _____ to him.' [12th BCS]
- (a) Warm compliment (b) ~~Compliments~~
(c) Best compliment (d) Heartiest compliment

BCS কঠিন নয়; প্রস্তুতি যদি গোছানো হয়

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BCS অনলাইন ও অফলাইনের সমন্বয়ে গোছানো প্রস্তুতি
(<https://www.youtube.com/watch?v=MFKW8FSNnPO>)

একটি
উদ্ভাবন-উন্নয়ন
একিডেমি

 09666775566
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