

# ৪৫তম বিমিএম নির্ধিত ফুল কোর্স

## ENGLISH

Lecture: 13

Topic:

Reading Comprehension-05: Writing a letter to the editor.

*20 marks*





# LETTER TO THE EDITOR OF A NEWSPAPER

14 - 12

বিসিএস লিখিত পরীক্ষার বর্তমান পাঠ্যসূচি অনুযায়ী ইংরেজি বিষয়ে প্রথম অংশ অর্থাৎ Part-A-তে সংবাদপত্রের সম্পাদক বা Editor-এর কাছে চিঠি লেখার জন্য একটি বিষয় দেওয়া থাকে। এই বিষয়টি সাধারণত কোনো সমসাময়িক এবং আলোচিত বিষয়বস্তু সম্পর্কিত হয়ে থাকে। প্রশ্নে প্রদত্ত বিষয়বস্তুর আলোকে কোনো একটি সমস্যার কথা জানিয়ে সংবাদপত্রে একটি চিঠি লিখতে হয়। সংবাদপত্রের সম্পাদকের কাছে চিঠি লেখার পদ্ধতিগুলো গতানুগতিক চিঠি লেখার পদ্ধতিগুলোর থেকে আলাদা।

সাধারণত খবরের কাগজের সম্পাদকের কাছে যে চিঠি লেখা হয় তা ব্যক্তিগত সমস্যার কথা হতে পারে। আবার এটি এলাকার কোনো বড় সমস্যা নিয়েও হতে পারে। এছাড়া জাতীয় কোনো সমস্যা নিয়ে অনেক বিষয়ে দৃষ্টিপাত করার জন্যেও সংবাদপত্রে লেখা হয়। এই জাতীয় লেখায় সমস্যার বর্ণনা দেওয়া হয় এবং সেই সমস্যায় এলাকার জনগণ বা দেশের জনগণের কীভাবে ক্ষতি সাধিত হয় তা আলোচনা করা হয়। এছাড়া সমস্যার সমাধানও এই লেখাতে চাওয়া হয়।



# LETTER TO THE EDITOR OF A NEWSPAPER

যথাযথ কর্তৃপক্ষ বা সরকারের সুদৃষ্টি আকর্ষণের জন্য এই চিঠি লেখা হয়। সংবাদপত্রে প্রকাশিত এই চিঠিটি পড়ে দেশের সকল জনগণ যেন সচেতন হতে পারে- সেই উদ্দেশ্য সামনে রেখেও এই জাতীয় চিঠি সংবাদপত্রে প্রকাশ করা হয়। খবরের কাগজের সম্পাদক বরাবর লিখিত কোনো পত্রে সাধারণত দুটি অংশ থাকে। যথা:

## 1. Cover Letter

## 2. শিরোনামসহ এক ধরনের Report বা Article

এই ধরনের চিঠিতে কোনো বিষয়ে ঘটনার সাধারণ বর্ণনা ও লেখকের নিজস্ব মতামত প্রকাশ করা হয়। এই চিঠির উদ্দেশ্য হলো জনসাধারণের বা বিশেষ কোনো কর্তৃপক্ষের দৃষ্টি আকর্ষণ করা। এই ধরনের চিঠির মাধ্যমে প্রেরকের প্রত্যাশা থাকে যে, যথাযথ কর্তৃপক্ষ প্রয়োজনীয় ব্যবস্থা গ্রহণ করে সমস্যাটিকে অতি দ্রুত সমাধান করবেন। এছাড়া, জনগণের মধ্যে সচেতনতা বাড়াতে এই চিঠি অত্যন্ত গুরুত্বপূর্ণ ভূমিকা পালন করে।



# LETTER TO THE EDITOR OF A NEWSPAPER

প্রথম অংশ: Cover letter লেখার পদ্ধতি	দ্বিতীয় অংশ: শিরোনামসহ মূল চিঠি লেখার পদ্ধতি
(a) প্রেরকের ঠিকানা (Sender's address)	(a) শিরোনামসহ চিঠির মূল অংশ
(b) Date (Date, month, year)	(b) প্রেরকের নাম, পদবি, স্বাক্ষর ও ঠিকানা
(c) দুই লাইন Gap-এর পরে প্রাপকের ঠিকানা (Editor-এর ঠিকানা)	(c) চিঠির খাম ✓ — <u>পত্রিকা</u>
(d) Subject (অনেক ক্ষেত্রে বাদ দেওয়া হয়)	
(e) Dear Sir এবং (কমা)	
(f) প্রাপকের উদ্দেশ্যে Salutation	
(g) সৌজন্যমূলক সমাপ্তি ও প্রেরকের নাম	



# LETTER TO THE EDITOR OF A NEWSPAPER

খবরের কাগজে যে চিঠিটি প্রকাশ করা হয় তার ৭টি অংশ থাকে। যথা:

1. প্রেরকের ঠিকানা (Sender's address)
2. Date (Date, month, year)
3. Editor's Address
4. প্রাপকের উদ্দেশ্যে Salutation
5. সৌজন্যমূলক সমাপ্তি ও প্রেরকের নাম
6. শিরোনামসহ চিঠির মূল অংশ
7. প্রেরকের নাম, পদবি, স্বাক্ষর ও ঠিকানা
8. চিঠির খাম (ঐচ্ছিক)



# LETTER TO THE EDITOR OF A NEWSPAPER

Aeroplane

Most agree slide  
Brand Management

University of Dhaka

নমুনা পত্র

প্রথম অংশ { Room No-530,  
Kabi Jasim Uddin Hall,  
University of Dhaka,  
Dhaka-1000.

দ্বিতীয় অংশ { March 22, 2023.

তৃতীয় অংশ { The Editor  
The Daily Star  
64-65, Kazi Nazrul Islam Avenue,  
Dhaka-1215.

চতুর্থ অংশ { Dear Sir,  
I would be highly appreciative and grateful to you if you kindly publish the following  
article entitled "Topic Name" in the letters column of your renowned daily newspaper.

পঞ্চম অংশ { Yours faithfully,  
Mahmudul Haque

ষষ্ঠ অংশ {

I, Therefore, request you to highlight the issue in your newspaper to generate public interest and creates awarness on the matter.

সপ্তম অংশ { Signature: Mahmud  
Designation: Student

অষ্টম অংশ (প্রেরিতক) { From,  
Mahmudul Haque  
Room No-530,  
Kabi Jasim Uddin Hall,  
University of Dhaka,  
Dhaka-1000.

To,  
The Editor  
The Daily Star  
64-65, Kazi Nazrul Islam Avenue,  
Dhaka-1215.

FEBA  
University of Dhaka

৩ page

Awesome slide



৩০০০ টাকা  
মিনারামেন্ট

৬০ মিনিট

Brainstorming Creativity  
২-৩ মিনিট

স্বাক্ষর  
৩০০০ টাকা  
২০০০

editor,

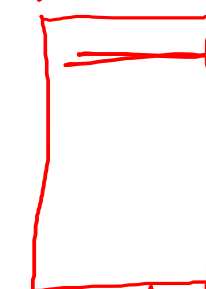
Truly yours,

"Topic Name"

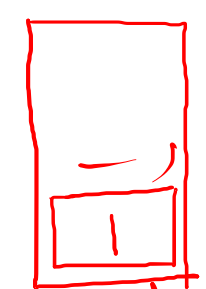
appropriate



1st



2nd



3rd

Article's Name  
Grammatically  
incorrect  
২০ মিনিট



# SOME IMPORTANT LETTERS TO EDITOR

*How much are we prepared for Cyber crime & solution*  
*Complex* *Title*

Write a letter to the Editor of a newspaper about Cyber Crime in Bangladesh and solution to the problem.

4/3, Khalek Lane,  
Natore Sador, Natore.

August 25, 2023

The Editor  
The NEWAGE  
Hatirpool, Dhaka-1205.

Dear Sir,

I will be very grateful if you kindly publish the following letter in the 'Letters Column' of your famous newspaper. I would highly request you to give me an opportunity of expressing my opinions.

Sincerely yours,  
Md. Abdur Rahman

*INDIA*  
*সংস্কৃত*  
*অসমীয়া*

*4 hrs plan*  
*composition*

*English*  
*সংস্কৃত*

Thematic Ques	22
Vocab	26
Summary	12
Letters	14
Trans Compositi	60~55%

*cyber crime*

*target client* (55%)

*২৫০০ info*

*The advantages of having a satellite*

*Editorial*

Cy Crime: Threats  
Flourishing of soln

"Cyber Crime"  
What's the soln

5-6 word (prep on)

Cy Crime:  
A gravey boon  
and its panacea

Base = horror  
problems & solutions (8-9 Generalized)

Cyber Crime: a big issue, need to be stopped Urgently

Increasing cybercrime in BD and probable soln

Cybersecurity needs an overhaul - Best

Encountering Cyber Crime

Cyber Crime: It is high time to be concern

Cyber Crime: A rising concern

Cyber Crime: Internet threats & Remedy

Golden Goose  
Remittance Workers

Question — much appreciating

Cyber Crime: The advanced gateway of threat

www.ksars.com  
www.ksars.com

The advanced threat for privacy: what is the solution?

Suggest:

5-6 or word.

Ques also answer

passage to keyword of answer

Relevant phrase also answer

12000+

10000+

2500+

cap



## SOME IMPORTANT LETTERS TO EDITOR

### Cyber Crime

The use of cell phone, computer and the Internet in Bangladesh is growing rapidly. It has opened a new window in every segment of our life. The revolutionary changes in the information technology sector have made our life very comfortable. But modern information technology has its advantages and disadvantages also. One of the most worrisome disadvantages of modern information technology is cybercrime. Cybercrime also includes traditional crimes conducted through the Internet. In other words, cybercrime is conducted through the Internet. Cybercrime is a form of crime where the Internet and computers are used as a medium to commit any unlawful work such as hacking on unauthorized entry into information system; virus introduction; publishing or distribution of obscene content in electronic form; frauds using electronic content; violation of privacy rights, copyrights and patent designs, defamation through email; holding out threats through email; illegal recognition of electronic transaction or signature etc. Unlike conventional communities, there are no police men patrolling the information superhighway, leaving it open to everything from Trojan horses and viruses to cyber stalking, trademark counterfeiting and cyber terrorism. In Bangladesh, cybercrime has drawn public attention, for the last few years. According to newspaper reports, various types of antisocial activities take place in these cafes in the name of net browsing. We have to be more careful while surfing internet.



# SOME IMPORTANT LETTERS TO EDITOR

We mustn't click any risky links. Personal information should never be visible to general users of internet. This is how, we can keep ourselves safe from cybercrime. The principal responsibility to stop the same lies the government any Bangladesh government should take immediate measures to prevent cybercrimes and make strict cyber laws to punish the cyber terrorists.

Md. Abdur Rahman  
Designation: Student

<p>From, Md. Abdur Rahman 4/3, Khalek Lane, Natore Sador, Natore.</p>	<p>To, The Editor The NEWAGE Hatirpool, Dhaka-1205.</p>	<p><b>Stamp</b></p>
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# SOME IMPORTANT LETTERS TO EDITOR

*Question*

Write a letter to the Editor of a newspaper about Implementation of Blue Economy in Bangladesh.

Room No-209,  
7<sup>th</sup> March Hall, DU,  
Dhaka-1000.

August 22, 2023

The Editor  
The Daily Star  
64-65, Kazi Nazrul Islam Avenue,  
Dhaka-1215.

*Blue Economy: How much are we ready to avail this prospect*  
*opportunity*  
*incomplete sentence*  
*A prospect*

*Blue Economy*  
*Blessings for*  
*Our Future*  
*challenge*  
*policy*  
*100% carb*

*A Gateway to Prosperity*

*How much do we utilize the*

Dear Sir,

I will be very grateful if you kindly publish the following letter in the letter's column of your reputed newspaper. I would highly request you to give me an opportunity of expressing the issue.

Faithfully yours,  
Md. Sohel Rana



# SOME IMPORTANT LETTERS TO EDITOR

## Blue Economy and Bangladesh

The concept of 'Blue Economy' has become a topic of discussion in Bangladesh just after the maritime victory over India and Myanmar. This victory has brought a revolution in the aspect of blue economy in Bangladesh. The concept of blue economy in our country can be developed in emerging sectors such as shipping and port facilities, seaborne trades, fisheries, coastal tourism, aquaculture, renewable blue energy, biotechnology, submarine mining etc. Oceans offer enormous potential resources for the generation of renewable energy - wind, wave, tidal -- biomass and thermal conversion, and salinity gradients. According to Article 56 of UNCLOS, Bangladesh is entitled to explore such renewable blue energy of EEZ (Exclusive Economic Zone) to produce energy. This renewable energy source could help diversify our energy portfolios and secure higher levels of energy security. According to the 2013 edition of the Review of Maritime Transport of UNCTAD, global seaborne trade has increase by 4.3%, with the total reaching over 9 billion tons in 2012 for the first time ever. If we want to be benefited from China's economy, the world's largest economy according to International Monetary Fund (IMF), and to develop blue economy based on global seaborne trade among coastal states, the three ports Chittagong Port, Mongla Port and Paira Port -- have to be developed as transit points. Globally, 350 million jobs are linked to marine fisheries, with 90% of fishers living in developing countries. Marine fisheries contribute at least 20% of total fish production in Bangladesh and 500,000 people are fully and directly dependent on the sector. According to the Bay of Bengal Large Maritime Ecosystem Project run under the supervision of FAO in 2009, about 60 lac tons of fishes that constitute 16% of world production are produced annually from the Bay of Bengal, and about 45 lac people are engaged in fisheries.



# SOME IMPORTANT LETTERS TO EDITOR

Many countries have benefited from exploiting sea resources; Bangladesh is a new entrant to this sector. The settlement of maritime disputes with India and Myanmar has opened a new horizon for the country. The potential of sea economy or blue economy has been discussed on many occasions with emphasis on framing strategies. Researchers, academicians and economists have suggested several options for exploiting maritime resources. A planned and coordinated effort, along with sustained political will, is required for exploiting these resources.

Md. Sohel Rana

Designation: Student

From, Md. Sohel Rana Room No-209, 7 <sup>th</sup> March Hall, DU, Dhaka-1000.	To, The Editor The Daily Star 64–65, Kazi Nazrul Islam Avenue, Dhaka-1215.	Stamp
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# SOME IMPORTANT LETTERS TO EDITOR

- Write a letter to the Editor of a daily newspaper soliciting action of concerned authorities against rising mosquito menace in your locality.

Dengue পড়াশোনা

Room No-302,  
Amor Ekushe Hall, SAU,  
Dhaka-1207.

August 30, 2023

The Editor  
The Financial Express  
45, Topkhana Road, Dhaka-1000.

Dear Sir,

I shall be highly pleased if you publish the article in 'Letters in Editor's Column' in your well-known daily.

Faithfully yours,  
Md. Zakir Hossain



## Mosquito Menace

In Dhaka City, Shahjahanpur is a vital point adjacent to the Motijheel Commercial Area. As many as fifty thousand people live in this area. Lots of shopping centers and business strongholds are being conducted in this residential area. In view of its geographical position, the locality is thriving in all aspects of development activities. But it is a matter of sorrow that the area is lagging behind environmentally. Drainage and sewerage system is not so well-equipped. When there is a little flush, this locality is submerged under water. Dumping garbage is rampant here and there and there is no good management of garbage. On the whole, the rotten things have become the heavenly abode of mosquitoes. There are many old ponds in our locality which are safe abodes of mosquitoes. The city corporation authority did not take actions against destroying mosquitoes for long. As there is no flow of water in the drains, the mosquitoes live there without any disturbance. Already some inhabitants of the locality have been attacked with some serious diseases such as dengue fever and malaria. Even the children are kept into mosquito curtain by day for fear of sting of heinous mosquitoes. In this connection, repeated prayers have already been made to the concerned authorities but we have failed to draw their kind attention. Now the situation is so acute that there is no alternative to adopting proper sanitation project which should be launched by the helping hand of local City Corporation. Sound environment means a sound health which results into a sound nation in the long run.



# SOME IMPORTANT LETTERS TO EDITOR

So, we earnestly request to the proper authority, the city corporation of Dhaka officials and the government to take effective steps to solve the problem of the locality.

Md. Zakir Hossain

Designation: Student

From,	To,	Stamp
Md. Zakir Hossain Room No-302, Amor Ekushe Hall, SAU, Dhaka-1207.	The Editor The Financial Express 45, Topkhana Road, Dhaka-1000.	

**Read the following passage and answer question Nos. (1-7):**

ICT is the backbone of any digital initiative. ICT covers the vast area of information technology, communication technology and the telecommunication technology. ICT is also a combination of physical backbone and intellect. Computer systems, network machineries, software, wire and wireless connectivity systems, broadcast hardware and many other hardware and accessories are the physical backbone. The trained human behind the backbone is the intellect. Digital Bangladesh is an idea that includes the IT use for management, administration and governance to ensure transparency, accountability and answerability at all levels of society and state. To materialize the idea of digital Bangladesh, development of countrywide backbone and expected number of human recourses are the basic needs. Despite having 50 years of history the government has started the process of developing a national ICT strategy only from 1997. In 2002 Bangladesh identified ICT as a "thrust sector" as it represents potential for quick wins in reforms, job creation, industry growth, improving governance and facilitating inclusion, and it has high spillover effects to other sectors. In 2002, the name of the ministry was changed from 'Science and Technology' to 'Ministry of Science and Information & Communication Technology'. To give more thrust for ICT sector the Division has upgraded as Ministry of Information & Communication Technology on 04 December, 2011. The change is the evidence of understanding of the importance of ICT from the highest policy level and also an indication that the government is keen to keep pace with modern changing world. After that on 10 February 2014 Ministry of Posts and Telecommunications and Ministry of ICT are integrated to Ministry of 'Posts, Telecommunications and Information Technology.

From 10 February 2014 Ministry of ICT starts as an ICT Division. The change has brought new life to the activities of Information & Communication Technology Division. For the development of ICT sector within the framework of overall national development, the government has approved the National ICT Policy in October 2002. The vision of this policy aims at building an ICT driven nation comprising of knowledge-based society by the year 2016. In view of this, a countrywide ICT infrastructure will be developed to ensure access to information by every citizen to facilitate empowerment of people and enhance democratic values and norms for sustainable economic development by using the infrastructure for human resources development, governance, e-commerce, banking, public utility services and all sorts of online ICT enabled services. A comprehensive action plan "Roadmap for ICT Development" and Poverty Reduction Strategic Paper (PRSP) based on the ICT Policy, 2002, Kuala Lumpur and Hyderabad declaration and the Millennium Development Goals is under preparation. To help the ICT sector flourish in the country, there is a need for an effective legal framework. Timely and suitable legal reforms can create an ICT-friendly legal environment. Such an environment will help this sector grow by attracting investment. In order to create such a legal environment, the amendment of the Copyright Act 2000 incorporating issues related to ICT is in the process of finalization. Bangladesh is presently signatory to two important international copyright agreements/conventions and is presently working for upgrading the Intellectual Property Rights (IPR) Law in light of the changing needs. In order to encourage startup companies in software/ITES development and export, the government has set up an ICT Incubation Centre at a rented space of 68,000 sq. ft. in the heart of Dhaka City. At present, about 48 IT/software related companies have set up operations in this facility.

The facility has been provided with 24-hour power supply and internet gateway facility from the Development of Infrastructure for IT Applications Project of BCC. ICT service industry which has bright prospect in Bangladesh includes data entry/data transcription services (voice, video), cyber-cafe, cyber kiosks, public call-Centre (PCOs), telemedicine, electronic-mail centers, web-site design and maintenance, e-commerce and other web-based applications, electronic journalism, tele-banking, e-banking, etc. A High Tech Park with all modern infrastructural facilities is being planned at Kaliakoir near Dhaka with an area of 231.685 acres of land at a cost of 2,522.5 million Taka (43.5 million USD), which will house software and ICT enabled service industries, electronics and PCB related equipment and products, telecommunications, hardware assembly/component/VLSI design (possibly manufacture also), optoelectronic equipment, biotechnology and related linkage industries, including a hi-tech university to provide technical support and for conducting R&D at the park facilities.

❑ Answer the questions below. Do not copy any sentence from the passage above. Write the answers in your own sentences having your own wording and phrasing.  $3 \times 10 = 30$

- (a) According to the passage, what is ICT?
- (b) From the implication of the passage, what could be the area of ICT?
- (c) What idea does digital Bangladesh include?
- (d) What are the basic needs to materialize the idea of Digital Bangladesh?
- (e) Describe the 'Physical Backbone' of ICT according to the passage.

- (f) What is the vision of the 'National ICT Policy'?
- (g) Describe the 'Intellect' component of ICT'?
- (h) What are the sectors of ICT service industry?
- (i) Where is a Hi-Tech Park going to be established? What are the estimated area and cost of that Park? What facilities will the Park accommodate?
- (j) What should be the title/caption/heading of the given passage?



❑ Write meanings of the following five words used in the passage. The meanings are provided in the box below. There are more than five words in the box. Choose the appropriate meanings. 1×5= 5

(a) Thrust (b) Spillover (c) Framework (d) Signatory (e) Incorporation

Lag	Rush	Deficient
Growth	Structure	Participant
Sign	Disintegration	Assimilation

❑ Fill in the table by putting words in the empty cells according to their parts of speech.

1×5=5

Noun	Verb	Adjective
Combination	×	(a)
×	(b)	Digital
×	Include	(c)
×	(d)	Legal
(e)	×	Sustainable

- ❑ Correct the following run-ons by using appropriate subordinates and co-relative (though, since, not only -- but also, so --- that, too --- to, for, so that, lest) 2×5=10
- (a) Bangladesh is signatory to two important international copyright conventions. It is also working for upgrading the Intellectual Property Rights.
- (b) The name of the ministry was changed from 'Science and Technology' to 'Ministry of Science and Information & Communication Technology'. It can give more thrust for ICT sector.
- (c) The government has given emphasis on creating an ICT friendly legal environment. Environment will help this sector grow by attracting investment.
- (d) Bangladesh has started the process of developing a national ICT strategy only from 1997. The country has about 50 years of history.
- (e) Ministry of ICT started ICT division from 2014. Bangladesh should lag behind in stiff competition of the world.

□ Use appropriate capitalization, punctuation and quotation marks where required. 2×5=10

a) Bangladesh is going to bring about revolution in information technology sector. I expect co-operation from all walks of people the ICT Minister said in a seminar in Dhaka

b) reading a feature in the daily star we came to know about it

□ Summarises the passage in your own words in 100 words.

20

- ❑ Write a letter to the Editor of the newspaper in which the passage appeared as a feature, responding to the news on Revolution of ICT in Bangladesh'. 20

## Editorial Letter

House no-3/A,  
Khilgaon Dhaka-1219.

August 27, 2023

The Editor,  
The Daily Star  
64-65, Kazi Nazrul Islam Avenue,  
Dhaka-1215.

Dear Sir,

I will be very pleased and grateful if you kindly publish the following letter in the 'Letters Column' of your famous daily.

Sincerely yours,  
Md. Sumon Mahmud

## “A Recent Ongoing Revolution of ICT in Bangladesh”

The feature on 'A recent ongoing revolution of ICT in Bangladesh' published in 'The Daily Star' on the last August 22, 2021, reveals the revolutionary change that has taken place in ICT sector of Bangladesh and steps which have been taken by the government to keep pace with global world. In order to quicken the activities related to information technology, the government of Bangladesh has integrated two ministries into one. To make an ICT based nation the government has approved the National ICT policy intending to ensure access to information of every citizen. Besides, the government has taken initiative to change the copyright Act 2000 so that ICT friendly legal environment can be ensured. Moreover, the government is undertaking a plan to set up A High-Tech Park with all infrastructural facilities for the smooth functioning of ICT related activities. All the above matters regarding the recent ongoing revolution of ICT have been emphasized in the article very well. It is a matter of hope for all walks of people from students to entrepreneurs that due to emergence of ICT and implementing the same in all spheres of the country, the pace of all types of tasks will be accelerated. But I have some observations and recommendations that are not highlighted in the feature. These are as follows:

(i)The ministry of Science and Information & Communication Technology should hire some experts to train thousands of young people who will be the heart and soul of this sector in the future.



- (ii) The government should not feel misery to allocate sufficient budget in this sector.
- (iii) Transparency and accountability should be ensured in spending budget allowance.
- (iv) Special attention should be given to the technology reluctant employees so that they become ICT friendly.
- (v) ICT courses should be introduced and made compulsory at all levels of education.

If all the aforesaid recommendations are given priority while implementing plans, Bangladesh will truly be an example in ICT sector in the future.

Md. Sumon Mahmud

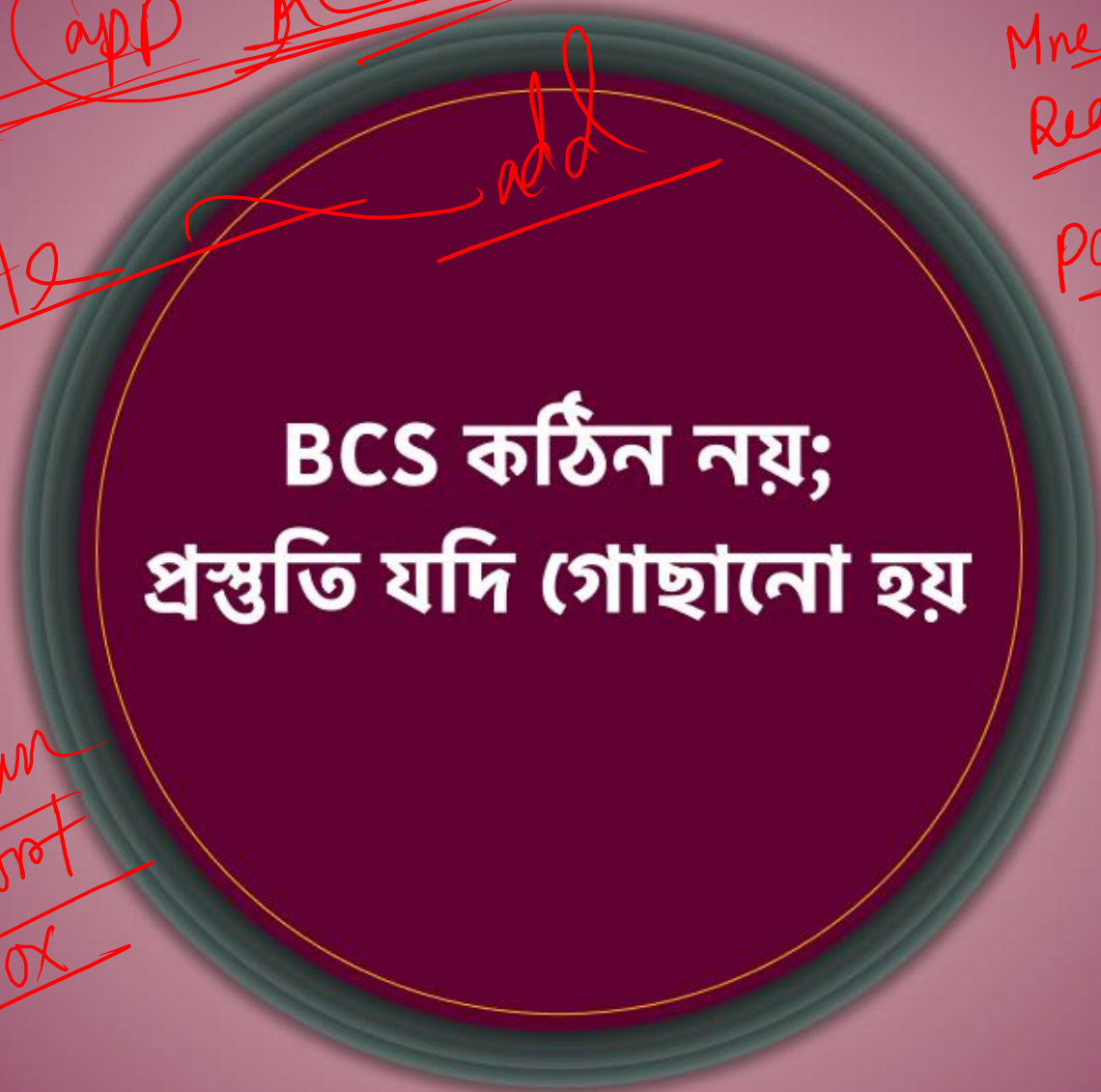
From, Md. Sumon Mahmud House no-3/A, Khilgaon Dhaka-1219.	To, The Editor, The Daily Star, 64-65, Kazi Nazrul Islam Avenue, Dhaka-1215.	Stamp
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\* What is the theme of the passage?

The theme of the passage is migrating from one place to another.

This passage deals with the most alarming migration problem.

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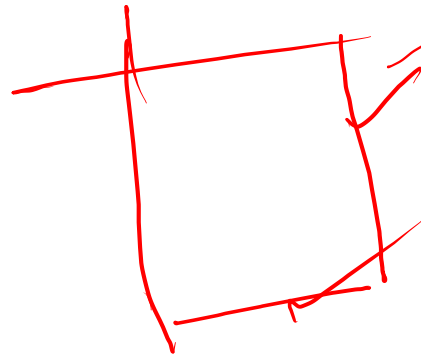
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