

# ৪৭তম বিসিএস লিখিত কোর্স

## ENGLISH

Lecture: 02

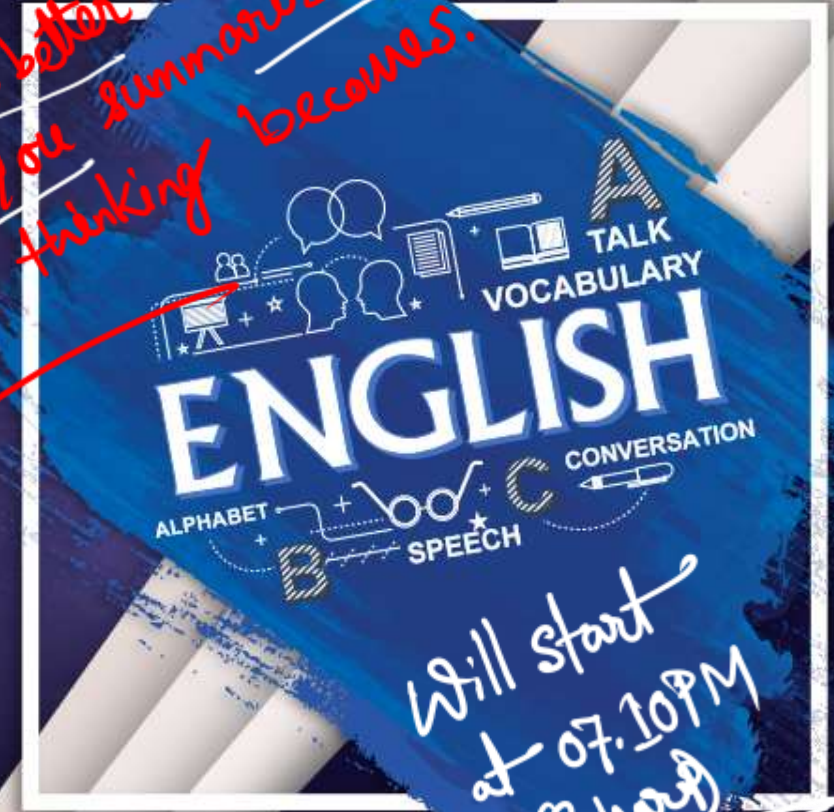
Topic:

➤ Reading Comprehension-05

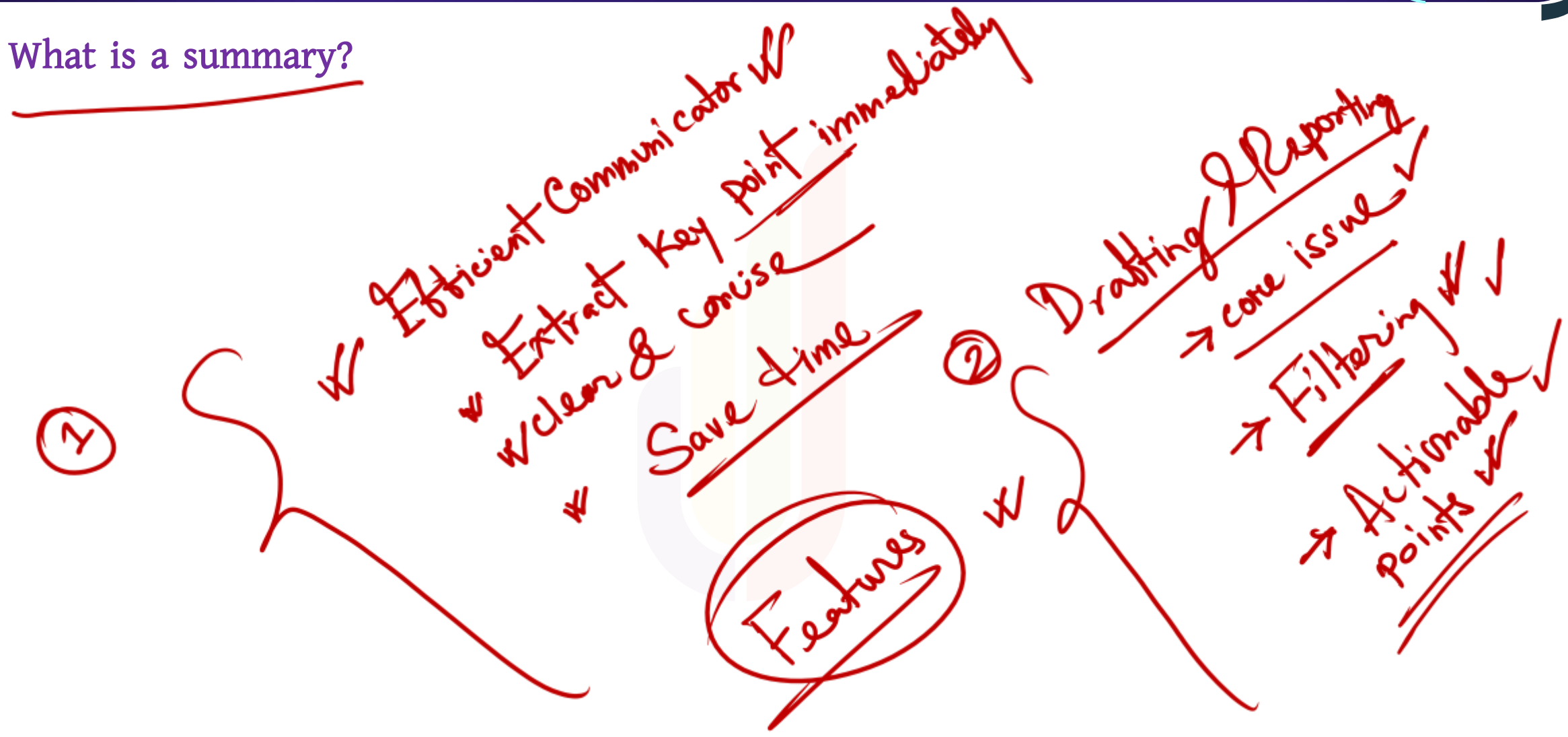
- ✓ Solve Question no - 06: Summary Writing ✓
- ✓ Solve Question no - 07: Letter to the Editor ✓

Good Evening Everyone!  
Welcome to the class!

"The more you read, the better  
you write. The better you summarize,  
the sharper your thinking becomes."



★ What is a summary?



- ③ Decision Making
- ④ Legal and administrative Precision

Digital Overload  
// Reduce the cognitive load  
Time Mgt

★ What is the Purpose of a Summary?

✓ Succinct overview  
of important details

✓

abstract

Short description of  
a movie

Synopsis



# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



Preview what you are going to summarize.

This means to look at the title, headings and subheadings, text and font type, photos, illustrations, graphs, captions, etc.

All of this will give you hints about what is most important.

# Summary Writing Strategies



1. Read and understand

underline Verbs Nouns Data

Key words

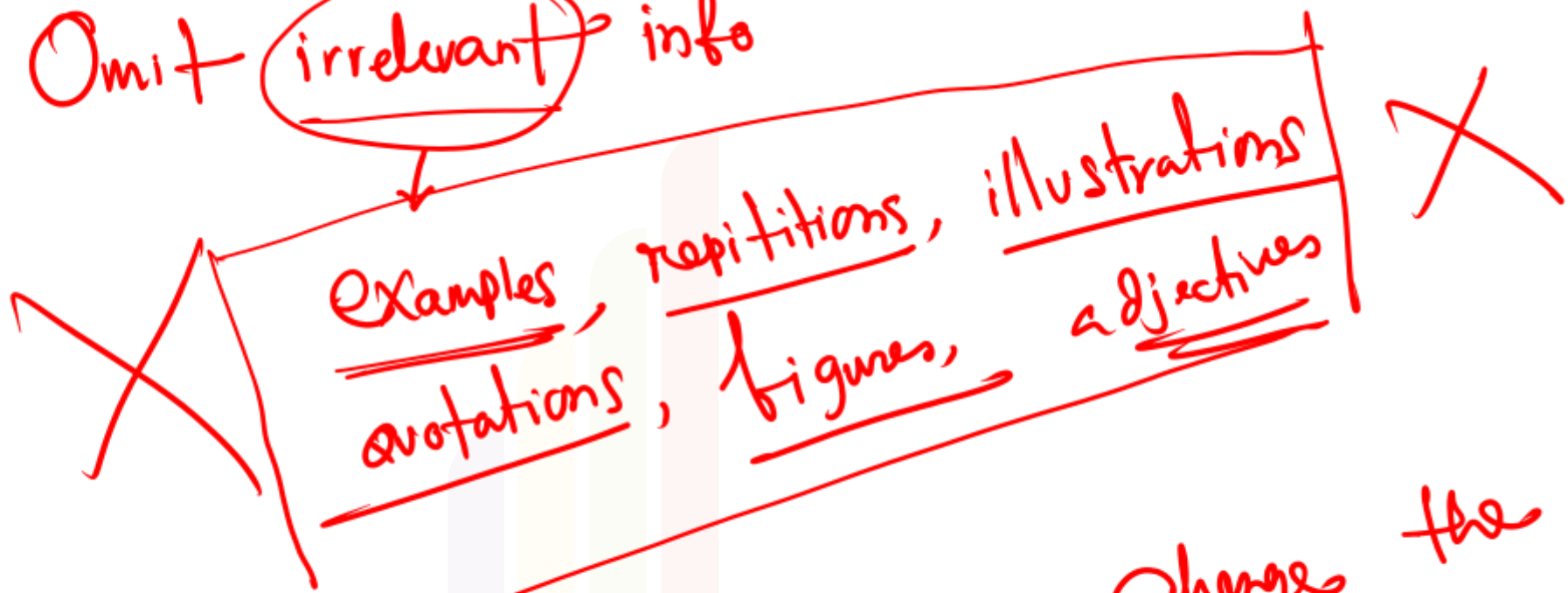
→ Main idea

Supporting points

2. Identify key elements →



Step 3: Omit irrelevant info



Step 4: Use own words → Change the sentence structure

The economic crisis deeply affected millions.

Q7:

Step 5: →

Use linking words

Evaluation

Paraphrase

AI Chat GPT  
Grammarly

therefore, consequently, although  
while, in contrast.

Step 6: Stick to word limit

Personal opinion ✗  
Copy pasting ✗  
over explaining ✗



# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



➔ Read the material and take notes while you're doing it.

You can use paper and/or you can annotate the original material.

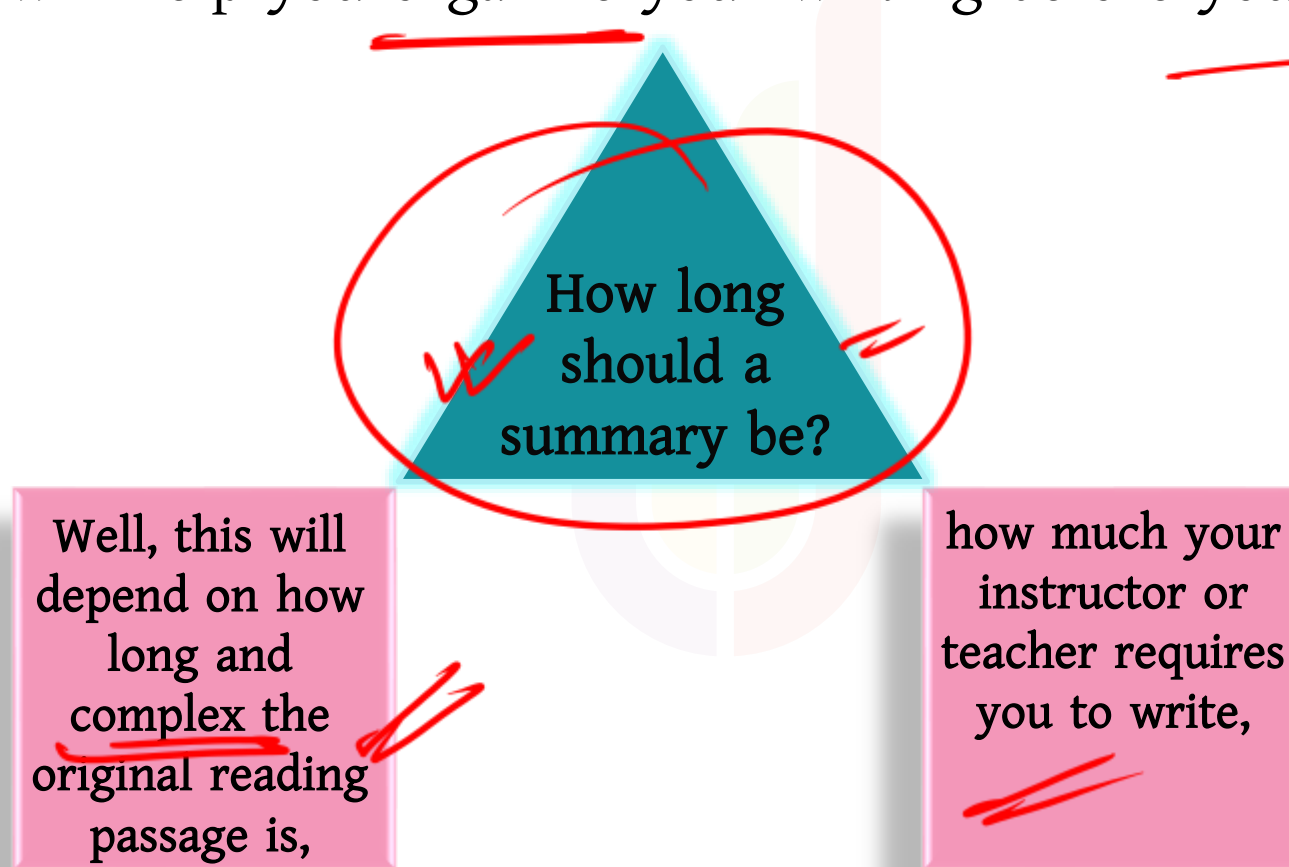
✓ Annotating means underlining, highlighting, translating and making notes in the margins (or on the sides) of what you're reading.

*Get feedback and work on it.*

Keep in mind only to write the main ideas.

➔ Try making an outline of what you're going to write about.

✓ This plan will help you organize your writing before you even start.







# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



→ Find the main idea.

*W Communicate wisely*





# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



→ Be concise (brief)--





# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



➔ Remember that your writing needs to be clear--

✓ A summary needs to be easy to understand to someone who has not read, seen, or heard the original material.



Write in simple English



# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



➔ Follow the same order that the information is presented in the original material.



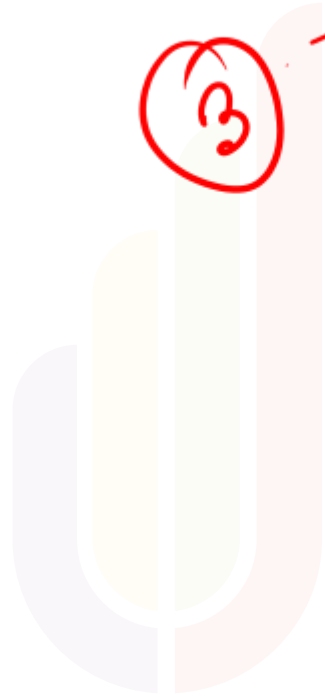


# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



➔ Paraphrase--

Plagiarizing



- বিভিন্ন পরিষ্কার
- Tax Academy
- Police Academy
- ETC, BPATC
- Turnitin



# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



→ Make sure it flows--





# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



➔ Avoid looking at the original material when you are writing--





# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



✓✓  
Be objective.



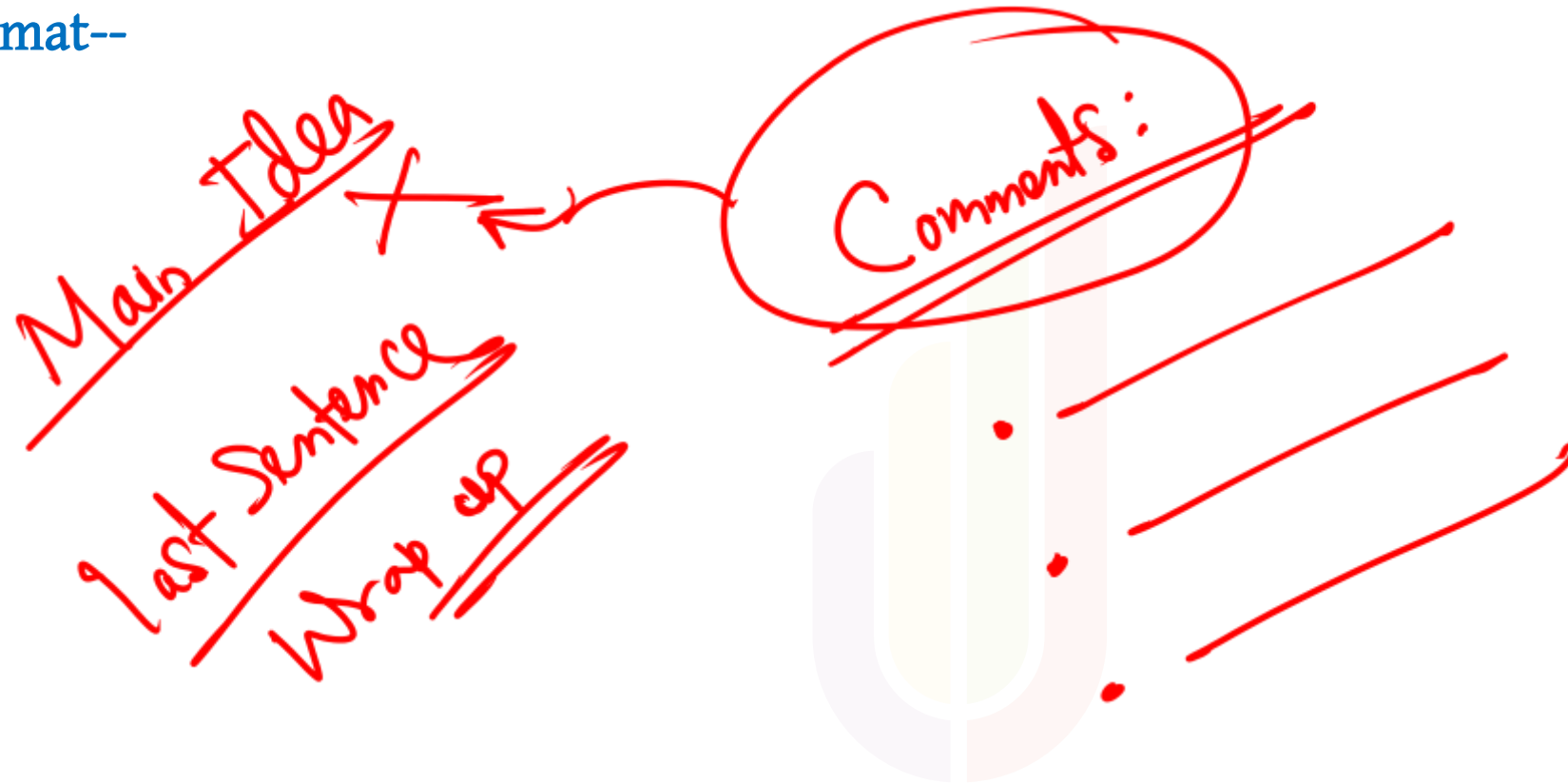
This means you should not include your opinion in a summary.



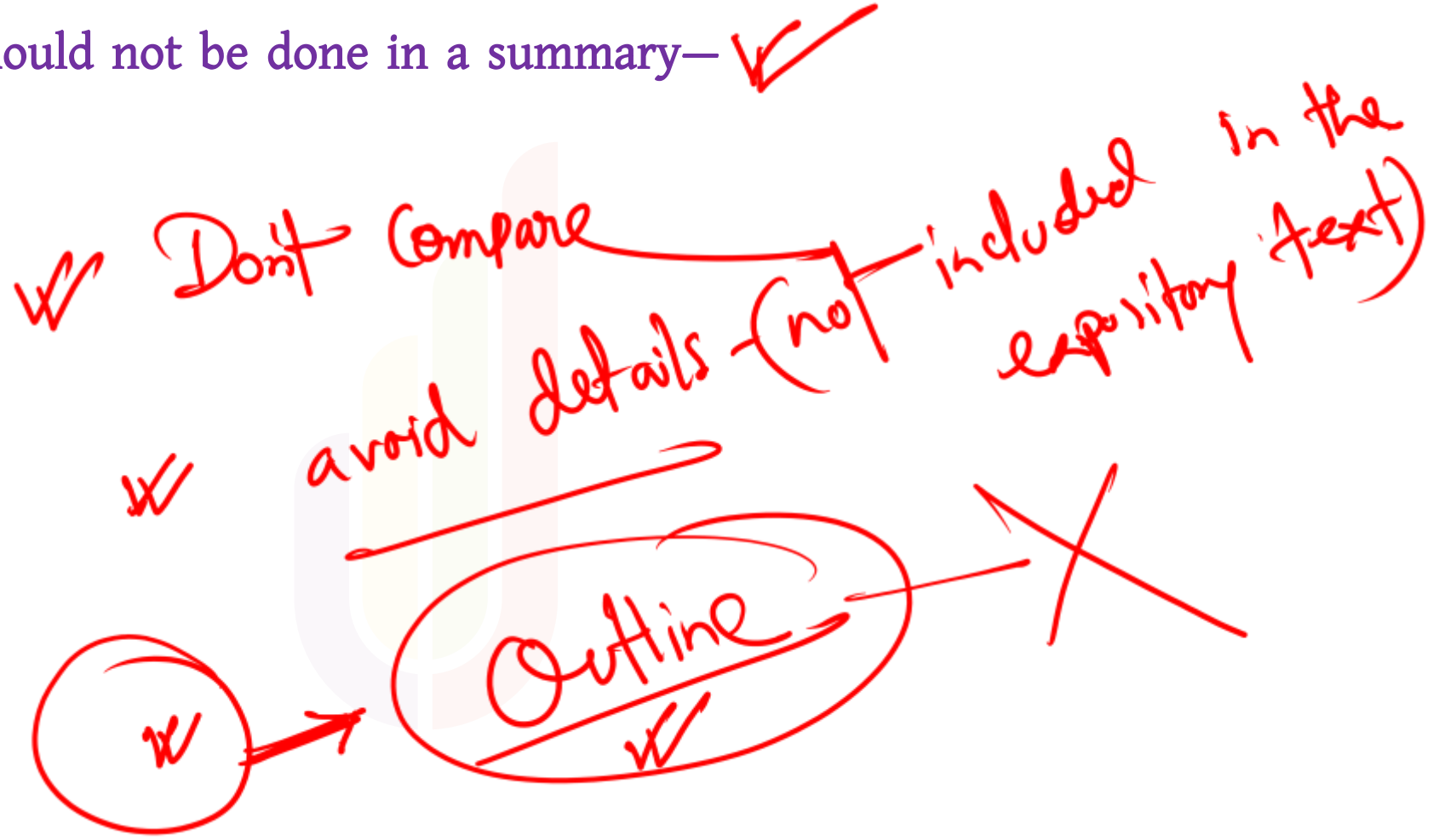
# TIPS FOR WRITING EFFECTIVE ENGLISH SUMMARIES



## ➔ Format--



★ The following things should not be done in a summary— ✓





# READING COMPREHENSION



## 45<sup>th</sup> BCS

W An offshoot of the environmental movement of the 1970, ecotourism has come into its own over the past two decades. Thanks to an increasing awareness of environmental issues such as climate change, combined with a high demand among European and North American travellers for unspoiled locations, authentic cultural experience, and recreational challenges, ecotourism is growing at a rate of 20 percent annually, making it the fastest-growing sector in the tourism industry. The International Ecotourism Society defines ecotourism as economically sustainable, ecologically sensitive, and culturally acceptable. Closely related is the concept of sustainable tourism identified in our common future, the Brundtland Commission's report to the 1987 World Commission on Environment and Development: Development that "meets the needs of the present without compromising the ability of future generations to meet their own needs".

Ecotourism's principles clearly distinguish it from conventional mass tourism. Instead of classic tourist meccas, ecotourism seeks out remote locations with strict environmental protections and operates on a small scale. Tourists, business and local residents are encouraged to minimize their impact on the environment by recycling materials, conserving energy and water, safely treated human waste and properly disposing of garbage, using alternative energy, and building in a manner that fits in with natural surroundings.



## READING COMPREHENSION



The financial benefits from ecotourism are passed on to the community through conservation projects, employment, partnerships and local participation in the development and management of local resources.

Synonymous with 'green' tourism, ecotourism promotes cultural sensitivity and respect for traditions and customs in order to avoid the kind of exploitation that has turned tribal ceremonies into side-shows and relics into souvenirs. Ecotourism also plays a political role in its support of human rights and democracy.

The popularity of ecotourism is a problem in itself. The original ecotourists were small in number, deeply committed to conservation and actively engaged in cultural exchange. At one time, they were willing to rough it and go off the beaten path, but now so-called ecotourists travel and expect the comforts of home package in a pretty setting. In the process, nature once an honoured treasure, has become a commodity and a photo opportunity. Larger numbers of ecotourists consume more resources and leave a larger impact on the environment, and eco-operators require more land to accommodate demand. As ecotourism spreads to more sensitive, corners of the earth, it could end up defeating its original purposes.



# READING COMPREHENSION



Ecotourism can be achieved only if steps are taken in the right directions. In 1993, British Airways led the way as the first airline to implement a systematic environmental policy. The International Hotels Environment Initiative (IHEI) has more than 5000 members from 111 countries. In cooperation with the United Nations Environment Program and the International Hotel and Restaurant Association, the IHEI developed an "Environmental Action Pack for Hotels in 1995 to promote environmental Please turn over management, energy and water conservation, and waste and emission reduction. In 1996, the World Tourism Organization, the World Travel and Tourism Council, and the Earth Summit Council drafted Agenda 21 for the Travel and Tourism Industry, recognizing the interdependence of Tourism, peace, development and environmental protection. The year 2002 was declared the United Nations International Year of Ecotourism, with an ecotourism summit held in May.

Whether initiated by trade or intergovernmental organizations, blueprints and agreements can be meaningful only if governments are proactive, Belize and Costa Rica, for example, have established national policies and strategies to farther ecotourism.

Brazil, Indonesia, Namibia and Nepal integrate small-scale, community-oriented approaches into their tourism programs. While progress continues to be made on many fronts and by many players, it is the individual traveller who will keep ecotourism on track. Tourists can make informed choices about travel destinations and tour operators, as well as conscious efforts to reduce their individual impact on the environment and to practice cultural sensitivity toward local people. They can participate in volunteer conservation projects and gain skills and knowledge in the process. They can pressure governments to pass and enforce laws that protect the environment. Ultimately, they can spend their money where it is put to green use. Nature is counting on them.



## SOLVE QUESTION NO. 06



Summarize the passage in your own words (within 100 words).





# LETTER TO THE EDITOR OF A NEWSPAPER



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 সামসময়িক 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।

== 'A newspaper is the voice of the people, and a letter to the editor is the whisper that echoes across the nation.' ==

# 1. Explain the purpose and tone.

→ Bring public attention to an issue  
→ Suggests solutions / call for action

- Formal
- polite
- respectful

not personal  
= public Advocacy ✓  
⇒ not complaint writing

✓ Extract key facts & Statistics ✓  
= Don't Quit to be prepared is half the victory ✓  
= Innovation

# Language features: →

Passive Voice ✓

Formal Vocabulary →

Urge,

draw attention,

concerned

Grievance, public interest

Linking words →

in this regard  
furthermore, moreover

Slang X

Contraction

don't    can't

or emotional tone X

✓ Aggressive

Practice

# Checklist for Review

- Formal tone & Structure
- Clarity of issue raised
- Relevance
- coherent
- No Spelling / Peer

grammar issue

Assessment

Inform

Persuade

Specific



# 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:

- ✓ Cover Letter //
- ✓ 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
<ul style="list-style-type: none"><li>■ প্রেরকের ঠিকানা (Sender's address)</li><li>■ Date (Date, month, year)</li><li>■ দুই লাইন Gap-এর পরে প্রাপকের ঠিকানা (Editor-এর ঠিকানা)</li><li>■ Subject (অনেক ক্ষেত্রে বাদ দেওয়া হয়)</li><li>■ Dear Sir এবং (কমা)</li><li>■ প্রাপকের উদ্দেশ্যে Salutation</li><li>■ সৌজন্যমূলক সমাপ্তি ও প্রেরকের নাম</li></ul>	<ul style="list-style-type: none"><li>■ শিরোনামসহ চিঠির মূল অংশ</li><li>■ প্রেরকের নাম, পদবি, স্বাক্ষর ও ঠিকানা</li><li>■ চিঠির খাম</li></ul>



# LETTER TO THE EDITOR OF A NEWSPAPER

□ খবরের কাগজে যে চিঠিটি প্রকাশ করা হয় তার ৮টি অংশ থাকে-

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 ✓







# SOME IMPORTANT LETTERS TO EDITOR



□ 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.

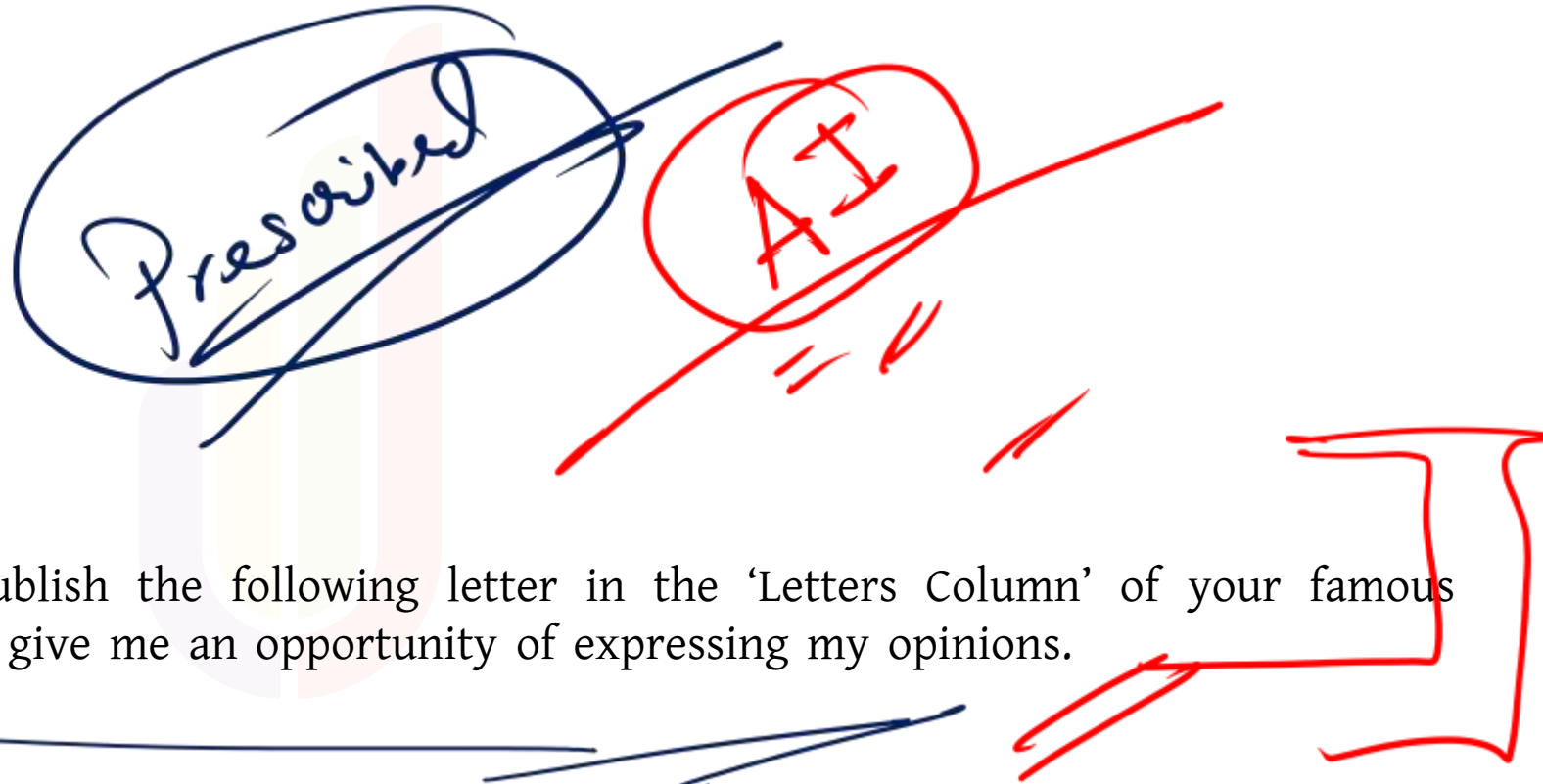
July 24, 2025

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





## 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

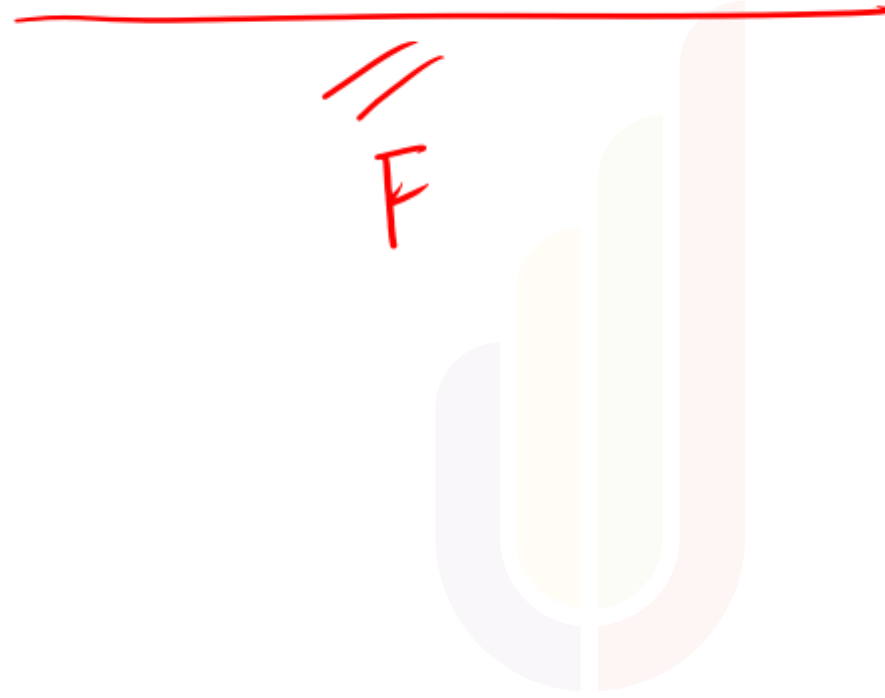
<p>From, Md. Abdur Rahman 4/3, Khalek Lane, Natore Sador, Natore.</p>	<p>To, The Editor The NEWAGE Hatirpool, Dhaka-1205.</p> <div data-bbox="1727 739 2178 878" style="border: 1px solid black; padding: 5px; text-align: center;">Stamp</div>
---	---



# SOLVE QUESTION NO. 07



Write a feature for the post editorial page of an English daily with a forwarding note, giving emphasis on the prospects ecotourism in Bangladesh. [45<sup>th</sup> BCS]

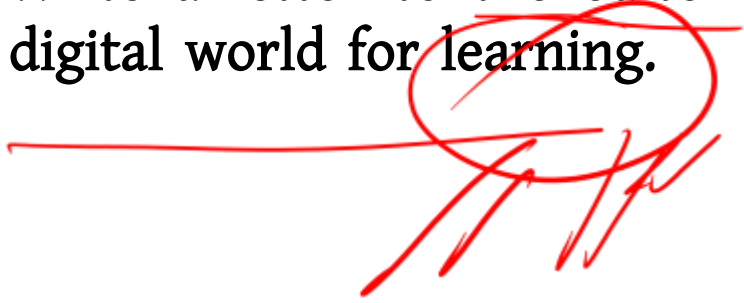




## SOLVE QUESTION NO. 07



- ❑ Write a letter to the editor of an English daily suggesting how best to deal with the digital world for learning. [44<sup>th</sup> BCS]

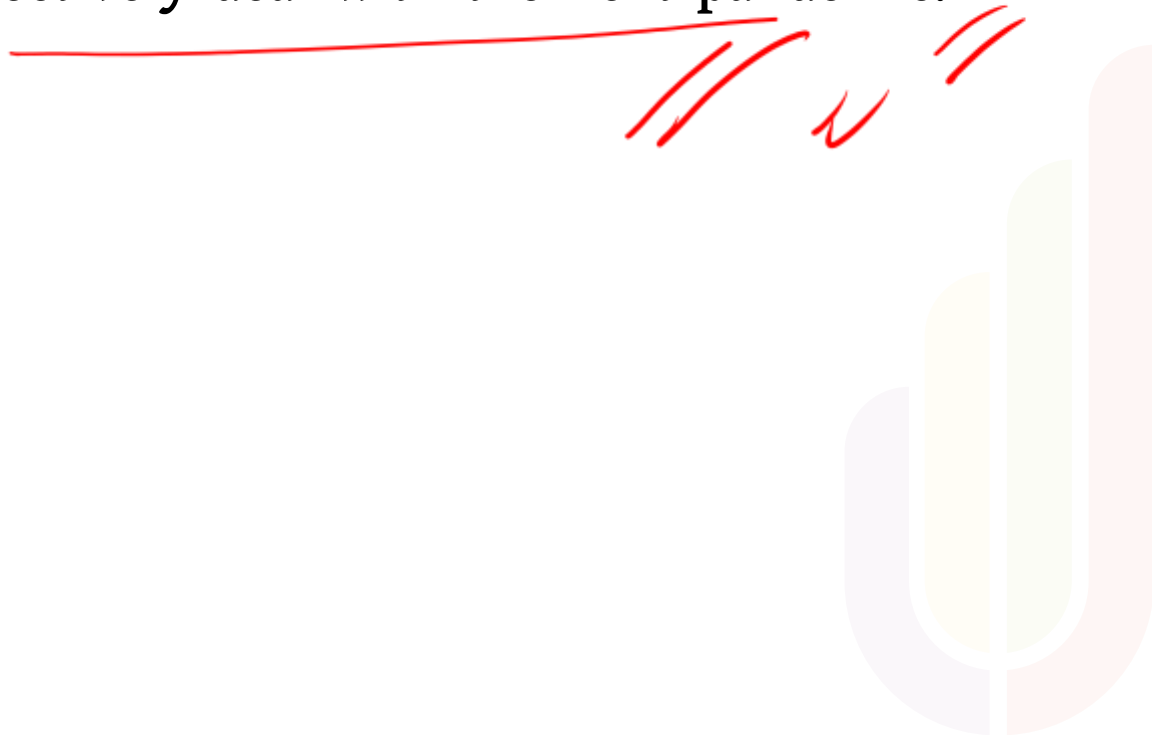




# SOLVE QUESTION NO. 07



□ Write a letter to the editor of an English daily suggesting measures to be taken to effectively deal with the next pandemic. [43<sup>rd</sup> BCS]



# BCS কঠিন নয়; প্রস্তুতি যদি গোছানো হয়

**উত্তরণ**  
ক্যারিয়ার এন্ড স্কিলস একাডেমি

☎ 09666775566  
🌐 [www.utoron.academy](http://www.utoron.academy)

