

Lecture 06

Reading Comprehension & Answering Thematic Questions

Teachers' Work (Reading Comprehension & Answering Thematic Questions)

Teacher's Work: Read the following passage and answer the questions below:

Plastics form an important part of synthetics - plastics are also polymers. Since most plastics can be easily molded into any shape after heating, they are used for making a variety of objects of different shapes and sizes. Plastics are poor conductors of heat which makes them suitable for making handle of cooking vessels, for use in refrigerators, and for making containers in microwave ovens. Plastics are also poor conductors of electricity and that is why they are used as covering materials in electrical appliances, cords and wiring. Plastics are insoluble in water and, therefore, used for making bottles, buckets and other containers. Most plastics are inflammable. However, they do not corrode or rust and so mostly used in homes and laboratories. Despite many different uses of plastics, there are environmental and health hazards associated with their disposal. This is because plastics are non-biodegradable. Accumulation of plastics is considered a serious problem because most of the methods used to dispose them result in some type of damage to the environment. Though somewhere between 5110 million to one trillion plastic bags are consumed worldwide each year, most plastic wastes end up littering roadside and form ugly dumps that harbor many disease causing organisms. Plastics dumped in water bodies pose a threat to aquatic life; plastics that get buried prevent rain water from seeping into the ground. This affects the growth of plants. When plastics are burnt, they produce toxic gases and smoke. [Joint Recruitment Test for 5 Banks Officer (Cash) 2019]

Answer the Following Questions:

- How do the plastics affect the growth of the plants?
- What are the hazards associated with the disposal of plastics?
- What is produced when plastics are burnt?
- What does the word synthetic denote?
- What do you learn after reading the passage?

Students' Work- 01 (Reading Comprehension & Answering Thematic Questions)

01. Read the passage and answer the questions

Peace within the country and between nations have always been of great importance. Peace and order are to secure national and international progress and development. Global economies are coming closer today due to faster means of transport and communication. Economically, economics are becoming increasingly inter-dependent. If peace is disturbed in one part of the world, it has adverse effect in other parts of the world as well. If the conflicts between different nations are not settled in time, they might culminate in a nuclear war destroying the whole world. It is, therefore, in our own interest that the world is free of conflicts. A country needs the help and co-operation of other countries for its scientific, industrial and economic development, especially in those fields where a nation is yet to achieve self-sufficiency. A nation should be keen on maintaining friendly relations with other countries. Such friendly relations foster international understanding. All nations should participate in the international conferences on issue like energy crisis, environmental imbalance, nuclear arms race, etc. A nation should always offer a helping hand to other nations affected by natural calamities such as famines, earthquakes, floods and so on. [Combined 9 Banks & 1 Financial Institutions (Officer- General- 2023)]

- What would be the outcome if conflicts between nations cannot be settled?
- What kind of supports a country may need from other countries?
- What kind of support a friendly country should offer to other countries?
- What is your key lesson from the texts?

Solution:

আসুন প্রথমেই Passage টির অনুবাদ দেখে নেইঃ দেশ ও জাতিসমূহের মধ্যে শান্তি খুবই গুরুত্বের একটি বিষয়। আন্তর্জাতিক শান্তি ও নিরাপত্তার জন্য শান্তি ও শৃঙ্খলা খুবই জরুরি। দ্রুত ও উন্নত যোগাযোগ ব্যবস্থার জন্য বিশ্ব এখন হাতের মুঠোয়। এই কারণে বিশ্বের বিভিন্ন দেশের অর্থনীতিও এখন পারস্পরিক নির্ভরশীল হয়ে পড়ছে। এই কারণে বিশ্বের একপ্রান্তে সমস্যা হলে অন্য প্রান্তেও তার প্রভাব পরিলক্ষিত হয়। সময়মতো এই দ্বন্দ্বগুলি মিমাংসা না হলে তা পরবর্তীতে ভয়ংকর পারমাণবিক যুদ্ধে রূপ নিতে পারে। এজন্য আমাদের স্বার্থেই দ্বন্দ্বযুক্ত দুনিয়া রাখতে হবে।

যেসকল দেশ এখনো স্বয়ংসম্পূর্ণতা অর্জন করতে পারেনি তাদের আসলে দেশের কাছ থেকে বিভিন্ন সহযোগিতা প্রয়োজন হয়। তার জন্য একটি দেশকে অন্য দেশের সাথে সৌহার্দ্য পূর্ণ সম্পর্ক রাখতে হয়। বড় বড় সমস্যা সমাধানের জন্য দেশগুলিকে একত্রিত হতে হয়। কোন দেশ বিপদে আপতিত হলে অন্য দেশগুলোর উচিত সাহায্যের হাত বাড়িয়ে দেয়া। এবার আসুন প্রশ্নের সমাধানে চলে যাইঃ

- If the conflicts among different nations are not settled in time, they might culminate in a nuclear war endangering the whole world.
- A country which is not self-sufficient may take help in the field of science, technology, industry and economic development from other countries.
- A friendly nation should extend their helping hands to those countries which are affected by natural calamities.
- The world becomes closer due to the advancement of science and technology. So nations become more dependent on one another. Moreover, we can not prosper alone without taking help from others. So we should foster a good understanding with other countries.

Students' Work- 02 (Reading Comprehension & Answering Thematic Questions)

04. Read the passage and answer the following questions:

[Combined 9 Banks & 1 Financial Institutions (Senior Officer- General- 2022)]

Bangladesh, the current chair of the Indian Ocean Rim Association (ORA), has said it will make clear its position over the Indo-pacific region in the days to come as the government is currently working on it. At the invitation of French president Emmanuel Macron, Prime Minister Sheikh Hasina recently paid an official visit to France. Bangladesh and France shared the same vision for a 'free, open, peaceful, secure and inclusive' indo-pacific region, based on international law and with shared prosperity for all, according to the joint statement. Taking note of the French and European strategies concerning the Indo-pacific, both parties agreed to work towards promoting regional peace and stability and to explore further opportunities for cooperation in maritime security and the blue economy. Highlighting their commitment to fully en observing the 1982 United Nations convention on the Law of the Sea as Well as the peaceful settlement of disputes, refraining from any threat or use of force, they stated the importance of maintaining security and freedom of navigation and over flight in all seas and oceans. In the present geo-political situation, Bangladesh has become the focal point and thereby the country needs to play a precise role for her own interest and future prospects.

- State the position of Bangladesh in the Indo-pacific region.
- Explain the views of Bangladesh and France in the formulation of the Indo-Pacific strategy.
- Why in the passage, the 1982 United Nations Convention has been taken into account?
- Elucidate the concluding remark.
- Suggest a relevant title for the passage.

Solution: আসুন সংক্ষেপে দেখে নেই Passage টিতে কি আছে-

বাংলাদেশ বর্তমানে ORA এর চেয়ারম্যান হিসেবে দায়িত্ব নিয়েছে। দেশটি ইন্দো-প্রশান্ত অঞ্চলে আগামী দিনগুলোতে তার কর্মপরিকল্পনা প্রকাশ করবে। ফ্রান্সের প্রেসিডেন্টের দাওয়াতে সম্প্রতি বাংলাদেশের প্রধানমন্ত্রী শেখ হাসিনা ফ্রান্সে সফর করেন। শান্তি, নিরাপত্তা, খেলা ও মুক্ত ইন্দো-প্রশান্ত অঞ্চলের জন্য উভয় দেশ একই মতাদর্শ লালন করে। ফ্রান্স ও ইউরোপীয় অঞ্চলের কৌশল হতে শিক্ষা নিয়ে উভয় দেশই এই অঞ্চলের শান্তি; নিরাপত্তা ও স্থিতিশীলতার ব্যাপারে কাজ করার প্রত্যয় ব্যক্তি করে এবং ভবিষ্যতে সমুদ্র নিরাপত্তা ও সাগর অর্থনীতির ক্ষেত্রে ভবিষ্যতে সমুদ্র নিরাপত্তা ও সাগর অর্থনীতির ক্ষেত্রে সম্ভাবনাময় ক্ষেত্রগুলি চিহ্নিত করেছে। ১৯৮২ সালের UNCLOS এর নীতিমালার ব্যাপারে উভয় দেশই সম্মতি জ্ঞাপন করে। বর্তমানে ভূ-রাজনৈতিক প্রেক্ষাপটে বাংলাদেশ হলো ফোকাল পয়েন্ট যার নিজের স্বার্থ অক্ষুণ্ন রাখার জন্য গুরুত্বপূর্ণ ভূমিকা পালন করতে হবে। আসুন এবার আমার প্রশ্নের সমাধানে চলে যাইঃ

- Bangladesh's geographical location has been a very important reason for being the member of India Ocean Rim Association. Bangladesh is a littoral of the Bay of Bengal, the region integral to the Indian Ocean and a major maritime trading route.
- In formulating the Indo-Pacific strategy, Bangladesh and France foster the same vision for a free, open, peaceful, secure and inclusive Indo-pacific region.
- The 1982 United Nations Convention on the Law of the Sea' has been taken into account as this law is the peaceful settlements of all the disputes related to the sea boundary.
- As Bangladesh has become the chair of ORA, it has many things to do for it's own interest. As Bangladesh is geo-politically a vital country, it needs to play a crucial role for the future prospects also.
- Bangladesh to make clear its position over Indo-pacific.

Students' Work- 03 (Reading Comprehension & Answering Thematic Questions)

01. Read the passage and answer the questions:

The weather can change day-to-day or even from hour-to hour, whereas the climate in an area usually takes a long time to change. Climate does not change day-to-day or even month-to-month, but usually takes hundreds, thousands or millions of years to change. In the world today, climate change is often heard, and it usually refers to the process of the Earth heating up, which is often called global warming. Most people can agree on the weather, but sometimes climate change or global warming leads to disagreement during its life. The climate of the Earth has changed quite often and has experienced and Ice Age, warming, and everything in between. It is a proven fact that the Earth's average temperature has increased about 1.33° F over the past 100 years between the 1900s and 2000s. The Earth is

covered like a greenhouse, which is used by some farmers, florists, and others to grow plants. It is a 'glass-covered' building that absorbs the heat from the Sun. Greenhouses are very hot. The greenhouse gases include mostly carbon dioxide, methane, and nitrous oxide. An increase in the greenhouse gases causes the Earth to become warmer. A warmer climate can affect the planet negatively. It could lead to heavier precipitation, unusual season changes, heat waves, etc. Farming in developing countries face increased rain, floods, and droughts, plus, certain kinds of food items may become scarce, unavailable, or more expensive for people to purchase. Many scientists believe it is a result of human behavior, and changing some of those behaviors will have a positive effect on climate change and global warming.

Questions:

- What is the key difference between Climate and Weather?
- What is a green house?
- How did the Earth experience climate change over the years?
- How is the Earth getting affected by greenhouse gases?
- How is farming in developing countries getting affected by global warming?
- What is your key lesson from the texts?

Solution:

প্রথমেই আসুন Passage টিতে কী বলেছে তা সংক্ষেপে জেনে নেইঃ আবহাওয়া পরিবর্তিত হয় সময়ে- সময়ে কিন্তু জলবায়ু পরিবর্তিত হতে দীর্ঘ সময় (শত শত বছর) লাগে। এখনকার সময়ে যে জলবায়ু পরিবর্তনের কথা শোনা যায় তা মূলত উষ্ণতা বৃদ্ধিকে বুঝায়। বিশ্বের জলবায়ু পরিবর্তন পরিবর্তিত হচ্ছে এবং পৃথিবীর গড় তাপমাত্রা গত ১০০ বছরের তুলনায় প্রায় ১.৩৩° ফারেনহাইট বেড়েছে। এই জলবায়ু পরিবর্তনের কারণ হলো গ্রীনহাউজ ইফেক্ট। এসকল কারণে উষ্ণমণ্ডল দেশগুলোতে বন্যা, খরা এগুলো লেগেই থাকে। এর ফলে কিছু পণ্য হয়ে পড়েছে দুর্লভ। এই পরিবর্তনের কারণ মানবসৃষ্ট যা নিয়ন্ত্রণ করতে পারলে জলবায়ু পরিবর্তন রোধে ইতিবাচক প্রভাব ফেলা সম্ভব। এবার আসুন, প্রশ্নের সমাধানে চলে যাইঃ

- Weather refers to short-term changes in the atmosphere whereas climate describes what the weather is like over a long period of time in a specific area.
- A greenhouse is a house made of glass that can be used to grow plants. The sun's radiations warm the plants and the no air inside the greenhouse. The heat trapped inside can't escape out and bin warms the greenhouse which is essential for the growth of the plants.
- Earth's climate has changed dramatically many times since the planet was formed. These changes have been triggered by the ice age, changes in the sun's intensity etc.
- The greenhouse include mostly carbon dioxide, methane, nitrous oxide. An increase in the greenhouse causes the earth to become warmer. A warmer climate can affect the planet negatively. It cold lead to heavier precipitation, unusual season changes, heat waves etc.
- Farming in developing countries face increased rain, floods and droughts, plus certain kinds of food items may become scarce and unavailable or more expensive for people to purchase.
- Global warming is a threat for the planet we live in. It is the result of human activities, changing some of this nu behavior can have a positive effect on climate change and global warming.

Students' Work- 04 (Reading Comprehension & Answering Thematic Questions)

Read the following passage and answer the questions:

Power and possession have been the central pursuits of modern civilization. For a long time, they blocked out or distorted other features of the western Renaissance (revival), which promised so much for humanity. What people have been and are still being taught to prize is money, success, control over the lives of others, and the acquisition of more objects. Modern social, political and economic systems, whether capitalist, fascist or communist, reject the basic principle that the free and creative enfoldment of every man, woman and child is the true measure of the worth of any society. Such enfoldment requires understanding and imagination, integrity and compassion, cooperation among people and harmony between the human species and the rest of nature. Acquisitiveness and the pursuit of power have made the modern man an aggressor against everything that is non-human, an exploiter and oppressor of those who are poor. Meek and unorganized, a pathological type that hates and distrusts the world, and suffers from both acute loneliness and false pride. The need for new renaissance is deeply felt by those sensitive and conscientious men and women who not only perceive the dimensions of the crisis of our age but who also realize that only through conscious and cooperative human effort may this crisis be met, and probably even overcome.

[Bangladesh Bank Officer (Cash) 2017]

Answer the Following Questions:

- According to the passage, why has modern man turned out to be the enemy of everything that is non-human?
- Which is one of the requirements for bringing out the best in man?
- Why could not Western Renaissance make total impact on today's humanity?
- Which best describes the behavior of the modern man?
- Which approach does the author advocate to be adopted by the society?

Solution

- i) According to the passage, the modern man has turned out to be the enemy of everything that is non-human because he has been dominated by drives of acquisitiveness and power.
- ii) Understanding is one of the requirements for bringing out the best in man.
- iii) Western Renaissance could not make total impact on today's humanity because old civilization was based on acquisitiveness and control over others.
- iv) The behavior of the modern man can be best described by cruel and greedy.
- v) The author is advocating humanistic approach to be adopted by the society.

Students' Work- 05 (Reading Comprehension & Answering Thematic Questions)

Read the following passage and answer the questions below.

As with ego-centric thinking, socio-centric thinking appears in the mind of the person who thinks socio-centrally as reasonable and justified. Similarly, groups often distort the meaning of concepts to pursue their vested interests, but they almost never see themselves doing so groups almost always can find problems in the ideologies of other groups but they rarely are able to find flaws in their own belief systems. Though the patterns of dysfunctional thinking are similar for ego-centric and socio-centric thinking, there is at least one important distinction between the two. Though self-deception, individuals can do. Typically, groups engaging in socio-centric thinking can do greater harm to a greater number of people. In short, throughout history and to the present day, socio-centric thinking has led directly to the pain and suffering of millions of innocent person. This has happened because groups, in their socio-centric mind set, use their power in a largely unreflective, and therefore unconscionable, unjust way. [BB Officer (General) 2020]

Answer the Following Questions:

- a) Find out the similarities between 'ego-centric thinking' and 'socio-centric thinking'.
- b) What consequences does the world face for socio-centric thinking of different groups?
- c) Elucidate the phrase 'egregious actions' in light of the acts done by individuals and groups?
- d) Give a suitable title for the passage.

Solution

- a) Ego-centric thinking and socio-centric thinking come in the mind of people as rational and justified. Frequently they misinterpret the meaning of the concepts to achieve their aims, but they usually don't do it.
- b) Socio-centric thinking group can do greater harm to the greater community as their socio-centric mind-set uses their power in unjust and irresponsible way.
- c) Individuals can make egregious action to a very limited field whereas a group of individual's egregious actions may harm larger community.
- d) Title: Ego-centric thinking VS Socio-centric thinking.

Students' Work- 06 (Reading Comprehension & Answering Thematic Questions)

Read the following passage and answer the questions below.

Climate change may produce hundreds of millions of environmental refugees, which is an environmental justice concern. Those refugees may be displaced by rising tides, storm damage and changes in agricultural production. Residents of low-lying inlands and low flood-prone countries may be dislocated as sea levels rise and river floods become harder to control. Some skeptics dispute whether the charges are entirely man-made, but the vast majority of experts believe that one of the major causes of climate change is the burning of fossil fuels, which are the primary energy source for modern societies. The resulting gases carbon-dioxide, methane, fluorocarbons, and nitrous oxide among others are related into the atmosphere. There, these gases combine with water vapor and prevent the sun's infrared rays from radiating back into space. The trapped solar radiation contributes to increased air temperature. In this way these gases function much as do the glass panes of greenhouse. Newly released gases will remain in the atmosphere for thirty to a hundred years; since greenhouse gas emissions continue to rise, their buildup in the atmosphere is expected to increase over time. Automobile exhaust, along with industrial power plants and agricultural operation, produce most of the gasses that lead to climate change. Deforestation also contributes to the warming because there are fewer trees and other plant life to absorb carbon dioxide before it reaches the atmosphere. [Sonal Bank (SO) 2018]

Answer the Following Questions:

- a. Give a suitable title for the passage.
- b. Explain the term 'environmental refugee'.
- c. Why do many professionals disagree with some skeptics?
- d. What are the consequences of emitting detrimental rays?
- e. How does deforestation contribute in decreasing the global warming?

Solution:

- Suitable title: "Greenhouse gases and its lethal effects on earth."
- Environmental refugees are people who are forced to leave their home region due to sudden or Long term changes to their local environment.
- Some people opines that man-made activities cause climate change but most of the environment-experts blame burning of fossil fuels to the climate change as fossil fuels emit greenhouse gases which are responsible for climate change.
- Greenhouse gases hinder detrimental rays such as infrared ray which were radiated from the sun to go back into space. That means gases remain in the air which make the temperature warmer. This warmer temperature changes climate.
- Trees have great virtue. They intake carbon-di-oxide releasing oxygen in the air. They absorb most of the carbon-di-oxide which are the crucial factor of climate change. So, forestation can contribute a lot in decreasing the global warming

Students' Work- 07 (Reading Comprehension & Answering Thematic Questions)

Read the following passage and answer the questions below:

Industrial Revolution started and made its biggest strides in England because of her uniquely inclusive economic institutions. These in turn were built on foundations laid by the inclusive political institutions brought about by the Glorious Revolution of 1688. It was the Glorious Revolution that strengthened and rationalized property rights, improved financial markers undermined state-sanctioned monopolies in foreign made, and removed the barriers to the expansion of industry. It was the Glorious Revolution that made the political system open and responsive to the economic needs and aspirations of society. These inclusive economic institutions gave men of talent and vision the opportunity and incentive to develop their skills and ideas and influence the system in ways that benefited them and the nation. England developed pluralistic institutions breaking ways from extractive institutions. Political developments leading up to Glorious Revolution were shaped by several interlinked processes. Central was the political conflict between absolutism and its opponents.

Answer the Following Questions:

- What according to this passage triggered the Industrial Revolution in England?
- How can political institutions play a role in creating a favorable environment for businesses in a society?
- What is meant by the terms 'inclusive' and 'extractive' economic institutions?
- How do you think the conflict between absolutism and its opponents impacted on shaping an enabling environment for industrial growth in England in the wake of Glorious Revolution?
- Write a suitable title for the passage.

Solution:

- The glorious Industrial Revolution had taken place in England because of its uniquely inclusive economic institutions.
- Political institutions can play a great role in creating a favorable environment for business breaking away the traditional barriers for the expansion of free market economy. It makes political system liberal and responsive to the need of economy which in turns makes business easier.
- Inclusive economic institutions mean a group of institutions which are same in nature and objectives and its objectives are to develop the economy through the participation of all classes of people. On the other hand, extractive economic institutions give the opposite meaning of inclusive. It means the particular institutions which work based on some specific objectives.
- Conflict between absolutism and its opponents may impact upon an enabling environment for industrial growth as political developments utterly depend on some interlinked processes called political consensus.
- Suitable title of the passage: Glorious Revolution and its impact on England.

Students' Work- 08 (Reading Comprehension & Answering Thematic Questions)

Read the following passage carefully and answer the questions given below.

Bangladesh is in a position today to champion a revolution in the micro finance industry, a revolution that necessitates the use of technology and innovation. Such a revolution would push the microfinance industry into the next generation. Just as the country broke away from the tradition that banking is only for the privileged and rich people, it can once again break away from the tradition that technology and innovation is only for the sophisticated and rich industries.

Microfinance is a major industry in Bangladesh and currently it serves more than 26 million borrowers. With technology and innovation, however, micro finance institutions in Bangladesh could serve more people who do not have access to finance using branchless banking. They could improve access to financial services with the help of mobile banking and automated teller machines- innovations that can be rolled out even in rural areas. They could expand their product and service offerings to include savings, insurance, money transfers and remittances. In addition, microfinance institutions could make their day-to-day operations more efficient by allowing institutional headquarters to have update information about work being done in branch offices and leasing with join officers spread throughout the country. Microfinance institutions can do so at a lower cost without fully overhauling their operations and thus save money to help their financial bottom line.

Answer the Following Questions:

- What tradition did banks in Bangladesh break away from?
- In what aspect of its operation can microfinance institutions bring about a revolutionary change?
- How can microfinance institutions serve greater number of people?
- What is meant by the expression 'to help their financial bottom line'?
- What should be the most suitable title for the passage?

Solution:

- It was assumed that Banking is only for privileged and rich people. But this view earlier seemed unusual from which the modern banking has come out breaking away the old ideology due to the modern and updated technology.
- Microfinance institutions can bring about revolutionary changes in society through providing branchless banking, mobile banking, Automatic Teller Machine Services etc. By dint of these services, people from remote areas can have access to the financial services unlikely from traditional banking. It helps people getting access over the financial services largely. This brings about revolutionary changes.
- By using modern and sophisticated technologies, microfinance institutions can include large number of people in their financial services. With the help of mobile banking and ATMs services, microfinancial organizations make money available to the general people. Thus, it serves greater number of people.
- 'To help their financial bottom line' means to strengthen the people's financial or monetary capabilities. And this can be done by lowering the cost of services which in turns saves money to energies their monetary base.
- Title of the passage should be: Microfinance institutions and their revolutionary.

Lecture 07

Précis /Summary Writing

What is précis?

Précis /summary বলতে কোনো passage এর সারাংশকে বুঝায়। কোনো passage এর précis লেখার মাধ্যমে একজন শিক্ষার্থীর তিনটি ক্ষমতা পরীক্ষা হয়: (১) précis-টি পড়ে বুঝবার ক্ষমতা, (২) গুরুত্বপূর্ণ ও প্রাসঙ্গিক point গুলো নির্বাচন করার ক্ষমতা এবং (৩) খুবই অল্প কথায় ও নিজের ভাষায় মূল বক্তব্য গুলিয়ে বলার ক্ষমতা। Précis লিখতে নিম্নলিখিত point গুলো মনে রাখা দরকার:

- Précis সাধারণত মূল passage এর এক তৃতীয়াংশ হবে। Précis এর শেষে ব্যবহৃত শব্দ সংখ্যা উল্লেখ করা ভালো।
- মূল passage এর বক্তব্য যেভাবে সাজানো থাকে précis-এ সেইভাবে রাখতে হবে। তাছাড়া কোনো নতুন ধারণা বা মন্তব্য যোগ করা যাবে না।
- Précis একটি paragraph-এ লিখতে হবে এবং বাক্যগুলোর মধ্যে যোগসূত্র থাকতে হবে।
- Passage-টি কয়েকবার পড়ার পর অর্থ সম্বন্ধে নিশ্চিত হয়ে গুরুত্বপূর্ণ point গুলো রেখে অপ্রয়োজনীয় point গুলো বাদ দিতে হবে। কোনটি গুরুত্বপূর্ণ আর কোনটি অপ্রয়োজনীয় তা বের করতে নিজস্ব বিচার-বুদ্ধি প্রয়োগ করতে হবে।
- Précis-এ মূল passage এর কোনো শব্দ ব্যবহার করা যাবে না তা নয়, তবে phrase ও sentence যথাসম্ভব নিজের হতে হবে। তাছাড়া অল্প কথায় ভাব প্রকাশ করতে হবে। এই লক্ষ্যে phrase বা sentence গুলোকে পুনর্গঠন করতে হবে, examples ইত্যাদি বাদ দিতে হবে।
- Précis-এ একটি Title দিতে হবে
- মূল passage-টি Direct speech-এ থাকলে তা Indirect speech-এ পরিণত করতে হবে।