

# IBA

Name :

Batch:

## ENGLISH LECTURE - 12

### WRITING SECTION GUIDELINE

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## INTRODUCTION TO WRITING

When you're done with Part 1 of your BBA exam – Math, English and Analytical sections, you'll find yourself facing Part 2 – the Writing section. **Expect to have a total of 4-5 questions carrying 25-30 marks.**

A few pointers that you should always keep in mind:

- **Time Management**

Your first job in this section is keep an eye on the time. You most definitely have to practice writing within given time constraints. No matter how fast you think you write or how good your content is, not keeping track of time and not being able to completely answer all the questions is going to cost you marks.

- **Number and type of questions**

Quickly go through all the questions and create a mental map of how much time you are going to allocate to each question. Keep track of time and make sure you are hitting your time objectives while answering. Do not forget to figure out what the question exactly wants. You could be asked to write paragraphs, essays, and sometimes they will leave it up to you. Then there is the matter of determining what kind of essay you want to write before you're starting- argumentative, narrative, or something else. An unexpected number of examinees lack clarity in their writing. That is why it's important to understand what writing is being expected and what responses best answer the questions.

- **Length of answers**

Your objective in this section is to deliver adequate answers. Not too much, not too little. Keep in mind how much space you have been allotted for the respective question and just like keeping time objectives, fitting your answer in the given space is important.

Remember, if the examiner knows you've rushed it in the end, he/she is more likely to assume that you've failed to plan properly. That is yet another thing that will cost you marks.

- **Order of answering**

A rule of thumb is to attempt the questions that you feel you can do your best in. It is unwise to leave these for later. Leave the hardest for last.

**Expert Advice:**

1. Always take a few moments to think about the answer before starting to write. Once you have a basic layout (a map of all the points you'll be touching) of what you're going to write in your mind, then start. You have no idea how much time this will save you.
2. Never write more than what you think is absolutely necessary. An incomplete answer sheet with great content quality always gets less marks than a complete answer sheet with average content.
3. Make sure you always include these 3 types of sentences:

### **ASSERTIONS - JUSTIFICATIONS - EXAMPLES**

Think of your ideas in terms of these 3 types of sentences, and you'll never run out of content to write.

# PARAGRAPH WRITING

## What is a paragraph?

Paragraphs are comprised of sentences, but not random sentences. A paragraph is a group of sentences organized around a central topic. In fact, the cardinal rule of paragraph writing is to focus on one idea. A solidly written paragraph takes its readers on a clear path, without detours. Master the paragraph, and you'll be on your way to writing "gold-star" essays, term papers, and stories.

## How do you write a paragraph?

Four essential elements, when used correctly, can make an *okay* paragraph into a *great* paragraph. [Notice how the following are some good examples of paragraphs themselves.]

1. **Element #1: Unity.** Unity in a paragraph begins with the topic sentence. Every paragraph has one single, controlling idea that is expressed in its topic sentence, which is typically the first sentence of the paragraph. A paragraph is unified around this main idea, with the supporting sentences providing detail and discussion. In order to write a good topic sentence, think about your theme and all the points you want to make. Decide which point drives the rest, and then write it as your topic sentence.
2. **Element #2: Order.** Order refers to the way you organize your supporting sentences. Whether you choose chronological order, order of importance, or another logical presentation of detail, a solid paragraph always has a definite organization. In a well-ordered paragraph, the reader follows along easily, aided by the pattern you've established. Order helps the reader grasp your meaning and avoid confusion.
3. **Element #3: Coherence.** Coherence is the quality that makes your writing understandable. Sentences within a paragraph need to connect to each other and work together as a whole. One of the best ways to achieve coherence is to use transition words. These words create bridges from one sentence to the next. You can use transition words that show order (first, second, third); spatial relationships (above, below) or logic (furthermore, in addition, in fact). Also, in writing a paragraph, using a consistent verb tense and point of view are important ingredients for coherence.
4. **Element #4: Completeness.** Completeness means a paragraph is well-developed. If all sentences clearly and sufficiently support the main idea, then your paragraph is complete. If there are not enough sentences or enough information to prove your thesis, then the paragraph is incomplete. Usually three supporting sentences, in addition to a topic sentence and concluding sentence, are needed for a paragraph to be complete. The concluding sentence or last sentence of the paragraph should summarize your main idea by reinforcing your topic sentence.

Paragraph writing subjects may come from a wide range of topics – from knowledge-based ones to opinion based and argumentative ones. Remember, there are no right or wrong answers in this section. You have to ensure that what you're writing is defensible and not blatantly unbelievable.

Sample topics:

- Pursuing business studies vs. Pursuing Science
- The Changes in the Ocean
- Causes and Effects of the Popularity of Fast Food Restaurants
- Internet Influence on kids
- Sports in Bangladesh
- Effects of professional sport on children
- Domestic violence
- Growing up with a single parent
- Effect of school bullying on children
- Music & Mood
- Dating at a young age
- Earthquakes and the potential dangers they bring
- Social media's effects on young people
- Growing up in poverty
- How stress impacts health
- Impacts of drug use
- The influence of my favorite movie/book on me
- Impacts of war
- What impact smoking has on a pregnant woman
- Telling lies. The cause and effect
- The causes of divorces
- What is the impact of genetically engineered food?
- How globalization affects the economy
- The effects of credit culture
- What are causes and effects of terrorism
- What makes a person a good teacher/mother/doctor/artist?
- What are the effects of homeschooling?
- What caused WWII
- Effects of online dating
- Uber's influence on taxi drivers
- How happy relationships affect a person
- How travelling the world affects life and personality

**Keep in mind that some difficult topics require prior knowledge on the matter while others require you to write about critical issues that people are not comfortable to discuss or write about in general. On that note, remember that there is no right or wrong answer – just defensible ones and weak ones.**

# ESSAY WRITING

A simple approach to essay writing is to think of it as a collection of interrelated and coherent paragraphs. A basic essay would be structured like this:

Paragraph 1: **Introduction**

Paragraph 2: **Body 1**

Paragraph 3: **Body 2**

Paragraph 4: **Body 3**

Paragraph 5: **Conclusion**

## **Introduction:**

The purpose of the introduction is to present your position (this is also known as the "thesis" or "argument") on the issue at hand but effective introductory paragraphs are so much more than that. Before you even get to this thesis statement, for example, the essay should begin with a "hook" that grabs the reader's attention and makes them want to read on. Examples of effective hooks include relevant quotations ("no man is an island") or surprising statistics ("three out of four doctors report that...").

## **Body Paragraphs:**

The middle paragraphs of the essay are collectively known as the body paragraphs and the main purpose of a body paragraph is to discuss and support your thesis.

For the first body paragraph, you should use your strongest argument or most significant example unless some other more obvious beginning point (as in the case of chronological explanations) is required. In other words, this is where you will start to "make your case".

A one sentence body paragraph that simply cites the example of "George Washington" or "LeBron James" is not enough, however. An effective essay will follow up on this topic sentence by explaining the example to the reader. It will also, more importantly, explain why that example is relevant.

Remember to use: Assertions – Justifications – Examples throughout the different body paragraphs.

Use transitional sentences at relevant points, usually at the beginning and end of paragraphs, to improve the flow of the essay.

## **Conclusion:**

Although the concluding paragraph comes at the end of your essay, it should not be seen as an afterthought. The final paragraph is your last chance to make an impact. The last thing the reader sees can make a significant impression.

One way to think of the conclusion, funnily enough, is as a second introduction because it does in fact contain many of the same features. While it does not need to be too long – four well-crafted sentences should be enough – it can make or break an essay.

Effective conclusions can open with a concluding transition ("in conclusion," "in the end," etc.) and an allusion to the "hook" used in the introductory paragraph. After that you should immediately provide a restatement of your thesis statement.

## Argumentative Essays

An argumentative essay is a type of essay that presents arguments about both sides of an issue. It could be the case that both sides are presented as equally balanced, or that one side is presented more forcefully than the other. It all depends on the writer, and how he/she approaches the issue. The general structure of an argumentative essay follows this format:

1. **Introduction:** Attention Grabber / hook, Background Information, Thesis Statement
2. **Body:** Three body paragraphs (three major arguments)
3. **Counterargument:** An argument to refute earlier arguments and give weight to the actual position
4. **Conclusion:** Rephrasing the thesis statement, major points, call to attention and concluding remarks.

The general structure can often be adjusted according to how you want to write but it is a good place to start when you are getting used to these essays.

*The following essay is a student response to the question “**Is war ever justified?**”. Please discuss the essay with your instructor. It is a thorough response under exam conditions.*

### Q. Is war ever justified?

To those of you who are horrified at war, it is easy to say at once that war is never justified and disagree totally with the question. However, a little thought will lead us to conclude that there are at least a few instances that a country is justified in going to war. In other words, it is my opinion that war can be just under certain circumstances.

First of all, we see that countries are often forced to go to war to defend themselves. A defensive war certainly seems justified. Quite often in history we see examples of countries which are threatened or even attacked by more aggressive neighbours. In these instances, it is certainly justified to go to war. In recent times Iraq attacked Kuwait. This was clearly an act of aggression and it is impossible to believe that the Iraqis had any justifiable reason. The Kuwaitis were forced to defend themselves and because of the total unpreparedness of their armed forces had to depend on the help of other countries.

Though it is easy to argue that self-defence is a justification for war, it is difficult to define at which stage a country should begin to defend itself. During World War Two, Japan launched an attack on the United States at Pearl, Harbour, catching the Americans off-guard. If the US had known that Japan would attack her, would it be justifiable for the Americans to attack first? In a case like this which country is the aggressor? Here it is difficult to decide. We are forced to the conclusion that a country is justified in defending itself when an attack is imminent even if the attack has not taken place.

History records other justifications for going to war. Fairly recently, India went to war to help the Bangladeshis from genocide when Pakistan attacked and went about systematically annihilating the population. In this instance, the world supported both Bangladesh's and India's actions. Clearly this was a just war. From this we can conclude that a country is justified in attacking another in order to save the people from a third country being massacred.

Yet another reason to consider would be in the event of a famine or other natural disaster. Assume a situation when a country faces severe famine or drought whereas a neighbouring country has abundance. In such an instance the country faced with the disaster would be justified in attacking and seizing for itself some of the abundance of its neighbour. It would make no sense for a population to die out when it can save itself. In such an instance what would not be justified is if the country attacks a country which has barely enough for its own population.

Hence we see that even though most of us abhor war, there are situations when war is justified.

(473 words)

## Example: Argumentative essay on online learning

As online learning becomes more common and more and more resources are converted to digital form, some people have suggested that public libraries should be shut down and, in their place, everyone should be given an iPad with an e-reader subscription.

Proponents of this idea state that it will save local cities and towns money because libraries are expensive to maintain. They also believe it will encourage more people to read because they won't have to travel to a library to get a book; they can simply click on what they want to read and read it from wherever they are. They could also access more materials because libraries won't have to buy physical copies of books; they can simply rent out as many digital copies as they need.

However, it would be a serious mistake to replace libraries with tablets. First, digital books and resources are associated with less learning and more problems than print resources. A study done on tablet vs book reading found that people read 20-30% slower on tablets, retain 20% less information, and understand 10% less of what they read compared to people who read the same information in print. Additionally, staring too long at a screen has been shown to cause numerous health problems, including blurred vision, dizziness, dry eyes, headaches, and eye strain, at much higher instances than reading print does. People who use tablets and mobile devices excessively also have a higher incidence of more serious health issues such as fibromyalgia, shoulder and back pain, carpal tunnel syndrome, and muscle strain. I know that whenever I read from my e-reader for too long, my eyes begin to feel tired and my neck hurts. We should not add to these problems by giving people, especially young people, more reasons to look at screens.

Second, it is incredibly narrow-minded to assume that the only service libraries offer is book lending. Libraries have a multitude of benefits, and many are only available if the library has a physical location. Some of these benefits include acting as a quiet study space, giving people a way to converse with their neighbors, holding classes on a variety of topics, providing jobs, answering patron questions, and keeping the community connected. One neighborhood found that, after a local library instituted community events such as play times for toddlers and parents, job fairs for teenagers, and meeting spaces for senior citizens, over a third of residents reported feeling more connected to their community. Similarly, a Pew survey conducted in 2015 found that nearly two-thirds of American adults feel that closing their local library would have a major impact on their community. People see libraries as a way to connect with others and get their questions answered, benefits tablets can't offer nearly as well or as easily.

While replacing libraries with tablets may seem like a simple solution, it would encourage people to spend even more time looking at digital screens, despite the myriad issues surrounding them. It would also end access to many of the benefits of libraries that people have come to rely on. In many areas, libraries are such an important part of the community network that they could never be replaced by a simple object.

## Expert Advice on Argumentative Essays:

- Try to follow the basic structure for most cases, especially if you're new to writing these essays.
- Make sure your essay fits properly within the given space for writing the answer.
- Your points do not necessarily have to be very large. The simple 3 sentence structure of Assertion – Justification – Example can be used for your argument points.
- Focus more on completing the answer than on elaborating the content unnecessarily. Complete essays always earn more marks than incomplete ones.
- Time management always challenges candidates. Remember, you get 30 minutes for the entire section.

## Argumentative Essay topics:

- Should high school education be mandatory?
- Is it better to be an only child?
- Should parents be held responsible for the crimes of their children?
- Should academic achievement be a primary consideration for college admission?
- Is our political process fair?
- Should you believe every word in an infomercial?
- Should funny cat videos be allowed on YouTube?
- What is the worst song in the world?
- Computer games have a negative effect on individuals
- Sex education is the only way to eliminate many issues, including teenage pregnancy
- Abortions should be illegal
- Is the use of animals for research purposes justified?
- Cloning should be banned
- Is gun control an effective method of reducing crime?
- Is death penalty justified?
- Do you believe euthanasia (assisted suicide) is right?
- Should same-sex marriages be made legal?
- Torture is never justified
- Smoking in public places should be banned
- Legalization of marijuana in some states is wrong
- Production and sale of cigarettes should be made illegal
- Cross-cultural marriages contribute to racial tolerance
- Single-parent children behavior is different than that of children with both parents
- Women are less engaged in criminal activity than men
- Young people are predisposed to negative influence because they are more rebellious by nature
- Violence in the media causes violence in children
- Sexual content on TV has a negative impact on teenagers
- Homeschooling is an ideal way to obtain quality education
- Forests are the lungs of the Earth. Should rainforests destruction be prohibited?
- Global warming is a myth
- Media influence the female perception of the body image. Agree or disagree.
- Violent video games directly correlate to violence in schools. Agree or disagree.

## TRANSLATION

While translating keep the following in mind:

- Never attempt a word-for-word translation
- When translating, it's okay to turn a complicated sentence to simpler ones in English/Bangla.
- The exact translation of a word might not occur to you right away. Using a close substitute is okay.

You will face both:

- Bangla to English translations
- English to Bangla translations

**Translate the following from English to Bangla:**

1. "Atticus said to Jem one day, "I'd rather you shot at tin cans in the backyard, but I know you'll go after birds. Shoot all the blue jays you want, if you can hit 'em, but remember it's a sin to kill a mockingbird." That was the only time I ever heard Atticus say it was a sin to do something, and I asked Miss Maudie about it. "Your father's right," she said. "Mockingbirds don't do one thing except make music for us to enjoy. They don't eat up people's gardens, don't nest in corn cribs, they don't do one thing but sing their hearts out for us. That's why it's a sin to kill a mockingbird."
2. "Do you remember what Darwin says about music? He claims that the power of producing and appreciating it existed among the human race long before the power of speech was arrived at. Perhaps that is why we are so subtly influenced by it. There are vague memories in our souls of those misty centuries when the world was in its childhood.'  
That's a rather broad idea,' I remarked.  
"One's ideas must be as broad as Nature if they are to interpret Nature,' he answered.

**Translate the following passages from Bangla to English:**

মিসির আলি দীর্ঘনিঃশ্বাস ফেলে বললেন, "আপনি কি খুব অল্পকথায় আপনার ভূত দেখার গল্প বলতে পারবেন? যদি পারেন তাহলে বলুন, গল্প শুনব। খুব যে আগ্রহ নিয়ে শুনব তা না। অল্পবয়স্ক ছেলেমেয়েরা ভূতের গল্প খুব আগ্রহ করে শোনে। আমার বয়স একান্ন। তার চেয়েও বড় কথা ভূতপ্রেতের ব্যাপারে আমার উৎসাহ কম'

'আমার কম। খুবই কম। গল্পটা বলে চলে যাই স্যার।'

'আচ্ছা বলুন। আপনি কি এই গল্প শোনাতেই এসেছেন?'

দ্যাটস কারেক্ট স্যার। আপনার ঠিকানা পেয়েছি আমার ভাগ্নির কাছ থেকে। সে বইটাই পড়ে। বই পড়ে তার ধারণা হয়েছে আপনি দারুণ বুদ্ধিমান। অনেক বড় বড় সমস্যা নাকি সমাধান করেছেন। তখন ভাবলাম, যাই, ভদ্রলোককে দেখে আসি। বুদ্ধিমান লোকের সঙ্গে কথা বলেও আনন্দ। গাধা তাইপের লোকের সঙ্গে অবশ্যি কথা বোলএ আনন্দ পাওয়া যায়। যাদের বুদ্ধি মাঝামাঝি, এদের সঙ্গে কথা বলে কোনো আনন্দ নেই। আমি আসায় বিরক্ত হন নি তো?'

না, বিরক্ত হই নি। আপনার কি কোনো সমস্যা আছে?'

না, কোনো সমস্যা নেই। প্রথম দিন ভূত দুটাকে দেখে ভয় পেয়ে জ্বর হয়েছিল। এখন আর হয় না।'

## BANGLA WRITING

Everything we have discussed so far carries over to the Bangla writing section as well. Try attempting the following sample questions:

- সাম্প্রদায়িক সম্প্রীতি ও বাংলাদেশ
- জনসংখ্যা সমস্যাকে জন-সম্পদে রূপান্তর
- প্রশাসনিক পর্যায়ে নারীর অবস্থান ও বাস্তব প্রেক্ষাপট
- নারীর ক্ষমতায়নে প্রতিবন্ধকতা
- কালচার গঠনে সমাজের বনাম নিজের ভূমিকা
- বাংলাদেশের ব্রান্ডিংএ পর্যটন শিল্পের ভূমিকা
- যেদিন সবকিছু গোলমালে
- বার্ধক্য ও বৃদ্ধাশ্রম
- আমার জীবনে প্রিয় বই/সিনেমার ভূমিকা
- বিজ্ঞানের কোন আবিষ্কারটির জন্য তুমি সবচেয়ে বেশি কৃতজ্ঞ
- এমন কোন প্রতিভা যা তুমি নিজের মাঝে গড়ে তুলতে চাও

## MISCELLANEOUS QUESTIONS

In the exam, there may be questions that do not fall into any of the common categories.

For example:

- “আমাদের জাতীয় সংগীতে বাংলার প্রকৃতির কোন দিকগুলো কবি ফুটিয়ে তুলেছেন বর্ণনা করুন।“
- Write a few words on “Link of video games on terrorism”
- Write 5 arguments for and against the use of rickshaws in Dhaka.

Questions like these might not tell you exactly what format is required for the answer . It’s important that you don’t get confused when facing these questions . Understand that there is no one ‘correct’ answer for questions like these.

Use your judgement to decide how to approach the question and which style to follow. There is no need to overanalyze here; just decide on a response you deem reasonable and follow through. Keep in mind that you still have to accommodate your answer within both the time constraint and space constraint.