

classnotes

* complement → subjective → he is a doctor
 ↳ objective → We made him captain.

* Formation (v+ing) → gerund (used as noun)
 ↳ participle (used as adj)

* Linking verb এর পর conjunction noun or adj থাকবে, be verb এর পর adv থাকবে,
example → I am there. (adv এর আগে অবশ্যই preposition থাকবে)

* sub + V_t + gerundial obj → he likes swimming.

* sub + V_t + obj + adj → We found the work difficult.

* sub + L.V. + adj + infinitive phrase → I am happy to do the work.

* sub + be v. + adverbial phrase → she is in the kitchen.

* sub + helping verb + main verb + obj → I am reading a novel.

* there + be + singular noun... → There is a book on the table.

* there + be + plural noun → There are six books on the table.

* subject + modal verb + main verb + obj → I can do the work.

* sub + modal verb + main verb + obj + adverbial → I can do the work at night.

* sub + V_t + preposition + obj → He looked at me.

* sub + V_t + obj + adverb → We found him there.

* sub + V₄ + direct obj + indirect obj → I gave a pen to him

* sub + V_t + indirect obj + direct obj $\rightarrow$ I gave him a pen.

* sub + L.V. + noun complement → She became a teacher.

class-3 paragraph writing

Paragraph is written based on a single idea. → ଏକ ଶବ୍ଦାର୍ଥ ଲିଖିତ ହୁଏ।

Paragraph → most important parts → topic sentence

└→ concluding / restatement sentence

* There will be connectors between sentences.

* Structure of a paragraph → S_1 → topic sentence / introductory sentence

└→ S_2-7 → topic developers / topic illustrators / supporting sentences

└→ S_8-9 → modulators (କିଛି ପରିବର୍ତ୍ତନ କରେ ଏବଂ ଏହା topic ଉପରେ)

└→ S_{10} → concluding sentence / terminator

* Topic sentence is the illustrated version of the title of the paragraph.

* A statement can never be a topic sentence. Avoid using hyperbole in topic sentence.

* Topic sentence is the primary description that creates thirst for knowledge on next parts in readers.

* concluding sentence → From the above discussion, it seems to me.....

class-4

paragraph → title → single word (capital letter)

└→ double words (capital letter → each word)

(exception → preposition, conjunction, article ଏବଂ ଏହା small letter
ହୁଏ। ଏହାକୁ ଏହାକୁ capital letter ହୁଏ।)

class-5 paraphrasing

* definition → paraphrasing is an act of rewriting the text while keeping the meaning unchanged

* purpose of paraphrasing in academic writing → to understand the source text

→ to integrate other's ideas smoothly in one's own writing.

→ to make complex ideas clearer or simpler.

→ to maintain an academic tone without over-using direct quotation.

→ to support arguments while acknowledging sources properly.

* characteristics of a good paraphrase

→ accuracy (original meaning must be fully preserved)

→ original wording/diction (using new sentences, new structures, vocabulary)

→ clarity (the written version is clear and readable)

→ completeness (all significant ideas from the original text are included)

→ proper citation (the original source is acknowledged)

* Strategies of paraphrasing

→ Reading the original text carefully until the text is completely understood.

→ Identifying the key ideas and information

→ using changed structures of sentences (it must be written in prosaic form)

→ using synonyms and alternative expressions

→ avoiding original wording/sentence order.

→ citing the original source properly.

→ writing from memory, then checking for accuracy

Delam-6

* appropriate preposition

* group verbs → verb + different prepositions (meaning variation)

* capitalization → the method of using capital letters / small letters

* Punctuation → পিউ, বিয়াজ ও ছেদ চিহ্নের ব্যবহার

↳ Full stop at the end of a complete sentence

↳ appositive → comma

↳ Quotation → inverted comma

↳ combined word / joint word → hyphen

↳ short form → dot → U.K., U.S.A.

- * mechanics of writing → sub-verb agreement → finite verb
→ gerund, participle, infinitive → sentence structure
- * verb tense, person & number ଭାର୍ଯ୍ୟ change ଅଟେ ଏହି verb କି finite verb ବା non-finite verb is the opposite one.
- * transitive verb → ଅବ୍ୟକ୍ତ କ୍ରିୟା → voice change ପଡ଼ା ଯାଏ
- * Intransitive verb → ବ୍ୟକ୍ତ କ୍ରିୟା → voice change ପଡ଼ା ଯାଏ ନା ।
- * Gerund (v+ing) → works as noun
- * Infinitive (to + verb in base form), ଏହା gerund ବା, କିନ୍ତୁ infinitive ବୋଲି କୁହାଯାଏ ।
- * participle → present
↳ past
↳ perfect } adjective

class-7 gerund, infinitive, participle, verbal noun, verbal adj (Liton Sir's sheet)

class-8 Essay → our expectations to the new ve

↳ write a good introduction for the above essay

↳ write a good conclusion for the above essay

paragraph → Duties of a student / My duty as a student

class-9 Letter writing

* letter 2 types — { formal letter
informal letter

* cover letter is one kind of a formal letter.

* formal letter/cover letter → ଅବକାଶ ଦାଖଲ ବ୍ୟବସ୍ଥା

□ cover letter

→ show a template

↳ Date

↳ To

↳ recipient's designation and address

↳ subject or reference line

↳ salutation (dear/respected)

↳ body (description)

↳ farewell greetings

↳ signature and address of the sender

- * Job letter (বাক্য পঠিতা সূত্র সহ অন্যান্য মো) → attachment → CV + attested copies of certificates
- * Joining letter → attachment → appointment letter
 - copies of marksheet
 - experience letter
- * temporary leave letter, resignation letter (written in the same format)

class-10 question pattern (chainman sir)

- paragraph writing + special focus on its features and functions (sentence analysis)
- Essay writing → paragraph analysis
 - ↳ a good introduction / conclusion / or both / concept developers
- cover letter → Job application / Formal letter
- preparing a notice → definition of notice + template of a notice
 - ↳ structure → date (important meeting 24 hours / general meeting 72 hours / on emergency meeting → no time limits)
 - ↳ salutation
 - ↳ body
 - ↳ time and date
 - ↳ place or venue
 - ↳ minutes or agenda (emerging previous agenda + present agenda + miscellaneous)
 - ↳ signature + designation of that person who calls the meeting

□ ornamental value of sentences, structure of sentences, effectiveness of sentences

class-11 suggestion from Liton Sir

- * theoretical question + one passage
 - summary
 - paraphrase
- * paragraph
 - theory + a short paragraph
 - structural analysis
 - write a paragraph using non-finite verbs

* letter writing

* composition writing

* different structures of sentences

* transformation of sentences

* joining sentences

* sub-verb agreement

* identifying verbals or non-verbals

* Right form of verbs

* appropriate preposition

* voice change

* Tense

* dangling modifiers