

English 2nd Paper-100

Text Book : English Grammar & Composition – N.C.T.B

Structure Of the Paper

Distribution Mark

Part-A : Grammar-60

1. Gap filling activities with clues (Preposition, Articles, Part of speech) (10 blanks) 5
2. Gap filling activities without clues in passage (Preposition, Articles, Part of speech) (10 blanks) 5
3. Producing five meaningful sentences as from a substitution table 5
4. Using right form of verbs with clues in a passage (10 blanks) 5
5. Changing the form of speech (Passage narration-direct to indirect & vice-versa) 5
6. Changing sentences as directed (voice, sentence Patterns, degrees) (10 detached sentences) 5
7. Completing sentences (using conditionals, infinitive, gerund, participle) (5 sentences) 10
8. Use of suffix and prefix in a passage (10 words) 5
9. Making tag question (5 sentences) 5
10. Using sentence connectors in a passage (5 blanks) 5
11. Using capitalization and punctuation in a passage 5

Part-B : Composition-40

12. Writing C.V with cover letter (Without alternative) 8
13. Writing Formal letters/E-mails (without alternative) 10
14. Writing paragraph by answering questions (without alternative) 10
15. Writing a composition in 250 words (1 out of 2) 12

Total: 100

Pre Test Examination

A. Grammar: (i) Uses and classification of noun, pronoun, adjective, adverb & conjunction in detail, (ii) Uses of articles in detail, (iii) Appropriate preposition, (iv) Uses and classification of verb with regular & irregular verb (v) Tense in detail, (vi) Narration (vii) Changing of sentences (Assertive, interrogative, exclamatory, degree of comparisons, voice, simple, complex, compound and vice-versa (viii) Uses and classification of

conditional sentences, infinitive, gerund & participle, (ix) Using suffix & Prefix (x) Tag Question (xi) Using capitalization and punctuation marks.

B. CV writing :

- i. An Application to the Registrar of University for the post of a clerk.
- ii. An application to the business firm for the post of an accountant.
- iii. An application to the Chairman of a school for the post of an Assistant English Teacher.
- iv. An application to the Manager of a commercial firm for a job.

C. Formal Letter :

- i. Imagine you are a residence of Hathazari. The roads in your locality have become bad. Now write an application to the Chairman for repairing the roads immediately.
- ii. Imagine, you are "X" and you are a student of Comilla Zilla School. There is no computer club in your school. But students are interested to acquire knowledge about the operation of computer. Now write an application to your HM for opening a computer club in your school as early as possible.
- iii. Suppose you have to come to school crossing a big canal. During the rainy season it creates a great problem for you to come to school. You want to have a bridge over the canal. Now write an application to the D.C. of your Districts to construct a bridge over the canal.

Or, Email Writing :

- i. Write an e-mail to your friend thanking him for hospitality.
- ii. An e-mail to your friend Shahid/Shahida telling him/her what you intend to do after your SSC examination.
- iii. Suppose, you are Rahim/Rahima. Now write an e-mail to your friend describing the prize giving ceremony of your school.
- iv. Think, you are Khaled/Khaleida. Now write an e-mail to your friend expressing your condolence at his/her father's death.