

a letter to your friend congratulating Him/Her on his/her brilliant success in the said examination.

iv) Think, you are sohel. You travelled to many interesting places. Now write a letter to your friend Nadin describing some interesting places of Bangladesh.

Or, Email Writing :

- i) An e-mail to your friend describing your experience about plane journey for the first time.
- ii) An email to your younger brother telling him about the importance of reading newspaper.
- iii) An email to your friend describing the co-curricular activities of your school.
- iv) An email to your friend thanking him of their hospitality.

H. Writing a dialogue :

- i) Between you and science teacher about setting up a computer club.
- ii) Between two friends about planning for a picnic.
- iii) Between two friends about the preparation of the exam.
- iv) Between two friends about the necessity of tree plantation.
- v) Between two friend about advantages and disadvantages of village and city life.

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

Half-Yearly 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 Chairman of a school for the post of an Assistant English Teacher.
- ii) An application to the Registrar of University for the post of a clerk.
- iii) An application to the Manager of a commercial firm for a job.