



Lesson plan

English 1st paper - Chapter/unit- 7(MCQ, Question Answer pattern, Summary, Theme and Key notes on how to solve various questions) and English 2nd paper -Grammar-Sentence Connectors.(discussion, key notes and question pattern and solution)

No.of Class -14
Class-XII

ENGLISH 1ST PAPER

LESSON PLAN -1

UNIT- : Human Relationships (মানবিক সম্পর্কসমূহ)

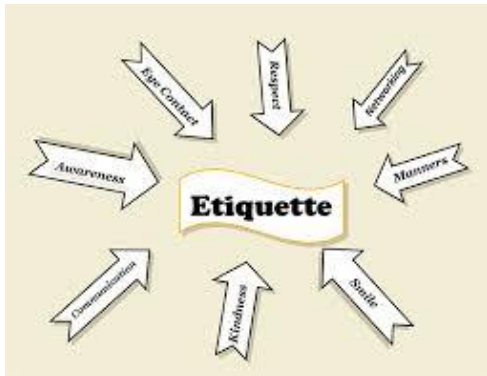
Lesson -1: Etiquette and Manners (শিষ্টাচার ও নৈতিক আচরণ)

Man cannot live alone. As human beings, he has to live with others- members of family, society and neighbours. A man is bound to deal with people around him every day for various purposes. Then there comes the aspects of human relationships- his etiquette, manner, love, friendship etc. towards others. When we talk about developing human relationship, it means to maintain a good relationship with everyone. It is known that demonstration and action of certain good aspects of human relationship make anyone's life more pleasant, smooth and comfortable. We can learn and practice these good aspects of human relationship, for example two terms of social behavior- etiquette and manner. Acquisition and practice of these two social behaviors define how civilized we are. Therefore, it is important to learn them and practice them in our everyday life. Therefore, Children must be taught manners and etiquette. Etiquette is a French word and it means the rules of correct behaviour in society. The word 'manners' means the behaviour that is considered to be polite in a particular society or culture.

(মানুষ সমাজে একা থাকতে পারেনা। মানুষ হিসেবে পরিবার, সমাজ ও প্রতিবেশীদের সাথে থেকে চলতে হয়। একজন মানুষকে বিভিন্ন কারণে মানুষের সঙ্গে মেলামেশা করতে হয়। সমাজে থাকতে গেলে শিষ্টাচার ও নৈতিক আচরণ, ভালোবাসা ও বন্ধুত্বের মতো মানবিক সম্পর্কের নানা দিক- বৈশিষ্ট্যগুলো সামনে চলে আসে। আমরা যখন মানবিক সম্পর্কন্যায়নের কথা বলি- তার মানে হচ্ছে সবার সাথে ভালো সম্পর্ক বজায় রাখা। আমরা জানি মানবিক সম্পর্কন্যায়ন এর সাথে সংশ্লিষ্ট ভালো কিছু কাজ-কর্ম সম্পাদন ও প্রদর্শনের মাধ্যমে যে কারও জীবন আনন্দকর, মসৃণ ও আরামদায়ক হয়ে উঠতে পারে। আমরা এই সম্পর্কন্যায়নের ভালো কিছু দিক শিখতে পারি এবং অনুশীলন করতে পারি, উদাহরণস্বরূপ আমরা শিষ্টাচার ও নৈতিক আচরণের কথা বলতে পারি। এই সামাজিক আচরণগুলো রপ্তকরণ ও ব্যবহারের মাধ্যমেই আমরা কতটুকু সভ্যতা আন্দাজ করা যায়। তাই এগুলো শিখে বা জেনে নিয়ে দৈনন্দিন জীবনে সেসব চর্চা করা খুবই জরুরী। শিশুদেরকে শিষ্টাচার ও নৈতিক আচরণ সম্পর্কে ধারণা দেয়া দরকার। **Etiquette** একটি ফরাসি শব্দ যার অর্থ সমাজে সঠিক বা ভদ্র আচরণের আনুষ্ঠানিক নিয়ম। **manners** বলতে সেই আচরণকে বোঝায় যা বিশেষ কোনো সংস্কৃতি বা সমাজে মার্জিত বলে বিবেচিত।



Learn more about 'Etiquette' and 'Manner' by looking at the following images and reading the text inserted in the box (ছবি দেখে ও বস্তুর মধ্যে লিখাগুলো পড়ে 'Etiquette' and 'Manner' সম্পর্কে আরও জানার চেষ্টা করি।)



Why practice good manners?

- You are more confident knowing what to do.
- When you use good manners:
 - You feel comfortable interacting with others.
 - You show respect for others.
 - You are more relaxed in any situation.

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What Nice Manners YOU Have!

Greetings If you are hosting greet each guest with a smile and a hello. Answer questions politely and make sure guests feel welcome. If you are a guest complement the host and greet them in a friendly manner.	Table Posture Sit up straight, keep your elbows off the table, and if you are not eating put your hands in your lap. 	Talking Lively, nice conversation will always improve a meal. Carry on conversations that include all guests. Do not take over; be too silly, or loud when talking.	Napkins Unfold your napkin and place it on your lap. It remains on your lap until you need to dab your mouth. If you leave the table during the meal, place the napkin on your chair not the table. When you're done with the meal, place your napkin on the table to the left of your plate.
Silverware Once you pick up a piece of silverware it should never again touch the table. Forks and knives rest on your plate so they do not stain the tablecloth. If you talk with your hands put down your silverware when talking. 	Food Portions When serving family style only take what you are going to eat, also take a reasonable portion of each food and be sure there is plenty for others.	Patience No matter how good the food looks, do not take that first bite until everyone is seated at the table and all foods have been passed around.	Chewing Chew with your mouth closed. Do not talk with food in your mouth. Take smaller sized bites and chew thoroughly. 
Table Etiquette Don't use a toothpick at the table, don't blow your nose, scratch, or do other actions that would be uncomfortable to host & guests at the table. Always excuse yourself from the table.	Helping Offer to help clear the table, help take down extra tables, ask to help wash or dry the dishes, or entertain smaller children. 	Grateful Be grateful for the people around you and the delicious food. "Please" and "Thank You" are always appreciated. 	

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GOOD MANNERS & ETIQUETTE TRAITS

- DISCIPLINED & DECENT OUTLOOK
- EXHIBITS HUMILITY
- SHOWS CONCERN FOR OTHERS
- HEALTHY STATE OF MIND & BODY
- GOOD GROOMING
- PLEASANT PERSONALITY



Some more basic rules of etiquette(শিষ্টাচার বা আদবকায়দার আরো কিছু মৌলিক নিয়ম-নীতি রয়েছে :-

1. **Respect others' personal space** (অন্যদের ব্যক্তিগত স্বাধীনতাকে সম্মান করো।)
2. **Don't interrupt when someone else is talking.**(যখন কেউ কথা বলছে বাধা দিবে না।)
3. **Be a helper.** (সর্বদা সাহায্যকারী হও।)
4. **Be on time.** (সময়ানুবর্তি হও।)
5. **Don't yell / yawn in public places.**(জনসম্মুখে চিৎকার করবে না বা হাই তুলবে না। মুখে হাত ডেকে হাই তুলবে।)
6. **Eat politely.** (ভদ্রভাবে খাও।)
7. **Chew with your mouth closed.** (তোমার মুখ বন্ধ করে চিবাও।)
8. **Stand in queue.** (লাইনে দাড়াও।)



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LESSON PLAN -2

UNIT- : Human Relationships (মানবিক সম্পর্কসমূহ)

Lesson -1: Etiquette and Manners (শিষ্টাচার ও নৈতিক আচরণ)

Now read the following passage on Etiquette and Manners and see the question pattern, model answers, and extra similar model questions for practice and follow the key notes on how to solve the questions.

UNIT- 7, LESSON -01 :(HUMAN RELATIONSHIPS:ETIQUETTE AND MANNERS)

As a child you must have been told to greet your elders and visitors to your home according to your culture and tradition. You must also have been taught to be polite in company and keep quiet while others especially your elders, spoke. Possibly, you at times grudged such school. Possibly, at times you even protested such discipline. Now, certainly you know that you can't always behave the way you want especially in the presence of others. There are rules of behavior you have to follow in a company. We are social beings and have to consider the effect of our behaviour on others, even if we are at home and dealing with our family members. We have two terms to describe our social behaviour – 'etiquette' and 'manners'. Etiquette is a French word and it means the rules of correct behaviour in society. The word 'manners' means the behaviour that is considered to be polite in a particular society or culture. Manners can be good or bad. For example, it is a bad manner to speak with food in one's mouth. No one likes a bad-mannered person. Remember that etiquette and manners vary from culture to culture and from society to society. We learn etiquette and manners from our parents, families and various institutions such as schools, colleges or professional bodies. There are rules of behaviour for all kinds of social occasions and it is important to learn them and practise them in everyday life. The manners that are correct in a wedding reception will no do in a debating club. Therefore, we have to be careful about etiquette and manners. We know how important it is to say 'please' and 'thank you' in every day life. A few more polite expressions such as 'pardon me', excuse me', 'may I' are bound to make your day smooth and pleasant.

1A.Choose the correct answer from the alternatives.

1X5=5

(a) The word 'possibly' refers to—

- i. really ii. perhaps iii. Exactly iv. eventually

(b) The best synonym of 'smooth' is—.

- i. glossy ii. uneven iii. Peaceful iv. urbane

(c) Therefore, we have to be --- about etiquette and manners.

- i. judicious ii. liberal iii. Sensitive iv. cautious

(d) The word 'vary' is a/ an—.

- i. adverb ii. verb iii. adjective iv. noun

(e) If there are elders or visitors at your home, the proper attitude towards them is to—

- i. annoy them ii. avoid them iii. accost them iv. rebuke them

Answer to the MCQ-1.(A)

a) ii. perhaps

(b) iii. Peaceful

(c) iv. cautious

(d) ii. verb

(e) iii. accost them



More MCQ for practice

- a) The word 'Company' in the passage refers to—
 i. a group of industries ii. a group of people iii. social media iv. social and formal behavior
- (b) The closest meaning for 'grudge' is—
 i. to do or give something unwillingly ii. to do or give something whole-heartedly
 iii. to do or give something willingly iv. to do or give something generously
- (c) 'Schooling' means—
 i. to follow somebody in a school ii. to establish a school
 iii. to read in a school iii. to train somebody to do something
- (d) Bad manners cause—
 i. nuisance ii. complacency iii. obedience iv. disobedience
- (e) From culture to culture, etiquette and manners are found—
 i. unequivocal ii. similar iii. dissimilar iv. annoying

KEYNOTES ON SOLVING MCQ

Notes for MCQ - Multiple Choice questions. MCQ questions are set to test students' certain strategies or skills of Reading. So students need to carefully read the passage and somehow have to try to understand the meaning of the passage. It is better to read the important passages of English for Today well ahead of the exam. Most of MCQ are set to find out synonym or antonym of the word of the given passage or paraphrases of any sentence or words or phrases. 'Refer' 'replaced by/with' 'indicate' 'mean' closest meaning 'related' – these words/phrases are commonly used in MCQ questions to find out the synonym of any word.

(MCQ প্রশ্নগুলো দেয়া হয় ছাত্র/ছাত্রীদের পড়ার কিছু দক্ষতা বা কৌশল যাচাই করার জন্য। সেজন্য ছাত্র/ছাত্রীদের passage এর মূল বিষয় বা বাক্যের অর্থগুলো যে কোনভাবেই অনুধাবন বা বুঝতে হবে। এটা খুব ভাল হয় ছাত্র/ছাত্রীরা পরীক্ষার আগেভাগেই ইংরেজি ১ম পত্রের বই English For Today থেকে গুরুত্বপূর্ণ passage গুলো পড়ে নেয়া। MCQ প্রশ্নগুলোর মধ্যে একটি সাধারণ ধারা হচ্ছে প্রদত্ত passage থেকে শব্দ দিয়ে শব্দগুলোর synonym (সমার্থক) or antonym(বিপরীত) শব্দ লিখতে বলা হয়। অথবা কোন বাক্যের বা শব্দের এক কথায় বা একশব্দে রূপান্তর (paraphrases) করতে বলা হবে।

কোন শব্দের সমার্থক শব্দের উত্তর চাওয়া হলে সাধারণত প্রশ্নে এই শব্দগুলো দেয়া থাকবে - 'refer' (উল্লেখ করা) 'replaced by/with' (স্থলাভিষিক্ত হওয়া) 'indicate' (নির্দেশ করা) 'mean' (বুঝানো) 'closest/nearest meaning' (কাছাকাছি অর্থ) 'related' (সম্পর্কিত)।

B. Answer the following questions:

2X5=10

- (a) What is meant by 'etiquette' and 'manners'?
- (b) Who likes a bad mannered person? Give an example of a bad manner.
- (c) Why is it important to learn and practice the rules of behaviour in everyday life?
- (d) Where do we learn etiquette and manners from?
- (e) Write a few polite expressions mentioned in the passage.

Answer to question 1(B)

(a) Etiquette which is a French word means the rules of correct behavior in society and the manners means the behavior that is considered to be polite in a particular society or culture.



(b) Actually, no one likes a bad mannered person. As we know manner means polite behavior. So, if any of our behavioral actions appears impolite or indecent to everyone, it becomes bad mannered. For example, it is a bad manner to speak with food in one's mouth.

(c) It is important to learn and practice the rules of behavior in everyday life because as we are social beings, we must be careful whether our actions or behaviors affect others. Moreover, polite behavioral action helps anyone develop human relationships, become more reliable and acceptable to others and make any circumstances favorable.

(d) We learn etiquette and manners from our parents, families and various institutions, such as schools, colleges or professional bodies.

(e) There are a few expressions mentioned in the passage which really make our everyday life smooth and pleasant. These are - 'please', 'thank you' 'pardon me' 'excuse me' 'may I' etc.

More Questions

(a) Why should you observe etiquette and manners?

(b) What do you generally do when somebody comes to visit your family?

(c) How did you take the idea when your parents asked you to greet visitors to your home?

(d) Why should you be very conscious of your behaviour while dealing with others?

(e) What do 'etiquette' and 'manners' refer to?

Key Notes on Questions:

(i) These types of questions are known as open-ended questions (no limit or any fixed rules) are given to measure the higher-level skills like comprehending, analyzing, synthesizing, and evaluating. (এই ধরনের open-ended প্রশ্নগুলো ছাত্র/ছাত্রীদের অনুধাবন, বিশ্লেষণ, সংশ্লেষণ ও মূল্যায়নের মত উচ্চতর দক্ষতাগুলো যাচাই করার জন্য দেয়া হয়।)

(ii) As questions are set in an interrogative form, to understand or know the meaning of 'WH' word is important. 'WH' word includes- Who, Whom, Whose, What, Which, Why, When, Where, and How. (প্রশ্নবোধক বাক্যগুলোর গঠন যেহেতু ভিন্ন এবং এখানে auxiliary verb-subject এর আগে থাকে এবং 'WH' word গুলোর অর্থ জানা খুবই গুরুত্বপূর্ণ : Who -কে, Whom - কাকে, Whose -কার, What-- কি, Which-- কোনটি, Why--কেন, When-- কখন, Where --- কোথায়, How -- কিভাবে/কেমন করে)

(iii) To see the structure and tense of the question. (প্রশ্নের গঠন এবং tense টা ভালভাবে দেখে নিতে হবে। প্রশ্ন যে tense থাকবে সে tense এ প্রশ্নের উত্তর দেয়াটা বাঞ্ছনীয়।)

(iv) Not to finish the answer in just in one sentence. Try to write at least 2/3 sentences in answer to a question. (এক বাক্যে প্রশ্নের উত্তর না লিখে ২/৩ বাক্যে প্রশ্নের উত্তর লিখার চেষ্টা করতে হবে।)



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LESSON PLAN -3

UNIT- : Human Relationships (মানবিক সম্পর্কসমূহ)

Lesson -1: Etiquette and Manners (শিষ্টাচার ও নৈতিক আচরণ)

Summarize the following text

As a child you must have been told to greet your elders and visitors to your home according to your culture and tradition. You must also have been taught to be polite in company and keep quiet while others especially your elders, spoke. Possibly, you at times grudging such school. Possibly, at times you even protested such discipline. Now, certainly you know that you can't always behave the way you want especially in the presence of others. There are rules of behavior you have to follow in a company. We are social beings and have to consider the effect of our behaviour on others, even if we are at home and dealing with our family members. We have two terms to describe our social behaviour – 'etiquette' and 'manners'. Etiquette is a French word and it means the rules of correct behaviour in society. The word 'manners' means the behaviour that is considered to be polite in a particular society or culture. Manners can be good or bad. For example, it is a bad manner to speak with food in one's mouth. No one likes a bad-mannered person. Remember that etiquette and manners vary from culture to culture and from society to society. We learn etiquette and manners from our parents, families and various institutions such as schools, colleges or professional bodies. There are rules of behaviour for all kinds of social occasions and it is important to learn them and practise them in everyday life.

Answer to the above question (summary)

The passage deals with two social behaviours - 'etiquette' and 'manner'. As social beings and after a certain age a man cannot do everything or behave on his /her own. The more a person grows up the more he/ she has to be responsible, careful about his action and behavior towards people around him / her. Learning rules of correct behavior (etiquette) and showing polite behavior are very important for anyone to lead a pleasant life because these two social behaviors cost nothing but benefit immensely. One thing is for sure that a good mannered person is always preferable to a bad mannered one to anyone. Therefore, family, educational and professional institutions are the places from where we can learn etiquette and manners.



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LESSON PLAN -4

UNIT- : Human Relationships (মানবিক সম্পর্কসমূহ)

Lesson -2: Love and Friendship (ভালোবাসা ও বন্ধুত্ব)

Now read the following poem(lyric) taken from the comedy (drama) of William Shakespeare “As you like it” in Unit -7 , lesson -3 and then write down the theme of the poem.

Blow ,blow thou winter wind,
Thou art not so unkind
As man's ingratitude;
Thy tooth is not so keen,
Because thou art not seen,
Although thy breath be rude.

Heigh-ho! sing heigh-ho! unto the green holly;
Most friendship is feigning,
Most loving mere folly:
Then heigh-ho, the holly!
This life is most jolly.

Freeze, freeze, thou bitter sky,
That dost not bite so nigh.
As benefits forgot:
Though thou the waters warp,
Thy sting is not so sharp.
As friend remembered not.
Heigh-ho! sing Heigh-ho!
unto the green holly

শীতের হাওয়া বও, জোরে বও,
তুমি তো নও নির্দয় নও
মানুষ বেদরদি যেমন হে,
তোমার দংশন বেধেইনা,
যেহেতু দর্শন মেলেনা,
যদিও নিঃশ্বাসে সমন হে।

হে হো ছোঁড়া গান অশোকে পলাশে,
মিতালি শুধু ভান, মূর্খে ভালোবাসে:
ওরে ও পলাশ, অশোজ রে!
জীবন অঝোরে মধু ঝরে।

নিষ্ঠুর হাওয়া হিমে হেমে ঢাকো,
যেমন বেঁধে ভোলার উপকার
যেমন বিধতে পার নাকো:
যদিও জলধারা হিমে বাঁধো,
তবুও তত তুমি বেধেই না তো
যেমন বন্ধু বিস্মৃতিভার।
হে হো ছোঁড়া গান অশোকে পলাশে ...

In this poem the poet makes contrast between nature and human nature. According to the poet, human nature is crueler than nature. Nature does not betray but human does. Friendship and love are false. Human nature always tries to forget man's benefit. So nature is much better than human nature. (বিশ্ব বিখ্যাত ইংরেজ কবি, নাট্যকার উইলিয়াম শেক্সপিয়ার (১৫৬৪ -১৬১৬) এর নাটক “As you like it” এর সংক্ষিপ্ত গানটিতে বন্ধুত্ব ও ভালোবাসার কথা তুলে ধরা হয়েছে। এই নাটকের একটি অংশে বন্ধুত্বের অকৃতজ্ঞতায় ও মিথ্যে ভালোবাসার মায়াজালে পড়ে বিভাঙিত হয়ে কিছু ভালো মানুষ বনে আশ্রয় নেয় যেখানে তখন প্রচন্ড কনকনে শীত ও বাতাস বইছিল। তখন রাজপ্রসাদের মানুষদের সঙ্গে থাকা এক ভাঁড়ের (কৌতুক অভিনেতা) গানের মধ্যে কপটতাপূর্ণ বন্ধুত্ব ও ভান ও ঝামেলাপূর্ণ ভালোবাসার কথা উঠে আসে। এই কবিতায় (গান) বলছে- শীতের হাওয়া যতই ঠান্ডা এবং কর্কশ হোক না কেন তা যন্ত্রণা দেয় না যতটা যন্ত্রণা দেয় বন্ধুরা দেয়, যখন তারা আমাদের দুঃসময়ে স্মরণ করে না।



KEYNOTES ON WRITING THEME OF POEM OR SHORT STORIES

❖ Key Notes on writing of THEME of poem/story

While appreciating a short story or a poem, the students will find out the theme only. Writing the theme of a poem or story means writing the underlying message (central idea) of the same. The theme will tell us the underlying message of the poem or story. How does the poem or story or any piece of writing relate to life. In other words, what critical belief (idea) about life is the author trying to convey in the writing of a novel, play, short story, or poem. Theme writing generally refers to the central idea or a perception conveyed in writing. Theme explains the reason why it was written. (কোন কবিতার(বা যে কোন লেখার) যখন মূল্যায়ন লিখতে বলা হয় তখন লেখার থিম লিখতে হয়। থিম হচ্ছে উক্ত লেখার মূল বক্তব্য যা লেখার চরিত্র বা পটভূমি বা ঘটনার অন্তরালে থাকে, যা জীবনের সাথে সম্পর্কিত, যাকে ঘিরেই তার তার লেখাটি আবর্তিত হয়। কোন গল্প, কবিতা, ছোটগল্প, উপন্যাস পড়ে লেখকের জীবন সম্পর্কে গভীর বিশ্বাস,পর্যবেক্ষণ নিগূঢ় ধারণা পাওয়া যায় যা সময়, সাংস্কৃতিক পরিমন্ডলকে ছাপিয়ে গিয়ে জীবন বা জগৎ সম্পর্কে একটি স্বাভাবিক ধারণা পাঠকের মানসপটে জায়গা করে নেয়।)

(Find out the difference between theme and summary) (see the definition of summary given below)
(Theme and summary এর তুলনাগুলো বের কর। নীচে summary এর সংজ্ঞা দেয়া আছে।)

Key Notes on Summary:

In summary, the original text is usually cut to about one-third. The summary is what the story/passage/poem is about without the reader having to go into elaborate details (সারমর্ম/সারাংশ/সামারি হচ্ছে মূল প্যাসেজের এক-তৃতীয়াংশ। সামারি হচ্ছে গল্প/অনুচ্ছেদ/কবিতাটির মূল বিষয় নিয়ে লেখা।)

In summary, a student should mention only the main ideas/main action without examples, repetitions, and quotations. (সামারি লিখার সময় শুধু প্যাসেজের মূল বক্তব্যই উপস্থাপন করতে হবে। এখানে কোন উদাহরণ, ব্যাখ্যা, একই বিষয়ের বাক্যের পুনরাবৃত্তি বা উদ্ধৃতি দেয়া যাবেনা)

Though there is no certain clear instruction about the size of the summary, it is expected that to write the main ideas or summary of any given topic, there should not be more than 5/6 sentences. (যদিও সামারির/সারাংশ/সারমর্মের আকার নিয়ে তেমন বলা না থাকলেও ৫/৬ বাক্যের মধ্যে লেখা বাঞ্ছনীয়।)

Summary writing with the exact sentences from the original passage has been discouraged. (মূল প্যাসেজ থেকে হুবহু বাক্য দিয়ে সামারি লেখার জন্য নিরুৎসাহিত করা হয়।)

In writing summary, students must note the important point of beginning, middle and last portion of the passage. (ছাত্র/ছাত্রীরা সামারি লেখার সময় মূল প্যাসেজের প্রথম, মাঝের ও শেষ অংশের গুরুত্বপূর্ণ বিষয় গুলো লক্ষ্য করে সামারি সাজাতে হবে।)

There should be an introductory as well as a concluding sentence of the summary. (সামারিতে একটি সূচনা বাক্য ও সমাপ্তিসূচক বাক্য থাকা উচিত)

No need to give a title of the summary. The summary must not be written with the number or bullet point. (কোন টাইটেল দেয়া দরকার নেই। সামারির বাক্যগুলো পয়েন্ট বা নাম্বার দিয়ে লেখা যাবেনা।)

In a short, a summary should be a small passage of 5/6 sentences containing the main idea of the original passage. (এক কথায়, সামারি- সারাংশ/সারমর্ম হচ্ছে ৫/৬ বাক্যের একটি ছোট অনুচ্ছেদ যেখানে মূল প্যাসেজের প্রধান বক্তব্যই থাকবে।)



ENGLISH 2ND PAPER

TOPIC: GRAMMAR: USE OF SENTENCE

CONNECTORS

❖ LESSON PLAN -4

❖ Learning Outcome:

(i) To introduce the question type of Sentence connectors

(ii) Students will learn about sentence connectors (ছাত্র/ছাত্রীরা sentence connectors সম্পর্কে ধারণা পাবে।)

(iii) To have a complete discussion/ keynotes on sentence connectors (sentence connectors এর উপর নিয়ম-কানুনসহ উত্তর সহায়ক পূর্ণাঙ্গ আলোচনা)

(iv) Having some Board questions and solutions. (বোর্ড প্রশ্ন ও সমাধান)

SENTENCE CONNECTORS/LINKERS

QUESTION TYPE:-

10. Use appropriate sentence connectors in the blank spaces of the following passage. .5X10=5

Bangladesh is mainly an agricultural country. (a) ---, her economy and prosperity depend on agricultural. (b) ---, our agricultural depends on the mercy of nature. (c) ---- , if there is sufficient rain, people can plough their lands and sow seeds in time. (d) ---, they can reap a good harvest. (e) ---, it it does not rain in time, the farmers cannot grow the crops easily and they do not have good harvest. (f) ----, without water our agriculture is lifeless. The rain is not always beneficial to our agriculture. (g) --- , Sometimes it rains so much that it causes floods.(h) --- , our crops go under water and most often, they are totally destroyed. (i) ---- , the farmers who constitute the most part of our professional people, lose everything. (j) ---- , we can safely conclude that our economy depends on rain.

Some words provide link with different independent sentences to maintain a flow of expression are called sentence linkers or sentence connectors.

Words/ phrases used to introduce an idea that is related to what has been said in the preceding sentence or sentences are called sentence connectors. They always refer back to an idea expressed already. Thus they establish a logical connection between one idea and the next so as to avoid incoherence/



isolation. A sentence connector not linked with the preceding sentence becomes meaningless;

SENTENCE CONNECTORS

পূর্ববর্তী বাক্যে বা বাক্যসমূহের ধারণার সাথে সংগতি রক্ষা করে নতুন বাক্য বা ধারণা উপস্থাপন করার জন্য যে শব্দ বা শব্দগুচ্ছ ব্যবহার করি তাদের sentence linkers or sentence connectors সংযোগকারী শব্দ বা সংযোগ স্থাপনকারী শব্দ বলা হয়। sentence linkers or sentence connectors বাক্যগুলোর মধ্যে পারস্পরিক সংগতি রক্ষা করে যাতে বাক্যগুলোকে একে অপর থেকে বিচ্ছিন্ন বা অসংগতিপূর্ণ মনে না হয়।

for example (উদাহরণ স্বরূপ), we can't say (আমরা বলতে পারিনা):

On the contrary, he opposed me.

Instead we say(তৎপরিবর্তে আমরা বলতে পারি):

He didn't support me. On the contrary, he opposed me.

Sentence connector and conjunction : The function of a conjunction is to join words, phrases and clauses or sentences but the function of a sentence connector is to establish a link between one idea and the next. It does not join clauses to make a sentence. On the contrary; it usually introduces a new sentence, so such sentences are marked off by a full stop/dash/comma:

conjunction এর কাজ হচ্ছে শব্দ, শব্দসমষ্টি, বাক্যাংশ বা বাক্যসমূহের মধ্যে জোড়া লাগানো বা নতুন বাক্য তৈরী করা। কিন্তু **Sentence connector** এর কাজ হচ্ছে পূর্ববর্তী বাক্যের ধারণার সাথে পরবর্তী বাক্যের ধারণার সংযোগ তৈরী করা বা যোগসূত্র স্থাপন করা। **Sentence connector** বাক্যসমূহকে জোড়া লাগিয়ে নতুন বাক্য তৈরী করেনা। বরং এদের মাধ্যমে নতুন বাক্যে সূচনা হয়, সেজন্য এই বাক্যগুলোর মাঝে ফুলস্টপ বা কমা বা ড্যাশ ব্যবহার করা হয়।

(i) *He will buy a car or a scooter. (Or as a conjunction)*

(ii) *He is tired. Or, at least he looks tired (or as a sentence connector)*

(iv) *He went to market and bought a shirt.*



(v) *Ruma could not go to college because she was ill.*

(vi) *The labourer worked very hard. As a result, he became tired.*

A sentence connector differs from a conjunction from the view point of its position as well. A sentence connector usually takes an initial or final slot in a sentence but a conjunction has a mid-position.

(i) *He will either watch or listen to the radio (conjunction)*

(ii) *He can't sing. He can't dance either. (Sentence connector)*

Examples of sentence connectors :

i) **Addition** (সংযোজন, আরও তথ্য দেয়া, ,): **also, moreover, (অধিকন্তু) what is more, (সবচেয়ে গুরুত্বপূর্ণ বিষয় হচ্ছে) too, either, neither, furthermore, (এতদতিরিক্ত) in addition, besides, above all, and**

(a) Reading is a good way to learn new vocabularies; furthermore, it can improve your ability to spell words correctly.

(b) I don't need a car. Moreover, it is costly.

ii) **listing/Enumeration** (তালিকাবদ্ধ করা): **firstly, first of all , secondly, thirdly ,finally, last, next, more importantly, now,**

(a) You have finished your homework. Now, what you are going to do next.

iii) **Contrast**(বিপরীত ভাব/ পরবর্তী বাক্যের সাথে পূর্ববর্তী বাক্যের বিপরীত ধারণা দিতে/প্রসঙ্গের বৈপরীত্য বা বৈসাদৃশ্য বোঝাতে) : **instead, on the contrary, on the one hand, on the other hand, where as(পক্ষান্তরে, অপরদিকে) in spite of this, yet, still , despite that, yet, however, even so, nevertheless**

(a) He is not poor. On the contrary, he is very rich.

(b) Ali worked hard. On the other hand/However, Walid hardly did any work at all.



iv) Result(ফলাফল/প্রসঙ্গতর পূর্ববর্তী বাক্যের কাজের বা ধারনার ফলাফল পরবর্তী বাক্যে বলা হলে): hence, so, therefore, thus, as a result, for this, that is why, therefore , because of that, consequently, for this reason

(a) He passed his exams. Therefore/thus/consequently he had some good news to tell his parents.

(b) I don't need this reference book now. So, you can take it home for a week.

(V) Time/Transition:(সময় বা কাজের স্থানান্তর বুঝাতে)

at first, afterwards, after that, then, in the mean time, later, meanwhile, and , now, by the way, suddenly

(a) I read the morning papers for a while. Afterwards, I took shower.

(b) The train has been delayed by 2 hours. Let's have lunch in the meantime.

(vi) Exemplification/apposition(উদাহরণ দেয়া/পূর্ববর্তী বাক্যের ধারনার অধিকতর ব্যাখ্যা উদাহরণের মাধ্যমে প্রকাশ করা): For example, for instance, that is, that is to say,(অর্থাৎ) such as(যেমন), like (মত, যেমন)

(a) There are many places to visit near Delhi.

You could, for example, go to Agra.

(VII) Inference/negative condition: else, otherwise, (নয়তো, তা না হলে, অন্যথায়) in other words(পূর্ববর্তী বাক্যের কাজের কারণে অনুমিত ধারণা পোষণ করা/সিদ্ধান্ত দেয়া/অনুমান নির্ভর সিদ্ধান্ত):

(a) Take a taxi, else, you will be late for your appointment.

(VIII) Attitude/viewpoint/Emphasis: indeed, in fact, actually

(a) The rains are late this year, in fact, they were late last year as well

(IX) Summation(সংক্ষেপ করা): in summary, in brief, in short



Some important sentence connectors or linkers

1. **However/Nevertheless:** You are late. However/Nevertheless, you may start your action.
2. **Indeed:** He is honest. Indeed he is respected by all.
3. **Besides:** He gave me lodging. Besides he provided me with a job.
4. **Therefore/consequently:** He is ill. Therefore/consequently, you should call in a doctor.
5. **Actually:** He got the first prize. Actually, he scored the highest marks.
6. **Naturally:** Her son died. Naturally she is upset.
7. **Finally:** The police searched the house. Finally they found the stolen goods.
8. **After all:** You should not disregard him. After all he is senior.
9. **Any way:** It's too late now. Any way, you can try.
10. **For example:** Pride begets fall. For example, Napoleon collapsed and lost his emperors.
11. **In fact/ As a matter of fact** (বস্তুত, প্রকৃতপক্ষে) ঘটনার শুরুতে বা উপসংহারে বসে। যেমন: I helped him. In fact, he is my relative.
12. **As a result:** He was ill. As a result, he could not sit for the examination.
13. **Similarly, likewise** (অনুরূপভাবে): একটি ঘটনা বর্ণনার পর অপর একটি সাদৃশ্যপূর্ণ ঘটনা বা কারণ উল্লেখ করতে এই **linkers** বসে। যেমন: The daffodils have a short life on earth. They bloom early in the morning and fade away before noon. **Similarly**, human life on earth is also very transient.
14. **Particularly/specially** (বিশেষ করে): কোন কাজ সকলের জন্য হলেও বিশেষ কাউকে জোর দিতে বলার ক্ষেত্রে **Particularly** বসে। যেমন: All of us should make proper use of every single moment of our life. **Particularly**, the students should understand the value of time

Some conjunctions are also used as sentence connectors or linkers

1. **who** (যে, যিনি, যারা) **Which** (যা, যাহা, যেটি) **that** (যে, যিনি, যা, যাহা, যে) এদেরকে **relative clause / adjective clause** বলা হয়। এরা **noun, pronoun** সাথে সম্বন্ধ প্রকাশ করে এবং এই উক্ত **noun, pronoun** **relative clause** এর ঠিক পূর্বে বসে। **How** (কিভাবে), **what** (যাহা, কি, যা)



2. and (যখন দুটি বাক্যকে যুক্ত করে।) এবং and, not only.... But also (যখন দুটি শব্দকে যুক্ত করে।)

because(কারণ)/as(যেহেতু....সেহেতু)/since(যেহেতু....সেহেতু) --- (principal clause এর কোন কার্য সম্পাদন হওয়া বা না হওয়ার কারন বুঝাতে),

2) if(যদি) /in case(কোন কারণে)/unless(যতক্ষণ পর্যন্তনা)/had(যদি) (শর্ত বুঝাতে)

3) though/although(যদিও ...তবুও) (principal clause এর বক্তব্যের বিপরীতে ধারণা প্রকাশ করে)

4) When/ while (যখন .. তখন)(দুটি কাজ একসঙ্গে আগে পরে ঘটলে)

5) Not only ... but also(কেবল নয় আরো)

6) That ('যে' অর্থে)

Note : Sentence connector সাধারণত বাক্যের শুরুতে বসে। **Sentence connector** এর পর কমা বসে। **Sentence connector** যেহেতু পূর্ববর্তী বাক্যের অর্থের কারণে পরবর্তী বাক্যের জন্যে বসাতে হয়। তাই পূর্ববর্তী বাক্যে পড়ার পাশাপাশি যে বাক্যের পূর্বে **Sentence connector** বসানো হবে সেটিও ভালভাবে পড়তে হবে। এবং **Sentence connector** যুক্ত বাক্যটির শেষে ফুলস্টপ(.) থাকে।

Example

অন্যদিকে **conjunction** দুটি বাক্যের মাঝে বসতে পারে। এক্ষেত্রে ১ম বাক্যটি পড়ার পর অসম্পূর্ণ মনে হতে পারে এবং উক্ত ১ম বাক্যের পরে কোন কমা (,) বা ফুলস্টপ(.) থাকবেনা। তারপর **conjunction** বসানোর পর ২য় বাক্যটি বসবে। আবার **conjunction** দুটি বাক্যের শুরুতেও বসতে পারে, এক্ষেত্রে

conjunction যুক্ত ১ম বাক্যের পরে একটি কমা দেয়া থাকবে এবং তারপর ২য় বাক্যটি বসবে।

Example: Education begins just after our birth ____ ends only in death.

Answer: It begins just after our birth **and** ends only in death.

Example: ____ we are not properly educated, we cannot live an honorable life in society

Answer: **If** we are not properly educated, we cannot live an honorable life in society

Board Questions:

Fill in the blanks with suitable linking words/sentence connectors:-

0.5×10 = 5

1. Trees are a vital part of our environment. (a) ____, they bear a great impact on the climate. (b) ____, we are not kind and careful about them. (c) ____, we destroy trees at random. (d) ____, one day the country will bear the consequence of greenhouse effect. (e) ____ ours is an agricultural country, our economy depends on agriculture. (f) ____, trees play a vital role on our climate. (g) ____, trees keep soil strong and protect it. (h) ____, trees save us from flood and many other natural calamities. (i) ____, trees provide us with timber which is of great use specially in construction works for making furniture. (j) ____, trees are our best friends.

Answer:

(a) Infact/Actually (b) Yet/But (c) Rather (d) As a result /This is why / Consequently (e) As/Since (f) Besides/Moreover/In addition (g) Again/Besides (h) Next (i) Furthermore (j) Thus



2. Unemployment is a great curse. (a) ____ all the countries of the world suffer from the curse. (b) ____ nowhere in the world, this problem is so acute as in our country. (c) ____ there are many reasons behind it. (d) ____, our country is industrially backward. (e) ____ our traditional education system is not service oriented. (f) ____, our students and youths have false sense of dignity. (g) ____, they run after jobs only. (h) ____, unemployment problem should be removed at any cost. (i) ____ our education system should be changed (j) ____ more mills and factories should be established.

Answer:

(a) Infact/Actually/Also/indeed/Really (b) Now / At present (c) But/However (d) But / Truly (e) However
(f) Firstly / For example (g) Besides/ Secondly (h) Actually / Thirdly (i) Again / In addition
(j) Therefore/So/Hence/Finally/ Lastly/ Eventually

3. Unemployment is a great problem in our country. a) ____, it is the burning question of the day. b) ____ almost all the countries of the world suffer from the curse of unemployment problem. c) ____ Bangladesh is the worst sufferer of this so called problem. d) ____, nowhere in the world this problem is so acute as in our country. e) ____, there are many reasons behind it. f) ____, our country is industrially backward. g) ____, our system of education fails to give student an independent start of life. h) ____, it has little provision for vocational training. i) ____, our students and youths have false sense of dignity. j) ____, they run after jobs blindly.

Answer:

(a) Infact/Actually/Also/indeed/Really (b) Now / At present (c) But/However (d) But / Truly (e) However
(f) Firstly / For example (g) Besides/ Secondly (h) Actually / Thirdly (i) Again / In addition (j)
Therefore/So/Hence/Finally/ Lastly/ Eventually

4. We cannot walk on a road in the darkness without light. a) ____, we cannot step forward in our life without education. b) ____, throughout the ages, education has always been compared to light and c) ____ ignorance has been compared to darkness. d) ____ the light of education enlightens us. e) ____, it broadens our mind and widens our outlook. f) ____, it is education which helps us to become a good citizen. g) ____, education creates good citizens and ensures the smooth development of country. h) ____ ignorance stands on the way of development of an individual. i) ____ ignorance has a detrimental effect on the overall development of a nation. j) ____, we should come forward to educate every single person of our country and thereby, ensure the development of our country.

Answer:

(a) Similarly/ In the same way (b) Traditionally/ So/Therefore (c) reversely/ on the other hand (d) Certainly / Of course/ Actually (e) Moreover/Truly/ In fact/ Besides (f) Surely/ Again (g) Therefore/ Thus / Hence (h) On the other hand/ But (i) Hence/ Moreover/However (j) So / Therefore / That's way.

Now, you should do the following remaining Board questions yourselves. For that, you should follow the complete discussion on Sentence Connectors given above



5. Honesty is a noble virtue. The man a) ___ possesses this uncommon quality is the happiest man in the world. Truly speaking, a man should have trustworthiness b) ___ nobody believes a liar. A liar may prosper for the time being, c) ___ ultimately he goes to the dogs. d) ___ we should be honest in our life. It is believed that honesty is the best policy e) ___ dishonesty is the sign of downfall. God helps those who are honest. f) ___ dishonest people are cursed. Childhood is the best time g) ___ children should be taught honesty. It is seen that children follow their parents, h) ___ parents should be honest. i) ___ they should be allowed to mix those friends who are really honest. j) ___, they may build up their character.

6. We must be aware of the dangers of smoking. It is harmful to us in various ways. It causes various diseases a) ___ blood pressure, heart attack, bronchitis, cancer, etc. b) ___ it pollutes air. c) ___ smoking causes harm to d) ___ the smokers e) ___ the non-smokers who remain by them. f) ___ we should give up smoking. g) ___ it is h) ___ great an addiction to get rid of. i) ___ nothing is impossible for us. j) ___ we are determined to give up, we can certainly do it.

7. Education is essential in our life. a) ___ we are not properly educated, we cannot live an honorable life in society. It teaches us b) ___ how to earn but also how to spend. c) ___, it teaches d) ___ to live in amity with others in society. e) ___, we must get proper education. f) ___ we should bear in mind g) ___ education is not only what we learn at educational institutions but also h) ___ we learn outside these institutions. i) ___, education is a lifelong process. It begins just after our birth j) ___ ends only in death.

8. We should always keep in mind a) ___ all kinds of physical exercise are not suitable for all. b) ___ different people have different capacities. c) ___, harder exercise d) ___ wrestling and gymnastics are suitable for young people e) ___ they have energy to perform them. Weaker and old people should take the milder exercise f) ___ walking, jogging and free hand exercise. Over exercise never does good, g) ___ it breaks down the health. h) ___, we should always take those exercises i) ___ would suit us. Physical exercise is important for the preservation of good health. It j) ___ builds our character.

THANK YOU ALL