

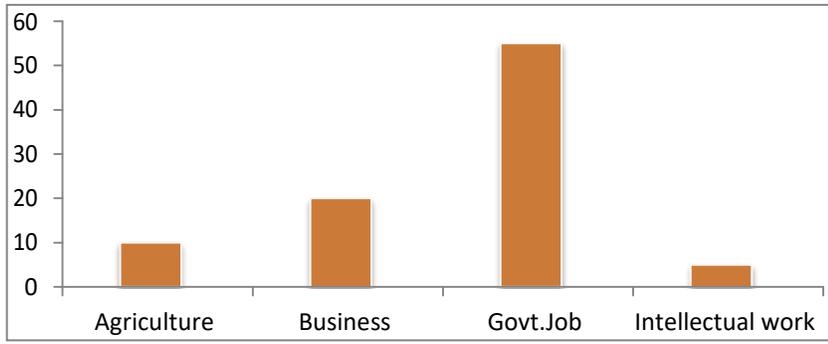
# DHAKA COMMERCE COLLEGE

## Department of English

### Paper- I

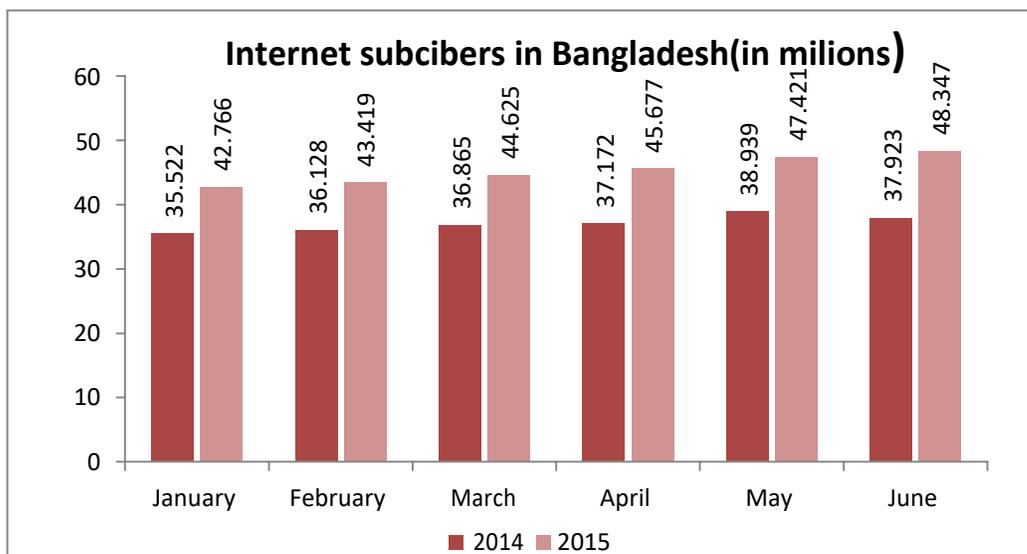
### Analyzing Graph, Chart & Map

1. The graph below shows the choice of profession by different educated people. Describe the graph in at least 80 words. You should highlight the information and report the main features given in the graph.



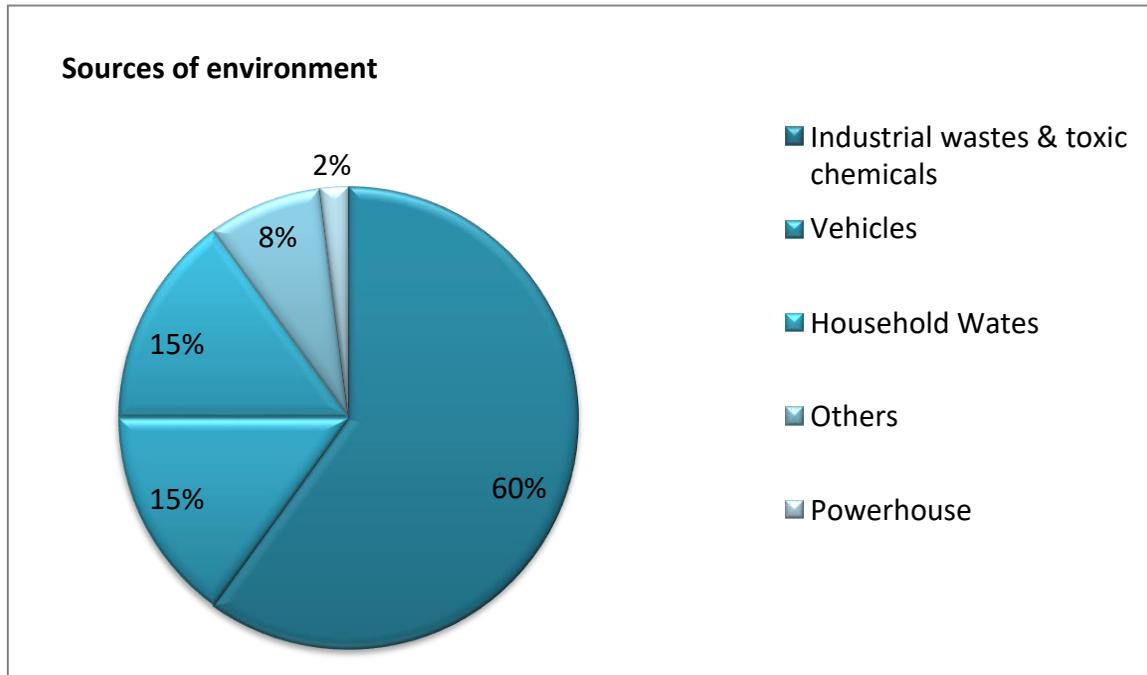
The graph has shown the choice of profession by different educated people. Four categories of jobs are mentioned in the graph—agriculture, business, govt. job and intellectual work. Here we see that govt. job tops the list. 60% of the educated people prefer govt. job as their profession. From the perspective of the educated people's choice of their profession, business has occupied the second position. 20% of educated people select business as profession. Agriculture is in the third position. The rate of the people who choose agriculture as their profession is 10%. On the other hand, 5% of the people are interested in intellectual work which is always called a key to personal or national development. Undoubtedly, agriculture is also called a key to our national progress. If the education people are interested in farming, it can be said without hesitation that they will succeed in life. Our country will also go forward with their success. So, to summarize the graph, we want to say that it is high time the educated people made up their mind to select farming and business as their profession.

2. The graph below shows the Internet Subscribers in Bangladesh. Describe the graph in at least 80 words. You should highlight the information and report the main features given in the graph.



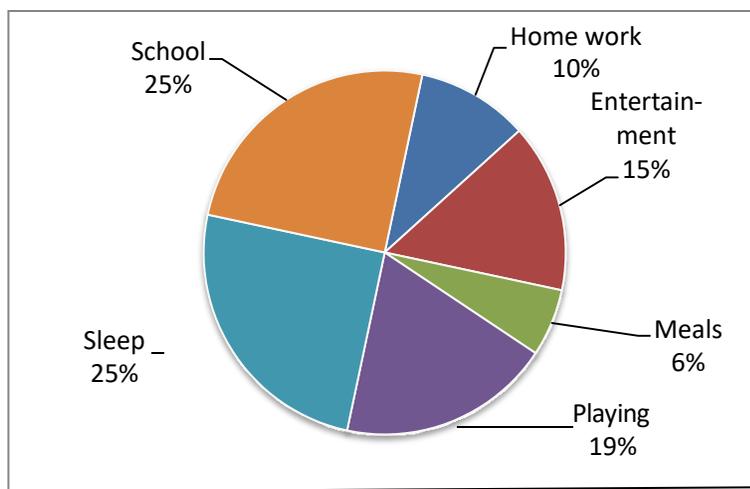
A recent survey conducted on the number of Internet subscribers in Bangladesh during the period of 2014 and 2015 represents an increasing tendency in using Internet. In the graph we see that in January 2014, the number of Internet subscribers was 35.5222 million which rose to 42.766 millions in January, 2015. In February 2014, 36.128 million people used Internet while in the same month of 2015, it increase to 43.419 millions. The months of March of the two consecutive years namely 2014 and 2015 show the figure to be 36.865 and 44.625 million respectively. The month of April also follows the same tendency of growth and shows the number of 2014 to be 37.172 and the number of 2015, the number of Internet users increased and stood at 47.421. The month of June in 2014 shows a decrease in the number of Internet subscribers while in the same month of 2015 its number shows the former increasing tendency and it is 48.347 millions. Thus from the graph it is clear to us that the Internet subscribers are increasing day by day. This indicates a positive development in respect of the people of Bangladesh in the technology-based globalized world.

3. The pie chart shows the sources of environment (air/water/sound) pollution in a city. Now analyze the chart in at least 80 words.



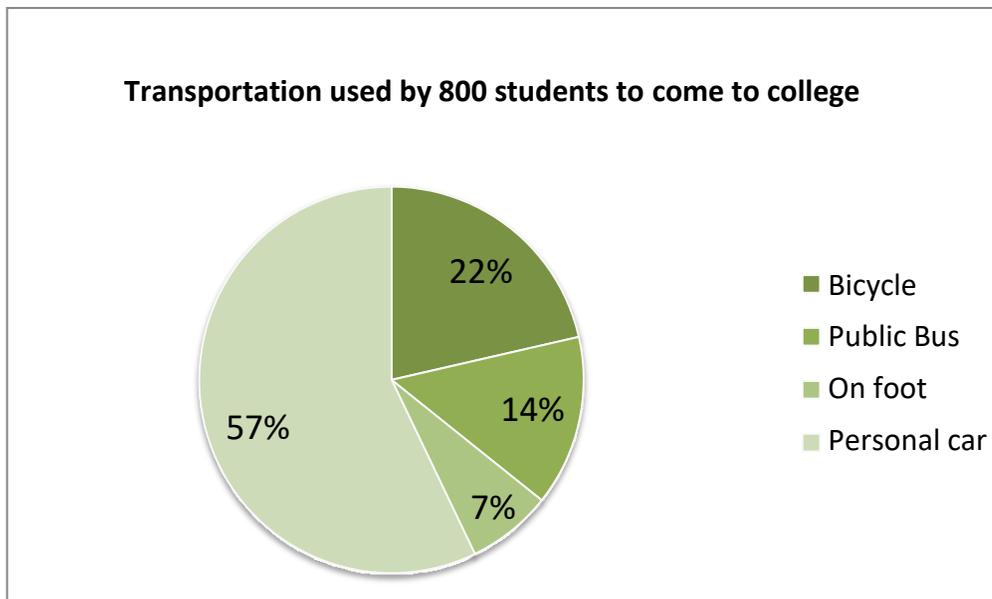
The pie chart shows the sources of environment pollution in a city. The disposal of various types of waste pollutes the environment. In the chart we see that environment pollution from industrial wastes and toxic chemicals is 60% which is the foremost source of pollution. 15% of environment pollution is due to the smoke emitted from various vehicles while 15% of pollution is caused by household wastes. Power houses contribute 2% in the environment pollution, while other sources cover 8% for causing environment pollution. The highest source of pollution as mentioned in the pie chart is the industrial wastes and toxic chemicals. The environment pollution in the city caused by this is 60% which is the highest figure in the chart. To sum up, we can clearly say that the highest amount of environment pollution in a city is caused by the industrial wastes and chemicals and the lowest amount of pollution occurs owing to power houses.

4.  Look at the chart. It shows the time allocation of a student on various activities. Now, analyze the chart focusing the main aspects (At least in 80 words).



The pie chart has pictured the time-table of a student on his spending time in various activities. From the chart, it is noticed that student spends most of his time in his educational institution and in sleeping. The percentage of his spending time in his school is 25% and he spends the same amount of time in sleeping. Student spends a good amount of time in playing. It takes away 19% of his total time. Then, Student spends 15% of his time for the purpose of entertainment which is 10% less than his time in school and sleeping and is 4% less than his time for playing. He gives his time in having meals and this is the lowest allocation of his time. If we evaluate his spending time in his activities, we see that he spends 25% of his time in sleeping. And he is here very reasonable. Because according to medical science, one needs to spend one-fourth of his total time in sleeping to keep on self fit. However, if the chart is observed minutely, it can be said that Student is a disciplined boy and he has a strong sense of proportion in utilizing time properly.

5. The pie chart shows the percentage of transportation used by 800 students to come to college. Describe the chart in 150 words.



The chart shows the percentage of various types of transportation used by 800 students to come to college every day. According to the chart, about 45% students use bicycle as transport and it is the mostly used transport by the students. Then, public bus occupies the second position and 30% students use public bus as transport. About 15% students do not need to use any transport to come to college as they live nearby. So, they come to college on foot. Only 10% students use personal car to come to come to college and it is the lowest percentage among all other types of transport.

## Paper- II

### Formal Letter

**1. Write an application to the Principal of your college for providing multimedia facilities in the classrooms.**

5 December 2018

The Principal  
Dhaka Commerce College  
Mirpur, Dhaka-1216

**Subject: Providing multimedia facilities in the classrooms**

Dear Sir,

We would like to inform you that multimedia facilities have been very important for modern day classrooms. But, unfortunately our college classrooms do not have such facilities. Consequently, learning in the classroom is still backdated and remains incomplete. As a matter of fact, multimedia facilities make learning and teaching both interesting and effective as it inspires students' zeal for learning opening before them different tools and resources of learning. Hence, our classrooms should be equipped with multimedia facilities.

We would truly appreciate if you kindly take required steps to provide multimedia facilities in the classrooms in the shortest possible time.

Yours faithfully,

Abonty Roy  
Class: XI, Section: 5; Roll: 34535  
(On behalf of the HSC students)

**2. Write an application to the Principal of your college to set up a debating club in the campus.**

6 December 2018

The Principal  
Dhaka Commerce College  
Mirpur, Dhaka-1216

**Subject: Setting up a debating club**

Dear Sir,

We would like to inform you that we are very much interested in debating. Unfortunately, there is no debating club in our college. But, you know debating can help us in many ways. It makes us eloquent and inspires us to gain knowledge of different branches. It also helps develop our reasoning and logic. Again, it helps grow a competitive spirit within us. We think, if there is such a club in our college, we will practically be able to achieve all these goals.

I would highly appreciate you if you feel the importance of the issue intensely and take necessary steps to set up a debating club in our college as soon as possible.

Sincerely Yours,

Nihar Das  
Roll: 42559  
(On behalf of the students  
of Class XII)

**3. Write an application to the principal of your college for permission to go on a study tour.**

13 March 2018

The Principal  
Dhaka Commerce College  
Mirpur, Dhaka-1216

**Subject: A study tour**

Dear Sir,

We would like to inform you that we, the students of class XII, are very much interested in having a study tour to Cox's Bazar. We have just finished our 2<sup>nd</sup> term examination and so, we are now free to go for such a tour and we also need some refreshment. We think that the tour will help us remove our monotony and make us inspired to take further endeavor. Moreover, study tour helps us be in the lap of nature and gain a deep knowledge about the country and its people. Hence, we feel the need to arrange a study tour.

We would be highly pleased if you permit us to go on a study tour and give us necessary supports from your end.

Surid Aruddro  
Roll: 38755  
On behalf of the students of Class XII

**4. Write an application to the Principal of your college for increasing computer lab/club facilities.**

23 February 2018

The Principal  
Dhaka Commerce College  
Mirpur, Dhaka-1216

**Subject: Increasing computer lab/club facilities**

Dear Sir,

We, the students of class XII of your college, would like to inform that you are well-aware of the need of computer lab facilities for us. But it is a matter of sorrow that the existing facilities offered by the computer laboratory of the college are not up to the mark. You also know that 'Information and Communication Technology' (ICT) is a common subject carrying 40 marks in practical examination and for this we need a well-equipped computer lab furnished with all modern amenities for performing our practical classes. Hence, facilities of the lab should be increased for better learning and better practice. Internet connection is necessary and the number of computer and sitting capacity should be increased. Moreover, two more instructors should be appointed for smooth functioning of our classes.

We would appreciate you take required steps for increasing computer lab facilities for the convenience of your students.

Sincerely yours

Arian Shovon

Class: XII, Section: 28; Roll: 43000

(On behalf of HSC students)

**5. Write an application to the Principal of your college to set up an English language club.**

5 September 2018

The Principal  
Dhaka Commerce College  
Mirpur, Dhaka-1216

**Subject: Setting up an English Language club**

Dear Sir,

With due respect, I would like to inform you that there is no English Language club in our college. But, you know that it is obviously a very essential club because of the demand of time and the reality of the present world. As a matter of fact, without having a good command over English an individual cannot cope with the advancement of the current world. However, if there is such a club, it will practically help us to improve our English language proficiency providing us with the opportunities to practice the language in different ways and different contexts. Hence, I think that establishing an English language club in the college is very important.

I would highly appreciate you if you consider the issue keenly and take required steps to set up an English Language club in our college in the shortest possible time.

Sincerely Yours,

Hridoy Majumder

**(On behalf of the students)**

**6. Imagine, you are Safiuddin, a student of Kurigram Govt. College. Flood has caused a great damage all around your locality. Now write an application to the Principal of your college to open a relief camp in your college campus so that you can send relief goods to the flood affected people in your locality.**

5 June 2018

The Principal  
Kurigram Govt. College  
Kurigram.

**Subject: Opening a relief camp on the college campus**

Dear Sir,

We would like to inform you that the recent flood has caused a great damage in our locality. Their sufferings

know no bounds. They are now undergoing a huge crisis of the want of food, shelter and medication. Helping these people in such utter miseries appears to be a call of humanity. To raise money, clothes and medicine for the affected people, we can arrange a relief camp in our college campus.

We would truly appreciate if you permit us to organize a relief camp in the college campus regarding the aforesaid issue.

Obediently,  
Apu Aman  
Class: XII, Sec: A,  
Roll no: 3300 (On behalf of the students of Kurigram Govt. College)

## **Formal E-mail**

### **1. Write an email to admission office of Toronto University for admission procedure for overseas students.**

To : oftorontouniversity1827@gmail.com  
Subject : Query about admission procedure

Dear Sir,

I would like to inform you that I feel interested in getting admitted in the graduation course in English Language and Literature at your university. But I am not well informed about the admission procedures and admission requirements in the said course in your university. Hence, I need to know some information about the illustrated things.

I would appreciate if you let me know the academic qualification needed to enter the course, minimum IELTS score for entering the course, admission fees, semester fees, accommodation facilities, scope of financial grant etc. I look forward to receiving your response as early as possible.

Thanking You  
Sourav Sen

### **2. Write an email to the editor to publish an article on mosquito menace.**

To : eprothomaloeditor@gmail.com  
Subject: Mosquito menace in locality

Dear Sir,

I shall be highly obliged if you kindly publish the following letter in your esteemed daily. Yours faithfully

R.K Raisul  
Uttara, Dhaka

#### **Mosquito Menace**

Mosquitoes have posed a big menace for the dwellers of Uttara, sector-4. The problem has become so acute that the normal activities of the people of the locality have been paralyzed for last few weeks. Students can't give concentration on their studies. People can't do any work comfortably sitting at their home. Even the patients of the hospitals are not free from their clutches. In fact, the ponds and ditches of the locality have turned to be the safe and secured places for the mosquitoes to breed. People use sprays and coils to control them but these things are found useless. Consequently, diseases like dengue fever, malaria fever and elephantiasis are spreading very fast throughout the locality. If these diseases spread in an epidemic form, they may cause a heavy toll of human lives. As a matter of fact, the mosquitoes have destroyed the peace of minds of the local people. The city corporation should take immediate steps to clean the ponds and spray insecticides in the area so that the breeding of mosquitoes get reduced. At the same time the city dwellers should be aware of their responsibility and should keep their surroundings neat and clean.

### **3. Write an email for congratulation on brilliant success in the HSC examination.**

To: ankush2001@gmail.com  
Subject: Congratulation on your brilliant success in the HSC examination

**My dear Ankush,**

I hope you are doing fine. I am very happy to learn that you passed the last HSC examination obtaining GPA 5. By

the time you are also selected for a scholarship from your college for your brilliant result. I would like to convey my heartiest congratulations to you. My parents are also very happy to know about your success. They have asked to convey you their congratulations and good wishes. In fact, you deserve this result because you studied hard throughout the year.

I am sure that you will also make such a brilliant result in the upcoming admission tests. I am fine here. Wishing good health and spirit. With best regards to your parents and love to your younger sister.

Yours ever  
Hridoy Dey

#### 4. Write an email for electronic goods supply.

To: abc@gmail.com  
Subject: Electronic goods supply

Dear X,

I have recently purchased a studio apartment in Mirpur-1 which is in the neighborhood of your shop. I would like to purchase some electronic equipment for my apartment and would like to inquire about the availability of those products in your shop.

I require a toaster, a hand blender, a microwave oven, a juicer, a dishwasher and a couple of fans along with a dozen of LED lights. I would like you to consider me regarding their availability (off the shelf) in your shop. In case of an affirmative response, you may also provide a quote for all the above-mentioned items, at the earliest. On the contrary, if the items are not in stock, would it be convenient for you to place an order for the entire lot for me? You must also mention discounts if any, brand name and product specifications for those items. I would also humbly request you to inform me of the duration till the time you will be able to retain all the electronic equipment for me.

I hope to hear from you soon.

Regards  
Anushka Islam

#### 5. Write an email for electronic goods supply.

To: anwar@gmail.com  
Subject: Reply to warranty claim

Dear Mr. Anwar,

Thank you for your letter requesting a replacement tire for your car. We are sorry that the tire has not performed to your expectations, but before we can make an adjustment we will need to see the tire and either the sales slip or the warranty card.

As soon as you can bring these to our dealership, we will make every effort to get you back on the road.

Regards  
'X'

## Report Writing

### 1. Write a report on food adulteration.

#### Poison in the disguise of delicious foods

**Staff Correspondent, The Prothom Alo, Dhaka, August 13, 2020:** Do the people of Bangladesh know what they are actually eating? A recent survey by Public Health Laboratory of Dhaka City Corporation shows that more than 76% food items on the market are adulterated. It may arouse surprise among the people of the world that Bangladeshis eat adulterated foods and still they are alive. From vegetables and fruits to milk, milk products to fish and meat to juice and beverages – every food item is contaminated.

Food adulteration is done in various ways to gain quick profit. Sometimes foods are given artificial colors to make them attractive to the people. Even poisonous chemicals, preservatives, formalin etc. are used to preserve them. There are hardly any food items that are not adulterated.

A senior scientist of ICDDRB said that formalin is applied on fishes and vegetables for preservation, calcium carbide on fruits to ripen, urea to whiten the puffed rice and textile chemicals to beautify the sweetmeats.

But people do not bother what they are having as foods even they know that it may cause them much harm. Different reports show that adulterated foods are causing serious diseases such as kidney failure, cancer, diarrhea, dysentery etc.

Recently, the government and the general public have become much worried about this issue. The government has set mobile courts to detect poisons and punish dishonest people.

## **2. Write a report on the road accidents in Bangladesh.**

### **Death race into the roads**

**Staff reporter, The Daily Sun, Dhaka, Tuesday, January 19, 2019:** There has been an alarming rise in road accidents in Bangladesh over the past few years. According to a study of BUET, road accidents on average took 12,000 lives annually and made 35,000 people injured. Hence, the roads in Bangladesh have become deadly.

One accident that remains afresh in our memory is the death of 44 school children on July, 2011. The truck fell into a pond and 44 young dreams lost due to reckless driving. Only a month after this tragedy, Bangladesh lost two brilliant citizens: filmmaker Tareq Masud and journalist Mishuk Munier. Tareq Masud's wife Catherine Masud was also with them in the microbus who was critically injured. The people of Bangladesh were shocked, and many of them demanded immediate action to bring justice for those killed. Rapid urbanization and motorization is identified as a factor of the higher number of road accidents. As a result, the road systems are experiencing greater traffic congestion. According to a WB report, only 40% of the main roads are in good state.

The traffic police department has a critical role in controlling reckless driving, speeding and unlicensed vehicles. The experts believe that we, the citizens too have a role to play in ensuring road safety. While travelling in public transports, passengers should protest and stop speeding and reckless driving by bus and taxi drivers. Owners of motor vehicles should ensure that their drivers have genuine licenses, and have proper training.

## **3. Write a report on price hike of essential commodities.**

### **Prices of essential commodities at hike**

**Staff reporter, The Daily Star, Dhaka, October 26, 2019:** Within just a week, prices of rice, sugar, onions, eggplant and other vegetables have increased by Tk. 5 to 15 per kg. For families with low and fixed incomes, this increase is hard-hitting, affecting their food chain and nutritional requirement.

All previous records of high prices have already been broken. Rice, sugar, fish, meat, chicken, edible oils, and vegetables are being sold at extremely high prices. The problem has spread its evil clutch all over the country. All are getting concerned with this problem.

"It has become very difficult to budget the household expenditure as prices of almost everything are rising but my income is not," said Anika Begum, a banker who lives in Mirpur.

"People consume more when things are cheaper but they tend to buy less when prices go up," said Abdul Matin, a retailer at the Mirpur-6 kitchen market. He also said sales of some essential items like sugar, lentil, and moog dal have gone down noticeably after the price hike. According to Consumers Association of Bangladesh (CAB), Prices of essential items on an average rose 6.32 percent last year.

The main reason of price hike is over population. The small country cannot produce enough food for its increasing population. Moreover, dishonest businessmen hoard the daily commodities for higher profits.

For price hike, the poor are becoming poorer. There is no light of hope for nutritious food for them. A recent estimate by an FAO expert puts the number of people in Bangladesh suffering from malnutrition at 2.6 crore. Thus, the problem of price hike is hindering overall development of our country. People expect that the authority concerned would look into the matter and take necessary strict measures so that the prices of essential commodities remain within the reach of their buying capacity.

#### 4. Write a report on a Dengue Fever.

##### **Dengue takes alarming turn 741 infected in country in May-June; two die so far**

**Staff Correspondent, The Daily Star, Dhaka, 1 April 2020:** Stacked, barrels of insecticides rust on the premises of Dhaka Mosquito Control Office near Bakshibazar yesterday. Dengue cases in the capital have increased in recent months and a DGHS survey has found high level of Aedes larvae in several places of the city.

The dengue situation in the country is getting worse this year as the number of infected people has more than doubled since last month, compared with the same period last year. According to a report of Directorate General of Health Services (DGHS), 155 people were infected with dengue last month and 586 more till the 23rd of this month. However, the number was 52 in May and 295 in June last year.

Experts said climate change effects, intermittent rain, pattern of weather and lack of cleanliness were the main reasons for this increase in dengue cases. A total of 10,148 people were infected with dengue last year and 26 of them died. It was a record for the number of dengue cases in a year. The previous highest was 6,232 in 2002. The communicable diseases wing of the DGHS conducted the survey from March 3-12. It surveyed water samples collected from 998 houses at 100 places under 97 wards of two city corporations in Dhaka.

The survey found high level of larvae of Aedes mosquito in water collected from abandoned tyres, plastic drums, buckets, open tanks in under-construction buildings and flower tubs. Meanwhile, Health and Family Welfare Minister Zahed Malik yesterday said 853 people were infected with dengue in the country so far this year. Zahed said they asked all city corporations and municipalities to take necessary steps to destroy the breeding grounds of Aedes mosquitoes and also provided training to 1,500 doctors and nurses on proper management of dengue patients.

DSCC Chief Health Officer Brig Gen Sharif Ahmed and his counterpart in DNCC Brig Gen Md Mominur Rahman Mamun said they were taking different steps, including building awareness among the people, and giving more emphasis on larviciding and adulticiding to keep dengue cases in check.

#### 5. Write a report on the effect of Facebook on young generation.

##### **Devastating effects of Facebook on young generation**

**Staff Reporter, The Daily Sun, Dhaka, April 15, 2020:** Facebook has revolutionised the communication system in the world with the largest number of online users. A recent report says that as of June 2017, the number of Facebook users reaches at 2 billion.

Facebook has brought about a revolutionary change in today's communication system. People can share their views and photos of important events with friends through Facebook. Facebook presents a unique marketing opportunity by the creation of Facebook Business Pages. Facebook Groups are used to bring people together who share common interests.

A demographic statistics on Facebook shows that Facebook users are 53% female and 47% male. 87% of online users of age 18-29 are on Facebook and 74% college graduates are on Facebook. That is, most of the Facebook users belong to the young generation. According to Bangladesh Telecommunication Regulatory Commission, as of February 2017, Bangladesh had 67.24 million internet users, of whom 63.12 million are accessing the web on their mobile phones. There are 129.58 million mobile users in Bangladesh. And as of June 2017, the number of Facebook users in Bangladesh reaches at 73.3 million.

Many young boys and girls become addicted to Facebook and give more time on it than studies. It has been discovered by the psychologists that youngsters who spend excessive time on Facebook show more signs of other psychological disorders, such as antisocial behavior and aggressiveness. Sometimes, privacy is not ensured. Few senseless people post obscene pictures and create obscene pages. As a result, the tender minds of youngsters are severely damaged.

"This is a good sign for Bangladesh if it is used for communication, e-commerce and news media," former president of Bangladesh Association of Software and Information Services (BASIS) Shameem Ahsan told the Dhaka Tribune last night. "But, there is a negative side to this when it is used to just waste time like chatting for hours," Shameem said. He also remarked that parents needed to regulate the Facebook usage by their children to make sure it is being used for good things.

