**1.informative vs impromptu speech.(mid,mark-5)**

Ans:

**informative Speech:**

Purpose: The primary goal of an informative speech is to educate, enlighten, or provide the audience with new information or insights on a specific topic.

Preparation: Informative speeches are usually well-researched and planned in advance. The speaker gathers information, organizes it logically, and presents it in a clear and understandable manner.

Structure: These speeches typically have a structured format, including an introduction, body, and conclusion. The content is organized in a way that makes it easy for the audience to follow and understand the information being presented.

Delivery: Informative speeches are generally delivered in a more formal manner. The speaker may use visual aids, examples, and supporting evidence to enhance understanding.

**Impromptu Speech:**

Purpose: The primary goal of an impromptu speech is to address a topic or respond to a situation without prior preparation. Impromptu speeches are often spontaneous and are given on the spot.

Preparation: Unlike informative speeches, impromptu speeches are not planned in advance. The speaker must rely on their knowledge, quick thinking, and communication skills to deliver a coherent and effective message.

Structure: Impromptu speeches may have a less formal structure compared to informative speeches. They often include a brief introduction, main points, and a conclusion, but the organization may be less polished due to the spontaneous nature of the speech.

Delivery: Impromptu speeches require adaptability and the ability to think on your feet. Speakers may not have the luxury of visual aids or extensive supporting material and must rely on their verbal communication skills.

**2.correct the following sentence if necessary(mid,mark-5)**

a. I have visited Dhaka university last weekend.

b. The women who works here is from Japan.

c. Every students like the teacher.

D.I have been here since three months.

E .You should not to smoke.

f. The boy which plays volleyball is my friend.

Ans:

a. I visited Dhaka University last weekend.

b. The woman who works here is from Japan.

c. Every student likes the teacher.

d. I have been here for three months.

e. You should not smoke.

f. The boy who plays volleyball is my friend.

**3. You had You had a conversation with one of your clients over phone regarding the mobile App development project. Write a call follow up email to him/her.**

Ans:

Subject: Follow-Up on Our Recent Phone Conversation - Mobile App Development Project

Dear [Client's Name],

I trust this email finds you well. It was a pleasure speaking with you over the phone about the Mobile App development project earlier this week. I appreciate the opportunity to discuss your requirements and vision for the project in greater detail.

During our conversation, we covered key points such as [mention specific points discussed, e.g., project scope, desired features, timelines, and budget]. I want to ensure that we captured all your requirements accurately and that we are aligned on the goals and expectations for the project.

As a next step, I would like to propose scheduling a follow-up meeting to:

1. Review and confirm the project specifications.

2. Discuss any additional questions or concerns you may have.

3. Provide a detailed project timeline and milestones.

4. Address any specific customization or features you would like to prioritize.

Please let me know a time that works best for you, and we can coordinate the follow-up meeting accordingly. Additionally, if there are any specific documents or materials you would like us to review or incorporate into the project, please feel free to share them with us.

We are excited about the prospect of working together on this Mobile App development project and are committed to delivering a solution that meets and exceeds your expectations. Thank you for considering us for your project, and we look forward to the opportunity to collaborate further.

If you have any immediate questions or concerns, please don't hesitate to reach out to me directly.

Thank you for your time, and I look forward to our continued discussions.

Best regards,

[Your Full Name]

[Your Position]

[Your Company]

[Your Contact Information]

**4. Transcribe the following words using IPA symbols (any four):**

Sea, Man, Nice, Bird. So. Ship

Ans:

Sea: /siː/

Man: /mæn/

Nice: /naɪs/

Bird: /bɜrd/

So: /soʊ/

Ship: /ʃɪp/

**5. Correct the following statements if necessary:**

i. I can't seem to make this dishwasher running. before winter.

ii. I want to get the house painting

iii. I like the way you had the beautician done your hair.

iv. Have you had your temperature taking yet?

Ans:

i. I can't seem to get this dishwasher running before winter.

ii. I want to get the house painted.

iii. I like the way you had the beautician do your hair.

iv. Have you had your temperature taken yet?

**6. How is Persuasive Speech different from Pitch Speech? Delineate the three main aspects of effective speaking.**

Ans:

**Persuasive Speech vs. Pitch Speech:**

**Purpose:**

**Persuasive Speech:** The primary purpose of a persuasive speech is to influence, convince, or persuade the audience to adopt the speaker's point of view or take a specific action.

Pitch Speech: A pitch speech is specifically designed to sell an idea, product, or service. Its primary goal is to persuade the audience to buy into what is being presented.

**Content:**

Persuasive Speech: In a persuasive speech, the speaker typically presents arguments, evidence, and reasoning to support a particular viewpoint. It often involves appeals to logic, emotions, and credibility.

**Pitch Speech:** A pitch speech focuses on the features and benefits of a product, service, or idea. It emphasizes why the audience should invest, support, or buy what is being pitched.

**Delivery:**

**Persuasive Speech:** Effective delivery in a persuasive speech involves clear articulation, strong body language, and the ability to connect with the audience emotionally. The speaker must establish credibility and maintain a persuasive tone throughout.

**Pitch Speech:** Delivery in a pitch speech is geared towards creating excitement and interest. It often involves a more sales-oriented approach, including persuasive techniques, enthusiasm, and a compelling presentation style.

**Three Main Aspects of Effective Speaking:**

**Clarity:**

Ensure that your message is clear and easily understood by the audience. Use straightforward language, avoid jargon that may confuse listeners, and organize your speech in a logical manner.

**Engagement:**

Keep your audience engaged by using varied tones, expressive body language, and eye contact. Utilize anecdotes, examples, and visual aids to capture and maintain attention. Interaction with the audience, such as asking questions or encouraging participation, can also enhance engagement.

**Credibility:**

Establish and maintain credibility by demonstrating your expertise on the topic. Provide evidence, statistics, or examples to support your points. Additionally, convey authenticity and sincerity to build trust with your audience.

**7.Describe the strategies of preparing and delivering an effective presentation.**

Ans:

**Preparing the Presentation:**

**Define Your Purpose:**

Clearly understand the purpose of your presentation. Whether it's to inform, persuade, entertain, or a combination of these, having a clear goal will guide your content and delivery.

**Know Your Audience:**

Tailor your presentation to the needs and interests of your audience. Consider their level of familiarity with the topic, their expectations, and any potential concerns they may have.

**Organize Your Content:**

Structure your presentation with a clear introduction, main points, and a conclusion. Use a logical flow that guides the audience through your message. Consider the use of visual aids, such as slides or handouts, to enhance understanding.

**Craft a Compelling Opening:**

Capture the audience's attention from the beginning. You can use a relevant anecdote, a surprising fact, a compelling quote, or a thought-provoking question to engage your audience.

**Support Your Points:**

Provide evidence, examples, and data to support your key points. This adds credibility to your presentation and helps the audience understand and remember your message.

**Practice, but Don't Memorize:**

Rehearse your presentation to become familiar with the content and flow. However, avoid memorizing your speech word-for-word, as it can make you sound robotic. Instead, focus on understanding the key points and practicing a natural delivery.

**Delivering the Presentation:**

**Maintain Eye Contact:**

Establish a connection with your audience by maintaining eye contact. This helps convey confidence, sincerity, and engagement.

**Control Your Voice:**

Vary your pitch, tone, and pace to keep your audience's attention. Use emphasis to highlight key points and modulate your voice to convey enthusiasm or seriousness as needed.

**Utilize Body Language:**

Use expressive body language to enhance your message. Stand tall, use natural gestures, and move purposefully. Be mindful of your posture and avoid distracting mannerisms.

**Interact with the Audience:**

Foster engagement by asking questions, encouraging discussion, or incorporating interactive elements. This helps keep the audience involved and interested.

**Handle Q&A Effectively:**

Be prepared for questions and answer them confidently. If you don't know the answer, it's okay to admit it and offer to follow up later. Use Q&A sessions as an opportunity to further engage with your audience.

**End Strong:**

Conclude your presentation with a memorable and impactful closing statement. Summarize key points, restate your main message, and leave the audience with something to ponder or a call to action.

**8.Write the differences between scanning and skimming.**

Ans:

**Scanning vs. Skimming:**

**Purpose:**

Scanning: The purpose of scanning is to quickly locate specific information. It involves moving your eyes rapidly over the text to identify keywords, phrases, or specific details without reading the entire passage.

Skimming: Skimming is done to get a general sense of the content. It involves quickly glancing over the text to grasp the main ideas, headings, and the overall structure of the material without delving into the details.

**Technique:**

Scanning: During scanning, readers typically focus on headings, subheadings, keywords, and any formatting that stands out. It's a more directed and targeted approach to find specific information quickly.

Skimming: Skimming involves a broader sweep of the text, looking for main ideas, topic sentences, and any visually prominent features. It's a more superficial reading technique aimed at getting an overview.

**Speed:**

**Scanning:** Scanning is a fast reading technique. It allows readers to cover a large amount of text in a short time to find the specific information they are looking for.

**Skimming:** Skimming is also a quick reading method but involves a slightly slower pace than scanning. It requires enough time to absorb the main points and overall structure.

**Use Cases:**

**Scanning:** Scanning is often used when searching for particular details such as a name, date, statistic, or any specific information in a text, document, or article.

**Skimming:** Skimming is employed when quickly previewing articles, textbooks, or lengthy documents to determine if they are relevant or to extract the main ideas before engaging in more in-depth reading.

**Reading Depth:**

Scanning: Scanning involves a more focused and shallow level of reading. It does not require a deep understanding of the context but rather aims to locate specific information.

**Skimming:** Skimming is a somewhat deeper form of reading than scanning, as it involves grasping the main concepts and understanding the overall structure of the text.

**Use of Eyes:**

**Scanning**: During scanning, eyes move quickly in a back-and-forth or up-and-down pattern to locate specific information efficiently.

**Skimming:** Skimming often involves a more continuous and flowing eye movement, allowing the reader to quickly move through the text while picking up on key points.

**9. Your friend Jabin got failed in English exam. Write a dialogue between you and Jabin regarding the importance of learning English to inspire her study it more seriously.**

**Ans:**

**You**: Hey Jabin, I heard about the English exam. How are you feeling?

**Jabin**: Yeah, I didn't do so well. I just can't seem to get the hang of it.

**You**: I get it; English can be challenging. But you know, it's essential to keep working on it. English is more than just a subject; it's a valuable skill that opens up so many opportunities.

**Jabin**: I know, but it's just not my thing. I don't see why it's such a big deal.

**You**: Well, think about it. English is like a universal language. It's used in so many aspects of life, from communicating with people from different cultures to accessing a world of information on the internet. It's a tool that can help you connect with the world.

**Jabin**: I never really thought about it that way.

**You**: Plus, mastering English can open doors in terms of career opportunities. Many jobs and industries require good English skills. It's not just about passing an exam; it's about giving yourself an advantage in the future.

**Jabin**: I guess so, but it's just frustrating right now.

**You:** I totally understand. Maybe we can work on it together. We can set aside some time to practice, maybe watch English movies, or read something interesting in English. Learning doesn't have to be boring.

**Jabin**: That actually sounds kind of fun. And it would be nice to have some help.

**You**: Absolutely! We can turn this around together. Learning English can be an exciting journey, and the more you improve, the more confident you'll feel.

**Jabin**: Thanks for being so positive about it. I needed that.

**You**: No problem, Jabin. We'll make it through, and who knows, you might end up enjoying English more than you thought.

**10. 'Tiger IT Solutions BD Ltd is looking for a skilled and energetic Software Developer for their company. Prepare a CV along with a cover letter applying for the post to the H.R. of that institution advertised in the Daily Star on 10th of January 2023.**

Ans:

[Your Name]

[Your Address]

[City, Country, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

Human Resources Department

Tiger IT Solutions BD Ltd

[Company Address]

[City, Country, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the Software Developer position advertised in the Daily Star on January 10th, 2023. With my strong background in software development and a proven track record of successfully delivering high-quality solutions, I believe I am well-suited to contribute to the innovative and dynamic team at Tiger IT Solutions BD Ltd.

In my previous role at [Your Previous Company], I demonstrated expertise in full-stack development, where I successfully designed and implemented software solutions that improved operational efficiency and user experience. My proficiency in programming languages such as Java, Python, and JavaScript, coupled with my experience in database management and system architecture, positions me as a valuable candidate for your team.

Some highlights of my skills and qualifications include:

[Mention any specific achievements or projects relevant to the job.]

Strong problem-solving skills and a commitment to delivering high-quality software solutions.

Proven ability to collaborate with cross-functional teams to analyze requirements and develop innovative solutions.

I am excited about the opportunity to contribute my skills and enthusiasm to Tiger IT Solutions BD Ltd. I am confident that my technical expertise, coupled with my dedication to staying current with industry trends, will make me a valuable asset to your team.

Enclosed is my resume, which provides further details about my professional experience and education. I would welcome the opportunity to discuss how my skills align with your company's needs in more detail.

Thank you for considering my application. I am looking forward to the possibility of contributing to the success of Tiger IT Solutions BD Ltd.

Sincerely,

[Your Full Name]

**11. Write a précis of the following passage and give a suitable title: Teaching is one of the noblest professions.**

A teacher performs the sacred duty of makinghis students responsible, compassionate, and disciplined. Apart from developing their intellect, a teacher is also responsible for inculcating the qualities of good citizenship, cleanliness, politeness, and etiquette. These virtues are not easy to be imbibed. Only a person who himself leads a quality life characterized by simplicity, purity, and rigid discipline can successfully cultivate these habits in his pupils.

A teacher always remains young at heart, although he may grow old age. Perpetual contact with budding youngsters keeps himn hale and hearty. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair.

Ans:

\*\*Title: The Noble Role of Teaching and Its Timeless Influence\*\*

\*\*Précis:\*\*

Teaching, revered as one of the noblest professions, embodies a sacred duty. A teacher not only shapes the intellect of students but also instills virtues of responsibility, compassion, discipline, good citizenship, cleanliness, politeness, and etiquette. These qualities, challenging to instill, require a mentor living a life marked by simplicity, purity, and strict discipline. Despite growing old, a teacher remains youthful at heart through continuous interaction with young minds. The burden of domestic worries is momentarily alleviated by the joyous company of innocent children, serving as a perpetual source of inspiration for educators.

12. Read the text below and complete it with suitable words given in the box.

Ans: It was a winter morning. Nuhash got up from his bed and (a)--- through the windows.He could see his (b) ----- village. There was moderate fog outside. Some (c) -----were carrying date juice to sell in (d)---. suddenly nuash saw a boy (e)---milk can. The boy was really (f)---in the cold. the poor boy. Nuhash felt bad to (g)-----the poor boy.Nuhash took his own (h)---- and came out his room to give (i)------to the boy. When the boy got (j) ---there was marks of happiess in his eyes..

A .looked

b. beautiful.

c. villagers

d. the.

e. carrying

f. shivering

g. see

h. sweater

i.it

j. that

13. Fill in the blank with appropriate preposition:

i) They climbed---- the highest hill they could find.

ii) I haven't seen her----- last year.

lii) He felt very much grateful -----to his boss for the kindness he had shown.

jv) A preface...... a book introduces the book. You are interested in residing at your university hall. However, the seats are limited.

Ans:

i) They climbed up the highest hill they could find.

ii) I haven't seen her since last year.

iii) He felt very much grateful to his boss for the kindness he had shown.

iv) A preface in a book introduces the book.

14.Write a letter to the hall provost giving reasons why you should be allotted in the hall.

Ans:

---

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Hall Provost's Name]

[University Hall Address]

[City, State, ZIP Code]

Dear [Hall Provost's Name],

I hope this letter finds you well. I am writing to express my keen interest in residing at the university hall for the upcoming academic year. I understand that there are limited seats available, and I would like to present the following reasons why I believe I should be considered for a spot in the hall.

1. \*\*Academic Commitment:\*\* As a dedicated and committed student, I believe that residing in the university hall will provide me with a conducive environment for focused and productive study. Being in close proximity to the university facilities will allow me to make the most of my academic resources.

2. \*\*Involvement in Campus Activities:\*\* I am actively involved in various campus activities, including [mention any relevant activities or organizations]. Residing in the university hall will not only enhance my participation in these activities but also contribute positively to the overall vibrancy of the hall community.

3. \*\*Contribution to Hall Community:\*\* I am enthusiastic about contributing to the hall community through my positive attitude, teamwork, and respect for others. I look forward to fostering a sense of camaraderie among hall residents and actively participating in hall events and initiatives.

4. \*\*Proximity to Campus Resources:\*\* Living in the university hall will provide me with easy access to campus resources such as the library, laboratories, and other essential facilities. This proximity will undoubtedly facilitate my academic pursuits and overall campus experience.

I sincerely hope that you will consider my application favorably. I am excited about the prospect of becoming a part of the vibrant university hall community and am confident that my presence will be a positive addition to the hall.

Thank you for considering my application. I look forward to the opportunity to reside at the university hall and contribute to the dynamic community.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Number]

15. Make sentences with the following as directed

Digit (verb),) Truth (adjective) ) Err (Noun) iv) Brightness (adverb) v) Complete (Noun) vi) Continuity (adjective) Vir) List (verb) viii) Walking (gerund)

Ans:

Digit (verb): She needs to digitize the old photographs for the family archive.

Truth (adjective): His truthfulness in the matter was evident from the start.

Err (Noun): Making an err in the calculations led to an incorrect result.

Brightness (adverb): The sunlight streamed into the room, filling it with a warm brightness.

Complete (Noun): The puzzle was missing a single piece, preventing its completion.

Continuity (adjective): The continuity errors in the film were distracting for the audience.

List (verb): Please list your qualifications and relevant experience in your job application.

Walking (gerund): Walking through the park in the morning is a refreshing way to start the day.