

বিদ্যাবাড়ি

44
তম

BCS

wjwLZ cÖ'lywZ

English



tjKPvi kxU



www.biddabari.com

BCS
লিখিত প্রস্তুতি



পৃষ্ঠা নং দেখে কাজক্ষিত লেকচার খুঁজে নিন

বিষয়	✓ পৃষ্ঠা নং
English Written (New Syllabus)	৩
কোর্স প্ল্যান	৩
Written Orientation Class (Previous Question)	৪
লেকচার # ০১	৫
লেকচার # ০২	১১
লেকচার # ০৩	৩০
লেকচার # ০৪	৪৬
লেকচার # ০৫	৫৭
লেকচার # ০৬	৭৪
লেকচার # ০৭	৮৮
লেকচার # ০৮	৯৯
লেকচার # ০৯	১০৭
লেকচার # ১০	১১৯
লেকচার # ১১	১৩৪
লেকচার # ১২	১৫২

ENGLISH Written (New Syllabus)

(For both General and Technical/Professional Cadres)

Total Marks-200

Part-A (Marks-100)

1. Reading Comprehension

An unseen passage dealing with a topic relevant to our times will be set. Candidates will be required to answer (a) a number of thematic questions that will test their understanding of the passage (30 marks), and (b) a number of questions related to grammar and usage. (30 marks)

2. Candidates will be required to write a summary of the given passage in their own words within 100 words. (20 marks)

3. Candidates will have to write a letter relating to the thematic issue of the given passage to the editor of an English newspaper. (20 marks)

Part-B (Marks-100)

1. Candidates will be required to compose an essay on a topic related to an issue of topical relevance. The essay must conform to the word limit set and must convey a candidate's ability to express his or her ideas clearly and correctly in English as well as reflect and analyze a topic of contemporary interest. (50 marks)

2. Translation from English into Bangla and Bangla into English

Candidates will be required to translate a short passage from Bangla into English and another from English into Bangla. (25+25=50 marks)

৩৫তম লিখিত (নতুন সিলেবাসের আলোকে) কোর্স প্লান

ইংরেজি

Lecture-1	Discussion on Syllabus & Orientation, Some Essential Practice
Lecture-2	Translation from Bengali to English
Lecture-3	Translation from Bengali to English.
Lecture-4	Translation from English to Bengali.
Lecture-5	Comprehension-1
Lecture-6	Translation from Bengali to English.
Lecture-7	Comprehension-2
Lecture-8	Translation from English to Bengali.
Lecture-9	Comprehension-3
Lecture-10	Solve Class on Translation (From both Bengali to English & English to Bengali).
Lecture-11	Summary from Passage & Letter Writing.

Lecture-12	Essay writing
Lecture-13	Over all solve class
	Exam



written



CLASS

(Previous Question) Orientation Class

☑ Translation from Bangla to English

25

- ১। বাংলাদেশে বর্তমান রপ্তানি নীতি অনুযায়ী কৃষি ও কৃষিজাত পণ্য রপ্তানির জন্য বিভিন্ন ধরনের প্রত্যক্ষ ও পরোক্ষ সহায়তা প্রদান করা হচ্ছে।
- ২। মানুষের জীবন কতকগুলো ঘটনার সংকলন। তবে সব ঘটনাই স্মরণীয় হয় না। যে ঘটনা স্মৃতির পাতায় সোনার অক্ষরে লেখা হয়ে যায় তা-ই স্মরণীয়। [৪০তম বিসিএস]
- ২। প্রত্যেক শিশুর মধ্যেই নিহিত রয়েছে অফুরন্ত সম্ভাবনা। একটি শিশুর মধ্যে যে সুষ্ঠু প্রতিভা, মেধা রয়েছে তা বিকাশের জন্য অনুকূল পরিবেশ অপরিহার্য। [২৯তম বিসিএস]
- ৩। দূষণের যে রূপটি থেকে আমরা নগরবাসীরা কেওই মুক্ত নই তা হচ্ছে বায়ু দূষণ ও শব্দ দূষণ। দূষিত বায়ু সেবন অনেক বেশি সংখ্যক রোগব্যাধির জন্য দায়ী। [৩০তম বিসিএস]
- ৪। উইলিয়াম ওয়ার্ডসওয়ার্থ ঊনবিংশ শতকের ইংরেজ রোমান্টিক কবিদের প্রধানতম। [৩১তম বিসিএস]
- ৫। আমাদের দেশের অধিকাংশ লোকের জন্য বিশুদ্ধ পানীয় জলের সরবরাহের ব্যবস্থা না থাকায় তাহাদের কোন নিরাপত্তা নাই। [৩২তম বিসিএস]
- ৬। বেগম রোকেয়া তার তাহিত্যকর্ম রচনার জন্য তৎকালীন বাঙালী সমাজে পরিচিতি অর্জন করতে সক্ষম হয়েছিলেন। [৩৩তম বিসিএস]
- ৭। আমরা যে অত্যাধুনিক পৃথিবীর বাসিন্দা সে পৃথিবী আদিম সমাজ ও আমাদের পূর্ব পুরুষদের পৃথিবী থেকে সম্পূর্ণ আলাদা। [৩৪তম বিসিএস]

☑ Translation from English to Bangla

25

1. Diamond itself is the only material hard enough to cut and polish diamonds though recently, high-intensity light beams called lasers have been developed which can bore holes in them.
2. Of all the amusements which can possible be imagined for a hard-working man, after his day's toil, there is nothing like reading an entertaining book. It calls for no bodily exertion of which he has had enough. It relieves his home of its dullness. [40th BCS]
2. Providing enough energy to meet an ever increasing demand is one of the gravest problems the world in now faceting. Energy is the key to an industrialized economic, which calls for a doubling of electrical output every ten to twelve years. [29th BCS]
3. The first step, I take is bringing my key along with me. Obviously, I don't want to have to knock on the door at 1.30 in the morning and rouse my parents out of bed. [31th BCS]
4. Twentieth century marked a turning point in our realization for protection of mankind. [32nd BCS]
5. The students of Bangladesh played a significant role during the freedom struggle in 1971. [33rd BCS]
6. Man is liable to some troubles from which society cannot save him. [34th BCS]

Comprehension

1. Thematic Question from the comprehension

30

2. Grammatical Question from the comprehension	30
3. Summary from the comprehension	20
4. Letter to the Editor of a Newspaper	20
❖ Essay :	50



৪৪তম বিসিএস লিখিত প্রস্তুতি

লেকচার # ০১

Teacher's **WORK** Reading Comprehension

Read the comprehension and answer the following questions :

The Alaska pipeline starts at the frozen edge of the Arctic Ocean. It stretches southward across the largest and northern state in the United States, ending at a remote ice-free seaport village nearly 800 miles from where it begins. It is massive in size and extremely complicated to operate.

The steel pipe crosses windswept plains and endless miles of delicate tundra.

That tops the frozen ground. It weaves through crooked canyons, climbs sheer mountains, plunges over rocket' crags, makes its way through thick forests, and passes over to under hundreds of rivers and streams. The pipe is 4 feet in diameter and up to 2 million barrels (or 84 million gallons) of crude oil can be pumped through it daily.

Resting on 11 shaped steel, racks called "bents," long sections of the pipeline follow a zigzag course high above the frozen earth. Other long sections drop out of sight beneath spongy or rocky ground and return to the surface later on. The pattern of the pipeline's up and down route is determined by the often harsh demands of the arctic and sub arctic climate, the tortuous lay of the land, and the varied compositions of soil, rock, amount of mismanagement, and even theft, or permafrost (permanently frozen ground). A little more than half of the pipeline is elevated above the ground.

The remainder is buried anywhere from 3 to 12 feet, depending, largely upon the type of terrain and the properties of the soil.

One of the largest in the world, the pipeline cost approximately \$8 billion and is by far the biggest and most expensive construction project ever undertaken by private industry.

In fact, no single business could raise that much money, so 8 major oil companies formed a consortium in order to share the costs. Each company controlled oil rights to particular shares of land in the oil fields and paid into the pipeline - construction fund according to the size of its holding. Today, despite enormous problems of climate, supply shortage, equipment breakdown, labor disagreements, treacherous terrain, a certain amount of mismanagement, and even theft, the Alaska pipeline has been completed and is operating.

Thematic Part-30

(10 × 3 = 30)

1. Write down the answer from the Question bellow. Each Question bears 3 marks.

- What is the main theme of the passage?
- What type of oil is pumped through the Alaska Pipeline? How much oil can be transferred a day?
- Describe the way of the Alaska Pipeline very shortly.
- How long the Pipeline moves?
- How many Companies Shared the costs of constructing the pipeline?
- In line 11 the phrase "Resting on" is closest in meaning to?
- In line 21 the "the biggest and most expensive construction project ever undertaken" means what?
- What percentage of the construction costs each member of the construction would pay?



- ix. In which purpose the passage primarily discuss about?
- x. What are the most important element that the author mentions in determining the pipelines route?
a) Climate b) Lay of the land itself c) Kind of soil and rocks d) Permafrost etc.
- xi. The word “It” in line three refers what?
- xii. What does it mean “despite enormous problems” In last Para of the passage?

Grammar part-30

2. Make Sentences through the word given bellow.

Zigzag, windswept, Weaves, approximately, consortium, Disagreement, Pass over, drop out, out of, A little more by for.

3. Filling blanks

- i. The long parts of the pipeline ----- a zigzag route. cross/crosses/enter/enters
- ii. A little more than half of the pipeline ----- on the surface ground.
stretches /stretch /fly /flies
- iii. ----- there are lots of problems, the Alaska pipeline is operating.
Despite /In spite of /though /Eventually.
- iv. One of biggest ----- in the world ----- 8 billion.
(Pipeline /Costs), (Pipeline /Cost), (Pipelines /Cost), (Pipelines /Costs).
- v. The Supply shortage, equipment breakdowns, treacherous terrain, labor disagreements are the main.....for the movement of the Alaska pipeline.
(Obstacles / problems / solutions / dangers)

4. Transform the following Sentences as directed.

- a. The Alaska Pipelines is one of the biggest ones in the world. (Positive)
- b. The steel pipe crossed a huge path of delicate tundra. (Make it passive)
- c. The size of the pipeline’s up and down route is directed by the Arctic climate. (Complex)
- d. It weaves through crooked canyons crossing about 800 miles. (Compound)
- e. The biggest and most expensive construction in the world Alaska pipelines which cost 8 billion.
(Simple)
- f. Very few construction in the world is as expensive as the Alaska pipeline. (Supperlative)

5. Change the words as directed and make Sentences with the change words.

Approximately (Adjective), Treacherous (Noun), Shortage (verb), northern (noun), harsh (Noun), Composition (verb), Extremely (Adjective).

6. Write a Summary of the Above passage in your own words. (Within 100 words)

7. After completing the above passage, now write a letter the Editor of a newspaper upholding the importance of making a flyover/under pass ground in Dhaka City.

Freelancing Career : Prospect and Problems in Bangladesh

Especially from the last decade the freelancing sector has opened to our youths. Though it is new to us but all over the world it was quite established career. Now we have many ICT educated people, so it's the high time to go for career like this.

Concept of Freelancing: In writing and other artistic fields, "freelance" and its derivative terms are often reserved for workers who create works on their own initiative and then seek a publisher. They typically retain the copyright to their works and sell the rights to publishers in time-limited contracts. Usually, A freelancer, freelance worker, or freelance is a person who is self-employed and is not committed to a particular employer for long term. These workers are sometimes represented by a company or an agency that resells their labor and that of others to its clients with or without project management and labor contributed by its regular employees. Others are completely independent.

History of Freelancing: The term was first used by Sir Walter Scott (1771-1832) in *Ivanhoe* (1820) to describe a "medieval mercenary warrior" or "free-lance" (indicating that the lance is not sworn to any lord's services, not that the lance is available free of charge). It changed to a figurative noun around the 1860s and was recognized as a verb in 1903 by authorities in etymology such as the *Oxford English Dictionary*.

Working Area: Freelance journalists ,writing, editing, translation, indexing, software development, website design, advertising, open innovations, information technology, music, journalism, publishing, screenwriting, filmmaking, acting, photojournalism., cosmetics, fragrances, editing, photography, event planning, event management, copy editing, proofreading, indexing, copywriting, computer programming, web design, graphic design, website development, consulting, tour guiding, video editing, video production, translating, illustrating and micro jobs.

Freelance Marketplace: Freelance marketplaces (or outsourcing marketplaces) are websites that match buyers and sellers of services provided via the internet. Service providers, or sellers, create a profile where they include a description of the services which they offer, examples of their work and in some cases information about their rates. When buyers register and complete a basic profile, they then post projects outlining their requirements. Buyers will then bid for these projects on a fixed price or hourly basis.

Payment System and Procedures: Payment for freelance work also depends on industry, skills, and experience. Freelancers may charge by the day, hour, a piece rate, or on a per-project basis. Instead of a flat rate or fee, some freelancers have adopted a value-based pricing method based on the perceived value of the results to the client.

By custom, payment arrangements may be upfront, percentage upfront, or upon completion. For more complex projects, a contract may set a payment schedule based on milestones or outcomes. One of the drawbacks of freelancing is that there is no guarantee payment, and the work can be highly precarious.

Work Category Available in the Cyber World: According to the 2012 Freelance Industry Report compiled primarily about North America freelancing, nearly half of freelancers do writing work, with 18% of freelancers listing writing as a primary skill, 10% editing/copy-editing, and 10% as copy-writing. 20% of freelancers listed their primary skills as design. Next on the list were translating (8%), web development (4.5%), and marketing (4%).

Work Force Involved: The total number of freelancers in the United States is inexact, as the most recent governmental report on independent contractors was published in 2005 by the U.S.

Department of Labor Bureau of Labor Statistics. At that time, there were approximately 10.3 million United States workers (7.4% of the workforce) employed as independent contractors of all sorts. In 2011, Jeffrey Eisenach, an economist at George Mason University, estimated that number of freelancers had grown by one million.

Reasons for Freelancing:

- | | |
|--|----------------------------------|
| a. Working at home, Self employed. | b. No need of office. |
| c. No fixed place required. | d. No establishment cost. |
| e. Scheduling freedom and flexibility. | f. Personal passions. |
| g. Laid-off persons. | h. Lack of full-time employment. |

Impact of the Internet and ICT:

1. The Internet has opened up many freelance opportunities, expanded available markets, and has contributed to service sector growth in many economies.
2. Internet provides economical access to remote workers, and frequently leverage technology to manage workflow to and from the employer.
3. Online freelance marketplaces are websites that match buyers and sellers of services provided via the internet. Buyers bid on services at a fixed price or at hourly rate.
4. The Internet also enables many freelancers to be interviewed and hired without actually meeting an employer in person.
5. This facilitates long distance business relationships all over the world, but can provide a challenge in screening applicants.

Legal Aspects in Bangladesh: In Bangladesh before 2012, there was a problem to receive money from the contractors because the source was not accepted in our work categories. But now Bangladesh Bank has accepted freelancing as a profession. Now freelancer can get their dollars in their own Bangladesh bank accounts. Freelancers often must handle contracts, legal issues, accounting, marketing, and other business functions by themselves. If they do choose to pay for professional services, they can sometimes turn into significant out-of-pocket expenses. Working hours can extend beyond the standard working day and working week.

In USA: In the U.S. in 2009, federal and state agencies began increasing their oversight of freelancers and other workers. Employers are classified as independent contractors. The U.S. Government Accountability Office (GAO) recommended that the Secretary of Labor has its Wage and Hour Division "focus on misclassification of employees as independent contractors during targeted investigations." The increased regulation is meant to ensure that workers are treated fairly and that companies are not misclassifying workers as independent contractors to avoid paying appropriate employment taxes and contributions to workers' compensation and unemployment compensation.

The Future of Freelancing in Bangladesh:

1. **Boom is waiting:** Low rates in Bangladeshi freelancers have created much higher demand for various kinds of freelance work in global market. So Bangladeshi freelance market will have a boom soon.
2. **Competitive price markets:** There will always be clients who will hope to hire freelancers for next to nothing and there will also always be freelancers who won't mind getting paid next to nothing as long as they get some money and get to build their portfolios in the process.

- 3. Volume of job will increase:** Since it is cheap and requires no office, no time schedule, more and more employers will be interested in freelancing than hiring staff. So the volume of work in the arena will be huge.
- 4. Solution to unemployment problem:** In Bangladesh we have many youths waiting for employment. If they can work in freelancing the unemployment problem will be solved. Now almost 10000 people are working in freelancing. It is predicted that it will be one million next year.
- 5. Dollar earning sector next to RMG:** Many developed countries are predicting that in next decade the freelancing in Bangladesh will be equal in foreign exchange earnings next to readymade garment sectors.
- 6. New windows everyday:** In general, more small businesses are popping up left and right and this can be a great thing for freelancers. See, whenever somebody starts up a business - be it in the dry-cleaning or freelance designing business - he will need help. No matter what the business may be, the owner will not be able to get things done alone. And, since new business owners can hardly ever afford full-time creativity in the beginning, they will most likely look into hiring freelancers first.

Steps to Be Taken By Bangladesh to Hold the Markets: A huge market of foreign exchange is knocking at the door, if we want to catch up it we need to do the following:

- a. Training our youths and interested people at any ages.
- b. More seminar and symposium to be arranged regarding this issue.
- c. Writing article on corporate freelancing in text books.
- d. Separate desk or special cells or directorate to facilitate freelancing under the ministry of science and technology
- e. Allowing tax exemption for freelancers.
- f. Specially unemployed people in the rural area to be trained in this aspect.
- g. Speed of the internet is to be increased.
- h. Price of the internet is to be slashed.
- i. Price of computer, laptop, tabs are to be reduced.

Freelance Bid Sites: The latest freelancing phenomenon online are bid sites. Now, although these sites might drive freelance rates down sometimes, you don't have to worry too much because they won't take up the whole freelance market. A lot of clients have already burned out because of these websites.

Remember that nobody can force you to work on a bid site. So, as long as you put some time and effort into proper marketing, you will be able to find a lot of high-paying jobs elsewhere.

Freelance Competition: More and more people are now ditching their eight-hour jobs to freelance - mostly because of the less-than-ideal job markets nowadays. Naturally, this means that more companies will be looking into hiring freelancers for various jobs, as well, like writing or designing. Don't be afraid of this.

The Future for Freelancers: In a nutshell, you are sure to see more opportunities for work in the future as a freelancer. However, you will also have to dig deep to find them. This means that you will have to avoid bad gigs and try to promote yourself properly. You will also need to invest a lot of your time in order to get good money out of the deal; but hey, nobody promised that freelancing was going to be a joyride, right?

Do not be scared of what the future holds. It simply represents more freelancing opportunities that you haven't reached yet.

Digital World 2012: Freelancer Conference: Freelancing is an extremely prospective sector worldwide and is getting popular in our country now a days. A day-long Freelancer Conference has been outlined in Digital World 2012 organized by BASIS for the national freelancers. International experts, freelancers will be invited for the event.

Session	:	Freelancer Conference
Type	:	Seminar
No of Participants	:	500 ⁺
Date	:	7th December, 2012
Time	:	10:00am 7:30pm
Room	:	Carnival

Five Business Tips for Freelancers: Here are five tips to help you find and develop long term freelance business relationships:

- 1. Participate:** Before you can develop long-term business relationships, you need to meet people. The way to meet people is to participate. Leave meaningful comments on blogs. Connect through social media. Go to meet ups and conferences.
- 2. Remember it's not about you:** Too many freelancers think that asking for something is connecting. But it's not. Contacting a stranger on Twitter or Google who has never heard of you to ask them out of the blue whether they'll hire you isn't building a relationship.
- 3. Add value to the relationship:** You need to give people a reason to want to connect with you. Perhaps you are able to answer a question that they have posted. Maybe you can point them in the direction of a resource that they need. Look for ways to add value.
- 4. Stay in touch:** It goes without saying that you can't build a strong relationship if you don't check in regularly. Of course, you also need to respect your contact's time. Customer relationship management (CRM) tools may help you to insure that nobody falls through the cracks.
- 5. This is for business:** The contacts you make may or may not be the same folks you'd invite to your pool party. That doesn't matter. That doesn't matter as long as there's trust and respect because you are not looking for new BFFs (best friends forever). These are business relationships you are nurturing.

Conclusion: Freelancing is an exciting career for today's youths. It is also expanding rapidly. It may be a new sector where many of our unemployed people can be employed themselves. It can be a gateway to the new world of foreign money.