

Bank job Written English

Precis writing

Prepared by

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Summary writing বলতে প্রদত্ত reading passage এর মূল বিষয়বস্তুকে বুঝায়। Summary হতে হয় সহজবোধ্য (lucid), সংক্ষেপে স্পষ্টভাবে প্রকাশিত (succinct) এবং পরিপূর্ণ (full). সাধারণত একটি summary এর আকার মূল passage এর এক তৃতীয়াংশের বেশি হয় না।

Important points while writing summary

- (a) Reading passage টি ভাল করে বুঝতে হবে। প্রয়োজন হলে একবারের অধিক পড়তে হবে।
- (b) Precis লিখতে হবে নিজের ভাষায় (in own words)
- (c) Precis হতে হবে connected whole and complete (separate para থাকতে পারবে তবে তা সামগ্রিকভাবে connected হতে হবে)
- (d) Before writing precis select and note down the important points essential to the expression of the main theme.
- (e) এটি হতে হবে সারমর্ম (gist). এতে কোন কথপোকথনে ব্যবহৃত অভিব্যক্তি (colloquial expression), প্রয়োজনের অতিরিক্ত শব্দের প্রয়োগ (circumlocution), ঘুরিয়ে কখন (periphrasis) অলঙ্কারবহুল ভাষা (rhetorical flourishes) এর কোন জায়গা নেই।
- (f) পুনরাবৃত্তি (repetitions), ব্যাখ্যা (illustrations) এবং উদাহরণ (examples) বাদ দিতে হবে।
- (g) এটি অবশ্যই পরোক্ষ উক্তি (indirect speech) এ লিখতে হবে। লেখা শেষে revision করতে হবে যাতে করে সব গুরুত্বপূর্ণ পয়েন্ট উল্লেখ করা হয়েছে কিনা তা বুঝা যায় এবং ব্যাকরণগত ও বানান ভুল আছে কিনা তা পরীক্ষা করা যায়।
- (h) Precis লেখার সময় you are not bound to follow the original order of thought to the passages if you can express its meaning more clearly and concisely by transposing (স্থানান্তর) any of its part.
- (i) Precis লেখার সময় একাধিক simple sentence কে participle, infinitive, gerund অথবা noun in apposition ব্যবহার করার মাধ্যমে একটি simple sentence এ পরিণত করতে হয়।
- (j) দীর্ঘ complex বা compound sentence কে simple sentence এ পরিণত করতে হয়। যেমন-
 - (i) The fair sex were treated weak earlier.
 - => The women were treated weak earlier.
- (l) Give a suitable title to the precis
- (m) Precis লেখার সময় শব্দ সমূহের এক কথায় প্রকাশ (one word substitution) ব্যবহার করতে পারলে ভাল। যেমন:

| Elaborate phrase/clause | One-word substitution |
|----------------------------------|-----------------------|
| One who is present everywhere | Omnipresent |
| Practising only one marriage | Monogamy |
| Practising several marriages | Polygamy |
| An inheritance from father | Patrimony |
| Writing of life story | Biography |
| Writing of one's own life story | Autobiography |
| A person who speaks for others | Spokesman |
| The house of Eskimo | Igloo |
| A person who spends too much | Extravagant |
| A dwelling place for wild beasts | Den |

(n) Precise লেখার সময় adverbial phrase কে শুধু adverb এ প্রকাশ করতে হয়। যেমন:

| Adverbial phrase | Adverb |
|-----------------------|----------------|
| At this very moment | Now |
| Right now | Now |
| At a regular interval | Regularly |
| At the same time | Simultaneously |
| All on a sudden | Suddenly |
| From this place | Hence |
| Many many years ago | long ago |
| In no time | Soon |
| From what place | Whence |
| In a polite way | Politely |
| In a rude manner | Rudely |
| Once in a blue moon | Rarely |
| Now and then | Sometimes |

Bank job questions

(1) Combined 9 Banks & 1 Finance Institution

Test for Officer (General)-2022

Prepare a summary of the following text:

All through history there have been wars, yet mankind has survived, developed, and became civilized in spite of them. But unfortunately, as part of his development, man has learnt to tap the hidden forces of our planet and use them for his purposes. Now, if his purposes are those of destruction, each fresh advance in his mastery of nature only increases the danger from war, as men learn to destroy one another in ever greater numbers, from ever greater distances, and in ever more varied and ingenious ways. Man has now discovered how to release the forces locked up in the atom. In consequence, the leading nations of the world are now making atom bombs which would almost certainly be widely used. Nobody knows what the effect of dropping such bombs on a large scale would be, but it is quite possible that the total destruction of the world and its civilization might ensue. As somebody has jokingly remarked, in the next war, men will fight with atom bombs and in the war after that with bows and arrows.

Answer

Title: Apprehension of unimaginable amount of death and destruction in the war between the superpowers on the days coming ahead

Mankind has survived, developed and became civilized inspite of wars throughout the history. But the war that may happen next among the superpowers of the world will surely bring greater amount of deaths and destruction as the ingenious people have sharpened their mastery of nature and learnt how to release forces from even atoms. The evil competition of making atom bombs and the use of same in the next war may result in total destruction of the world.

(2) Combined 5 Banks
Test for Officer (Cash)- 2022

Prepare a precis of the following text:

The prevalence of teenage employment in Bangladesh is controversial. Questions have been raised regarding whether adolescents should work and if they do, what the terms and conditions will be. It is argued that work experience can promote the healthy development of adolescents when it is moderate in intensity and does not interfere with physical and mental growth. According to Bangladesh Labour Act 2006, an adolescent is defined as a person above the age of 14 but below 18. According to the law, before the appointment of a job, ascertainment of the age, birth, school, or registered physician's certificate regarding the age of the adolescent shall be used. After the appointment, some other conditions shall have to be followed regarding working hours, hazardous work, etc. Adolescents shall not be required to work between 7 pm to 7 am and the working hours shall not be more than 5 hours in a day and 32 hours in a week. In addition, adolescents shouldn't clean, lubricate or adjust any part of machinery in motion. Further, the employment of adolescents on dangerous machines without full instruction, precaution, and sufficient training, is prohibited. However, the proper implementation of existing regulations is questionable. For the smooth physical and mental development of adolescents, the authorities should implement the laws strictly to build up a healthy and prosperous generation.

Answer

Title: Strict compliance of law to recruit adolescents in work with an eye to building up a healthy and prosperous generation

There are some controversies over the employment of the adolescents in Bangladesh. It is true that work experience that is moderate in intensity and does not interfere with physical and mental growth can promote the healthy development of the adolescents. As per Labour Act 2006, the teenagers can be recruited under some terms and conditions which include limited work hours and prohibition from employment in hazardous work and running dangerous machinery without proper training. Strict implementation of existing regulations can build up a healthy and prosperous generation.

(3) Combined 8 Banks
Test for Officer (General)-2022

Write a precis of the following text:

With advancement and changes in the environmental, social, geopolitical and financial spheres of our lives come new sets of challenges, which are more volatile than ever before. And while business are embracing these changes and introducing new navigation strategies to combat the volatility, bad actors and criminals continue to find new ways of exploitation. The number of incidences of fraud committed on the internet and in cyber-physical realms is on the rise. The rise of cybercrimes and fraud can be controlled with the economic downturn. Moreover, cybercriminals are often difficult to apprehend as many of them operate from outside target country. The impact of cybercrime poses a substantial threat at present. In fact, industrial engineering, health, technology, media and telecom, and public sectors reported cybercrime as their biggest threat through a survey. Prevention of fraud and cybercrimes is a complex challenge. Companies must invest in adequate technology-based monitoring and customer engagement, with a continuous focus on policies and mitigation of fraud. Moreover, it is critical for business organizations and law enforcement agencies to increase their agility and resilience to deal with crimes in the emerging cyber-physical world. An economy fewer incidences of cybercrime and fraud will certainly provide a more auspicious and conducive business environment thereby benefitting all the stakeholders.

Answer

Title: Concerted and continuous efforts from business organizations and law enforcement agencies to confront crimes in the cyber-physical world

Though advancement and changes in different spheres of life are always accompanied by myriad challenges, businesses are going to face ever increasing challenges this time while navigating strategies owing to fraud on the internet and cyber physical world. Actually, prevention of fraud and cybercrimes is a complex challenge but the companies will have to invest for the improvement of technology and for the engagement of the customers. At the same time, law enforcement agencies will have to raise their agility and resilience to deal with crimes in this sector.

(4) Probashi Kallyan Bank Ltd.

Test for Officer (General)-2021

Summarise the following paragraph and give a title:

Bangladesh marks 50 years of its independence. The independence was earned through a hard-fought bloody war against Pakistan in 1971. The golden jubilee of independence is the biggest milestone for the nation to celebrate. The country and its people have repeatedly overcome hurdles after hurdles to become a south Asian powerhouse. Today, the country's economic performance is often defined as the Bangladesh 'Surprise'. The UN's announcement of graduating Bangladesh to a 'developing country' from a 'least developed country' has added time- befitting dimension to the milestone celebration. Kudos to the people of Bangladesh! Bangladesh's journey in the post-independence period was tough. The task of rehabilitation and reconstruction after independence was overwhelming. The rebuilding process took-off under the stewardship to its founding father Bangabandhu Sheikh Mujibur Rahman. Since 2009, the country witness an economic turnaround guided by prudent macro- economic and fiscal management. The growth has been inclusive accompanying major socio-economic and human indices. Fifty years into the journey, Bangladesh now is considered as a role-model for other developing countries.

Answer

Title: Bangladesh, a wonder in economic development

Bangladesh has gone through a long path of difficulties and challenges before celebrating golden jubilee of independence with a lot of achievements in socio-economic sector. The country has been an outperformer compared with other South Asian countries over the last fifty years. The graduation of Bangladesh from the 'least developed country' to a developing country is a testimony to this. Though it was a mounting challenge for us to reconstruct the war devastated country, we have done it through prudent macroeconomic and fiscal management. Now Bangladesh is a role model for many other developing countries.

(5) Bangladesh Bank

Test for AD (General)-2021

Prepare a summary of the following text:

Privately-owned land is property. It is protected by the law because it symbolizes individual right, the right to benefit from developing it, the right to profit by selling it. However, this attitude cannot be maintained when there is a small minority of land-holders people. In a situation of land scarcity, those with more land than they need cannot expect the government fully to protect their unused land against trespassers. Squatters never occupy productively used land, even agricultural land. They occupy unused land held by private speculators or by government agencies. Squatters hold a traditional view of landownership-the ownership of use; that people have a right only to the land that they can and do use, that one actually establishes ownership through use. What they lack is the legal tenure that will allow them to build for themselves, to develop their communities, and to obtain the required public services. Urban land reform which will provide the same amounts of land necessary for expending low-income housing cannot be avoided.

Answer

Title: Necessity of land reform for minimising land grabbing and ensuring the ownership right of land

Individuals having privately owned land can gain all benefits by using it as a right which is protected by the law. However, when a vast amount of unused land lies in the possession of a few, and the rest are landless, trespassers lie in wait to illegally capture the unoccupied land as they traditionally believe that they can attain ownership of the land just by using it. In such a situation urban land reform with provision for same amount of land necessary for expending low income housing deserves special attention.