

CONFIDENTIAL
COMMAND AND STAFF TRAINING INSTITUTE, BANGLADESH AIR FORCE
INDIVIDUAL STAFF STUDIES PROGRAMME NO-19 : REGULAR CANDIDATES
PHASE-1, PART- I : EFFECTIVE ENGLISH WRITING
TUTOR ASSESSED EXERCISE (TAE)

FULL MARKS : 100

1. Introduction. Tutor Assessed Exercise (TAE) is a written method of examining the level of assimilation of study materials by the student officers.
2. Method. Plan and write the answer of a TAE after a thorough study of the supplied phase notes, AFM 10-1 and Revised JSSD Manual 2003 (Para 0225-30, 0235-37, 0241, 0260-61 etc). The student officer is to write the answer script in his/her own hand (manuscripts) and language by following the precepts of service writing in white "A4-Size Paper". Then scan all the pages, make a merged PDF file (compressed below 50 mb) and upload through individual user account.
3. Date of submission. Student offr are to send their TAE Answer Script (Merged PDF) through the online software at or before **1200 hrs on 04 Feb 04 (R) 04 Feb 24.**
4. Caution.
 - a. Poor marks will be allotted for verbatim reproduction from the phase notes.
 - b. The answer scripts are to be essentially different from one another.
 - c. Answer scripts which tally word for word with another will be treated as 'failed in TAE'.
 - d. Submission of TAE answer scripts is not possible after the prescribed date and time.

=====

Answer all the questions. The figures in the margin indicate allotted marks.

=====

- | | |
|---|--------|
| Q1. Write down how to revise your own writing. | 20 |
| Q2. What are the most Common Errors in writing & how to avoid them? | 20 |
| Q3. a. What are the 10 Basic Structures considered for most common sentences? | 10 |
| b. Explain the 7 th (Appositives) & 8 th (Adverb clauses) Basic Structure in details. | 10 |
| Q4. Write down the principles and methods of Precis Writing. | 20 |
| Q5. Write short notes on the following (any four): | 4x5=20 |
| a. Use of Hyphen. | |
| b. Characteristics of a Summary. | |
| c. Use of Semi Colon. | |
| d. Explain any six barriers of clear thinking. | |
| e. 6 th structure (Adjective clauses). | |

RESTRICTED

ANX A TO
AFO 54-20
DT: 20 JAN 14

COMMAND AND STAFF TRAINING INSTITUTE, BANGLADESH AIR FORCE
INDIVIDUAL STAFF STUDIES PROGRAMME
COVERING PROFORMA FOR TUTOR-ASSESSED EXERCISE (TAE)

1. Rank...FLG OFFR.....NameMD TANVER JAKARIA.....
BD/No10757...Branch :...ENGG...Base/UnitMIST.....
2. Course No :...ISSP-21...ISS No :...146/2025...Phase :...1.....Part.....1.....
SubjectEFFECTIVE ENGLISH WRITING.....
3. Duties on which employedSTUDENT OFFICER.....
4. No of hrs studied46.....
5. Have you faced any difficulty? if so, mention briefly.....N/A.....
6. Give your comments including suggestions on phase work and phase notes
.....N/A.....
7. Due date to reach CSTI, BAF11 FEB 25.....
8. Date submitted/despached06 FEB 25.....
9. No of pages enclosed46.....
10. Reasons for delay in submitting TAE(if applicable)N/A.....

MD TANVER JAKARIA
FLYING OFFICER
STUDENT OFFICER
MIST

Date : . FEB 25

Signature of the student offr

11. Signature of OC/Director/Equivalent appt of the student offr. Special remarks on late submission (if applicable) :

Signature
Name
Rank :.....

Date : FEB 25

Phase :.....1.....Part :.....1.....Subject :.....EFFECTIVE ENGLISH WRITING

FOR OFFICIAL USE ONLY.
Code No:.....

FOR EXAMINER'S USE ONLY

Remarks by the examiner :

Signature the examiner

Name :.....

Rank :.....

Date :.....

Q.No	Marks Obtained					Total
	a	b	c	d	e	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Grand Total						
Passed/Failed						

RESTRICTED