**English Writing Skills & Communication**

**Practice Worksheet**

**1. The charts give information about two genres of TV programmes preferred by men and women and four different age groups in urban regions. Write four sentences comparing the different information from the charts.**

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| i. |
| ii. |
| iii. |
| iv. |

**2. Below several problems regarding urban life/city life are stated. Suggest a solution for each problem in the space provided beside.**

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| --- | --- |
| **Problems** | **Solutions** |
| Young generation is becoming corrupt and disrespectful towards others. |  |
| People are ignorant about social etiquette. |  |
| Citizens have become materialistic and immoral. |  |

**3. Decide whether these arguments are strong or weak. Identify the type of weakness, and put a tick mark beside it. Then rewrite the statement in space provided by making it stronger. If you think that the argument is already strong, choose ‘none’.**

1. My own observation is that a large number of students from different private universities lack proper guidance from their parents regarding the choice of suitable career related to their subjects.

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| --- | --- | --- | --- |
| * Not taking into account alternative viewpoints | * Misleading Statistics | * Use of Personal Experience | * None |

1. 80% of the public and private university students claim that they do not face any difficulties while upgrading themselves with the latest apps in their smart phones. (Total number of students in the survey was eight).

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| --- | --- | --- | --- |
| * Not taking into account alternative viewpoints | * Misleading Statistics | * Use of Personal Experience | * None |

1. Either the number of private cars should be reduced from Dhaka city or the traffic jam will keep increasing day by day. There is no other solution.

|  |  |  |  |
| --- | --- | --- | --- |
| * Not taking into account alternative viewpoints | * Misleading Statistics | * Use of Personal Experience | * None |

**4. Choose the right cohesive device for each gap from the options:**

a. Table manners are important in some restaurants, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (therefore/while/however) one should have good knowledge about these before visiting such places.

b. Shaking hands is a common gesture of goodwill and agreement, \_\_\_\_\_\_\_\_\_\_\_\_\_(since/as a result/ while) refusing to shake hands is considered an insult.

c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (However/Although/ Since) it is considered polite to seek permission before entering someone’s room, one must practice the etiquette with sincerity.

d. Family is the first school for learning manners,\_\_\_\_\_\_\_\_\_\_\_\_\_\_(whereas/on the contrary/however) schools can also have significant contribution in this respect.

e. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Either/ Both/ Neither) good manners and a pleasant smile is the best attire a person can put on.

**5. Use the following topic statement to write a cause-effect paragraph in academic style. (Maximum 150 words) *Moral educations in school curriculum are important as it helps to make responsible, law abiding citizens.***

**7. Summarize the following text (Minimum 120 words) in a single paragraph maintaining academic style and using cautious language if required.   
  
Positive moral values** are important because they allow you to have an overall feeling of peace and joy. Moral values can give meaning and purpose to your life. You are able to direct your behavior towards beneficial and fulfilling activities. When you live your life according to moral values that are based on honesty, compassion, and forgiveness, then you can also form positive bonds with other people.

Incorporating the moral value of honesty in your life makes you trustworthy. You will have a clear conscience because you can respect yourself. The people that you come into contact with will be able to count on you to be fair and sincere. Your integrity will allow you to advance in both your personal and professional life. There are more opportunities for you to fully experience life when you are an honest person.

In addition to honesty, you also need to incorporate the moral value of compassion into your life. Compassion allows you to have sympathy for the misfortunes of other people. It also motivates you to want to give them any type of assistance that you can. Compassion results in you having feelings of mercy towards other people. When you have compassion as a moral value people are more likely to put their trust in you because you will be non-judgmental of their circumstances.

Lastly, it is also important to incorporate the moral value of forgiveness in your life. Forgiveness allows you to move past hurtful or damaging situations. It allows you to abandon feelings of anger or resentment against others or yourself. You can be emotionally healthy when you practice forgiveness because it keeps you from holding onto pain and resentment.

In conclusion, moral values are extremely important for your overall well-being. Moral values provide a structure for your life. Honesty makes you respectable. (303 words)