

Capitalization

1. মানুষের নাম → Mr. John.
2. মানুষের পরামর্শ নাম → Mr, Mrs.
3. মানুষের পরামর্শ যখন মরামরী ব্যবহার হয় → Thank you, Teacher
4. Quotation এর প্রথম অক্ষর → He asked, " What time is it?
5. Compass direction → Europe was divided into East and West.
6. রাস্তা, অঞ্চল, রাষ্ট্র, দেশের নাম → New York City / Texas / United States
7. দিন, মাস, মুদ্দিয় দিনের নাম → Saturday / September / New Year
8. Specific Building or places → Taj Mahal /
9. Pronoun {I} → I'm / I'll

→ I went to bed after I had dinner. (con:)

* Preposition and Conjunction → finding out

1. Preposition বলু প্রক্রিয়া :
→ Many years have passed since the death

of his father. pre:

2. Conjunction বলু ক্লাউস প্রক্রিয়া : -

⇒ Many years have passed since his father
died. con:

NOTE: Phrase ইলো বাক্যের অংশ, যা যাম্প্রুন্ব বাক্য
নয়। Phrase নয়-মাত্র। Sub: ৩ Verb যাকুনা,
আৰু ক্লাউস ইলো পৰিম্পুন্ব বাক্য, ক্লাউস - নয়মাত্র।
Sub: ৩ Verb যাকু।

Identify: Participle and Gerund.

Present participle and Gerund কিম্বা দ্বিতীয় একটি

অবস্থার জিনি Gerund ব্যবহৃত হল Noun হিসেবে,

আবর্তন Present participle ব্যবহৃত হল Adjective হিসেবে।
Gerund is used:-

(1) As a subject of a verb:

⇒ Walking in the morning is good for health.

(2) As a object of a verb:

⇒ I enjoy walking in the morning.

(3) After preposition: I am fond of walking in the morning.

4) After Article: The reading of history is very interesting.

5) After Possessive adj: Much depends on my going there.

* Present participle:-

(1) In the continuous tense: I am reading.

⇒ I have been eating. ⇒ He was drawing.

[∴ Continuous tense → ক্রমাগত]

② After Article if there is a noun after

⇒ I have a talking doll.

③ যদি কোন বাক্য ing ফিল্ম অস্থ হয় আবু তৃতীয় Verb
আগে Subj. আকে, এখন তা Present participle
হবে।

⇒ Walking a mile, he became tired

Correct spelling of some english words

- | | |
|-------------------|-----------------|
| 1. Assertive | 11. Benefit |
| 2. Affirmative | 12. Accommodate |
| 3. Auditorium | 13. Argument |
| 4. Auto biography | 14. Assignment |
| 5. Attendance | 15. Absence |
| 6. Appearance | 16. Auxiliary |
| 7. Acquire | 17. Beginning |
| 8. Although | 18. Biscuit |
| 9. Achieve | 19. Builing |

- 21. Committee
- 22. Continuous
- 23. Colonel (কল'ল)
- 24. Curiosity
- 25. Colleague (কল+লীগ)
- 26. Conscious (কনশাস)
- 27. Conscience (কনশেনছ)
- 28. Description
- 29. Diarrhoea (ডায়ার-হো-ইয়ো)
- 30. Definitely
- 31. Column
- 32. Dysentery
- 33. Disappointment
- 34. Development
- 35. Discipline
- 36. Character
- 37. Dependence
- 38. Courtesy
- 39. Diagnosis
- 40. Disease/ Disease.

Tense

1. Present Indefinite: Every + day/month/week/year/
Always

- They go to the movies only once in a while.
- She goes to a doctor once in a year for an examination.
- The exercise book will cost cost/costs 17 €.
- They used to deal furniture.
- She never speaks about her future.
- Jonathon watches the news everyday, and it will help him.
- The plane or the train takes off in a few minutes.
 { ट्रेन/ट्रैम/रेलवे यात्रा निर्धारित अथवा Pre: Ind: }
- What do you think of your new boyfriend. [verb of per-

2. Present Continuous: Listen/Look! / Now/right now/

At the moment/ At this moment/ At this very moment/ Sh!
this very moment.

- Sh! Someone is listening to our conversation.
- I think Bob is leaving for London this very moment.
- They are living in an apartment right now.

→ They are building a summer house there at the moment.

→ The sun ~~was~~ ^{was} shining when the climber reached Mount Everest.

→ It's a nice day. The sun is shining.

→ Tom isn't at the moment. He is travelling abroad.

→ I am not wearing my watch because it is being fixed.

2. Present Perfect: so far/ yet/ just/ already/ recently/ ever/ How often/ since/ for/ the last years. / up to now/ till now/

→ This has been an easy quiz so far.

→ Our daughter has not graduated from the university yet.

→ He has never heard anything about his past yet.

→ He has just thrown a glass on the floor.

→ In the past two years, she had become a very nice person.

→ He has just done his homework. He can go out now.

→ Our cows had given more milk recently.

→ Since his departure to France, I haven't heard any news from him.

→ ~~Ever~~ has your dog ever bitten anyone?

→ Tom has broken four windows since he was

→ How often have you cut the grass this summer?

→ They have known her and trusted her for ye

→ I think, my nephew has grown six centimet since last summer.

→ Hurry up! The symphony has already begun ~~the~~.

4. Present perfect Continuous:

→ He has been living by himself since her divorce.

→ My friend hasn't been seeing me for many years when I met last week.

→ She lost her keys. She has been looking for them since Monday. But she hasn't found them yet.

④

When

→ I have been ringing all afternoon but I can't get any reply.

④ Past Indefinite : Last night/yesterday/Last + month/week/year/ago/last holiday/

→ I saw a wonderful film at the cinema last night.

→ He quit his job a couple of years ago.

→ During the war they shot many people.

→ Unfortunately, our team couldn't win any games last year.

→ The Titanic sank in less than six hours.

④ Past Perfect : Before / After

→ When he found Microsoft, Bill Gates was only 20. He had already written his first computer programme six years earlier.

→ The sun had set before I went to bed.

④ As soon as he had done his work, he ran out to play.

④

When

① Past Indefinite — — When + Past Indefinite.

→ The sun shone when the climbers reached Mount Everest.

→ Nothing much happened when I got to the meeting.

②

Past Continuous — — + When + Past Ind

→ They were talking about me when I interrupted their conversation.

→ She was lying in her bed when the phone rang.

→ My car broke down when I was driving home.

③

When + Past Ind — — + Past perfect.

→ When he founded Microsoft, Bill Gates was only 20.

→ He had already written his first computer program.

④

When + Pres. Ind — — + Future Ind.

→ When John finishes this semester, he will take a trip.

While

- ① While + Past Conti: - - - + Past Ind (action in short)
→ While Ali was sleeping, a plane flew over here.

- ② While + Past conti - - - + Past Continuous.

→ While Ali was frying fish, John was peeling potato.

Until

- ① Past Perfect Conti - - - + Until + Past Ind:
→ Jim had been driving the car until he was 17.

- ② Until + Pres: Ind: - - - + Future Ind:

→ Until he achieves his goal, he will try.

Since

- ④ Present perfect + - - - + Since + Past Ind.

→ Joan has broken four windows since he was born.

* An email to the travel agency's manager canceling the ticket that you had bought last week.

Answer

From:

TO : Travel world <travelworld@gmail.com

Sent: Friday, 14 June 2023, 20:16 pm.

Subject: Cancellation of an air-ticket.

Dear Sir,

I have booked an air-ticket of Bd. Biman to visit India through your agency. I am supposed to travel on 12 March 2023. But, I am afraid I will not be able to travel on that day because of my some personal problems. It is really unfortunate for me that I have to cancel my booking. I am sorry for the inconvenience.

Waiting for your confirmation on the cancellation.

Sincerely yours,

Akbar.

* Write an e-mail to your friend inviting him to spend a few days with you at your village.

From:

Answer

TO :

Sent:

Subject: Invitation to spend a few days in our village.

Dear, x

I am very happy to have your sweet note and hope you will write to me time to time. You have asked me to tell you how I will spend my vacation. It is sure that during vacation both of us will get enough time of our own. May I have pleasure to invite you to spend a few days with us at my village home. I believe your stay in the village will relieve you of the boredom of city life. The rural environment will refresh your mind and restore your energy.

I hope you will not miss the opportunity. No more today.
Yours ever,

AK bar.