

Right form of Verb

- * Future perfect → { by this time, by mornings, by noonday... }
- * It is high time → Part Indefinite.
- * Present In. + as though/as if + Part Ind.
- * Part In. + " + Part Perfect.
- * After → { get used to, without, part, with a view toward, can't/couldn't help, look forward to, would you mind }
→ (Verb+ing)
- * He worked hard lest he might/should miss the headline.
- * Would that I could see a lion.

Conditional

1st:

- * If + Present In. + Present In./Future In./may/can
- * Present In./Future In./^{may/can} + if + Present In.
- * If + Present perfect + Future Indefinite.
- * Future In. + if + Present perfect.

2nd:

- * If + past In. + would/could/should/might + v₂ + ext.

3rd:

- * If + past perfect + would/could/should/might + v₃ + ext.
Determiners → have

* Articles → A, An, the ..

* Possessives → My, Our, Your, Her, Its.

* Numbers → Two, second, last.

* Quantifiers → Some, any, much, many, every

* Demonstratives → This, that, there, those

* Interrogatives → Which, what, where.

CV →

Sender's address

Date

Designation of receiver → The Personnel Manager

Company name

Company address

Dear Sir,

Do you need someone to handle your advertising job?

With my five years experience as ----- of -----.

I feel that my education and experience on

I feel I am quite suitable for the ----- part that you advertised in The Daily Star dated -----.

* Education → How I'm well qualified to handle the job.

* Work experience → special achievements, practical experience

* Personal Details → relevant to the present job.

* Personal Details → ability to work as a team,

leadership qualities, innovativeness, initiative, communication skills.

Although I have gone into considerable detail in this letter, there are probably questions that you still want answered. May I come in for an interview? You may reach me at the the address or telephone number given at the top of my resume.

Yours faithfully

Name.

Resume

1. Name:
2. Date of birth:
3. Address
4. Telephone / Cellphone no:
5. E-mail address:
6. Statement of purpose:
7. Work experiences
8. Educational qualifications.
9. Achievements
10. Professional training
11. Projects
12. Extra curricular activities and hobbies
13. Languages
14. Skills
15. Honesty and sincerity

Formal letter

→ What is a formal letter?

Formal letters, also called business letter or professional letters, are the letters that are written in a strict and specific format. Formal letters are naturally much more formal in style than informal letters.

→ How to write a formal letter?

1. Sender's Address
2. Date
3. Name/Designation of Receiver
4. Address of the receiver
5. Subject
6. Salutation (Mr/Mrs/Ms)
7. Body of the letter [Introduction, content, conclusion]
8. Complimentary Closing line
9. Signature / Name of the sender
10. _____

Javed

Mamama Book Store
24, Crosby Lane
Bangalore - 600 45

→ sender Address

20th August, 2019

→ Date

The manager
Zæk publication House

Mumbai - 400012

→ (Receiver Address)

Subject :

Postal code

Sir,

→ Subject

→ (Salutation)

I have received the books that you sent last week. The books are in perfect condition.

→ (Body of the letter)

I shall be grateful if you could send me copies of these books as mentioned by VPP as.

→ Complimentary closing line.

Your faithfully
Javed

→ (Signature / Name of the sender)

Informal letter format:

1. Address and date.
2. Forms of greeting / Salutation.
3. Introduction and body of the letter.
4. Conclusion.
5. Forms of subscription/signature.

example :-

44/1, Purbo Jamsingh
Savar - 1340

15th November 2023

Dear Kalu,

I was

Had a wonderful time chatting with you.

Your loving friend
Yaser

Dear Mr. and Mrs. Smith,
I am writing to you to thank you for your kind invitation to your wedding.
I am very happy to be a part of your special day.
I hope you will have a wonderful day.

Yours sincerely,
John Doe

John Doe

John Doe

Professional email writing

* some tips and tricks for writing a successful and meaningful professional email —

i) Start with a meaningful subject line

ii) Address them appropriately

iii) keep the email ^{concise} and to the point

iv) Make it easy to read

v) Do not use Slang

vi) Be kind and thankful

* The basic elements of professional email writing -

i) Your email address

ii) Subject line

iii) Email opening

iv) Email body — ^(points)

v) Email ending

vi) " sign off

vii) " signature/footer

* Request email for change of classes or schedule

Writing Items Handwriting

From : ug2102046@cse.pstu.ac.bd
To : sultana_jahan@cse.pstu.ac.bd
Bcc :
Subject: Request for change of class schedule.

Madam,

With the utmost respect, I would like to inform you that I am the CR of Faculty of Computer Science and Engineering (L-I, S-II).

I am writing this email to request you kindly change the class schedule (on 1 Jan, 2023). Respected, we, the students, find it very difficult to attend the class at the current time due to mid-term exam. I shall be obliged if you could consider this request and look forward to changing the scheduled time.

Yours sincerely,

Name: Md. Kebam

Roll: 2102046

Preparing And Delivering

Preparing And Delivering Oral Presentations

1) Fundamentals of Presenting

2) Plan a Presentation:

i) Focus and Purpose

ii) Audience

iii) Structure of a Presentation:

a) Introduction

b) Body of your Presentation

c) Conclusion

d) Preparation

e) Visual Aids

3) Delivery:

i) Practice

ii) Stay Calm

iii) Pace and Volume

iv) Body language and Eye contact

v) Answering Questions

vi) Share Your Personality.

* How can you make a good presentation even more effective?

Whether we are an experienced presenter or just starting out, there should be ideas here to help us to improve-

1. Show our passion and connect with our Audience:
It's hard to be relax and be ~~our~~^{our}self when we're nervous.

2. Focus on our audience's needs:

Our presentation needs to be around what our audience is going to get out of the presentation.

3. Keep it simple: core

Concentrate on our message when planning our presentation, we should always keep in mind the questions.

4. Smile and Make Eye Contact with our audience:

The sounds very easy, but a surprisingly large number of presenters fail to do it.

5. Start strongly:

The beginning of our presentation is crucial. We need to grab our audience's attention and hold it.

6. Remember the 10 - 20 - 30 Rule for Slideshows

* Contain no more than 10 slides.

* Last no more than 20 minutes.

* Use a font size of no less than 30 Point

7. Tell stories:

Human beings are programmed to respond to stories.



8. Use your voice Effectively:

The spoken word is actually a pretty inefficient means to communication.

9. Use your body Too!

It has been estimated that more than three quarters of communication is non-verbal.

10. Relax, Breath and Enjoy:

If ~~you~~ we find presenting difficult it can be hard to be calm and relaxed about doing it

* Structure of a Presentation:

a) Introduction:

Hello Sir, Mam,

Thanks for giving me a chance to speak

I'm Seemanta, IID, Faculty, University

Today I'll be discussing Topic.

⇒ Why important.

b) Body of our Presentation:

⇒ Medium

⇒ Major Reasons

⇒ Statistics and Trends

⇒ Effect

⇒ Prevention

c) Conclusion:

⇒ Summary the points.

⇒ B Statement:

By implementing these strategies
we can navigate projects more,
smoothly and achieve greater
success.

⇒ Thank you our honorable sir/Mam
for your kind attention.

Phonetics

* Study of Sound : Phonetics

All vowel sounds:

Monophthongs | ~~cont vowel~~ | Pure vowel (12).

स्वॉर वाले

|i:|-इ, Treat = /tri:t/, Beam = /bi:m/, sheep = /Si:p/, heat = /hi:t/

|ɪ|-ई, it = /ɪt/, Lip = /lɪp/, Tin = /tɪn/, Pin = /pɪn/, Bin = /bɪn/

|eɪ|-ए, Men = /men/, Pen = /pen/, Tent = /ten/

|əʊ|-ओ, Moon = /mʊən/, Tom = /tʊəm/, Pam = /pʊəm/, Saw = /sɔə/

|ʌ|-अ, Cut = /kʌt/, Up = /ʌp/, Shut = /ʃʌt/, Nut = /nʌt/, But = /bʌt/

|a:|-आ, Board = /ba:(ə)d/, Card = /ca:(ə)d/, Farm = /fɑ:(ə)m/

|ɒ|-ओ, Dog = /dɒg/, Pot = /pɒt/, Fog = /fɒg/

|ɔ:|-अ, Lord = /lɔ:(ə)d/, Cord = /kɔ:(ə)d/, short = /ʃɔ:(ə)t/

|ə|-अ, Over = /əvə(r)/, Paper = /peɪpə(r)/, Teacher = /ti:tʃə(r)/
(Schwa)

|ɜ:|-अ, Bird = /bɜ:d/, Girl = /gɜ:l/, Shirt = /ʃɜ:t/

|ʊ|-अ, Book = /bʊk/, Good = /gʊd/, Took = /tu:k/,
Would = /wʊd/

|u:|-अ
(अ)

cool = /ku:l/, Tool = /tu:l/, You = /ju:/

Blue = /blu:/, Fool = /fu:l/

Short vowel:

- I (ই) - (ই)
- e (এ) - (এ)
- ঝ (অ্যা) -
- ষ (ও) -
- ৰ (য়া) - (ও)
- * র (শ্বা) - (ও)
- (shawa) -

Long vowel:

- i: (আ)
- ə: (ও)
- ɔ: (অ্যা) - (অ্যাঙ্ক)
- u: (ু) ঊ - (অু)
- ɔ: (অ্যা) -

* Diphthongs:

|eɪ| - (এই), May = |meɪ|, Toy = |tɔɪ|, Lay = |leɪ|,
 Dog = |dɔɪ|, Make = |meɪk|, Lake = |laɪk|

|aɪ| - (আই), Hi = |haɪ|, Tie = |taɪ|, Spy = |spaɪ|, Try = |traɪ|

|ɔɪ| - (অোই), Boy = |bɔɪ|, Toy = |tɔɪ|, Joy = |dɔɪ|
 (অুই)

|ɪə| - (ই শ্বা), Deer = |dɪər|, Head = |hɪəd|, Tears = |taɪərs|
 (ইুড় অৱুড়)

|eə| - (এ শ্বা) - Care = |keər|, Air = |eər|
 (পুড় অবুড়)

ପ୍ରଥମ = (ଓଡ଼ିଆ) , Sure = ଶୁରେ

ଲୋହ = (ଅଳେ) NO = (ନୋ), no (ନୋ), so = ସୋ

(କାର୍ତ୍ତ) = (ଅଳେ) Cow = (କାର୍ତ୍ତ), Now = ନୋ, how = (ହାର୍ଟ)

Town = (ବିଳାନ୍), Down = (ଦାର୍ନ୍)

Triphthongs

(eɪə) - ଏଇଯୁ, Laiyer = ଲେଇୟର, Prayer = ପ୍ରେଇଅର

(ɔɪə).

Consonants (୨୫)

b - /b/ (ବା)

s = /s/

c - /k/ (କାନ୍ତି)

v = /v/

d - /d/ (ଡା)

w = /w/ (ଓଡ଼ିଆ)

f - /f/ (ଫାଫି)

y = /j/ (ଇଯାର)

g - /g/ (ଗାନ୍ଧି)

z = /z/ (ଜାଣି)

h - /h/ (ହାତି)

- o -

t - /t/ (ତାତି)

th / ð / = (ଠୀ, ଠୀ) (ତୁ, ରୁଦ୍ଧ)

k - /k/ (କାନ୍ତି)

ch = /tʃ/ (ଚାନ୍ତି)

l - /l/ (ଲାଙ୍କି)

sh = /ʃ/ (ଶାନ୍ତି), /ʃ/

m - /m/ (ମାନ୍ଦିଙ୍ଗ)

ng = /ŋ/ (ନିଂଦିଙ୍ଗ)

n - /n/ (ନାନ୍ଦିଙ୍ଗ)

ଝ = (ଝାନ୍ଦିଙ୍ଗ)

p - /p/ (ପାନ୍ଦିଙ୍ଗ)

ର୍କ - /k/ (କାନ୍ତି)

ଝ = /χ/ (ଝାନ୍ଦିଙ୍ଗ)

2

Said - /sedɪ/

Paid - /peɪd/

college - /kəlɪdʒ/

breeze - /briːz/

bridge - /brɪdʒ/

change - /tʃeɪndʒ/

women - /'wɪmɪn/

exchange - /ɪk'stʃeɪndʒ/

nation - /neɪʃn/

result - /rɪzʌlt/

comfort - /kʌmfət/

they - /ðeɪ/ (with)

cloth - /klɔθ/

favorite - /feɪvərit/

Paste - /peɪst/

* Yacht - /jɑ:t/

cancel - /kænsəl/

guest - /gɛst/

tale - /teɪl/

shock - /ʃɒk/

sock - /sɒk/

excuse - /ɪk'skjʊz/

neglect - /nɪglekt/

Only = /əʊnli/

Young = /jʌŋ/

donkey = /dənki/

dove = /dʌv/

above = /əbəv/

age = /eɪdʒ/

village = /'vɪlɪdʒ/

cabbage = /kæbɪdʒ/

exact = /ɪg'zækt/

always = /ɔ:lweɪz/

won = /wɒn/

one = /wʌn/

eleven = /ɪlevən/

make = /meɪk/

cover = /kʌvər/

visit = /'vɪzɪt/

stadium = /'steɪdiəm/

marriage = /mædʒɪdʒ/

adjust = /dʒʌnst/

engage = /ɪng'eɪdʒ/