01. Editorial letter: master sample

Topic: Poor condition of a road

> **Hints:** broken road; water collects; danger to pupils; repair and drainage needed

ভাবার পদ্ধতি: সমস্যার নাম → নির্দিষ্ট অবস্থা → মানুষের অসুবিধা → উপযুক্ত কর্তৃপক্ষের করণীয়। সম্পাদককে সমস্যাটি প্রকাশ করার অনুরোধ করবে।

সম্পূর্ণ নমুনা

12 School Road, Monteswar
10 January 2027
To
The Editor
The Statesman
Kolkata
Subject: Poor condition of a local road
Sir,

Through the columns of your newspaper, I wish to draw attention to the poor condition of the road near our school.

The surface is broken, and rainwater collects in the potholes. Students and elderly people find it difficult to use the road safely. Cyclists often lose their balance, while vehicles move slowly through the damaged stretch.

Please publish this problem so that the local authorities take action. The road needs prompt repair and proper drainage. Regular maintenance will also help keep it safe.

Yours faithfully,
Bitanu Mandal

01. Editorial letter: নতুন প্রশ্নে প্রয়োগ

মনে রাখার ছক
Through the columns of your newspaper, I wish to draw attention to [problem] in [place]. [Two specific effects]. Please publish this problem so that [authority] takes action. [Two relevant remedies].

Road → plastic waste	broken surface → blocked drains; road repair → waste collection
Road → reckless driving	potholes → speeding; repair → enforcement of traffic rules
Road → price rise	unsafe road → household hardship; repair → market monitoring

বিষয় বদলে নতুন প্রয়োগ

Subject: Plastic waste in our locality
Sir,

Through the columns of your newspaper, I wish to draw attention to plastic waste in our locality. Discarded bags block drains, and dirty water collects after rain. Residents face an unhealthy environment.

Please publish this problem so that the civic authorities take action. Regular waste collection and public awareness are needed. People should also use reusable bags.

Yours faithfully,
Bitanu Mandal

ব্যবহারের নিয়ম: নতুন চিঠিতে নিজের ঠিকানা, তারিখ ও প্রাপকের অংশও রাখবে। একই newspaper-এর ঠিকানা অন্য newspaper-এর নামে ব্যবহার করবে না। প্রশ্নে দেওয়া ঠিকানাই অগ্রাধিকার পাবে।

04. Notice: master sample

Topic: Tree plantation programme

Hints: school programme; date/time/place; registration; contact; organiser

ভাবার পদ্ধতি: প্রতিষ্ঠান → NOTICE → তারিখ → title → কী/কখন/কোথায় → অংশগ্রহণের নিয়ম → স্বাক্ষর ও পদ।

সম্পূর্ণ নমুনা

ABC HIGH SCHOOL
NOTICE
Date: 10 January 2027
TREE PLANTATION PROGRAMME

Students are hereby informed that our school will organise a tree plantation programme on 20 January 2027 at 10 a.m. in the school grounds. The programme aims to make the campus greener and encourage care for trees.

Students of Classes IX and X who wish to join should give their names to the undersigned by 17 January. Participants should bring a water bottle and wear suitable shoes. Tools and saplings will be provided by the school. For further details, contact the undersigned.

Bitanu Mandal
Secretary, Eco Club
ABC High School

04. Notice: নতুন প্রশ্নে প্রয়োগ

মনে রাখার ছক
Students are hereby informed that [organiser] will organise [event] on [date] at [time] in [venue]. [Purpose]. Interested students should [registration action] by [deadline]. [Necessary instructions].

Science exhibition	venue: hall; bring: models; contact: Science Club secretary
Educational tour	destination, journey date, consent, fee if supplied
Sports event	events, eligibility, registration and reporting time
Lost-and-found	use “A [lost item] has been found …”; identification and collection, not event wording

বিষয় বদলে নতুন প্রয়োগ

SCIENCE EXHIBITION

Students are hereby informed that our school will organise a science exhibition on 25 January 2027 at 11 a.m. in the school hall. Students may display models related to everyday science.

Interested students should register with the Science Club by 18 January. They should submit a brief description of their models. For further details, contact the undersigned.

Shubham Ghosh
Secretary, Science Club

ব্যবহারের নিয়ম: প্রয়োগের উত্তরে মূল sample-এর মতো school name, NOTICE, issue date ও box-ও রাখবে। অনুমোদনের লাইন বা countersignature প্রশ্নে চাইলে যোগ করবে; অকারণে তথ্য বানাবে না।

05. Report: master sample

Topic: School book exhibition

> **Hints:** event; school hall; date; displays; visitors; closing activity

ভাবার পদ্ধতি: Heading → byline → Place and date → মূল ঘটনা → বিস্তারিত → ফলাফল। বাস্তব খবরের মতো নিরপেক্ষ ভাষা রাখো।

সম্পূর্ণ নমুনা

BOOK EXHIBITION AT ABC HIGH SCHOOL
By a Staff Reporter

Monteswar, January 21, 2027: A book exhibition was held at ABC High School yesterday. The event took place in the school hall and attracted students, teachers and parents.

Books on science, history and literature were displayed. Students helped arrange the stalls and guided visitors. A reading corner allowed younger pupils to explore storybooks. Teachers spoke about the value of reading regularly.

The exhibition ended with a short discussion in which students shared their favourite books. The organisers thanked the visitors and volunteers for their support. The programme encouraged many pupils to make better use of the school library.

05. Report: নতুন প্রশ্নে প্রয়োগ

মনে রাখার ছক
[Event] was held / [incident] occurred at [place] on [date/time]. [Who was involved]. [Important details in sequence]. [Action taken]. [Outcome].

School event	participants → activities → learning or conclusion
Accident	location/time → incident → injuries if supplied → rescue → treatment
Fire / flood	damage if supplied → emergency response → relief / latest condition
Cause unknown	The cause was not immediately known. Do not present a guess as a confirmed fact.

বিষয় বদলে নতুন প্রয়োগ

BUS SKIDS OFF ROAD; PASSENGERS RESCUED
By a Staff Reporter

Monteswar, January 21, 2027: A bus skidded off a local road yesterday morning. Several passengers suffered minor injuries.

Residents rushed to the spot and helped passengers leave the vehicle. Police arrived soon afterwards and arranged transport to a nearby health centre.

The injured passengers received treatment. Police began an inquiry into the incident. The exact cause was not immediately known.

ব্যবহারের নিয়ম: এখানে দুর্ঘটনার ঘটনাটি অনুশীলনের কাল্পনিক তথ্য। প্রশ্নে দেওয়া injury ও rescue-এর তথ্য সরাসরি লিখবে। নিশ্চিত নয় এমন মৃত্যু, ক্ষতি বা তদন্তের ফল বানাবে না।

06. Process: master sample

Topic: Preparation of lemon water

> **Hints:** lemon washed; cut; juice squeezed; water/sugar added; stirred; served

ভাবার পদ্ধতি: প্রথমে কাজের নাম → ধাপগুলি ক্রমানুসারে → শেষ অবস্থা। সাধারণ প্রস্তুতিতে is/are + past participle ব্যবহার করা যায়।

সম্পূর্ণ নমুনা

PREPARATION OF LEMON WATER

Lemon water is a refreshing drink that can be prepared easily. First, a fresh lemon is washed thoroughly with clean water. It is then cut into two halves, and the juice is squeezed into a clean glass. The seeds are removed carefully. Next, drinking water is added to the juice. A little sugar is added according to taste. The mixture is stirred with a clean spoon until the sugar dissolves. Finally, the drink is poured into serving glasses. It is then ready to be served. Clean utensils and safe drinking water should be used throughout the process.

06. Process: নতুন প্রশ্নে প্রয়োগ

মনে রাখার ছক
[Product] is prepared in the following way. First, [step 1: is/are + V3]. Next, [step 2]. Then, [step 3]. After that, [step 4]. Finally, [last step].

wash leaves	The leaves are washed. (plural → are)
boil milk	The milk is boiled. (uncountable → is)
collect contributions	Contributions are collected.
publish magazine	The magazine is printed and distributed.

বিষয় বদলে নতুন প্রয়োগ

PUBLICATION OF A SCHOOL MAGAZINE

A school magazine is published through several stages. First, a notice is issued inviting contributions from students. Stories, poems and articles are collected. Next, suitable pieces are selected by the editorial team. The selected contributions are edited, and the pages are designed. A proof is then checked carefully for mistakes. Necessary corrections are made before the final copy is approved. Finally, the magazine is printed and distributed among students and teachers.

ব্যবহারের নিয়ম: পরের কাজ আগে লেখা যাবে না। Active বাক্য প্রয়োজন হলে ব্যবহার করা যায়। আবেদন বা নির্দেশের process-এ “The applicant fills in the form” গ্রহণযোগ্য; সব বাক্য জোর করে passive করবে না।