

Unit 13

E-mail/Report Writing

Objectives

After the completion of this unit, you would be able to---

- write emails.
- write newspaper reports.

Overview:

Lesson 1: *Email Writing*

Lesson 2: *Report Writing*

Answer Key

Lesson-1 : Email writing



An email is electronic mail. At present, the email is well recognized as a vehicle of communication. Email is actually a form of letter writing. There are many rules to follow for email writing. As a result, there is no standard format for email writing. Emails are written in many informal ways. The ways one can follow for email writing are:-

1. There will be meaningful subject in email box.
2. The message will have to visualize in a certain headlines.
3. The email will not be too long.
4. Words or phrases will be in capital letter.
5. You should be careful for punctuation mark.
6. You will have to careful to divide formal and informal email.

One may follow this following format-

Sender's name and address

Date:

Recipient's address:

Subject:

Salutation

Body

Closing

Signature

However, we can exchange information very fast through email. We send important messages through email for personal, official and commercial purposes.

1. Suppose you are an account holder in Jamuna Bank Limited. Read the following letter, and write a reply with necessary information.

From : Hannan <hannan.@gmail.com

Date : May 5, 2015

To : Manager <jamuna.bd@yahoo.com

Sub. : Opening a Savings Account

Dear Sir

I would like to inform you that I have recently joined Viqarunnissa High School in Bashundhara residential area. I have also shifted to this area. I am in need of opening a savings account here. I understand that our school also operates its account in your reputed bank. I also intend to open my account in your branch.

I would, therefore, appreciate if you could let me know the requirements and procedures of opening an account.

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Thanking you for your cooperation.

Yours sincerely,

M.A. Hannan

Assistant Teacher in English

Vikarunnessa Girls High School

Email reply of the Branch Manager to the prospective client with advice and asking his/her latest photographs.

From : Manager <jamuna.bd@yahoo.com

Date : May 5, 2015

To : Hannan <hannan.@gmail.com

Sub: Opening a Savings Account

Dear Mr. Hannan,

I would like to thank you for your interest in our bank. We appreciate your choosing us for banking services. We welcome your decision to open an account in our branch. We assure you of the sincerest service of my team.

I would request you to come over one of these days during public hours for opening the account. I am enclosing the prescribed form in the attachment. Please read and fill it up and carry that when you come. Please do not forget to bring your recent passport size photograph (two copies) as well as the photographs of your nominee. Photographs should be duly attested by a gazetted government officer. We will explain you the advantages and benefits of opening an account with us when you come.

Welcoming you again.

Yours sincerely,

Md. Qurban Ali Manager

Jamuna Bank Ltd, Dhaka

2. Suppose you are an owner of a shopping mall. Read the following email sent by a manufacturing company. Now write a reply for supplying some goods.

From : sadad.hussain@gmailcom

Date : June 12,2015

To : swapnadptstore@yahoo.com

Sub : Proposal to supply products for the departmental store.

Dear Sir,

We have come to know that you have recently opened a departmental store in Banani, Dhaka with a new marketing strategy. We appreciate your innovative steps to market processed shelf products preferred by your Banani and Gulshan clients. In this context, we are introducing ourselves to you with offer of mutually beneficial partnership with you.

You would be happy to know that we are an industry producing exactly the processed agro and food products as your store is selling. We have a wide range of products like dairy products,

grocery products, condiments and spices, food grains, processed vegetables, processed meat and fish products, canned items, juice and oil products, bakery products, etc. of high standard. Quality is assured as we are also exporting most of these products. Moreover, all our products are tested and certified by Bangladesh Standard Testing Institute (BSTI) and Bangladesh Centre of Scientific and Industrial Research (BCSIR).

Since we produce on scale, we can also give you a price advantage and higher margin of commission. We are open to both the options, such as working on partnership basis and individual order basis. In case of the first option, delivery, removal, profit sharing would be done under a partnership agreement. In case of orders, we would supply according to your requirements and when you let us know.

Please, have a look at our enclosed offer of price and commission that include delivery. I am available for any query and discussion with you. We hope to establish a long term mutually beneficial business relation and look forward to your positive response.

Yours sincerely,

Md. Saadat Hussain

Marketing Director ACI, Dhaka

Reply email

From : swapnadptstore@yahoo.com

Date : June 12,2015

To : sadad.hussain@gmail.com

Sub: Your proposal to supply products for departmental store

Dear Sir,

I thank you for your proposal of establishing business relation with us and intention to supply agro and food products to our store. We have gone through your list of products along with prices for the month and the range of commission. All these seem interesting to us. As 50% of the products sold in our store are the ones also produced by your business group, it would be beneficial for both our sides to have a regular supply arrangement. We tend to be more interested in the option of partnership agreement and regular supply under that. But before that it would be more practicable to take two or three orders and see the customer demand.

I would, therefore, suggest a meeting with you for price finalization. We could also discuss commission and the terms of partnership agreement. I am available to visit your dairy and food processing factories and then discussions with you in your head office. That would give us the opportunity to see your production process and discussion with your MD and Chairman as well for quicker decision.

Please indicate the date and time.

Yours sincerely,

Arman Ali

Managing Director Swapna Departmental Store

Banani, Dhaka

3. Suppose you have passed HSC Exam. You have got an email from the authority of a private university about admission. Now write a reply to the authority concerned for further information about admission.

Eletter of the private university accepting the student for admission.

From : ahamid-dregister@hotmail.com

Date : July 21, 2015

To : moniruzzaman@gmail.com

Sub: Admission for law course.

Dear Sajjad Hossain,

Thank you for your email expressing your willingness to get admission in our university. We have checked your academic results and documents you sent by attachment. We are pleased to accept you for our law course. We are close to getting all students for Section A of the course. Therefore, we would advise you to complete the admission formalities as early as possible. Admission for section A would give you some discount. Please be sure that the law course in our university is well recognized in the country. Renowned teachers and law practitioners in the country are teaching the course. The quality and standard is high. And you have made the right choice for admission.

Please check our website for information and complete the admission process.

Welcoming you to the university and wishing you success in the course.

Yours sincerely,

A. Hamid

Deputy Register

Dhaka International University, Banani, Dhaka

Student's e-reply.

moniruzzaman@gmail.com July 21, 2015

ahamid.dregister@hotmail.com

Sub: Admission for law course

Dear Sir,

I am happy to receive your acceptance of my admission in the law course at honours level. I am now decided to get the admission.

Meanwhile, I have checked your university website to see general information about your university, levels of fees and some admission formalities. However, the information are not detailed and I need specific information like what documents are required, what are the admission procedures and deadline, what's the commencement day of the course, what is the credit transfer facility, and with what foreign universities you have academic cooperation. I am preparing for the admission and your information will help me quicken it.

Looking forward to your reply soon.

Yours sincerely,

Moniruzzaman

Khulna

4. Suppose you are an HSC candidate. You have an email from education board to check your registration card. Now write a reply to the Inspector of the board.

From : ahmedshafiq@gmail.com

Date : May 11, 2015

To : inspectoroeduexams@yahoo.com

Sub: Checking registration card

Dear Sajid Karim,

We have lately issued registration cards for the HSC examinees of 2015. We have sent the same electronically to the colleges with a request to come back to us for any mistake, omission, or correction within two weeks. We have got confirmation of receipt of registration cards for your college. But we are yet to receive the same for five examinees of your college including yourself. Please, check whether you have received your registration card and whether it is alright and let us know quickly.

Looking forward to your quick response.

Sincerely,

Ahmed Shafiq

Student's reply.

From : inspectoroeduexams@yahoo.com

Date : May 11, 2015

To : ahmedshafiq@gmail.com

Sub: Checking registration card.

Dear Sir,

I thank you for your thoughtful e-message to me and your concern for our smooth examination formalities. I deeply appreciate your kind query. I have received the registration card without mistake and it is alright. However, I checked with the college and tried to understand why there was no confirmation about five students sent from the college administration. We found that the list of confirmation which the college sent to you does not contain the last page containing names of five students including myself. Therefore, I suspect, the last page could have been lost in time of mailing to you and you have received the list without it. This is an inadvertent mistake.

I thank you again for your concern.

Yours sincerely,

Sajid Karim

Patuakhali

5. Suppose you are the Principal of a college. A tourism company has sent you an email offering tours. Now write an email in reply to the manager of the Tours and travels Co. Ltd.

Eletter of the Tours & Travels Co Ltd.

From : principal<ranitalukder_1932@yahoo.com

Date : May 11, 2015

To : manager<tours&traelscoltd@gmail.com

Sub: Interesting package of tours and travels

Dear Sir,

We are a well known tour operator and travel agency in Bangladesh with several domestic and international tourism packages. We offer all types of packages suiting the expectations and desires of tourists having different kinds of interests. We have both high end and low end offers and packages. We also can tailor make tour programmes. We have long experience in arranging tailored tour packages for students of colleges and universities of Bangladesh.

The high season of domestic tourism starts within two months and we are already receiving requests for individual as well as group tours. We have three packages in hand for Bangladesh: visit to the Sundarbans and the Mongla area including a forest safari; visit to the Cox's Bazaar and Inani Beaches including a day to the St. Martin islands; visit to the Sylhet and Sunamgunj Haor areas including eco-tourims in the Haor on house boat. We also have our regular tour packages involving tour programmes in Myanmar and Chiangmai, Thailand. Packages can be three day long or longer according to the need of the group.

I would recommend a domestic tour for the students of your college which would familiarize them with the beauty and diversity of their own country. Although cost of a domestic tour ranges between Tk. five thousand to Tk. 15,000 a large group would bring down the cost and increase comfort and facilities. We make full transport, hotel and security arrangements and take due care of female tourists.

Please, therefore, let us know your decision. I will send a representative to you to discuss and finalise details if you are agreeable.

Yours sincerely,

Rani Talukdar

Reply of the Principal.

From : manager<tours&traelscoltd@gmail.com

Date : May 11, 2015

To : principal<ranitalukder_1932@yahoo.com

Sub: Interesting package of tours and travels

Dear Ms. Rani Talukdar,

I thank you for your letter of 22 May 2015 offering tour packages and the opportunity of your tailor made services. Your experience and packages are interesting in the one hand and financially feasible on the other. I agree with you that students need extra curricular activities like tourism and knowledge of the beauty of their motherland. I myself am a traveler and

encourage my students to travel and know. In fact, we have included a tour programme in this year's college plan of extra curricular activities. The plan has raised interest in many of our students. We expect about 100 students to avail your package.

However, for a decision we need details and discussion with the college students union. Therefore, please send your representative for discussion with us and the students union, next week. We are available at 12 noon either on Monday or Wednesday next. We hope we will be able to work out a satisfactory tour programme well in advance. We are planning for a tour in end August.

Yours sincerely,

A Majid

6. Suppose you have got an email from a business firm requesting you to open an account in your bank. Now write a reply

Eletter from a person to open a bank account

From : rafiqahmed-bd@gmail.com

Date : May 11, 2015

To : manager<abbank_bd.org@yahoo.com

Sub: Opening a bank account

I have recently shifted to Uttara on my transfer to the Uttara Commerce College. I need to open a savings account in your bank. I have learnt that our college operates an account in your reputed branch. So, I think it would be convenient for me also to maintain an account in your branch. Please, let me know the requirements and procedures for me to follow. Once I get the information I would visit your bank prepared to open the account.

Thanking you in advance for your cooperation.

Yours sincerely

Rafiq Ahmed

Assistant Professor

Uttara Commerce College

Uttara Dhaka

Ereply of the Manager

From : manager<abbank_bd.org@yahoo.com

Date : May 11, 2015

To : rafiqahmed-bd@gmail.com

Sub: Opening a bank account

Dear Sir,

I thank you for your interest in opening a bank account and choosing us for the services you need. We will be happy to assist you in opening the account in one day as we are providing smooth banking services to your college. For the purpose, you are required to bring two passport

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size photographs of yourself and the same of your nominee duly attested by a first class gazetted officer. We are enclosing accounts opening forms for your filling up. Please, do not forget to bring recommendation or reference of a person in the said forms and a minimum sum of Tk. one thousand to start operation. We also issue debit card for ATM cash booth operation which will be issued to you later in due course.

We are available on any working day for you during the public hours from 10 AM to 4PM.

Look forward to seeing you and be of your assistance.

Yours sincerely,

Rezaul Karim

Manager

AB Bank

Uttara Branch

Uttara, Dhaka

7. A supply company offers your office to supply necessary articles for your office. Now write a reply.

Eletter of a supply company

From : khalid.hasan88@yahoo.com

Date : May 11, 2015

To : dhakabank-bd@gmail.com

Sub: Offer of supply of office articles

Dear Sir,

We are specialist in supply of office materials and articles including office furniture, stationary and equipments. We have a large store with impressive stock with logistic arrangements and preparedness to supply seven days upon seven with short notice. Our prices are also competitive. Regular customers of our products receive special discounts from us. We also provide after sales service for the equipments we supply and take good care under guarantee arrangement. We supply necessary articles to over thirty offices. We also have arrangements with courier companies to supply outside Dhaka.

We are enclosing our latest catalogue with price offers for your choice and requirement.

We would be happy to meet your office requirements and provide necessary after sales service. We hope a good number of our products would interest you and we would be able to supply you on a regular basis to your satisfaction

Looking forward to hearing from you.

Yours sincerely

Khalid Hasan

Proprietor

Cosmopolitan Office Solution Ltd.

Purana Paltan, Dhaka

Ereply to the supplying company.

From : dhakabank-bd@gmail.com

Date : May 11, 2015

To : khalid.hasan88@yahoo.com

Sub: Supply of Office Articles

Dear Sir,

I thank you for your e-letter dated 25 May 2015 along with your latest catalogue including price of office articles. We need a good number of products that you offer. Our branch deals with huge daily operation. However, for purchase decision of some equipment we need detailed specifications and clarifications on installation etc. I would therefore, suggest you to send an expert sales representative from your company to explain technical features of your electronic equipments. We are particularly interested in security related equipment and equipments relating to automation, e-services, stand by power supply and stabilization equipments etc.

We would appreciate if your representative comes next week on Tuesday or Wednesday during public hours. He or she may give us an hour's notice by phone call at 8731472. We will make order of some equipment following the demonstration.

Yours sincerely,

Munir Khan

Manager

Dhaka Bank

Gulshan Branch

Gulshan, Dhaka

8. A sports shop offers your club with sports materials. Now write a reply as a secretary of a sports club.

From : sadathossain@gmail.com

Date : May 11, 2015

To : orangeclub-bd-k@yahoo.com

Sub: Offer of supply of sports items

Dear Sir,

We are a supplier of sports materials and articles with an experience and business in the field for over 50 years. We have been supplying our quality products to many institutions, clubs, and sports organizations including yours. We last supplied you three years ago and have not received any further order from you. However, anticipating that you might be in need of sports items, we are enclosing a list of items with discounted price offers applicable only for old customers like you.

We are hoping to receive your order upon which delivery will be made in good order within three days.

Looking forward to hearing from you.

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Yours sincerely,
Proprietor, Sadat Hossain
Allied Sports
Paltan, Dhaka

E-reply of the Secretary of the Club

From : orangeclub-bd-k@yahoo.com

Date : May 1,2015

To : sadathossain@gmail.com

Sub: Order for sports items.

Dear Sir,

I thank you for your e-offer for supply of sports items. Indeed, our club purchased items from you three years ago. The articles were good and to our satisfaction. We also thank you for considering us as your valued customer as you have offered us discounted price.

We are pleased to place an order of the following items:

Sl. No.	Name of the item	Quantity
01.	Cricket bats	half a dozen
02.	Cricket balls	two dozen
03.	Hockey sticks	one dozen
04.	Hockey balls	half a dozen
05.	Badminton rackets	one dozen
06.	Shuttle cocks	four boxes
07.	Footballs	one dozen
08.	Volley balls	half a dozen
09.	Badminton nets	half a dozen
10.	Tennis nets	four pieces
11.	Tennis balls	two dozens
12.	Ping Pong set	One set

We would appreciate if you please pack the products in hard boxes for safe transportation. Please arrange delivery within seven days. Payment would be made upon delivery through bank transfer.

Yours sincerely,
Khurshid Kamal
General Secretary
Orange Club, Khulna

 Exercise

1. A life insurance company has sent an e-mail requesting to open a group insurance for the teachers of your college. As a principal of the college write a reply.

Eletter of the Insurance company.

From : primeinsurance@yahoo.com

Date : May 11, 2015

To : principal<ahmed_faruq@gmail.com

Sub: Great package of group insurance

Dear Sir,

We are Prime Insurance with wide coverage in Bangladesh. In our special drive to expand this coverage we are contacting you and making this special group-offer for life insurance of the teachers of your college. The scheme will remain valid even if any teacher of your college gets transferred. We are enclosing our brochure for the special scheme. It will remain valid only for this month. I assure you of flexibility and dedicated service of an agent based in Pabna. The agent also remains available for any further question or clarification.

I am looking forward to hearing from you and remain open to your suggestions and ideas. I wish you would discuss the matter with your teaching colleagues and call the agent at his No. 01997250453 for a discussion and decision. I would be glad to remain in contact with you over this.

Yours sincerely,

A Karim

Senior Vice President

Prime Insurance Ltd.

2. A food product company has sent an e-mail asking your permission for the campaign of their food products and soft drinks in your college campus. Now as a principal write a reply.

From : monicaarshad@gmail.com

Date : May 11, 2015

To : Principal<ahmedrajib-2344@yahoo.com

Sub: Food promotion in the campus

Dear Sir,

We are a newly established food processing and drink making industry. As our company is new we are in need of vigorous publicity and promotional campaign. However, quality of our products is excellent. For, we are producing with European technology following high and fully secure and safe formula.

For the purposes of the promotion, we would like to hold a promotion activity in your college campus. Our target will be the students of your college. We are sure the students would have a taste of our products and come to like them. That way we expect to get their families as our clients.

We would therefore, request your permission to hold a promotional activity in your campus for one whole day.

Yours sincerely,

Monica Arshad

Sales Manager

Jehan Food Processing Ltd.

Dhaka

 **Answer Key:**

1. E-reply of the Principal to the insurance company.

From : principal<ahmed_faruq@gmail.com

Date : May 11, 2015

To : primeinsurance@yahoo.com

Sub: Group insurance package

Dear Sir,

I thank you for your letter proposing a group insurance for the teaching staff of the Edward College. I appreciate your proposal and find your brochure and special package very interesting. I will pass the information to all the teachers of the College and request them to sit with me next week and give their feedback.

I am sure your special package of group insurance would attract a good number of teachers if not all. However, let me have a discussion within ourselves. After the meeting I would come back to you and call the agent for discussion and decision.

We hope something positive would come out.

Yours sincerely,

Ahmed Faruq

Principal

Edward College, Pabna

2. Ereply of the Principal to food processing company.

From : Principal<ahmedraj_ib-2344@yahoo.com

Date : May 11, 2015

To : monicaarshad@gmail.com

Sub: Food promotion in the campus.

Dear Mr. Khalil,

I refer to your e-message yesterday requesting us to allow holding of a food promotion activity in the college campus. While appreciating your idea I assure you that there is no objection on our part for the activity. You may go ahead with your preparation for it and hold it any day next week. However, it will be advisable if you could set the stall and make the physical arrangement in the afternoon of the day before your promotional work.

We understand, you will bring and take back all installation materials in time and there will be no cost involved from the college.

Wishing you a successful promotion of your food products.

Yours sincerely,

Rajib Ahmed

The Principal

Ideal College Dhaka

Lesson 2 : Report Writing



The definition of report writing is creating an account or statement that describes in detail an event, situation or occurrence, usually as the result of observation or inquiry. The two most common forms of report writing are news report writing and academic report writing. Report writing is different from other forms of writing because it only includes facts, not the opinion or judgement of the writer.

News reporting typically involves writing about what, when, where and why an event happened. The foundation of any news report is facts. However, eye witness accounts and interviews with experts are often added to strengthen the story and provide more details. News report writing is usually organized with the most relevant information at the beginning and supporting details or background information at the end of the report.

On the other hand, academic report writing focuses on summarizing the process of conducting research.

A news report is the basic facts of a story that is currently happening or that just happened. Writing a news report is easy if you report on the subject, conduct good interviews, and write in a style that is clear, concise, and active.

News Report Writing

1. Suppose an award giving ceremony to the meritorious students of your college was held in your college auditorium a few days ago. Now write a report on it.

Award giving ceremony held in K.C College

Staff Reporter

Jhenidah, 27th June, 2015: An award giving ceremony was held on 27th June, 2015 in KC College campus. The programme was held amidst huge enthusiasm and festivity all around. The programme started at 8 a.m and continued till evening. Many colourful events like the competition of recitation, dance, song, set speech etc. were performed by the students of this college.

The function ended at 7 p.m. with the prize giving session which was chaired by the principal of the college, and Mr. Jalil, the MP of Jhenidah-4, honoured the chair of the Chief guest. There were many renowned persons present in the function and it ended after giving prizes among the most meritorious students by the chief guest. The honourable D.C of Jhenidah also distributed prizes among the meritorious students as special guest.

Such an exceptional programme encouraged the deserving students and has created a lot of enthusiasm among the guardians and local people. Such programmes may encourage the prospective students to try hard for future better results. The conscious citizens welcomed this move by the politicians.

2. Suppose you are a staff reporter of The Independent working in Faridpur . Now prepare a report on road mishap to publish the news in the daily.

Road accidents kill six people in Faridpur

Special Correspondent

Faridpur, 28, 2015: A tragic road accident occurred here at Badarpur on Faridpur-Khulna high way that left six people including college student dead- three on the spot and three others on the way to hospitals at dawn according to police source. The accident happened when a Dhaka bound truck (Jessore TA-02-04) rammed into another standing truck (Khulna TA-05007) from behind near Krishi College at Badarpur under Sadar upazila six kilometres off the district head quarters. The victims were identified as Sijan (20), Monir (30), Tariqul (35), Ismail (40), Shah Alam (50), the driver, and Mamun Reza (40).

It was reported that the truck driver was drunk and lost control of the truck at the time of accident. The truck was held responsible for this tragic incident. There should be a system to prevent the drivers from driving in drunken condition. Unless road and transport laws are enforced strictly, such tragic incidents will continue to snatch away valuable lives of the thousands.

Such occurrences are very common at this point on Dhaka-Khulna Highway. The concerned people and local residents think that highway police should be on guard and more vigilant in this regard. And a road divider is urgently needed at this point to avoid further losses of valuable lives so that no woman becomes a widow and no children become orphans losing their parents.

3. The results of the H.S.C examination of this year have just come out. Now prepare an elaborate report on it for the daily you are working for.

H.S.C. results published

Staff Reporter

Dhaka, 12 May,2015: The final results of H.S.C exam-2015 were published all over the country by 8 education boards. The results were published after two months of the H.S.C final exam held in March-2015. The average pass percentage was 95. This was the highest ever pass percentage in the H.S.C final exam since independence. Dhaka Notre Dame College topped the list of the best colleges securing 1400 G.P.A 5 followed by Dhaka City College which secured 1005 G.P.A-5. The third position was secured by Viquarunnisa Noon College which secured 995 G.P.A 5. The rate of pass percentage was the highest in Dhaka Board with 98%. Barishal Board had the lowest pass percentage which was 59%. Among the government colleges Rajshahi New Government Degree College topped the list by securing 600 G.P.A 5. In Chittagong Board, Chittagong College secured the topmost position by securing 450 G.P.A 5. In Jessore Board Jessore Cantonment College secured the top position.

This year the candidates from villages have not done well. The main reason is their failure in English. Many rural colleges don't have English teachers. The government should look into the matter seriously to address the problem immediately. After all this year's H.S.C results were the best ever in the country. The honourable education minister expressed his satisfaction over the results and thanked the respected teachers, guardians, students and all concerned to achieve such a tremendous success.

4. You are a reporter of a renowned newspaper. You have experienced an unexpected fire on a garments factory. Now write a report.

Tragic fire in Silver Line Garment, over 100 killed

Dhaka, 31 March, 2015: A tragic fire broke out at about 7.30 pm at the Silver Line Garments Industries Ltd. causing hundreds of death of the garments workers and the employees. The tragic fire accident lasted for about three hours.

Thousands were injured due to panic and rush. The cause of the fire accident was still unknown. Many believed primarily that the short circuit might cause the fire accident. At first there was smoke in the fifth floor. Later fire spread from the ground floor to the top floor.

The exact number of deaths was not confirmed. Property worth crore was gutted. The primary estimate was 10 crore taka loss. The rescue operation was still going on. The number of casualties increased as there w'as no emergency exit. The stair case was not broad enough for the large number of people rushing for safe exit.

5. Suppose you had a chance to pay a visit to a village fair at your locality last month. Now prepare a report on that fair for the daily paper you are working for.

Village fair held

Staff Reporter

Manikganj 15, April, 2015: A village fair was arranged in Andher Maink, Jhitka on the occasion of Pahela Baishakh. A huge gathering of people visited the fair. Different goods of daily village life were on sale. Interesting games and sports such as kabadi competition, wrestling and lathikhela were arranged and attracted a huge number of people to the village fair. People from all walks of life came to the fair with a lot of enthusiasm and delight.

Local producers of different goods also had a rare chance of marketing their handmade products at a high price. Village food items were also available in the fair. Such fair is also a source of recreation for the dull village life.

6. You are a reporter of a reputed daily. You have interviewed many slum-dwellers about their ways of life. Now write a report on them.

Dhaka slum-dwellers in miserable conditions

Special Correspondent

Dhaka, 12 June, 2015: There are about 1 million slum dwellers in about hundred slums in and around the city of Dhaka. Their untold miseries and sufferings go unnoticed for years after years. From investigations it is found that all these slums are illegal. The local musclemen and terrorists control these slums.

Manik Mia from Rayer Bazar slum said that he works as a day labourer. But now he has no job. Again he is living in a makeshift hut for which he is to pay about Tk.1000 per month. Drug trafficking and illegal prostitutes and all unsocial activities are rampant in all these slums.

Slums are ousted very often without prior notice. The unhygienic condition of the slums is beyond the imagination of a sound man. The law enforcing agencies should be more vigilant in

maintaining law and order in the slums. Slum dwellers should be provided with a permanent dwelling place so that they can live at least a human life.

7. Suppose you are a reporter of Hatirpool area of Dhaka city. Now write a report on price hike of some local markets of the city.

Price hike creating menace

Staff Correspondent

Dhaka, 27 August, 2015: Latest price hike has become a headache for each and every one. The prices of the daily commodities are going up day by day. It is no more a headache for the lower income group. The price hike has become a great concern for each and every one.

With wonder it is observed that the price of the necessary goods including baby powder, milk, flour, rice, vegetables, meat, fish has increased double in comparison with those of last week. The general consumers are in a trouble. It has gone beyond their ability to purchase the daily necessities.

From an interview of some shopkeepers and customers it has come out that an evil group of business magnets was behind this price hike. Wholesalers and the mercenary interest of the vested quarters are mainly responsible for this unto ward scenario. The concerned groups think that hoarding is the main reason of price hike. Common people expect from the government that the authority concerned should look into the matter to bring the price under the purchasing ability of the consumers.

8. Suppose you are a staff reporter of The Independent working in Jhenaidah. A cultural function has been held there. Now to publish the news, write a report to the editor of the daily.

Cultural function held in K. C. College

Staff Reporter

Jhenaidah, 29th June, 2015 : An annual cultural programme was held on 29th June, 2015 in KC college campus. The programme was held amidst huge enthusiasm and festivity all around. A huge number of people attended the programme in a festive mood.

The programme started at 8 a.m and ended at 7 p.m. Many colourful events like the poetry recitation, dance, song, set speech etc. were performed by the students of this college. The cultural function was attended by nationally famous artists such as Trishna, Habib and James.

The function ended with the prize giving session which was chaired by the principal of the college, and Mr. Jamal, the MP of Jhenaidah-4, honoured the chair as the Chief guest. There were many renowned persons present in the function and it ended after giving prizes among the winners by the chief guest. The honourable D.C of Jhenaidah distributed prizes among the winners as special guest.

9. Suppose you are Hasan Utpol, a reporter of a daily newspaper. You have visited a vote centre. Write a report on your observation.

Voting held in peaceful manner at Mugda centre

Special Correspondent

Dhaka 28 June 2015: The 9th national parliamentary election was held on 27 June, 2015 in a festive, free and fair atmosphere. Record high number of voters turned up to vote in each and every vote centre.

The correspondent visited the vote centre at Mugda and saw the voters voting in a long queue waiting patiently for their turn to cast their vote. There was a festive environment all around. The most remarkable was the highest number of female and young voters turning up to vote. The voters voted from 9 a.m to 5 p.m undisturbed.

The law enforcing agencies were vigilant and maintained strict discipline in and around the vote centre. No untoward incident was reported till the end of vote. Just before closing the voting there was a sudden rush of voters who came late. But everyone was allowed to cast their vote.



Exercise

- 1. Write a report on the problem of traffic jam in your locality bringing out the causes, effects and possible solutions.**
- 2. Write a report on the devastating consequences of drug addiction in the context of Bangladesh.**



Answer Key:

1. Unprecedented traffic jam in Agrabad area

Special Correspondent

Chittagong, 12 April, 2015 : Of late there has been unprecedented traffic jam in the main roads of the port city. There is huge rush of buses, minibuses, private cars and CNG scooters and rickshaws as well. As a result of traffic jam time is being killed unnecessarily and people can hardly reach their destination on time. The traffic system has collapsed.

The traffic control authority does not seem to take notice of the serious problem of traffic jam. Because of traffic jam it takes about half an hour to reach the desired destination. The causes of traffic jam are many. First of all there is no traffic planning. Secondly there is severe shortage of roads.

Again most of the roads are broken. Again the drivers don't follow the traffic signals. They drive at their sweet will. During the peak hour the authority concerned should be more vigilant. The traffic rules must be followed strictly. Again the traffic law violators should be punished rightly.

2. Devastating menace of drug addiction

Staff Correspondent

Dhaka, 12th June, 2015 : Drug is ruining the young and the old of the country. Particularly the young generation is seriously getting into the habit of taking drugs. These young school going boys and girls are taking drug, neglecting their studies. By being addicted our future generation is getting ruined. We can expect nothing from them.

Drugs are so cheap and easily available that anyone can take drug any time. The serious drugs like heroin, marijuana and hashis are available all around. The addicted people are doing all sorts of crimes.

Drug addiction is creating social unrest and law and order problem. Unless we stop this hyena of drug, our Bangladesh will be engulfed by the drug traffickers in no time. It is time the Government took immediate steps to stop the menace of drug to save Bangladesh.