

# Unit 17

## Completing Stories

### Objectives

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

- complete stories.
- write summaries of stories.

### Overview:

**Lesson 1:** *Completing Stories*

**Lesson 2:** *Summary Writing*

### Answer Key

## Lesson 1: Completing Stories



There are some common techniques of writing a good story. For example, how you begin it, how you carry the story forward, and how you end it. Before you start to write a story, you must have the whole plot clear in mind, and the main points arranged in their proper order.

### Example of completing stories

#### 1. Read the beginning of a story. Write ten new sentences to complete the story.

Long, long ago there lived a cowboy in a certain village. He used to tend cows in a nearby field beside the forest. The cowboy was a great liar. He enjoyed himself making fun with people. He often cried out. "Wolf! Wolf!" The kind-hearted villagers heard his cry and rushed to the spot with sticks to save the cowboy. But when they came near, they found no wolf and the cowboy laughed at them.....

#### NOBODY BELIEVES A LIAR

*Long, long ago there lived a cowboy in a certain village. He used to tend cows in a nearby field beside the forest. The cowboy was a great liar. He enjoyed himself making fun with people. He often cried out. "Wolf! Wolf!" The kind-hearted villagers heard his cry and rushed to the spot with sticks to save the cowboy. But when they came near, they found no wolf and the cowboy laughed at them.*

After a few days, the boy made the same fun. The villagers again ran to the field. But they found no wolf and the boy laughed at them. The villagers became very angry and advised the boy not to make that kind of fun in future.

But one day a wolf really came and it started to kill the sheep one by one. The shepherd boy was frightened and started shouting, "Wolf! Wolf! Help! Help!" But none came to help him. The villagers heard him but thought that the boy was again making fun of them. The wolf killed a number of his sheep and then killed the shepherd boy. So we should never make fun by telling lies.

#### 2. Read the beginning of a story. Write ten new sentences to complete the story.

Robert Bruce, king of Scotland, fought several battles to regain his country's freedom but was each time defeated. Naturally he was very sad .....

#### FAILURES ARE BUT PILLARS OF SUCCESS

Robert Bruce, king of Scotland, fought several battles to regain his country's freedom but was each time defeated. Naturally he was very sad. One day sitting up in his hiding place, he was brooding over his misfortune. Suddenly he noticed a spider trying to reach the ceiling with the help of its silken thread to complete the cobweb. The spider tried again and again to go up but dropped down every time. Six attempts made by the spider failed one after another. But still it did not give up the struggle and went on trying. Bruce observed the spider with keen interest and saw that the seventh attempt of the spider succeeded. The perseverance of the spider encouraged Bruce. He saw a ray of hope. Filled with new hope he brought together his scattered forces and

faced his enemies once more with renewed energy. This time he prevailed over his enemies and succeeded in defeating them.

**3. Read the beginning of a story. Write ten new sentences to complete the story.**

Piash was a poor rickshaw puller. He would earn his bread at the cost of his honest sweat. He did not like to be a rich man overnight. But his wife Jarina was very greedy. One day while he was returning home with his rickshaw, he found a small leather bag in his rickshaw. At home he opened the bag and found 10 lac taka inside the bag

**HONESTY IS THE BEST POLICY**

Piash was a poor rickshaw puller. He earned his bread at the cost of his honest sweat. He did not like to be a rich man overnight. But his wife Jarina was very greedy. One day while he was returning home with his rickshaw, he found a small leather bag in his rickshaw. At home he opened the bag and found 10 lac taka inside the bag. Dancing with joy, she asked Piash to hide the money so that nobody could see or know about it. But Piash refused to do so. He remembered the house where he dropped his last passenger and set out for the house with his rickshaw. He reached the house and pressed the calling bell. The gateman wanted to drive him out saying that Mr. Samad was almost mad after losing his money. Then Piash said, "Please tell him I have a good news for him." The gatekeeper conveyed the message. Mr. Samad came out running and Piash gave him the bag. Finding his money intact, Mr. Samad took him in his living room. He gave Piash some money and appointed him the caretaker of his house at a monthly pay of taka 8,000/=.

**4. Read the beginning of a story. Write ten new sentences to complete the story.**

In his boyhood Hazrat Abdul Quadir Zilani was going to Baghdad for education. On the eve of his departure from home, his mother said to him, "My son, never tell a lie and don't get frightened in danger". Baghdad was far away from his home. He began his journey in the company of a band of merchants. The way was infested with robbers. After five days a gang of robbers fell upon the travellers. One of the robbers caught hold of the boy

**TRUTHFULNESS OF HAZRAT ABDUL QUADIR ZILANI**

In his boyhood Hazrat Abdul Quadir Zilani was going to Baghdad for education. On the eve of his departure from home, his mother said to him, "My son, never tell a lie and don't get frightened in danger". Baghdad was far away from his home. He began his journey in the company of a band of merchants. The way was infested with robbers. After five days a gang of robbers fell upon the travellers. One of the robbers caught hold of the boy. The gang leader saw it and said, "Let the boy go. He has nothing with him." At this the boy said, "No. you are wrong. I have forty gold coins sewed in my sleeves." The leader asked him why he had told them about his money. The boy said in reply that at the time of his departure his mother had forbidden him to tell a lie. He could not disobey his mother. Hearing this, a change came into the gang leader. He gave up robbery with all his men. They began to lead a good and honest life.

**5. Read the beginning of a story. Write ten new sentences to complete the story.**

It was a summer day. A crow became very thirsty. It began to move here and there in search of drinking water but in vain. The crow did not lose hope

### **WHERE THERE IS A WILL, THERE IS A WAY**

It was a summer day. A crow became very thirsty. It began to move here and there in search of drinking water but in vain. The crow did not lose hope. It, at last, noticed a jar at a little distance. It at once flew to it. There was little water at the bottom of the jar. The water of the jar was beyond the reach of the crow. It tried to drink but could not drink at all. It saw that there were some pebbles beside the pitcher. A trick came into its head and it started to throw the pebbles into the jar one after another. At one time the water of the jar rose to the brim. The crow drank the water to its heart's content and flew away. Thus the crow got relieved of his thirst.

#### **6. Read the beginning of a story. Write ten new sentences to complete the story.**

Once there lived a hare and a tortoise in a certain jungle. The hare was very proud of his swift foot. On the contrary, the tortoise was very slow in speed for which the hare

### **SLOW AND STEADY WINS THE RACE**

Once there lived a hare and a tortoise in a certain jungle. The hare was very proud of his swift foot. On the contrary, the tortoise was very slow in speed for which the hare always teased the tortoise. But the tortoise said with a smile, "Well, let's run a race." At this, the hare was much amused. So he said, "Come along, let's fix a date for the race." They fixed a date. A fox came to see the race.

The hare began to run very fast. He jumped and jumped. He ran a mile in a few minutes. Soon he found the tortoise far behind him. Then he stopped running. He said to herself, "What's the use of going so fast? Perhaps, the tortoise has covered only a few yards by this time. So, I can have a good sleep before he comes up." So saying, the hare went to sleep in a bush. In the meantime, the tortoise walked on and on. He did not stop anywhere. When he came to the bush, he saw the lazy hare lying fast asleep.

He smiled and quietly passed by him. Many hours passed. The hare woke up and began to run very fast. But alas! The tortoise was already crossing the winning post. The hare felt much ashamed. He now said to herself, "It is true that slow and steady wins the race."

#### **7. Read the beginning of a story. Write ten new sentences to complete the story.**

Bayazid. was a small boy. His mother was ill. One night he was studying by the side of the bed of his ailing mother. All on a sudden, his mother woke up, raised her head and told her son to give her a glass of water. Bayazid went to the kitchen to bring water. But he found the pitcher empty He searched for water here and there, but in vain. Then, he decided to fetch water from the nearby fountain

### **BAYAZID'S DEVOTION TO HIS MOTHER**

Bayazid was a small boy. His mother was ill. One night he was studying by the side of the bed of his ailing mother. All on a sudden, his mother woke up, raised her head and told her son to give her a glass of water. Bayazid went to the kitchen to bring water. But he found the pitcher empty. He searched for water here and there, but in vain. Then, he decided to fetch water from the nearby fountain.

He went out for the fountain. It took him half an hour to reach the fountain . He filled the jar with water and began to walk fast towards his residence. It was at dead of night when he reached home. He was sorry to find his mother in deep sleep. He refrained from disturbing his mother and stood beside her bed with a glass of water. His mother awoke at dawn. She was moved to see

her son's devotion to her. She earnestly prayed to Allah to bless her son with the highest spiritual honour. Allah granted her prayer and made Bayazid one of His greatest devotees.

**8. Read the beginning of a story. Write ten new sentences to complete the story.**

Once there was a clever fox in a jungle, One day, when the fox was walking through jungle, he fell into a trap. He could somehow get out of the trap, but he had to leave

**A TRICK OF A CUNNING FOX WENT IN VAIN**

Once there was a clever fox in a jungle, One day, when the fox was walking through jungle, he fell into a trap. He could somehow get out of the trap, but he had to leave his tail behind. Without his tail the fox looked very strange. He felt sad and ashamed too. So he thought out a cunning plan. He called all the foxes in a meeting. When all the foxes came, he told them that they did not need any tail. According to him, the tail was not only useless but also ugly. So he asked all the foxes to cut their tail. Then an old clever fox realised his trick. He revealed his trick to other foxes. Then the tailless fox ran away.

**9. Read the beginning of a story. Write ten new sentences to complete the story.**

A farmer had four sons. They always quarrelled. This made the farmer unhappy. The neighbours were also disturbed every now and then for their loud shouts. The farmer tried to bring them into their sense but failed. At last, he thought of a plan

**UNITY IS STRENGTH**

A farmer had four sons. They always quarrelled. This made the farmer unhappy. The neighbours were also disturbed every now and then for their loud shouts. The farmer tried to bring them into their sense but failed. At last, he thought of a plan. As such he invited all of his sons one day. He asked them to bring four sticks. When they had brought the sticks, he tied them together and made a bundle. Then he gave the bundle of sticks to each of them separately and asked them to break it. Everyone tried to break the bundle but could not. Then the old man untied the bundle and gave a single stick to each one of them to break. This time they broke the single piece of stick quite easily. Finally, the father asked them what lesson they had got from that example. The sons replied that if they remained divided and quarrelled with one another, they would be weaker and enemies could easily destroy them. Since then, the sons stopped quarrelling and started working together and living in unity and amity.

**10. Read the beginning of a story. Write ten new sentences to complete the story.**

One day a crow stole a piece of meat. It flew away and sat on the branch of a tree. Suddenly a fox

**THE FOOLISH CROW AND THE CLEVER FOX**

One day a crow stole a piece of meat. It flew away and sat on the branch of a tree. Suddenly a fox noticed it. The fox was greedy and clever also. He became tempted and wanted to have it. He thought for sometimes and asked the crow to sing a song with its beautiful voice. The foolish crow at first did not want to sing. But the sly fox said, "If you start your singing, most of the animals of the forest will come to hear and you will be famous." Hearing it the foolish crow felt proud. Then he started singing. When he opened his mouth, the piece of meat fell down. The sly fox took it and went away. The foolish crow could not do anything.

**11. Read the beginning of a story. Write ten new sentences to complete the story.**

The king of Iran used to invite the great poet Sheikh Saadi very often to his court. Once on his way to the king's court the poet took shelter in a nobleman's house for a night. He was then

**DRESS DOES NOT MAKE A MAN GREAT**

The king of Iran used to invite the great poet Sheikh Saadi very often to his court. Once on his way to the king's court the poet took shelter in a nobleman's house for a night. He was then in a very simple dress. The nobleman could not recognize him and they showed disrespect and dishonour to him. The poet left the nobleman's house in utter dismay. A few days later, he went there putting on a rich dress. This time he was duly respected and honoured by the people of the nobleman's house. They gave him rich food to eat. The poet did not eat the food but he began to put the food in his pocket. Being astonished, the nobleman asked the poet about his mysterious behaviour. Then, the poet said, "This food is for my dress, not for me. Had it been not so, I would have been treated in the same manner when I was very poorly dressed." The nobleman was really sad for this. He begged forgiveness of the poet.



**Read the following questions on completing stories.**

**1. Read the beginning of a story. Write ten new sentences to complete the story.**

Once there lived a poor woodcutter in a village near a jungle. He used to cut wood from the forest and sold it in the market. But one day, while cutting wood his axe fell into the river. The river was deep. The woodcutter did not know how to swim and dive. So he was sitting there sadly. Then a wonderful thing happened. A beautiful fairy appeared before the woodcutter. The fairy asked him why he looked so sad. He told her everything

**2. Read the beginning of a story. Write ten new sentences to complete the story.**

One day a boy of class eight was going to school. Suddenly he saw a money bag dropped by someone on the road. He was quite at a loss



**Answer key:**

**Lesson-1 :**

**THE HONESTY OF A SCHOOL BOY**

One day a boy of class eight was going to school. Suddenly he saw a money bag dropped by someone on the road. He was quite at a loss. He thought for a while and then decided to pick it up. But he was not in the least interested in grabbing the contents in the money bag. He intended to open the money bag to see if there was any visiting card. Fortunately, he got a card inside the pocket of the money bag. The contents of the visiting card included the address and cell phone number of the owner. The boy called the owner of the number. The owner felt delighted and excited to hear the news because there was an amount of Tk. 50,000 in the bag. The owner

requested the boy to carry the bag to his house. He did carry the bag accordingly to the address of the owner. The owner hugged him and made him his lifetime friend.

### **AN HONEST WOODCUTTER**

Once there lived a poor woodcutter in a village near a jungle. He used to cut wood from the forest and sold it in the market. But one day, while cutting wood his axe fell into the river. The river was deep. The woodcutter did not know how to swim and dive. So he was sitting there sadly. Then a wonderful thing happened. A beautiful fairy appeared before the woodcutter. The fairy asked him why he looked so sad. He told her everything. The fairy took pity on him. She went into the river and came back with a golden axe. She asked the woodcutter if it was his axe. The woodcutter replied in the negative. She then again went into the water and returned with a silver one. This time also the woodcutter refused to take it. Finally, she brought the axe of the woodcutter from the water. The woodcutter was delighted to get back his iron axe. The fairy became pleased with the woodcutter for his honesty and gave him the two valuable axes as reward. Honesty is thus always rewarded.

## Lesson 2: Summary Writing



A summary is a restatement of someone else's words in your own words. There are many different kinds of summaries, and they vary according to the degree to which you interpret or analyze the source. Some are pages long, while others are just one or two sentences. However, for all types of summary, the writer is responsible for generally stating, in his or her own words, the main information or argument of another writer.

### Purposes of the Summary

Summaries benefit the reader because they offer a concise, general version of the original information. For a busy reader, summaries provide quick overviews of material. Summaries also show readers that you have understood the general point of a text, and in this way, teachers can test your knowledge. The process of summarizing someone else's material enables you to understand that material better.

### What and When to Summarize

Many student writers tend to quote when they should summarize material. Quote only when the author expresses a point in a particularly telling or interesting language. Otherwise, simply summarize. Use a summary to restate an entire argument. Use a summary to present information.

### How to Summarize

- Read the original passage or text very carefully.
- Use a pencil to highlight or underline what you take to be the main point/points of the original text, or make notes in the margins or on another sheet of paper.
- If you're summarizing an entire essay, outline the writer's arguments.
- These notes and outlines should be brief. Using this list of points, you write down the summary, referring to the original text only when you want to make sure of some point. This will help you to reproduce the substance of the passage in your own words.

### Summary Conventions

- Summaries can range in length from two sentences to several pages. What you have to remember is that when you write a summary of something you have read, you make your summary shorter than the original. Usually a summary is one third of the original in length, i.e. if a passage is of 150 words, the summary of it would be about 50 words long.
- In any case, use complete sentences to present the main points or information the text you are describe an author's general points to the reader. Don't quote extensively. If you quote, use quotation marks and document the quotation. If you fail to document the quotation, even one word that the author used, you are plagiarizing material (presenting another person's information as if it were your own).

### Example Summaries

**The following is a well-known fable by Aesop. After the fable, a typical summary of it is given.**



### **The Lion and the Mouse**

A lion was sleeping in his den one day, when a mischievous mouse for no reason at all ran across the outstretched paw and up the royal nose of the king of beasts, awakening from his nap. The mighty beast clapped his paw upon the nose thoroughly, frightened little creature and would have made an end of him.

“Please,” squealed the mouse, “Don’t kill me. Forgive me this time, O King, and I shall never forget it. A day may come, who knows, when I may do you a good turn to repay your kindness.” The lion smiling at his little prisoner’s fright and amused by the thought that so small a creature ever could be of assistance to the king of beasts, let him go.

Not long afterward the lion, while ranging the forest for his prey, was caught in the net which the hunters had set to catch him. He let out a roar that echoed through the forest. Even the mouse heard it, and recognizing the voice of his former preserver and friend, ran to the spot where he lay tangled in the net of ropes.

“Well, your majesty,” said the mouse, “I know you did not believe me once when I said I would return a kindness, but here is my chance.” And without further ado he set to work to nibble with his sharp little teeth at the ropes that bound the lion. Soon the lion was able to crawl out of the hunter’s snare and be free. (254 words)

#### **Now read the summary:**

Once, a playful mouse ran across the paw and up the nose of a sleeping lion. The lion awoke, caught the mouse, and was about to kill him when the mouse begged forgiveness, saying he might one day return the kindness. Amused, the lion released him. Soon afterward, the lion was caught in a net set by hunters. The mouse heard the lion’s roar, recognized his friend’s voice, and came to help. His sharp teeth cut the ropes, setting the lion free.

(82 words)

**Note:** The writer of a summary must be able to tell the difference between a main idea and a minor idea. In the above fable, the idea that the lion was caught in a net is essential to the story, and is therefore, a main idea. But it is not necessary or essential to know that when the lion was caught, or that he had been ranging the forest for his prey.

#### **Here is a one sentence summary of the fable:**

A mouse, whose life had once been spared by a lion, later returned the kindness by freeing the lion from a hunter’s net.

### **Activity 1**

#### **Read the following passage and answer the questions that follow.**

There are many different reasons for reading. Sometimes we read for pleasure, i.e., just to be entertained. Sometimes we read for information, or for direction or instruction. Often we read to find out about the people around us and the world we live in.

We read different kinds of material in different ways. We don’t always read everything at the same speed. With certain kinds of material we need to read slowly and carefully, for example, when we are trying to understand difficult ideas in a text like science or economics books. We also read directions and instructions slowly and carefully. We usually read stories, magazines,

newspapers, where the material is usually written in an easily understandable way, at a normal speed, neither too slow nor too fast. Whereas, when we read something we have read before, or we know about, we usually read very rapidly. A good reader suits his or her speed to what he or she reads.

Skimming and scanning are additional ways of helping us read more efficiently. They save time. When we want to get the overall idea or the gist of a text, we do not need to read every word in it. We can skim or look over the text quickly, often read the first paragraph, then the first and last sentences of the other paragraphs quickly. The final paragraph often summarizes the content. This kind of reading is called skimming. On the other hand, when we want to find specific information in a text, we scan the text searching for words or phrases that would give us the information we need. This is called scanning.

**1. Choose the best answer from the alternatives– a, b, c, d given after each question:**

- i) A good reader
  - a) reads novels and poetry.
  - b) reads before sleep.
  - c) reads different kinds of material with ease.
  - d) knows when to stop.
- ii) You are preparing a dish from a cook book. You'd read the recipe.
  - a) carefully.
  - b) loudly.
  - c) for fun.
  - d) with a friend.
- iii) To find out the time of your favorite programme from a television guide, you'd
  - a) skim it.
  - b) scan it.
  - c) see it.
  - d) recite it.
- iv) To get the gist of a text you'd
  - a) read it slowly,
  - b) scan it
  - c) skim it.
  - d) discuss it.
- v) You'd read a letter from a friend
  - a) by scanning.
  - b) by skimming.
  - c) half-heartedly.
  - d) normally.

**2. Match a quotation from A with a reading purpose in B:**

A	B
i) æI love this poem!"	i) For instruction.
ii) æDo you have the time table for the intercity train service?"	ii) For pleasure.
iii) æOh, dear! We should have put the eggs first!"	iii) For knowledge.
iv) æAt the moment I'm reading a book about the Greek civilization."	iv) For information.

**Sample Question**

SSC Programme

Subject: English Second Paper

Full Marks: 100

Time: 3 hours

[N.B.:--- Answer all the questions. Figures in the right margin indicate full marks.]

**Part A: Grammar (60 Marks)**

1. Change the sentences according to the directions given in the brackets (any five):  $1 \times 5 = 5$
- Only Allah can help us. (Negative)
  - There is no one but hates a liar. (Affirmative)
  - I shall remember you. (Negative)
  - He is absent from the meeting. (Interrogative)
  - Hurrah! We have won the game. (Assertive)
  - Dhaka is the biggest city in Bangladesh. (Positive)
  - Though he is rich, he is honest. (Simple)
2. Use the right form of verbs in the brackets to complete the sentences. (any five):  $1 \times 5 = 5$
- He always (disturb) the class.
  - The sun (rise) in the east.
  - He has (do) the work.
  - I (come) home yesterday.
  - The patient (die) before the doctor came.
  - I saw him (go).
  - It (rain) since morning.
3. Complete the following sentences by using infinitive, gerund or participle given in the box below:  $1 \times 5 = 5$
- |         |         |         |         |        |
|---------|---------|---------|---------|--------|
| hearing | telling | reading | rolling | to err |
|---------|---------|---------|---------|--------|
- is human.
  - the noise, the boy woke up.
  - A ---- stone gathers no moss.
  - is his favourite pastime.
  - He was punished for ---- a lie.
4. Change the voice of the following sentences. (any five):  $1 \times 5 = 5$
- Asif teaches us English.
  - Is he reading a book?
  - Do not hate the poor.
  - Allah loves us all.
  - Honey tastes sweet.
  - Ayesha writes a letter.
  - English is spoken all over the world.
5. Change the narrative style of the following text: 5
- The teacher said to the girl, "Do you think that honesty is the best policy?" The girl said, "Yes, sir, I think so." "Then learn to be honest from your childhood," said the teacher. "Thank you, sir," said the girl. "May Allah bless you," said the teacher.
6. Complete the following sentences by using conditionals. (any five):  $1 \times 5 = 5$
- If you want, -----.

- (b) If he comes, -----.
- (c) If it rains, -----.
- (d) If I were a bird, -----.
- (e) If I had seen him, -----.
- (f) If I knew his mobile number, -----.
- (g) If we are not industrious, -----.

7. Complete the following text with right form of the verbs given in the box: 1 × 5=5

prosper	remembered	depends	lead	build
---------	------------	---------	------	-------

Bangladesh is full of natural resources. The prosperity of the country (a) ---- on the proper utilization of the resources. We should not (b) ---- a lazy life. We should (c) ---- up our country. For this reason, we have to work hard. No nation can (d) ---- without industry. It should be (e) ---- that industry is the key to success.

8. Make sentences with any **five** of the following idioms and phrases: 1 × 5=5  
 A bed of roses; All in all; At a glance; A white elephant; Bag and baggage;  
 Cats and dogs; Heart and soul.

9. Make tag questions of the following sentences. (any five): 1 × 5=5

- (a) We play football, ----?
- (b) Fatema sang a song, ----?
- (c) Let's do the work, ----?
- (d) Everybody likes flowers, ----?
- (e) Somebody came here, ----?
- (f) Nothing is certain, ----?
- (g) I am happy, ----?

10. Complete the following passage using suitable Linking words or Connectors: 1 × 5=5

(a) ---- there are some differences between practical knowledge and bookish knowledge.  
 (b) ---- often they are thought to be the same. (c) ---- a man is educated in the truest sense, he will be able to lead a life completely different from others. (d) ---- he can distinguish between right and wrong. (e) ---- education is very important.

11. Fill in the blanks with appropriate prepositions. (any five): 1 × 5=5

- (a) Students should abide ---- their teachers' advice.
- (b) Everyone should abstain ---- smoking.
- (c) I have no ambition ---- fame.
- (d) I agreed ---- him.
- (e) A nurse attends ---- patients.
- (f) Early rising is conducive ---- health.
- (g) I am confident ---- my success.

12. Use capitals and punctuation marks where necessary in the following text: 1 × 5=5

the teacher said to me dont you like to practice english its an important subject and you should be more careful about it.

**Part B: Composition (40 Marks)**

13. Read the beginning of the story. Write ten new sentences to complete the story. Give a suitable title to it: 8

An old farmer had four sons. They used to quarrel with one another. One day the farmer told his sons to bring

14. Newspaper plays an important role in our modern life. It is a store house of knowledge. It increases our general knowledge. Now, write a dialogue between you and your friend Rakib/Jesmin about the importance of reading newspaper. 6
15. Suppose, you are Afsan/Afsana of Nayabazar High School, Keraniganj, Dhaka. There is a common room in your study centre but the facilities are not sufficient there. Now, write an application to the Coordinator for increasing common room facilities. 8  
Or,  
Suppose, you are Limon/Lima. You live at 51, Monipur, Mirpur, Dhaka- 1216. Your friend Ahsan/Ayesha lives at 2, City Corporation, Rajshahi. Your friend sent you a nice gift on your last birthday. Now, write a letter to him/her thanking for the gift.
16. Write a paragraph about "Tree Plantation" by answering the following questions: 8
  - (a) What is tree plantation?
  - (b) How are trees our friends?
  - (c) How do trees maintain ecological balance?
  - (d) What may happen in the absence of trees?
  - (e) What should be our final attitude towards trees?
17. Write a composition on "Wonders of Modern Science" or "Natural Beauty of Bangladesh" 10