

Magic Coaching Center

Directed By Shahriar Kabir Jibon

যে কোন প্রকার CV লেখার নিয়মঃ

..... (যে তারিখে লিখছ)

..... (যার কাছে লিখছ)

..... (যে প্রতিষ্ঠানের কাছে লিখছ)

..... (ঠিকানা)

Subject: Application for the post of

Sir,

Your advertisement published in The Daily Star on 5 January , 2014 has drawn my attention. I am writing to offer myself as a candidate for the post. My CV, detailing education and other particulars, is personated herewith for your kind consideration.

Curriculum Vitae Of Md. _____ .

32/4 Tajmohol Road,
Muhammadpur, Dhaka

Father's Name :

Mother's Name :

Permanent Address : 32/4 Tajmohol Road,
Muhammadpur, Dhaka

Present Address : 32/4 Tajmohol Road,
Muhammadpur, Dhaka

Nationality : Bangladeshi

Date Of Birth :

Religion :

Gender :

Marital Status : Unmarried

Mobile Number : 01796408687

Experience : I have been working it for two years.

Educational Qualification:

Name of the Exam	Division/Class	Board/University	Passing Year
S.S.C	1 st Division	Jessore Board	1995
H.S.C	1 st Division	Jessore Board	1997
B.A (Hons)	2 nd Class	National University	2001
M.A (English)	2 nd Class	National University	2002

Skills : Good at spoken and written English.

For online update visit <http://www.mccedu.blogspot.com> Or Join Our fb fan Page
<http://www.facebook.com/magicchoaching>

Computer skill : Skilled in MS office And Graphic Designing.
Reference : (i) Md. Robiul Islam (ii) Md. Shahin Islam.

Sincerely Yours

Md._____.

Attachment:

- (i) Attached photocopies of all academic certificates
- (ii) Attached passport size photographs.

যে কোন ই-মেইল লেখার নিয়মঃ

To: যার কাছে লিখছ তার ই-মেইল। যেমনঃ (shahriarkabir07@yahoo.com)

From: তোমার ই-মেইল। যেমনঃ (parvezmrf@gmail.com)

Subject: ই-মেইলের মূল বিষয়। যেমনঃ (Asking money)

Sent: পাঠানোর তারিখ। যেমনঃ 05/09/14;10:24 AM

My Dear _____ (যার কাছে লিখছ তার নাম)

I have got your E-mail just now. Thank you very much from the core of my heart for your sweet note. I am quite well.

I hope you are also hale and hearty by the grace of Almighty Allah.

(এবার ই-মেইলের মূল বিষয় নিয়ে ৮-১০ তি বাক্য লিখতে হবে)

No more today. I will meet you within very short time. You must take care of your health. With best wishes to you.

Your Ever

_____ (তোমার নাম)

যে কোন Letter লেখার নিয়মঃ

তোমার ঠিকানা _____

তারিখ _____

My Dear _____ (যার কাছে লিখছ তার নাম)

I have got your letter/E-mail just now. Thank you very much from the core of my heart for your sweet note. I am quite well. I hope you are also hale and hearty by the grace of Almighty Allah.

(এবার পত্রের মূল বিষয় নিয়ে ৮-১০ তি বাক্য লিখতে হবে)

No more today. I will meet you within very short time. You must take care of your health. With best wishes to you.

_____ (তোমার নাম)

যে কোন *Application* লেখার নিয়মঃ

ব্যক্তিগত

_____ তারিখ

The Headmaster

_____ স্কুলের নাম

_____ ঠিকানা

Subject: Prayer for _____.

Sir,

With due respect I would like to state that I am/was a student of your school. I have shown excellent performance in all examination. All along, I secured the top position in the examination. _____ (প্রশ্নে উল্লেখিত কারন বসাতে হবে) . So I need _____. I will be thankful to you if you grant me _____. Now it is quite impossible for me to continue my study without _____.

I, therefore, hope that you would be gracious enough to grant me _____ and oblige thereby.

Yours obediently

_____ তোমার নাম

_____ তোমার ক্লাস এবং রোল

কোন কিছু স্থাপন

_____ তারিখ

The Headmaster

_____ স্কুলের নাম

_____ ঠিকানা

Subject: Prayer for setting up a/an _____.

Sir,

With due respect, we would to state that we are the students of your school. Ours is one of the best oldest school in the district. It has earned a good reputation for its good results and extra curricular activities. Now more than 600 students both male and female are studying here. We enjoy almost academic facilities here. But it is a matter of sorrow that there is no _____ in this school. For lacking of _____, the students are suffering a lot. So we need it in badly.

We, therefore, hope that you would kindly set up a/an _____ for the betterment of the students and oblige thereby.

Yours obediently

The students of _____.

কোন কিছু আয়োজন

_____ তারিখ

The Headmaster

_____ স্কুলের নাম

_____ ঠিকানা

Subject: Prayer for arranging/holding a/an _____ .

Sir,

With due respect, we would to state that we are the students of your school. Ours is one of the best oldest school in the district. It has earned a good reputation for its good results and extra curricular activities. Now more than 600 students both male and female are studying here. We enjoy almost academic facilities here. Every year we arrange a/an _____ in a grant style. This year we also arrange it. Now we need your permission.

We, therefore, hope that you would kindly permit and sanction us taka 10,000 to arrange the _____ and oblige thereby .

Yours obediently

The students of _____.

এলাকার কোন সমস্যা সমাধান করতে কর্তৃপক্ষের কাছেঃ

_____ তারিখ

_____ যার বরাবরে লিখছ তার নাম

_____ ঠিকানা

Subject: Application for (removing / Repairing / setting up a / taking steps in controlling) বিষয়।

Sir,

With due respect, we would like to state that we are the inhabitants of (জায়গার নাম). Our is an old area of a large population. About 10,000 people live here. We have been living here peacefully. But now a days we are facing a problem for (বিষয়) . Normal life hampered here for (বিষয়). For our normal life, we need to have (বিষয়) removed/set up / controlled /repaired/construction immediately. If necessary steps are not taken immediately, our existence will become quite impossible.

We, therefore, hope that you would be kind enough to take proper steps to remove/ set up / repair/ construct (বিষয়) as soon as possible.

Your faithfully

তোমার নাম

On the behalf of the inhabitants of (জায়গার নাম).

মানুষের জীবনে জন্য দরকারী এমন কিছু নিয়ে Dialogue (Tree plantation, Importance of reading newspaper, Importance of learning English, Importance of taking physical exercise, Morning walk, Importance of early rising etc)

Ans: A dialogue between _____ and _____ about _____ .

X : Good morning. How are you ?

Y : Good morning. I'm fine and you ?

X : I'm also fine. Are you busy now ?

Y : No. Why ?

X : I want to talk with you about a serious matter.

Y : Obviously. I am always ready to tell you whatever you wish to know.

X : Can you tell me about _____ ?

Y : The importance of _____ is so much that cannot be expressed in word. It is the most essential thing that is necessary in every step in our life. It is very important for _____ human being. To lead a happy and peaceful life, every person should know the importance of _____. A man can not shine in life without giving importance on it.

X : Thank you very much. I have learnt many things from you.

Y : Welcome. I have to go now. Good bye.

X : Good bye.

মানুষের জীবনের জন্য ক্ষতি এমন কিছু নিয়ে Dialogue. (illiteracy, Deforestation, Any pollution, Bad effect of smoking etc)

Ans: A dialogue between _____ and _____ about _____.

X : Good morning. How are you ?

Y : Good morning. I'm fine and you ?

X : I'm also fine. Are you busy now ?

Y : No. Why ?

X : I want to talk with you about a serious matter.

Y : Obviously. I am always ready to tell you whatever you wish to know.

X : Can you tell me about _____ ?

Y : The adverse effect of _____ is acute that it can not be expressed in word. Most of the people of our country are unconscious. Because of unconsciousness this problem is increasing day by day. It impedes our normal life. It has become an ailment . It is indeed a problem for our society.

X : How can we stop it ?

Y : In order to solve this problem we have to make our people conscious. Everybody should come forward to make possible contribution to solve this problem. We should stop this ill-practice for our own sake and our next generation. Sob there is no room for doubt that all our efforts from all corners of the society is needed. Developing awareness in all classes of people and proper implement of plan can solve this problem.

X : Thank you very much. I have learnt many things from you.

Y : Welcome. I have to go now. Good bye.

X : Good bye.

যে কোন ক্রেতা এবং বিক্রেতার মধ্যে Dialogue.

Ans: A dialogue between _____ and _____ about _____.

X : Good morning, Sir. Can I help you, please ?

Y : Good morning. I am looking for _____ .

X : There are different kinds of _____ here. What kind of _____ do you look for ?

Y : Let me see.

X : Here you can see on the shelf.

Y : Give me that one.

X : Here are they. Anything else, sir ?

Y : No, thanks. How much do they cost ?

X : They cost only five hundred taka.

Y : Here is the money.

X : Thank you, sir. Please visit us next time. Good bye.

Y : You are most welcome. Good bye.

নিম্নে কিছু Paragraph লেখার নিয়ম দেয়া হলঃ

দরিদ্র কিন্তু খেটে খাওয়া কোন ব্যক্তি নিয়ে (A fisherman, A farmer, A village doctor, A post man, A street Hawker, A rickshaw puller etc)

A self-employed man is a great asset of a society. _____ is a self-employed man in our society _____ is a common figure in our country. _____ is a person who lives by (v+ing) all day and night. He usually lives in a slum or a small hut. He is very hard-working, strong-bodied man. He is sociable, sweet-voice, and gentle in nature. He works both in fair and rough weather. He works for the betterment of the people of our society. Sometime he has to starve with his family. Though he works hard, he leads a very sorrowful life. His sorrow knows no bounds when he falls in ill. He can not educate his children owing to acute poverty. He lives misery and dies in misery. He has no security in our society. Yet he is happy because he earns honestly. His importance is very great. Our life is impossible without his sincere and honest service. So we should love him from heart.

যে কোন ধরনের মেলা নিয়েঃ (Book fair, A science Fair, Computer fair, A village fair, A Baishakhi Mela etc)

A _____ is a joyful and attractive fair where (মেলাতে যা পাওয়া যায় তার নাম) are displayed and sold to the common people of Bangladesh. Today educated people are very fond of visiting _____ to enrich knowledge. So a _____ has also become very popular in our developing country. Every year it is held on some special occasions in our country. A _____ usually lasts for a week or even a month. The stalls sit in rows. They are decorated nicely. Folk song are also sung in a _____. A _____ is an important part of our culture. It is also a part of education. It helps to broaden our kingdom of knowledge and helps to promote culture attitude. A _____ has a great educative value.

যে কোন দিবস নিয়েঃ (*International Mother language day, May Day, National independent Day, The 16th December, Pahela Baishakh*)

Different cultures and events all over the world are celebrated every year. We the people of Bangladesh also celebrate many programmers. _____ is one of them. It is celebrated with great enthusiasm across the country. It is one of the most remarkable days in our national and international life. Every year we observe it with much honour and enthusiasm. The day is celebrated by arranging many programmes held especially in Dhaka city. It is observe in a splendid way. All educational institution, offices, political parties, and other social organizations arrange different types programmes to welcome the day successfully. Many organizations bring out colorful rallies. Daily newspaper publish special supplement. Bangladesh television and Bangladesh Betar broadcast special programmes. Every year

our school also observes the day in befitting manner. We observe the last ____ successfully. The school building was decorated nicely. Our school arrange a discussion meeting at school auditorium. I think the day will certainly remain ever-memorable in the heart of each and every person.

যে কোন জাতীয় সমস্যা নিয়েঃ (Traffic Jam, Load-shedding, Illiteracy)

In spite of being a poor and a small country, Bangladesh has many problems. ____ is one of them. It is now acute in our country. This problem is too much to be imagined. The rate at which this problem is increasing is alarming. Most of the people of our country are unconscious. Because of unconsciousness this problem is increasing day by day. It impedes our normal life. It has become an ailment. So this problem should be cured as early as possible. Unless this problem is solved, we may fall into the abyss of destruction. In order to solve this problem we have to make our people conscious. Everybody should come forward to make possible contribution to solve this problem. So there is no room for doubt that all our efforts from all corners of the society is needed. Developing awareness in all classes people and proper implement of plan can solve this problem. It is matter of great satisfaction that government has taken some positive step in the regard.

যে কোন দুশন নিয়েঃ (Water pollution, Air pollution, Environment pollution, Sound pollution)

----- pollution has become one of the major problems in Bangladesh. At present it is a global problem too. _____ pollution is very harmful to health. _____ is being polluted in many ways. _____ . _____ . Illiteracy and mass unawareness are the root causes of these problems in our country. Our over population deepens this pollution too. _____ pollution causes many frightful diseases. In order to lessen this problem, our people should be educated. Public awareness should be created. Population must be checked and illiteracy must be removed. Our decent, happy and longer life will not be possible unless we can stop _____ pollution.

বাংলাদেশের সমস্যা নিয়ে *Composition:*

Introduction: Bangladesh is a small and a developing country. But she is beset with various acute problems. Nowadays is one of the most common and frightful problems in our country. It has become a great panic here. In the recent years this problems has become very severe which cannot be described in words.

Present situation: The present situation of ____ is acute than ever before. If we read newspaper, we will be able to understand how acute this problem is. It is obvious that now that problem is a burning question in Bangladesh. It has become a great threat to a decent life.

Causes of problem: There are a lot of reasons of this problem in Bangladesh. Unconsciousness is the main root cause of this problem. Our govt. connives at this problem. It has not taken effective steps yet.(-----).
-----).

How to remove it: we should learn well about this great problem. We should realize the serious consequences of rapid growth of this problem and train ourselves to build a planned society. Our students can play an important role to remove this problem. They should make the people aware.

There should be wide publicity about the serious consequences of this problem through radio, television and other mass media. Government must take necessary steps in this regard. A small country like ours cannot afford to indulge this problem. So this problem should be solved at any cost.

Conclusion: It is obvious that this has become a major problem in our developing country. It has become a great threat to a decent life. If we fail to stamp out this problem our development plans and activities will standstill.

যে কোন Journey :

Introduction: Journey is always pleasure to everybody. It charms our mind and makes us happy. It is also a part of education. To move one place to another to gain knowledge in order to new experience and new knowledge is known as journey. After a journey, we feel relaxed and fresh. Journey by _____ is especially very interesting and enjoyable to me.

Occasion: Last week I made a joyful _____ journey. During the last winter vacation I was asked to visit my uncle's house in Chittagong. So I got a chance to make a happy but long journey by _____.

Description: It was Friday. It was a nice morning. The weather was very nice that day. The sky was clear. I got up from sleep early in the morning. I prepared myself for journey. I and my elder brother reached to the spot at 7.00 am. We hired a boat / We bought two tickets. After 15 minutes the boat/train/bus/plane began to move on slowly. After a few minutes the boat/train/bus/plane running in full speed. I enjoyed many things. I saw some clouds floating in the sky. I saw trees, house and fields. I enjoyed all the things. We could see the hills of Chittagong. I could enjoy the wonderful scenery of the hills. -----

Destination: After two hours, we reached our destination. We faced no trouble on the way to Chittagong. We got down from the bus/train/boat/plane and saw my cousin waiting for us. Then we went to my uncle's house by taxi. We were cordially there. All the members of the family became very glad to see us.

Conclusion: The journey by _____ was the most joyful and interesting to me. I enjoyed the journey very much. The journey often peeps into my mind. I gained new knowledge and new experience. Only by reading books we cannot widen our kingdom of knowledge. I will never forget the journey.

বিজ্ঞানের আবিষ্কৃত জিনিস নিয়েঃ

Introduction: Modern age is an age of science. There is no aspect of life that is not influenced by science. Science has made our life easier and more comfortable. Modern science has invented a lot of wonderful and useful things. It has made impossible possible. Wherever we turn our eyes, we can see the contributions of science. The inventions of science have conquered diseases, natural disasters, space, distance, and time.

Where used: _____ does a great service to mankind in many ways. It helps us in our daily life in many ways. Nowadays it is widely used in daily life in the following fields: -----

Demerits: There is no unmixed blessing in the world. So, _____ has its own demerits. Sometimes it causes harm to the people.

Conclusion: In the conclusion it can be said that in spite of having some demerits _____ is useful undoubtedly. We should remember that the blessing of _____ should be utilized carefully only for the benefits and interest of mankind.

শিক্ষা সংক্রান্ত *Composition :*

Introduction: Education is the backbone of nation. No nation can develop without it. Proper education is the prime condition for development of a nation. There are three types of education launching in our country such as (i) General education (ii) Madrasa education and (iii) Technical education. There is also informal education.

Description: -----

Impediments: Bangladesh is small country but it has a huge population. Most of the people live under the poverty line. They do not go to school due to poverty. Beside, social set up and socio-economics deprive many people of having education.

Necessity: Education is compared to light. On the other hand illiteracy is compared to the dark. Education enlightens individual, refines sensibility and develops working capacity and skill. There is a saying, 'The more a nation educated the more a nation developed. It is a duty of the government to ensure education for her people for the national development. Education means the enrichment of head, hand, and the heart of human being in a harmonious way.

Conclusion: The nation development demands on it. So, the government should take the effective measures for the development of it. The role of the elite of the society, different organizations and N.G.Os are praiseworthy. They have stretched out their hands of help to the government in this respect. All-out efforts of the concerned officials with the help of a government its position can be developed. So, people of all walks can come forward with their best helps in this respect.

বাংলাদেশের প্রকৃতি নিয়ে *Composition:*

Introduction: Bangladesh is called a country of six seasons. It is blessed with natural beauty. _____ is a time of charming nature. The nature puts on a special look and offers a particular beauty. The scenery of this time fills our heart with thrilling joy. It draws the literary personages and they have written many articles on its charming beauty.

Description: -----

Natural beauty of this time: The nature puts on a special look in this time. The beauty of _____ is different from other times. In this time the nature puts on a charming look. There are many lovers of natural beauty in the world. They can enjoy the beauty of nature in many ways. They seek for beauty in different things in different times. They come out to enjoy the beauty of _____. I come to the contact with the nature in this time. I am charmed with the beauty of this time. The mood of the weather of this time is different from other times. It draws the literary personages. They write many things about it.

Conclusion: Nature has lavishly poured its beauty in our country. In this time the nature puts a charming shape. The offer of this time is different from other. _____ is a remarkable and enjoyable. I like it very much. The natural beauty of this time is very appealing. The offer of this time attracts me greatly.

(Discipline, Punctuality, Value of time, Character, Early Rising, Dutiful, Patriotism, Honesty, Truthfulness, Industry)

(বিষয়) is the most valuable and powerful element of succession life . It implies obedience to set of rules for an orderly life in society. It is the mode of leading life in accordance with rules .

Although (বিষয়) is a mental faculty and invisible quality yet its effect is greatly felt . Man is social being . In the society he can not do whatever he likes. He has to abide by some rules. That is, everybody should observe some rules to have peace in life.

(বিষয়) is necessary in every walk of our life. It is the key to success in human life. With this chaos will prevail everywhere. If we make a list of successful persons we will find that their success depends mainly upon this great virtue. By dint of it they do not only make their fruitful but also helped in the advancement of civilization. So the value of it is equally great in every spheres of our life.

(বিষয়) is one of the best virtues of mankind and absence of it makes a man unhappy and forlorn. In fact, it is valuable than money. A man have much money but if he lacks in the quality he will earn no respect. So in all branches of life it brings reward for human life. It is the most precious possession of a man. Therefore is of great importance in man's life.

(বিষয়) is seldom and inborn virtue. I should be acquired by the force habit. Without (বিষয়) there can be no fame, no progress, no success. In a word those who have risen in their respective vocation have done so simply by dint of it. Therefore everybody should have it at all costs and the earlier, the better.