Applied Grammar

1 Articles

Presentation

নিচের পাঠ্যাংশটি লক্ষ কর:

We met **a** boy while going to my college, Rajdhani Ideal College. **The** boy was carrying **a** bag. He had apples in **the** bag. He gave **the** apples to a beggar. **The** beggar thanked **the** boy.



আমরা দেখতে পাই প্রতিটি Noun এর প– র্বে 'a'বা 'an' বা'the' ব্যবহার করা হয়েছে। এই A, An ও The কে article বলে। এখানে দুই ধরনের Article ব্যবহার করা হয়েছে।

(i) কখনো কখনো আমরা The ব্যবহার করেছি। শ্রোতা বা পাঠকের কাছে Noun টি স• ষ্ট অর্থাৎ নির্দিষ্ট করে বুঝাতে আমরা সেই Noun এর প– র্বে The ব্যবহার করেছি। তাই **The** কে **Definite Article** বলা হয়।

(ii) আবার, 'কোনো একজন' অর্থাৎ অনির্দিষ্ট বুঝাতে আমরা **A**/A**n** ব্যবহার করেছি। তাই **A/An** কে **Indefinite Article** বলে।

A and An এর মধ্যে পার্থক্য

নিচের পাঠ্যাংশটি লক্ষ কর :

Aria went out for shopping yesterday. She bought **a new dress** for herself. She also bought **an excellent story book** for me.

আমরা দেখতে পা" ছ A/ An উভয়ই 'কোনো একটি' অর্থ প্রকাশ করতে ব্যবহৃত হয়েছে। তাই আমরা বলতে পারি অর্থগত দিক দিয়ে A ও An এর মধ্যে কোনো পার্থক্য নেই; শুধু অবস্থানগত পার্থক্য আছে। An ব্যবহার করা হয়েছে Vowel sound এর প– র্বে এবং A ব্যবহার করা হয়েছে Consonant sound এর প– র্বে। নীচের পাঠ্যাংশটি লক্ষ কর:

There was **an orpha**n boy. He read in **a university**. He was very regular in his class. He worked in **a private** firm after his class. Thus he continued his study and finally obtained **an MA** degree.

লক্ষণীয়, 'MA' শব্দটির 'M */em/*' letter টি Consonant হলেও তা উ" চারণে vowel sound হবার কারণে তার প– র্বে An ব্যবহার করা হয়েছে।

আবার, 'University' শব্দটির 'U */iu/*' letter টি Vowel হলেও তা উ" চারণে Consonant sound হবার কারণে তার প– র্বে A ব্যবহার করা হয়েছে। মনে রাখবে, 'ইউ */iu/* ' বা 'ওয়া */wa/* ' ইংরেজিতে Consonant sound।

Practice

1. Use a or an in the blanks.

(a) — European tourist. (b) — house. (c) — useless dress. (d) — honourable man. (e) — umbrella. (f) — unicorn. (g) — hour and a half. (h) — university. (i) — unhappy man. (j) — honest boy.

Article এর পুনরাবৃত্তি

Presentation

Highlighted শব্দ বা শব্দগু" ছ মনোযোগ দিয়ে লক্ষ কর:

Yesterday, I and my friend went to New Market. I bought **a black and a white cat**. **They** cost me 1000 taka. They look very nice. My friend, Badal, bought **a black and white rabbit** which is also nice. **It** cost him 1500 taka.

লক্ষ কর, "A black and a white cat" এর Pronoun 'They' লেখা হয়েছে। অর্থাৎ এখানে দুইটি বিড়ালকে বুঝানো হয়েছে যার একটি কালো ও অন্যটি সাদা। কিন্তু 'A black and white rabbit' এর Pronoun 'It' লেখা হয়েছে। অর্থাৎ এখানে একটি খরগোশ বুঝানো হয়েছে যেটি কালো ও সাদা রং মিশ্রিত। অর্থাৎ ভিন্ন ভিন্ন সত্তা বুঝালে প্রতিটি noun বা adjective এর প– র্বে article ব্যবহার করা হয়। কিন্তু একই সত্তা বুঝালে শুধু প্রথমে article বসে।

Practice

2. Repeat the article or use cross (x) where repetition not necessary.

(a) The Principal and ___ Secretary of National Ideal College gave away prizes among the meritorious students yesterday.

(b) The head coach and ___ manager of the club inaugurates the function.

(c) The Principal and ___ math teacher were jointly awarded as the best teacher.

(d) There are on the committee among others a great writer and ____ actor.

(e) John was a great orator and ____ statesman.

(f) The Secretary and ____ Treasurer have given their approval for the plan.

(g) The Chairman and _____ member of PDB has been found guilty.

(h) The cow is a useful and ____ domestic animal.

Articles এর মজ্ঞ নিয়ম

এটি একটি সহজ পদ্ধতি। আমাদের খেয়াল রাখতে হবে বাক্যে ব্যবহৃত তথ্যটি কার ক্ষেত্রে প্রযোজ্য:

- ♦ সবখানে সবার জন্য?
- ♦ অনেকের মধ্যে একজন বা কয়েকজনের জন্য?
- ♦ নির্দিষ্ট একজন বা কয়েকজনের জন্য?

সবখানে সবার জন্য প্রযোজ্য

Presentation

নিচের পাঠ্যাংশটি পড়:

An/ The ant (সবখানের সব ants) is an industrious

holycrossrajshahi.com

insect. × Bees (সবখানের সব Bees) are also industrious insects. If we observe the life of a successful man, we will find that he is also industrious.

প্রথম বাক্যে দেখা যাে ছ, 'ant' হে ছ Singular countable noun এবং 'an industrious insect' তথ্যটি সবখানের সব ant এর ক্ষেত্রে প্রযোজ্য। এখানে ant শব্দটির প– র্বে An বা The ব্যবহার করা হয়েছে।

দ্বিতীয় বাক্যে দেখা যাে ছ, 'Bees' হে ছ Plural countable noun এবং 'an industrious insect' তথ্যটি সবখানের সব bees এর ক্ষেত্রে প্রযোজ্য। এখানে bees শব্দটির প– র্বে কোনো article ব্যবহার করা হয়নি।

এবার নীচের পাঠ্যাংশটি পড়:

× Water has no colour of its own. But the water of St Martins looks blue.

প্রথম বাক্যে দেখা যাে ছ, 'Water' হে ছ Uncountable noun এবং 'no colour of its own' তথ্যটি সবখানের সব water এর ক্ষেত্রে প্রযোজ্য। এখানে water শব্দটির প– র্বে কোন article ব্যবহার করা হয়নি।

অতএব, যে তথ্য সবখানের সবার জন্য প্রযোজ্য সেক্ষেত্রে আমরা ব্যবহার করি:

Rule-1: Uncountable noun এর সাথে no article (×)
Temperature is measured in degrees. Money makes the world go around.

Rule-2: Plural nouns এর সাথে no article (×)
Volcanoes are formed by pressure under the earth's surface.

Rule-3: Singular nouns এর সাথে 'the/A/An'
The computer is a marvellous invention. The elephant lives in family groups.

(i) যদি কোনো প্রাণী, শরীরের অঙ্গ, গাছপালা, বাদ্যযন¿ ও জটিল আবিষ্কার এর ক্ষেত্রে প্রদত্ত তথ্য সবার জন্য প্রযোজ্য হয় তবে আমরা প্রায়ই the + singular noun ব্যবহার করি। কিন্তু সাধারণ জড় বস্তুর ক্ষেত্রে তথ্যটি সবার জন্য প্রযোজ্য হলে আমরা No article + plural noun ব্যবহার করি।
The cow is a domestic animal but **the** tiger is not.
The cow helps us in many ways.
× Books also help us to increase our knowledge.

(ii) 'man' শব্দটি মানব জাতি বুঝালে আমরা 'man' এর সাথে কোন article ব্যবহার করি না।
Man is mortal.

Practice

3. Use appropriate article in the blanks. Put a cross if no article is needed.
(a) — cows live on grass.
(b) — whales are the largest mammals.
(c) ___ money cannot buy happiness.
(d) We should read — books to enrich ourselves.
(e) — time is more valuable than anything else.
(f) — tiger is a ferocious animal.
(g) The lion is the king of — beasts.
(h) We cannot live without — water.
(i) — practice makes a man perfect.
(j) — bee lives in a group.

অনেকের মধ্যে একটি বা কিছু'র জন্য প্রযোজ্য

Presentation

নিচের পাঠ্যাংশটি মনোযোগ দিয়ে পড়:

One day I met a lame man. After talking for a while he showed me an identity card. Seeing the identity card I came to know that he was a university student.

পাঠ্যাংশে ব্যবহৃত 'man, card and student' শব্দগুলি Singular countable এবং অনেকের মধ্যে একটি/ একজন বুঝায়। এর প– র্বে article 'a' ব্যবহার করা হয়েছে।

আবার নীচের পাঠ্যাংশটি মনোযোগ দিয়ে পড়:

We were returning home. On the way we met a little girl. The girl was selling × flowers on the street. She was also selling × water.

পাঠ্যাংশে ব্যবহৃত 'flowers' শব্দটি Plural countable এবং অনেকের মধ্যে কয়েকটি বুঝায়। আবার, 'water' শব্দটি Uncountable noun এবং কিছু বুঝায়। এর প– র্বে কোন article ব্যবহার করা হয়নি।

তাই, অনেকের মধ্যে একটি বা অনেকের মধ্যে কিছুর জন্য প্রযোজ্য বুঝাতে:

Rule-4: Uncountable noun এর সাথে no article (×)
Our science class mixed × boric acid with × water today.

Rule-5: Plural nouns এর সাথে no article (×)
We're happy when people bring × cookies!

Rule-6: Singular nouns এর সাথে 'a/an'
Bring an umbrella if it looks like rain. You'll need a visa to stay for more than ninety days.

Practice

4. Fill in the gaps with appropriate articles.
(a) Once upon a time there was — king.
(b) His palace was surrounded by — beautiful gardens.
(c) He called in — doctor.
(d) The king could be healed if he wore a shirt of — happy man.
(e) — messengers were sent everywhere, but no happy man could be found.
(f) Long long ago — mirror was found in a paddy field.
(g) — water is first boiled in a kettle to make tea.
(h) Then — tea dust is put in it.
(i) I saw a girl selling — flowers.
(j) I like drinking — milk in the morning.

কীভাবে বুঝবে সবখানে সবার জন্য প্রযোজ্য **না** অনেকের মধ্যে একজন/ অনেকের জন্য প্রযোজ্য

এটা বুঝার জন্য 'All + Noun + everywhere' শব্দটি ব্যবহার করলে যদি অর্থ ঠিক থাকে তবে ধরে নিতে হবে সবখানে সবার জন্য প্রযোজ্য। কিন্তু অর্থ ঠিক না থাকলে ধরে নিতে হবে অনেকের মধ্যে এক বা কিছুর জন্য প্রযোজ্য।

The cow lives on grass. — "All cows everywhere" live on grass. (এখানে অর্থ পরিবর্তন হয়নি).

A cow gave birth to a calf last night. —"All cows everywhere" gave birth to a calf last night. (এখানে অর্থ পরিবর্তন হয়েছে যা ঘটা সম্ভব নয়).

Practice

5. Fill in the gaps with appropriate articles.

(a) We know that — birds can fly.
(b) — man came to me yesterday.
(c) The man saluted me with — love and respect.
(d) Today — women are playing an important role in society.
(e) They are joining — different professions.
(f) She began to pour — hot water on the head of Socrates.
(g) During childhood — child receives training from its mother.
(h) He advised him to buy — heavy club.
(i) We are very much afraid of — burglars.
(j) While in Tahiti, he was short of — money.

নির্দি□ একটি বা কিছু

Presentation

নিচের পাঠ্যাংশটি মনোযোগ দিয়ে পড়:

We met a boy at railway station. The boy is an orphan. He was sitting with some flowers and water to sell. The flowers were very fresh but it seems to me the water was not pure.

পাঠ্যাংশটিতে ব্যবহৃত 'boy, flowers and water' শব্দগুলি নির্দিষ্ট। কারণ এগুলো প– র্বে উল্লেখ করা হয়েছে। এর প– র্বে article 'the' ব্যবহার করা হয়েছে।

তাই নির্দিষ্ট একজন (একটি)/ কিছু বুঝাতে:

Rule-7: অধিকাংশ Proper noun এর সাথে no article (×)
My research will be conducted in × Luxembourg.

Rule-8: Uncountable nouns এর সাথে 'the'
Step two: mix the water with the boric acid. The laughter of my children is contagious.

Rule-9: Plural noun এর সাথে 'the'
We recruited the nurses from General Hospital. The projects described in your proposal will be fully funded.

Rule-10: Singular noun এর সাথে 'the'
Bring the umbrella in my closet if it looks like rain. Did you get the visa you applied for?



কিভাবে বুঝব 'নির্দিষ্ট একজন বা কিছু'

☑ যার দ্বিতীয়টি নেই
The earth rotates around the sun. The future looks bright!

☑ শ্রোতা ও বক্তা যখন বুঝতে পারে কাকে বুঝানো হ" ছ
The boss just asked about the report. Meet me in the parking lot after the show.

☑ প্রথম বার উল্লেখসহ দ্বিতীয় বার উল্লেখ করা হলে।
I found a good handout on English articles. The handout is available online. You can get a giant ice cream cone downtown. If you can eat the cone in five seconds, you get another one free.

☑ প্রথমবার ইঙ্গিতসহ দ্বিতীয় বার উল্লেখ করা হলে।
Dr. Frankenstein performed a complicated surgery. He said the patient is recovering nicely. (এখানে surgery শব্দটি দ্বারা patient শব্দের ইঙ্গিত বুঝা যায়।)

☑ Ordinals ও superlatives এর প– র্বে (first, next, primary, most, best, least, etc.)
The first man to set foot on the moon… The greatest advances in medicine…

☑ Specifiers (sole, only, principle, etc.) এর প– র্বে
The sole purpose of our organization is… The only fact we need to consider is…

☑ Restricters (words, phrases, or clauses যা কোন noun এর অর্থকে সীমাবদ্ধ করে দেয়।) ব্যবহার করা হলে noun টি নির্দিষ্ট হয়ে যায়।
Study the chapter on preposition for the test tomorrow. Also study the notes you took at the lecture that Mr Harun gave yesterday.

Practice

6. Fill in the blanks with appropriate articles :

(a) ___James Norman Hall was an American writer.
(b) To save money he wanted to make a vegetable garden in front of his house. But — land was full of ants and land-crabs.
(c) Bangladesh is a land of — scenic beauty.
(d) — wild animals of the Sundarbans are also a great asset.
(e) We know the story of an ant and a grasshopper. — ant was industrious.
(f) He makes — best use of his time.
(g) We live on — ground floor of an old house.
(h) You must have heard — name of Kazi Nazrul Islam.
(i) When — First World War broke out, he joined the army.
(j) Have you finished reading ____ book that I gave you yesterday?

Articles এর বিশেষ ব্যবহার

Proper Nouns

Rule-11: I like the writings of Nazrul. I think he is a Byron. However, we can say, he is the Byron of Bangladesh.
যখন Proper Noun কে Subject এর সাথে তুলনা করা হয় তখন Proper Noun এর সাথে আমরা a/ an ব্যবহার করি। কিন্তু Proper Noun এর পর prepositional phrase থাকলে আমরা the ব্যবহার করি।

Rule-12: The Taj Mahal is the symbol of love. Emperor Shahjahan built it to immortalize his love for his wife Mumtaj. It stands on the Jamuna.
ঐতিহাসিকভাবে উল্লেখযোগ্য স্থান, ভবন, সমুদ্র, নদী, সংবাদপত্র, মর" ভূমি, হোটেল, সিনেমা, মিউজিয়াম ও গ্যালারির নামের প– র্বে আমরা 'the' ব্যবহার করি।

Rule-13: The United Kingdom and The United States are the most powerful countries of the world now.
যেসব Proper noun দ্বারা republic, state, union বা group বুঝায় তার প– র্বে আমরা 'the' ব্যবহার করি।

Rule-14: I am a student of the University of Dhaka.

holycrossrajshahi.com

The students of Dhaka University played a great role in the Language Movement.

Noun + preposition + Noun দিয়ে যে proper noun গঠিত তার প– র্বে আমরা 'the' ব্যবহার করি।

Jobs and Positions

Rule-15: The Headmaster praised me yesterday. But Principal Rafiqul Islam did not like it. So I will campaign so that the members of the association do not elect him President.

লক্ষ কর, কোনো পদ (position) এর প– র্বে আমরা 'the' ব্যবহার করি। কিন্তু পদ (position) এর সাথে যদি কোনো Proper noun থাকে বা পদ যদি Complement হিসেবে বসে তবে কোনো article বসে না।

Rule-16: The mother rose in her. We should control the beast in us. Here 'mother' means quality of a mother.

Singular noun যদি Abstract idea প্রকাশ করে তবে তার প– র্বে 'the' ব্যবহার করা হয়।

Adjective/ Verb/ Adverb

Rule-17: Fahima is × brilliant. She always helps the poor. She everyday goes out for a walk in the morning.

সাধারণত, আমরা adjective/ adverb/ verb এর প– র্বে কোনো article ব্যবহার করি না। কিন্তু adjective যদি noun হিসেবে বসে তবে তার প– র্বে 'the' ব্যবহার করি এবং verb যদি noun হিসেবে বসে তবে তার প– র্বে আমরা 'a/an' ব্যবহার করি।

Rule-18: Akbar the Great was an emperor of Delhli. [Here Akbar (Proper noun; Great (adjective)]

Proper noun এর সাথে Adjective বসলে, আমরা ঐ Adjective এর প– র্বে 'the ' ব্যবহার করি।

Rule-19: Adjective এর Comparative form এর সাথে 'of the two' থাকলে ঐ adjective এর প– র্বে আমরা 'the ' ব্যবহার করি। Bina is the younger of the two girls.

Rule-20: Double comparative থাকলে আমরা উভয়টির সাথে 'the ' ব্যবহার করি।

The higher we fly, the harder we fall. The more, the merrier.

Rule-21: Possessive/ Adjective/ Determiner এর পর কোনো article বসে না।

My × pen is red.

Parts of the body

Rule-22: অঙ্গ এর সাথে সাধারণত আমরা possessives ব্যবহার করি; তবে preposition থাকলে 'the' ব্যবহার করি।

She broke her leg climbing. She has been shot in the leg.

Illness

Rule-23: রোগ বা ব্যথার নাম সাধারণত uncountable। তাই এর প– র্বে article বসে না।

She never had × measles. I have got × toothache again.

Rule-24: কিন্তু cough, headache, cold এর সাথে আমরা 'a/ an' ব্যবহার করি। I have got a horrible cold.

Institutions

Rule-25: School, College, Market, Bed, Hospital, Prison, Mosque, Temple, Church, Court যখন primary উদ্দেশ্যে Visit করা হয় তখন আমরা কোনো Article ব্যবহার করি না। তবে secondary উদ্দেশ্যে প্রকাশ করলে 'the' ব্যবহার করি।

The patient was admitted to × hospital. (Primary purpose)

I went to the hospital to see the patient. (Secondary purpose)

Sports, Language, festivals and disciplines

Rule-26: Sports, discipline, language, festival এর নাম এবং society, nature, space, relation এর প– র্বে কোনো Article বসে না।

× February is the second month of the year. × Cricket is my favourite game. × Mother manages the finances in our family.

Measurements

Rule-27: 'by' যুক্ত পরিমাপকের প– র্বে আমরা 'the' ব্যবহার করি। কিন্তু 'প্রতি' অর্থে পরিমাপকের প– র্বে 'a/ an' বসে।

Do you sell the eggs by the dozen? ~ Yes I do. 100 taka a dozen.

Rekha earns five thousand taka a month. (Here 'a' means 'every')

Musical Instrument

Rule-28: Musical instrument এর সাথে আমরা সাধারণত 'the' ব্যবহার করি। তবে jazz, pop, classic music এর সাথে কোনো Article ব্যবহার করি না।

The violin is really difficult. Who is playing the piano?

Radio, Cinema, Theatre and Television

Rule-29: এই বিনোদন মাধ্যমগুলোর ব্যবহার বুঝালে আমরা সাধারণত 'the' ব্যবহার করি। কিন্তু এগুলো পেশার ক্ষেত্রে ব্যবহার করা হলে কোনো Article ব্যবহার করি না।

I always listen to the radio while doing my homework.

He has worked in radio and television all his life.

Days, Months and Seasons

Rule-30: Days, months and seasons এর সাথে সাধারণত আমরা Article ব্যবহার করি না। তবে morning/ afternoon/ evening এর সাথে 'the' ব্যবহার করি।

Jack, meet me on Thursday. ~ Ok. I will in the morning.

Double Expression

Rule-31: বিশেষ করে preposition যুক্ত double expressions এর সাথে আমরা কোনো article ব্যবহার করি না।

With knife and fork, day after day, husband and wife, from top to bottom

Meals

Rule-32: Meal এর নামের প– র্বে আমরা কোনো article ব্যবহার করি না। তবে এর সাথে Adjective থাকলে a/ an ব্যবহার করি।

I took × breakfast at 8:00 am

It was an excellent breakfast.

Transports

Rule-33: 'By + transport' থাকলে আমরা কোনো article ব্যবহার করি না। কিন্তু অন্যান্য ক্ষেত্রে আমরা article ব্যবহার করি।

I will not go by × launch again. When I was in the launch yesterday, I got very frightened.

Roads

Rule-34. road যুক্ত রাস্তার নামের সাথে আমরা 'the' ব্যবহার করি; কিন্তু street, lane, square or avenue এর

সাথে কোনো article ব্যবহার করি না।

I live in Jigatola near × Rifles Square. Two years back, I was in × Bonogram lane that orginates from the BCC Road which is a branch of × Rankeen street.

Castes

Rule-35. বহুবচন গোত্র বা বংশ এর সাথে আমরা 'the' ব্যবহার করি।

The Khans, the Pathans.

Physical Environment

Rule-36. আমরা town, country, seaside, sea, wind, rain, weather, sunshine etc এর সাথে 'the' ব্যবহার করি।

I love listening to the wind.

✍ *Production*

A Use articles where necessary. Put a cross (×) where an article is not needed :

1. Punctuality is of great value to (a) — student. (b) — unpunctual boy who is late in the class will miss (c) — part of his lesson and fall (d) — behind other students. But a punctual student will learn his lesson in (e) — time and do well in the examination. Punctuality is the key to success in life. We all should be (f) — punctual in our activities.

2. Dowry means property or money brought by a bride to her (a) — husband. During marriage ceremony a section of greedy people claim much wealth or money from (b) — guardians of the brides. The poor illiterate girls become (c) — victims of dowry. If (d) — guardians fail to fulfill (e) — demand of the bridegroom, the brides are maltreated. So the poor cannot think of marriage of their daughters. It is (f) — social curse.

3. Journey is always (a) — pleasure to me. Wherever I go on a journey, my heart leaps with (b) — joy. But a journey by boat gives me (c) — greatest pleasure. Since Bangladesh is a land of rivers, it is (d) — easy matter to make (e) — journey by boat. Whenever I get an opportunity to make (f) — journey by boat, I make the best use of the opportunity.

4. English is an international language. We feel (a) — necessity of learning English at every step. This is the only language of international overseas business, communication, co-operation and (b) — co-existence. It is essential to receive (c) — foreign degree or higher education. All the good jobs need English knowing persons. So every educated man should know how to (d) — communicate in English. To learn and develop (e) — skills of English specially for the students is very important. No (f) — student should be ignorant of it.

5. A true friend is (a) — asset. He stands by his (b) — friend in time of danger. He is not a greedy man. He always wishes for (c) — welfare of his friend. But it is a matter of (d) — fact that an ideal friend is very rare today. (e) — selfish man cannot be a true friend. He thinks of his own (f) — interest.

B. Fill in the gaps of the following text with appropriate articles. Put a cross for zero article :

1. English is (a) — international language. It is spoken all over (b) — world. So the importance of (c) — English cannot be described in words. All (d) — books of higher education are written in English. Today organizations need employees who can speak and write (e) — standard form of (f) — English. ***[JSC-2013]***

বিগত বছরের পরীক্ষাগুলোতে পাঁচটি শন্যস্থান থাকলেও JSC পরী□ায় ছয়টি শন্যস্থান থাকবে বিধায় ছয়টি শন্যস্থান করে দেওয়া হলো।

2. The earth is (a) — planet. It belongs to (b) — family of (c) — sun centered solar system. This is (d) — most ideal place for human habitation among all planets so far discovered. (e) — world is full of (f) — variety. ***[DZ-2009]***

3. Every woman is (a) — potential mother. (b) — future of a child depends on how it is brought up. In this case (c) — educated mother plays (d) — important role. She can bring a child up better than (e) — illiterate (f) — mother. ***[MZ-2009]***

4. Patriotism is a noble (a) — virtue. It inspires (b) — man to shed the last drop of blood to defend the freedom of his country. (c) — man without patriotism is no better than (d) — beast. A true patriot thinks for (e) — welfare of (f) — his country. ***[RZ-2009]***

5. Our life is (a) — sum total of hours, days and years. But all days are not equally memorable to us. Most of (b) — days are forgotten with (c) — passage of time. Only (d) — few days remain ever fresh in our memory. My first day at (e) — school is such (f) — amusing day. ***[RangZ-2009]***

6. Football is (a) — popular game in our country. It is equally exciting to (b) — players and the spectators. It is a foreign (c) — game. It is popular all over (d) — world. It is played in (e) — open (f) — field. ***[CZ-2009]***

7. (a) — 16th December is a red letter day in the history of Bangladesh. On this day, we achieved victory at the cost of (b) — bloody war. Bangladesh came into being as (c) — independent country. It occupied a place in the world map. Every year we observe (d) — day with due solemnity. We remember (e) — supreme sacrifice of our heroic sons. The day is a public holiday and (f) — national flag is hoisted on the top of each house. ***[CtgZ-2009]***

8. Sports are not only a matter of entertainment but also an important aspect of the development of (a) — global relationship. (b) — sports venue is a meeting place of people from different countries. They can come closer to each other and express their views and (c) — opinions. They create (d) — sense of brotherhood among them. Thus they develop (e) — global relationship which is (f) — effective way of globalisation. ***[SZ-2009]***

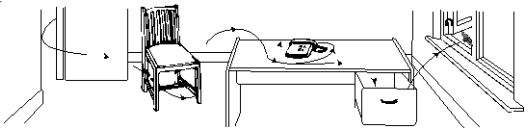
9. Newspaper is (a) — paper which carries news of (b) — home and abroad. It is such (c) — important thing without which we cannot think to pass even (d) — single day. In educated society, it is regarded as (e) — storehouse of (f) — knowledge. ***[KZ-2009]***

10. My mother is (a) — very religious. She always advises me to follow (b) — path of truth and honesty. She bears (c) — good moral character. She is very kind to (d) — poor. Actually (e) — mother is (f) — ideal housewife. ***[BZ-2009,'10]***

2 Prepositions

Presentation

Preposition একটি noun বা pronoun বা noun equivalent-এর প– র্বে বসে তার সঙ্গে বাক্যের অন্য word এর সম• র্ক বুঝিয়ে দেয়। preposition এর পর ব্যবহৃত noun বা pronoun বা equivalent কে preposition এর object বলে। preposition এর নিজস্ব পরিপ– র্ণ অর্থ না থাকলেও এগুলো বাক্যের মধ্যে বসে বাক্যের অর্থকে প– র্ণতা দেয়। নিম্নের ছবিটি দেখ এবং প্যারাটিতে preposition এর ব্যবহার লক্ষ কর।



A fly came in ***through*** the door. It flew ***under*** the chair. It crawled ***up*** the chair-leg. It stopped ***on*** the desk for a moment. It went ***around*** the telephone. It flew ***into*** the drawer. It went ***out of*** the window.

Bold-italic font- এর শব্দগুলো হলো prepositions লক্ষ করলে দেখা যাবে preposition গুলো বাক্যের বিভিন্ন স্থানে বসেছে। এখন জেনে নেই preposition কোথায় কোথায় বসে।

Preposition বিভিন্ন ক্ষেত্রে ব্যবহৃত হয় :

- দুটি noun/ pronoun/ noun phrase এর মাঝে: The boy in the class room is my brother.
- Verb ও Adverbials এর মাঝে: I live in Dhaka.
- Adjective যদি তার পরবর্তী NP কে modify না করে তবে মাঝে: I am proud of my son.

Kinds of preposition

গঠন ও কার্যের ভিন্নতা অনুসারে Preposition কে ছয় ভাগে ভাগ করা যায়।

1. **Simple :** সাধারণত একটি word দ্বারা simple preposition হয়। যেমন: at, on, in, for, with, of, off, etc.
2. **Double :** যখন দুটি simple preposition যুক্ত হয়ে একটি preposition এর মত কাজ করে তখন তাকে double preposition বলে।
   যেমন: into (in + to), within (with + in), etc.
3. **Compound :** noun, adjective বা adverb এর প– র্বে simple preposition যুক্ত হয়ে যে preposition গঠিত হয় তাকে compound preposition বলে।
   যেমন: across (on + cross), before (by + fore), beside (by + side), below (by + low)
4. **Phrase :** একটি phrase যখন একটি preposition এর মত কাজ করে তখন তাকে phrase preposition বলে। যেমন: in front of, out of, because of etc.
5. **Participle:** কতগুলো present participle এবং past participle অনেক সময় preposition এর মত কাজ করে তখন তাকে participle preposition বলে।
   যেমন: regarding, concerning.
6. **Disguised:** কোনো কোনো ক্ষেত্রে on, at, of এর পরিবর্তে a বা o ব্যবহৃত হয় তখন তাকে disguised preposition বলে।
   যেমন: It is 10 o'clock (o'clock = of clock), He went a (a = on) hunting.

কখন কোন preposition

Preposition এর সাথে বাংলা বিভক্তির কিছুটা মিল রয়েছে। তাই বোঝার সুবিধার্থে নিম্নে preposition ও বিভক্তির একটি তুলনাম– লক ছক দেয়া হলো :

Rules	বিভ□	Preposition	Example
1	১মা	zero preposition	Mita reads a book. (মিতা বই পড়ে।) I go home. (আমি বাড়ি যাই।)
2	২য়া (কে, রে, প্রতি)	to	The boy goes **to** college. (বালকটি কলেজের **দিকে** যায়।) I gave a book **to** the boy. (আমি বালকটি**কে** একটি বই দিলাম।)
3	৩য়া (দ্বারা, দিয়া, কর্তৃক)	by (সম• াদনকারী), with (যা দিয়ে করা হয়)	The table was decorated **with** flowers **by** Rahim. (টেবিলটি রহিমের □**দ্বারা** ফুল **দিয়ে** সাজানো হয়েছিল।)
4	৪র্থী (জন্য)	for	He bought a shirt **for** me.(সে আমার **জন**□একটি শার্ট কিনেছে।)
5	৫মী (হতে, থেকে, চেয়ে)	from, than	I came **from** Perojpur. (আমি পিরোজপুর **থেকে** এসেছি।) He is better **than** Rafi. (সে রাফির **চেয়ে** ভালো।)
6	৬ষ্ঠী (র, এর)	of	The pen **of** Rifat writes well. (রিফাতের কলমটি ভালো লেখে।)
7	৭মী (এ,য়, তে)	in, at	I live **in** Dhaka. (আমি ঢাকায় থাকি।) He is **at** home now. (সে এখন বাড়িতে আছে।)

ব□হারগত দিক দিয়ে আমরা দু ধরনের preposition পাই। যথা :

(i) Preposition of time

(ii) Prepostion of position and place.

এখন বহুল ব্যবহৃত preposition নিয়ে আলোচনা করা হল।

☑ Prepositions of time

Preposition	Use	Examples
Rule-8 In (মধ্যে)	(i) মাস	He was born in July.
	(ii) বছর	I passed HSC in 2003.
	(iii) ঋতু	I was there in autumn.

	(iv) রাত ছাড়া দিনের অন্যান্য ভাগ	I will come in the morning/the afternoon.
	(v) নির্দিষ্ট কিছু সময়কালের শেষ দিকে	I will meet you in a minute.
Rule-9 at	(i) শুধু রাত বা দুপুর এর ক্ষেত্রে	The moon shines at night/noon/midday
	(ii) ঘড়ির সময়	The ceremony beagn at 2 pm.
	(iii) উৎসব	Our college remains closed at Christmas.
	(iv) বয়স	She got married at 55.
	(v) fixed phrases	at the same time
Rule-10 on	(i) সপ্তাহের দিন	Marriage ceremony will be held on Sunday.
	(ii) মাসের তারিখ	Classes will start on September 12.
	(iii) দিনযুক্ত উৎসবের নাম	We will go to cinema on Christmas day.
	(iv) দিনের বিশেষ ভাগ এর সাথে তারিখ থাকলে	She was lost on the morning of September the 11th.
	(v) কোন ঘটনা ঘটার সাথে সাথে বুঝতে	On reading the letter, she started weeping.
Rule-11 after	(i) কোন মুহ– র্তে, ঘটনা, অবস্থা বা নির্দিষ্ট কিছু সময়কাল পর বুঝাতে (ii) পুন: পুন:	(i) I will meet you after school. (ii) He fired shot after shot.
Rule-12 before	নির্দিষ্ট কোন মুহ– র্তে, ঘটনা বা অবস্থার প– র্বে	I will return the book before Christmas.
Rule-13 between	(i) দুয়ের মধ্যে	They will see you between Monday and Friday.
Rule-14 by	নির্দিষ্ট মুহ– র্তে, সময়, দিন, মাস, বছর এর মধ্যে	You must complete your registration by August. এভাবে by January, by 1999
Rule-15 during	নির্দিষ্ট দিনের ভাগ, দিন, মাস, বছর, ছুটি, অনুষ্ঠানের পুরো সময় ব্যাপিয়া)	during the holidays, during the winter, during my service
Rule-16 for	নির্দিষ্ট কিছু সময়কাল ব্যাপিয়া অর্থাৎ কতক্ষণ ধরে হ" ছ তা বুঝায়	for three weeks, for five years, for five minutes. You have been ill for two weeks.
Rule-17 from ... to from ... till, until	কোন একটা মুহ– র্তে থেকে অন্য একটা মুহ– র্ত পর্যন্ত	from Monday to Wednesday from Monday till Wednesday from Monday until Wednesday
Rule-18 since	নির্দিষ্ট একটা মুহ– র্ত পর্যন্ত কতটুকু সময় তা বুঝানোর জন্য	since Monday
Rule-19 throughout/ through	ব্যাপিয়া / পুরো	He danced throughout the night. It rained the whole night through.
Rule-20 Till/until	নির্দিষ্ট মুহ– র্তে, সময়, দিন, মাস, বছর পর্যন্ত	till tomorrow, until tomorrow
Rule-21 within	নির্দিষ্ট কিছু সময়কাল এর মধ্যে	within a day, within two days/weeks/ months

☑ Prepositions of position and direction

Rule-22 : Above

(i) কোনো নির্দিষ্ট তাপমাত্রা, উ" চতা, শব্দ, পদমর্যাদার চেয়ে বেশি : The temperature is three degrees above zero.

Rule-23 : About

(i) স্থান বা কাল সংখ্যা অর্থে কাছাকাছি / আশে পাশে : He is walking about the street.

(ii) সম্বন্ধে, সম• র্কে বিষয়ে: I know nothing about the incident.

Rule-24 : Across

(i) কোনো কিছু তলের এপার থেকে ওপারে যাওয়া(প্রস্থের দিক দিয়ে: The girl is running across the road.

Rule-25 : After

(i) কারো পর বা কোনো কিছুর পর: C comes after B.

Rule-26 : Against

(i) শারীরিক বা বুদ্ধিবৃত্তিক দিক দিয়ে কারো বা কোনো কিছুর বিপরীত বা বির" দ্ধ:He was leaning against the wall.

Rule-27 : Along

(i) দৈর্ঘ্যের দিক দিয়ে বরাবর যাওয়া/ অবস্থান: The man is walking along the corridor.

Rule-28 : Among

(i) তিন/ততোধিকের মধ্যে থাকা, কাজ করা, কিছু দেয়া: We are working among the poor.

Rule-29 : Around

(i) কোনো কিছু চারদিকে ঘোরা, অবস্থান করা: There are many things around us

Rule-30 : At

(i) কোনো নির্দিষ্ট দিকে দৃষ্টি /তাক: She often smiles at me. এভাবে look at, stare at, wave at, wink at, shout at, rush at somebody. They started throwing stones at them.

(ii) বিল্ডিং, রেস্তোরাঁ, থিয়েটার, দোকান, স্কুল ইত্যাদির নামের প– র্বে, লেখাপড়া বা চাকুরির স্থানের প– র্বে: She works at the hospital.

(iii) ঠিকানার প– র্বে: He lives at 322/F Rampura, Dhaka.

(iv) ম– ল্যের হার বা দ্র" ততার গতি বুঝাতে: I am now

holycrossrajshahi.com

driving at 70 mph.

(v) নির্দিষ্ট কিছু বিশেষ্য ও বিশেষণ এর পর: He is good at English. এভাবে clever at, skilled at, hopeless at, busy at, impatient at, amused at, delighted at, puzzled at. Genius at, anger at.

Rule-31 : Before

(i) কারো উপস্থিতিতে: I can tell this before all.

Rule-32 : Behind

(i) কোনো ব্যক্তির বা বস্তুর পিছনে অবস্থান করা বা কিছু করা: Work behind the counter.

Rule-33 : Below

(i) কোনো উ" চতা, তাপমাত্রা, অবস্থান করা বা পদমর্যাদার চেয়ে নিচে অবস্থান: Do not write below this line.

Rule-34 : Beside

(i) কোনো ব্যক্তি বা বস্তুর পাশে: A table by/ beside the bed.

Rule-35 : Besides/with

(i) কোনো কিছু করা বা থাকা ছাড়াও: Besides a table, I need a chair.

Rule-36 : Between

(i) দুয়ের মধ্যে বুঝাতে : Distribute the cake between two brothers.

Rule-37 : By

(i) যার দ্বারা বা যার মাধ্যমে কাজটি সম• াদিত হয় তার প– র্বে: Those who became great have become so by hard labour.

Rule-38 : Close to

(i) নিকটে: Our house is close to the supermarket.

Rule-39 : Down

(i) নিচের দিকে পড়েছে বা নামছে বুঝাতে: The man is coming down the stairs.

Rule-40 : For

(i) যার উদ্দেশ্যে থাকে বা রওনা হয় তার প– র্বে: I was ready for the function.

(ii) কোনো কিছু বা কারো পক্ষে, জন্য সহায়তায় কিছু করা: Here is a piece of advice for you.

Rule-41 : From

(i) যে কাজের ফলে কিছু ঘটে তার প– র্বে: Two or three frogs died from injury.

(ii) যে উপাদান দিয়ে তৈরি -এক্ষেত্রে উপাদানটি পুরোপুরি পরিবর্তিত হয়ে যায়: Paper is made from bamboo.

(iii) কোনো কিছু থেকে দ– রে থাকা বুঝাতে : He will remain aloof from civilized world.

Rule-42 : In (মধ্যে)

(i) একটি ত্রিমাত্রিক স্থানের মধ্যে অবস্থিত বা কিছু হ" ছ: The world we live in is full of different things.

(ii) ক্ষেত্র বুঝাতে : I got first prize in the debate competition.

Rule-43 : In front of

(i) সামনা সামনি: Our house is in front of the supermarket.

Rule-44 : Inside

(i) কোনো ত্রিমাত্রিক স্থানের ভিতরে অবস্থান বা কিছু করা: You should not stay inside the room.

Rule-45 : Into

(i) বাহির থেকে কোনো ত্রিমাত্রিক স্থানের ভিতরে নেয়া বা যাওয়া: We are moving our bed into our room.

Rule-46 : Near

(i) কোনো কিছুর নিকটে : Our house is near the supermarket.

Rule-48 : Of

(i) এর/ সম্বন্ধে, যোগস– ত্র, মালিকানা বোঝাতে: Description of the project/ incident.

(ii) যে উৎস দিয়ে জাত: He comes of a noble family.

Rule-49 : Off

(i) কোনো নির্দিষ্ট তল থেকে বাইরে যাওয়া বা বি" ছন্ন হওয়া বুঝায়: The cat jumped off the roof.

Rule-50 : on (উপর)

(i) কোনো তলের উপর অবস্থান বা কিছু ঘটা: The girl is on the mat.

(ii) কোনো কমিটি, স্টাফ বা বোর্ডের সদস্য বুঝাতে: He is on the committee.

(iii) কোনো 'বিষয়ের' উপর আলোচনা বা লেখা বুঝাতে : The debate competition on the topic "The importance of English."

Rule-51 : Out of

(i) কোনো ত্রিমাত্রিক স্থানের ভিতর থেকে বাইরে নেওয়া বা যাওয়া বা অবস্থান: The villagers were out of their cottages.

Rule-52 : Outside

(i) কোনো ত্রিমাত্রিক স্থানের বাইরে: Can you wait outside the room?

Rule-53 : Over

(i) না ছুঁয়ে সরাসরি যে জিনিসের উপর আছে তার প– র্বে: The sun shone brightly over the village.

(ii) যার উপর দিয়ে যায়: The cat jumped over the wall.

(iii) এপার থেকে ওপার পর্যন্ত বিস্তৃত: a bridge over the river.

Rule-54 : Through

(i) কোনো কিছুর মধ্য দিয়ে অতিক্রম করা: The heroes pass through ups and downs of life.

Rule-55 : Throughout

(i) ব্যাপিয়া / জুড়ে: Protest was arranged throughout the country.

Rule-56 : To

(i) কোনো স্থানের দিকে/ উদ্দেশ্যে/ প্রতি/ অভিম– খে: Take me to the airport please.

Rule-57 : Under/beneath

(i) কোনো কিছুর নিচে/ কোনো কিছু দিয়ে ঢাকা কিন্তু তল ছুঁয়ে আছে: The cat is under the table.

(ii) কোনো নির্দিষ্ট পরিমাণ/দ– রত্ব/সময়/ বয়সের নিচে: If you are under 35, you can apply.

Rule-58 : Up

(i) নিচ থেকে উপরে যাওয়া: He went up the hill.

Rule-59 : With

(i) যে জিনিসের সাহায্য করা: a jug filled with water, write with pen.

(ii) সঙ্গে/ সাথে: You should communicate with others in English.

Rule-60 : Without

(i) ব্যতীত: To work without pause is tiresome.

Appropriate Preposition

ইংরেজিতে Noun, Adjective এবং Verb-এর পরে যে বিশেষ Preposition বিশেষ অর্থে বসে তাকে Appropriate Preposition বলে। নিচে কিছু উদাহরণ দেওয়া হলো : (**Note :** sth → something; swh → somewhere; sb → somebody)

abide by sth (কোনো কিছু মেনে চলা)–We have to abide by social rules.

abide in swh (কোথাও থাকা)–Man abides in society.

access/ accessible to sth/swh (কোনো কিছুতে প্রবেশাধিকার)–The students had easy access to his room.

according to sth (কোনো কিছু অনুসারে)–He leads his life according to religion.

accustomed to sth (কোনো কিছুতে অভ্যস্ত)–A man accustomed to hard work is not afraid.

addicted to sth (কোনো কিছুতে নেশাগ্রস্ত)–People addicted to smoking often suffer from various diseases.

admit sb to/into swh (ভর্তি হওয়া)–But I will try to get myself admitted into Ideal School.

afraid of sth/ sb (কোনো কিছু নিয়ে ভীত)–He is not afraid of any work.

agree with sb about/on sth (কারো সাথে একমত হওয়া)–I agree with my mother about most things.

agree to a suggestion/ proposal (প্রস্তাবে একমত হওয়া)–I agree to your plan.

aloof from sth/ sb (কোনো কিছু থেকে দূরে থাকা)–We should not keep ourselves aloof from the civilized world.

alternative to sth (কোনো কিছুর বিকল্প)–There is no alternative to death.

ambition of being sth/doing sth (কোনো কিছুর জন্য উচ্চাকাঙ্ক্ষা)– He has strong ambition of worldly belongings.

angry with sb about/at/over sth (রাগান্বিত)–I am angry with you about your delay.

annoyed with sb at/ by/ about sth (কোনো কারণে কারো প্রতি বিরক্ত)– He got very annoyed with me about my carelessness.

anxious about sth/sb (কোনো কিছু নিয়ে উদ্বিগ্ন)–I am very anxious about your studies.

appear before sb (কারো সামনে উপস্থিত হওয়া)–He appeared before the committee.

arrive at/in swh (পৌঁছানো)–When did you arrive in England?

ashamed of sth/sb (কোনো কিছু নিয়ে লজ্জিত)–He was ashamed of the news.

ask for sth (চাওয়া)– Can I ask for a favour?

attempt to sb/ sb's life to do sth (কোনো কিছু করার চেষ্টা করা)–Men attempt to escape death.

attend on sb/sth (কোনো কিছু/ ব্যক্তির যত্ন নেওয়া বা মনোযোগ দেওয়া)–A nurse attends on her patients.

attraction of sb to sth (কোনো কিছুর জন্য আকর্ষণ)–I have no attraction to smoking.

available in (প্রাপ্তব্য)–All the best is available in English.

aware of sth (কোনো কিছু সম্বন্ধে সচেতন)–He is aware of his duties.

belong to (কারো অধিকারে থাকা)–This palace belongs to the orphanage.

beneficial to sth/sb (উপকারী)–It is not beneficial to health.

Bestow sth on/upon sb (কাউকে প্রদান করা)–Almighty has bestowed many things on us.

blessed with sth/sb (কোনো কিছুর দ্বারা আশীর্বাদপুষ্ট)–She was blessed with motherly affection.

bring about sth (কোনো কিছু ঘটানো)–Evil deeds bring about ruin.

build up sth (নির্মাণ করা)–Education will build up their character.

busy with sth/sb (কোনো কিছু নিয়ে ব্যস্ত)–He is always busy with his work.

care about sth/sb (কোনো ব্যক্তিকে গুরুত্ব দেওয়া)–But I don't care about money.

come round (সুস্থ হওয়া)–He will come round soon.

communicate with sb (কারো সাথে যোগাযোগ রাখা)–We should learn English to communicate with others.

compensate for sth (ক্ষতিপূরণ দেওয়া)–We will compensate for the loss.

competent for doing sth (কোনো কিছুতে যোগ্য)–You are competent for the post.

concentrate on sth (কোনো কিছুতে মনোযোগ দেওয়া)–I just try to concentrate on the job.

congenial to sth/sb (কোনো কিছুর অনুকূলে)–Fresh air is congenial to our health.

congratulate sb on sth (কাউকে কোনো ক্ষেত্রে সফলতার জন্য অভিবাদন)–I congratulate you on your success.

conscious of sth (কোনো কিছু সম• র্কে সচেতন)–He was conscious of his duties.

consist in sth (কোনো কিছুর মধ্যে বিদ্যমান থাকা)–Happiness consists in contentment.

consist of sth (কোনো কিছুর সমন্বয়ে গঠিত)–Our family consists of five members.

content with sth (কোনো কিছু নিয়ে তৃপ্ত)–Some are content with what they have.

contribute sth to/towards sth (কোনো কিছুতে অবদান রাখা)–Nowadays women can contribute to the family income.

covered with sth (আবৃত)–About 72 percent of the surface is covered with water.

deal in sth (কোনো কিছুর ব্যবসা করা)–He deals in books.

deal with sth/sb (কোনো কিছু আলোচনা করা/সমাধান করা)–You should deal with your problem.

depend/ dependent on sb/ sth (But independent of) (কোনো কিছু/ ব্যক্তির উপর নির্ভর করা)–The future of a country depends on the students.

desire for sth (কোনো কিছুর জন্য আকাগুক্ষা)–Everyone has desire for wealth.

*[**Note :** desire যখন verb হিসেবে ব্যবহৃত হয় তখন এরপর preposition বসে না। Everyone desires x wealth.]*

detrimental to sth (কোনো কিছুর জন্য ক্ষতিকর)–Smoking is detrimental to health.

devoted to sth/ sb (কোনো কিছু/ ব্যক্তির প্রতি একান্ত্রভাবে নিয়োজিত)–Zilani was devoted to his mother.

die of/die from/die for (কোনো রোগে মরা/ কোনো কারণে মরা/ আত্মত্যাগ করা)–He died of cholera. Two or three frogs died from stones thrown by the boys. Patriots die for the country.

divide among/ between people (কারো মধ্যে ভাগ করে দেয়া)–Divide the mangoes among the boys.

divide sth into parts (কোনো কিছুকে অংশে ভাগ করা)–Greece was divided into many cities.

end in sth (ভালো মন্দ কোনো পরিণতি লাভ করা)–My effort did not end in smoke.

escape from sth (কোনো কিছু থেকে মুক্তি)–Man has no escape from death.

essential to/ for sb for occurring sth (কারো কাছে কোনো কিছুর জন্য প্রয়োজন)–Holidays are essential to/ for our life.

enter/ place –enter এর পর place থাকলে preposition বসে না। He entered the room.

faith in sth/ sb (কোনো কিছুতে কাহারও উপর বিশ্বাস থাকা)–Everyone must have faith in Allah.

familiar with sth (কোনো কিছুর সাথে পরিচিত)–I am familiar with the job.

fill sb with sth (কোনো কিছু দিয়ে প– র্ণ করা)–The cities are filled with fume and smoke.

fond of sth (কোনো কিছুর অনুরাগী)–A good student is fond of books.

full of sth (কোনো কিছু দিয়ে প– র্ণ)–The world is full of different things.

full to the brim (কানায় কানায় প– র্ণ)–The river is full to the brim.

get rid of sth (কোনো কিছু থেকে মুক্তি পাওয়া)–They help us to get rid of the din and bustle of life.

give up sth/ sb (কোনো কিছু ত্যাগ করা)–It is high time we gave up the habit of covetousness.

go through (পড়া)–You should go through English newspapers, story books etc.

good at sth (কোনো কিছুতে দক্ষ)–Hasan is good at English.

greed for (কোনো কিছুর জন্য লোভ)–One shouldn't have greed for excessive money .

guilty of (দোষী)–The man is guilty of theft.

hanker after/for sth (কোনো কিছুর জন্য লালায়িত হওয়া)–Some people hanker after riches.

harmful to sth (কোনো কিছুর/ কারো জন্য ক্ষতিকর)–It is harmful to our health.

hinder sb/sth from sth/doing sth (কোনো কিছু করতে কাউকে বিঘ্নিত করা)–It hindered him from going abroad.

hindrance to sb/ sth (কারো কাছে বা কোনো কিছুতে অন্ত্ররায়)–Poverty is a hindrance to success.

hit upon/on sth (হঠাৎ মনে কোনো কিছু উদয় হওয়া)–He hit upon a plan to set up peace in the country.

hostile to sb (বিরোধী)–The Pak armies were hostile to the freedom fighters.

in a fix about (কোনো কিছু নিয়ে বিব্রত)–I am in a fix about this matter.

in order of (sth) (কোনো কিছু অনুসারে)–You have stood first in order of merit**.**

in spite of (সত্ত্বেও)– In spite of being poor, the village people are still very hospitable.

indifferent to (উদাসীন)–A good student is never indifferent to his students.

indulge in (গা ভাসিয়ে দেওয়া)–Many boys are seen indulged in evil deeds.

inform sb of sth (কাউকে কোনো কিছু অবহিত করা)–He informed me of the incident.

injured in (accident) (কোনো কিছুতে আহত)–At least 10 people were injured in the accident.

injured by (কারো দ্বারা আহত)–A man was injured by a criminal.

injurious to sth (কোনো কিছুর জন্য ক্ষতিকর)–Smoking is injurious to health.

insisted on sth/doing sth (জোর দিয়ে বলা বা পীড়াপীড়ি করা)–You insisted on my early return.

interested in sth/sb (কোনো কিছুতে অনুরক্ত বা আগ্রহী)–Our people are interested in our own culture.

keen on (কৌতূহলী)–I am keen on learning English.

key to sth (কোনো কিছু সমাধানের সহায়ক)–Industry is the key to success.

kind to sb (কারো প্রতি দয়া করা)–He is always kind to me.

knocking at (সন্নিকটে)– HSC Exam is knocking at the door.

take leave of sb (ত্যাগ করা)–Cordellia took leave of her sisters.

listen to sth (শোনা)–You can listen to BBC, CNN.

look after sb/ sth (দেখাশোনা করা)–She should look after her husband's welfare.

look for sb/ sth (কোনো কিছু খোঁজা)–I am looking for a good teacher.

name sb/ sth after sb/ sth (কোনো ব্যক্তি/কোনো কিছুর নামে কোনো ব্যক্তি/কোনো কিছুর নাম রাখা)–Eiffel Tower was named after Gustave Eiffel.

necessary for sb/sth to do sth (কারো জন্য অপরিহার্য)–They are necessary for our existence.

on the bank of sth (কোনো কিছুর তীরে)–My village is on the bank of the Padma.

owe sth to sb (কারো কাছে ঋণী)–I owe to my parents.

pleasure in/of sth/ doing sth (কোনো কিছুতে সন্তুষ্টি)–You will find pleasure in swimming.

preside over (প্রতিনিধিত্ব করা) The Headmistress presided over the function.

prevail in swh (বিরাজ করা)–Dowry prevails in Bangladesh.

proud of sb/sth (গর্বিত)–Kabir is very proud of his talent.

put on sth (পরিধান করা)–Put on warm clothes.

put up with (সহ্য করা)–I will not put up with this.

reason for (কারণ)–Show me reason for your absence.

refrain from doing sth (কোনো কিছু করতে বাধা দেয়া)–We refrain them from putting up barricade.

relief of/ from sth (কোনো কিছু থেকে মুক্ত)–They give us relief from heavy pressure.

rely on sth/sb (নির্ভর করা)– Success must rely on hard work.

remedy for sth/against (problem) (কোনো কিছুর প্রতিকার)–There is no remedy for cancer.

run after sth/sb (কোনো কিছুর পিছু নেওয়া)–We should not run after money.

run sb/sth over (যানবাহন যখন ব্যক্তি/ বস্তুকে চাপা দেয়)–A student was run over by a car.

satisfied with sb/sth (কারো প্রতি সন্তুষ্ট)–Man is not satisfied with what he has seen.

save from sth (রক্ষা করা)–We should try to save this art from ruination.

skim through (ভাসাভাসা পড়া)–I skim through the newspapers.

stand for sth (অর্থ হওয়া)–SP stands for police super.

struggle against (কোনো কিছু/কারো বির" দ্ধে সংগ্রাম করা)–Kazi Nazrul Islam struggled against deprivation.

succumb to sth (পরাজিত হওয়া)–They succumbed to injuries.

suffer from sth (problem) (কোনো কিছু থেকে ভোগা/ কষ্ট পাওয়া)–He suffers from inner conflict.

take care of sb/sth (কারো/কোনো কিছুর যত্ন নেওয়া) She takes care of her father.

take part in sth (কোনো কিছুতে অংশগ্রহণ করা) He took part in the competition.

take pride in sth (কোনো কিছু বা কারো জন্য গর্ববোধ করা)–Nobody should take pride in his profession.

thankful to sb for sth (কোনো কিছুর জন্য কারো প্রতি কৃতজ্ঞ)–He was thankful to Allah for his riches.

thirst for (কোনো কিছুর জন্য তৃষ্ণা)- Man has thirst for knowledge.

tired of sth (কোনো কিছু নিয়ে ত্যক্তবিরক্ত)– The politicians are not tired of flattery.

tolerant of sth (সহনশীল)–They are not tolerant of any criticism.

true to one's word/ promise (কথা/ প্রতিশ্রুতি রাখা)–An honest man is true to his word.

useful to sb for sth/doing sth (উপকারী)–Many animals are very <u>useful to</u> man.

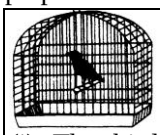
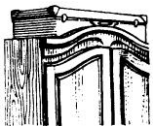
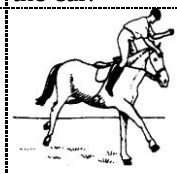
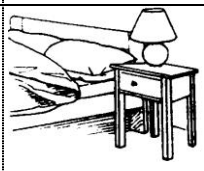
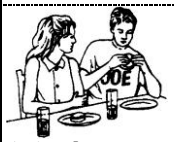
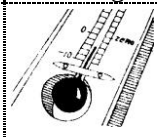
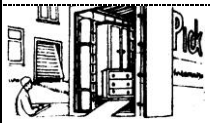
vary from A to B (আলাদা হওয়া)–It <u>varies from</u> man to man.

victim to (কোনো কিছুর শিকার)–So he does not fall a <u>victim to</u> any greed.

worthy of sth (কোনো কিছুর যোগ্য/ দাবীদার)–He was really <u>worthy of</u> praise.

Practice

A. Look at the picture and fill in the blanks with appropriate preposition. (ছবিগুলো দেখ এবং সঠিক preposition দিয়ে শ– ন্যস্থানগুলো প– রণ কর।)

 (i) The bird is — the cage.	 (ii) She's jumping — the water.	 (iii) He's getting — the car.	 (iv) They're waiting — the bank.	 (v) The jug is — the table.
 (vi) The case is — the wardrobe.	 (vii) She's putting her luggage — the trolley.	 (viii) He's falling — the horse.	 (ix) She's — the bus stop.	 (x) The table is — the bed.
 (xi) She's sitting — Joe.	 (xii) The coach is going — London.	 (xiii) The letter is — Chicago.	 (xiv) He's walking — the sun.	 (xv) There's a bridge — the river.
 (xvi) He's — the car.	 (xvii) The plane is — the clouds.	 (xviii) The temperature is — zero.	 (xix) The cyclist is — the bus.	 (xx) The cyclist is — the tractor.
 (xxi) He's going — the stairs.	 (xxii) He's coming — the stairs.	 (xxiii) She's running — the road.	 (xxiv) The cars are going — the tunnel.	 (xxv) He's walking — the street.
 (xxvi) The house is — the trees.	 (xxvii) She's sitting — Joe.	 (xxviii) They're running — the track.	 (xxix) She's getting — the taxi.	 (xxx) He's going — the ladder.
 (xxxi) The furniture is — the van.	 (xxxii) Someone is coming — the corridor.	 (xxxiii) There's garage — the house.	 (xxxiv) There's a statue — the museum.	 (xxxv) They're walking — the stadium.

 (xxxvi) The dog is — the mat.	 (xxxvii) He's — the table.	 (xxxviii) She's — the car.	 (xxxix) He's — the roof.	 (xl) She's — the dance.

✍ *Production*

1. Fill in the blanks of the following text with preposition given in the box below

for	in	with	to	in	by

A pious man is absorbed (a) — meditation. He has firm faith (b) — Allah. He abides (c) — the rules of religion. He clings (d) — his faith. He knows that man is accountable to Allah (e) — his action. So he leads his life according to religion. He is not angry (f) — anybody. *[JSC-2013]*

2. Most of the students (a) — our country wish to have a good result only skimming (b) — the books (c) — examinations. They feel (d) — getting at success (e) — much labour. But, it is impossible. We should remember there is no gain (f) — pain.

3. Mr Rahman is the director (a) — a project. He is an honest officer. He believes (b) — sincerity and punctuality. Taking bribe is foreign (c) — his nature. Some of his colleagues are very jealous (d) — him. But nothing can daunt him. He always sticks (e) — his principles. So, such an officer is worthy (f) — praise.

4. A village market is a place where villagers go (a) — buy and sell various things. It usually sits (b) —the bank of a river or a canal or (c) — the side of highways. In the village market the villagers buy and sell different kinds (d) — foodgrains, all kinds of daily necessaries and other commodities. It is, (e) — fact, a primary centre (f) — meet people's need.

5. Everyone should have a future plan (a) — his life. An aimless life is like a boat without a rudder. I am a student (b) — class eight. I want to be a doctor that is my aim (c) — life. I have chosen it because I want (d) — serve the people. Medical facilities (e) — our people are very limited (f) — our country.

6. The affinity (a) — honesty and dishonesty is quite impossible. A dishonest man is always greedy (b) — undue privileges. He hankers (c) — illegal income. He sells his honesty (d) — money. But an honest man is dead (e) — the corruption. No problem, no threat can derail him (f) — the path of honesty.

7. Mr. Jamal is an English teacher. He is an M.A (a) — English. He serves (b) — an ideal institution. He tries (c) — lead an honest life. He is the most favourite teacher (d) — the students. He speaks English like the English. To speak the truth, he is friendly (e) — the students. He is satisfied (f) — what he earns in a legal way. We want teachers like him.

8. A good student is never indifferent (a) — his study. He knows well that success lies (b) — hard work. So he is always absorbed (c) — deep studies. Nothing can prevent him (d) — working hard. His hard work and sincerity result (e) — ultimate success. Everyone admires him (f) — his success.

9. All know that smoking is injurious (a) — health. But those who smoke do not abstain (b) — smoking. They are not careful (c) — their health. It is hoped that smokers should give (d) — smoking. Finally they succumb (e) — many diseases. So, we should make people aware (f) — the harmful effect of smoking.

10.

Rabi : Good morning, sir. Can you spare a few minutes (a) — me?
Doctor : Sure! Come and sit (b) —. What's the matter with you?
Rabi : I've been suffering (c) — fever for a week.
Doctor : Do you have a headache?
Rabi : Oh, yes.
Doctor : Lie (d) — the bed and let me examine you.
Rabi : Oh, sure.
Doctor : Don't worry (e) — your fever. It's nothing serious. It seems to be viral fever. I'm prescribing some medicine and hope that you will come (f) — soon.
Rabi : Thank you very much.
Doctor : Meet me after a week. Thanks.

③ Substitution Table

Presentation

এই অংশে সফলতার জন্য ছাত্রছাত্রীদের বাক্য গঠন সম• র্কে ভাল ধারণা থাকতে হবে। একটি Assertive বাক্য গঠনে সাধারণত আমরা নিম্নের Structure গুলো ব্যবহার করি। নিম্নের Structure গুলোর উপর তোমাদের স• ষ্ট ধারণা থাকলে তোমরা সহজেই Substitution Table থেকে বাক্য গঠন করতে পারবে। Substitution Table তিন বা চার Columnএ হতে পারে। তবে NCTB কর্তৃক প্রণীত Sample Question এর ক্ষেত্রে তিনটি Column থাকায় তোমাদের অনুশীলনের জন্য তিনটি Column এর Table দেওয়া হলো।

Structure–1

Subject + Intransitive Verb

Dogs	bark
Hasina	is sleeping

যে Verb এর অর্থ প্রকাশ করতে Object দরকার হয় না তাকে

holycrossrajshahi.com

Intransitive Verb বলে।

(a)

A	B	C
A tall man He A big snake The man The stick It	came dropped was walking ran was lying stopped got	across the road. to a bend. there suddenly. away. along a country road. scared. from his hand.

(b)

A	B	C
Kamal	exercises breakfasts reads lives works gets up goes	at seven o'clock. in a hall of residence. very hard. heartily at eight o'clock. in the library in the afternoon. to class at half-past eight. vigorously for half an hour.

Structure–2

Subject + Linking Verb + Adjective Complement

Ali is tall

Honey tastes sweet

Linking verb: যে Verb এর পর কোন Noun/ Pronoun বা Adjective বসে Subject কে বর্ণনা করে তাকে Linking verb বলে। এই verb এর সংখ্যা সীমিত। এর মধ্যে *be* সবচেয়ে বেশি ব্যবহৃত হয়। নিচে structure 2-এর উদাহরণ দেওয়া হলো :

(a) I am happy.
(b) Mina is intelligent.
(c) You are kind.
(d) Belal was ill.
(e) Hamid and Hakim were absent.
(f) Karim may be ill.
(g) You are being impatient.
(h) The sky has been cloudy.
(i) Rahim appears healthy.
(j) The merchant became poor.

(a)

A	B	C
Kamal Professor Huq The professor Then his manner His voice However, he But he He	stood was surprised was looked became grew	unpleasant. dumbfounded. at this reaction. late for his class. speechless. unable to speak. strident. ready to apologize. angry with him.

(b)

A	B	C
Wordsworth The daffodils	stood was	comparable to the stars. spellbound.
They But the pleasure	seemed were	full of joy. not simply momentary. delighted to see daffodils.

Structure–3

Subject + Linking Verb + Complement (Noun)

Kabir is a farmer

Mina became a nurse

মনে রাখতে হবে যে অত্যন্ত সীমিত সংখ্যক linking verb এই structure এ ব্যবহার করা যাবে। *Be, become* ছাড়া অন্যান্য যে সব linking verb এই structure এ ব্যবহৃত হয় সেগুলো হলো :

appear prove
feel remain
look turn

Examples :

The conference appeared a success.
Helal felt a complete fool.
Mina looks an angel.
The experiment proved a failure.
Your plan seems a good one.
The ambassador turned traitor.

(a)

A	B	C
Mr Ali So he He	became was was appointed remained	a lawyer. a judge of the Supreme Court. a successful lawyer. a bright student of Law. a lawyer for fifteen years. an intelligent and eloquent man.

(b)

A	B	C
Siraj-ud-doula His struggle Mir Jafor As a result, the battles He	is proved must have felt was remains turned	a disaster for Siraj-ud-doula. a patriotic young man. traitor at the battle of Plassey. a tragic figure in the history. a betrayed man. proof of his patriotism.

Structure–4

Subject + *Be* Verb + Complement (Adverbial)

Hamida is in the kitchen

Ahmed is in the library

A	B	C
Hasan His mother She	was rushed screamed	suddenly. in the drawing room. into the kitchen. in a horrible state. in the kitchen.

Structure–5

Subject + Transitive Verb + Object (Noun/ Pronoun)

Kamal speaks English
Monica has bought an umbrella

A	B	C
Hasan He One day Tom The vet Tom	refused examined used to feed asked prescribed had thanked called would wash	him three times a day. a vet. him profusely. Tom him with soap occasionally. some medicine. Hasan not to worry. to eat anything. only a stomach-upset. a nice dog called Tom.

Structure–6

Subject + Transitive Verb + Object (Noun/ Pronoun) + Complement (Adjective)

We found the poem difficult
The nurse kept the baby quiet

কতকগুলো transitive verb এমনভাবে ব্যবহৃত হয় যে সেগুলোর পরে object বসালেও সম• – র্ণ অর্থ প্রকাশ করে না। সেই সব verb-এর ক্ষেত্রে object-এর পরে একটি adjective-complement বসাতে হয়। নিচে সেই সব verb এর তালিকাসহ উদাহরণ দেওয়া হলো :

get/ got/ got	Her mother is getting breakfast ready.
leave/ left/ left	He left the door open.
make/ made/ made	They made themselves comfortable.
turn/ turned/ turned	Grief turned his hair white.
break/ broke/ broken	The thieves broke (burst, forced) the door open.
consider/ considered/ considered	I consider him (to be) clever.
find/ found/ found	I found him (to be) dishonest.
think/ thought/ thought	They think Karim (to be) clever.
feel/ felt/ felt	They felt the plan to be unwise

(a)

A	B	C
The burglars They The owner of the house He The accused The judge	found caught broke got pronounced supposed	the door open. the house to be empty. them red-handed. themselves unable to defend their act in the court. them guilty. his pistol ready.

(b)

A	B	C
Mrs Hasina This She They But	made held thought might have	the drawing-room dirty. the accusation untrue. her mad.
argument	driven found	her very unhappy. the children responsible for the mess.

Structure–7

Subject + Transitive + Object (Noun/ Pronoun) + Complement (Noun)

We elected Karim secretary
They appointed him headmaster

এই structure-এ verb-এর পরে দুটি noun বসে এবং দুটি noun-ই একই ব্যক্তি বা বস্তুকে বুঝায়। যেসব noun এই structure-এ ব্যবহার করা যায় তাদের সংক্ষিপ্ত তালিকা নিচে দেওয়া হলো :

appoint/ appointed/ appointed	They appointed him headmaster.
crown/ crowned/ crowned	The people crowned him king.
label/ labelled/ labelled	They labeleld him a demagogue.
name/ named/ named	Mr and Mrs Hakim named their son Rahim.
elect/ elected/ elected	We elected Mr Hasan secretary of the club.

(a)

A	B	C
Mr. A.K. Fazul Huq He The people They	proved have always regarded considered nicknamed	him Sher-e-Bangla, the tiger of Bengal. himself to be a courageous man. it a great honour to serve the people. him as a great national leader.

(b)

A	B	C
The whole world But some people in Athens They We	also denounced condemned believe considers found	him as a bad influence upon the youth. him to be a dangerous person. him as an impious man. it a pity to have put Socrates to death. Socrates a wise man.

Structure–8

Subject + Transitive + Indirect Object + Direct Object (noun/ pronoun)

They awarded Shamim a prize
I sent her some flowers

A	B	C
The President The man He	gave also asked granted assured	him his problems. him of all possible help. him a patient hearing.

holycrossrajshahi.com

Then he	told	him a few questions.
		the poor man an interview.

Structure–9

***There* + Verb + Subject**

There is a book on the table
There lived a hermit in the forest

প– র্বে যে আটটি structure এর সঙ্গে আমরা পরিচিত হয়েছি তার প্রত্যেকটি Subject দিয়ে শুর" হয়েছে এবং তার পরে Verb বসেছে। এ থেকে বলা যায় যে, ইংরেজি বাক্যের স্বাভাবিক গঠন হলো : Subject + Verb এবং verb অনুযায়ী complement অথবা object। কিন্তু structure 9 ব্যতিক্রম। এই structure-টিতে *There*-এর কোন অর্থ নেই। এর পরে বসে Verb এবং Verb-এর পরে আসল Subject বসে। Verb-টি Subject-এর সঙ্গে agree করে, *there* এর সঙ্গে নয়। উদাহরণ দিলে ব্যাপারটি পরিষ্কার হবে।

1. There is a pen on the table.
2. There are books on the shelf.

A	B	C
There Karim He Then he	was knocked hurried must inform went were pushed	the door twice. in the room. signs of violence in the drawing-room. no one around the house. the police. the door open. no time to lose. blood on the carpet. out of the room. no response.

Answer Section

Structure-1

(a) A tall man was walking along a country road. He came to a bend. He stopped there suddenly. A big snake was lying across the road. The man got scared. The stick dropped from his hand. It ran away.

(b) Kamal lives in a hall of residence. He gets up at seven o'clock. He exercises vigorously for half an hour. He breakfasts heartily at eight o'clock. He goes to class at half-past eight. He reads in the library in the afternoon. He works very hard.

Structure-2

(a) Kamal was late for his class. Professor Huq looked angry with him. The professor stood speechless. Then his manner grew unpleasant. His voice became strident. Kamal was surprised at this reaction. However, he was ready to apologize. But he was unable to speak. He became dumbfounded.

(b) Wordsworth was delighted to see daffodils. The daffodils were comparable to the stars. They seemed full of joy. Wordsworth stood spellbound. But the pleasure was not simply momentary.

Structure-3

(a) Mr Ali was a bright student of Law. He became a lawyer. He was an intelligent and eloquent man. So he became a successful lawyer. He remained a lawyer for fifteen years. He was appointed a judge of the Supreme Court.

(b) Siraj-ud-doula was a patriotic young man. His struggle is proof of his patriotism. Mir Jafor turned traitor at the battle of Plassey. As a result, the battle proved a disaster for Siraj-ud-doula. He must have felt a betrayed man. He remains a tragic figure in the history.

Structure-4

Hasan was in the drawing room.His mother was in the kitchen. She screamed suddenly. Hasan rushed into the kitchen. His mother was in a horrible state.

Structure-5

Hasan had a nice dog called Tom. He used to feed him three times a day. He would wash him with soap occasionally. One day Tom refused to eat anything. Hasan called a vet. The vet examined Tom. He asked Hasan not to worry. Tom had only a stomach-upset. The vet prescribed some medicine. Hasan thanked him profusely.

Structure-6

(a) The burglars supposed the house to be empty. They broke the door open. The owner of the house got his pistol ready. He caught them red-handed. The accused found themselves unable to defend their act in the court. The judge pronounced them guilty.

(b) Mrs Hasina found the drawing-room dirty. This made her very unhappy. She held the children responsible for the mess. They thought the accusation untrue. But argument might have driven her mad.

Structure-7

(a) Mr. A.K. Fazul Huq considered it a great honour to serve the people. He proved himself to be a courageous man. The people nicknamed him Sher-e-Bangla, the tiger of Bengal. They have always regarded him as a great national leader.

(b) The whole world considers Socrates a wise man. But some people in Athens condemned him as a bad influence upon the youth. They also denounced him as an impious man. Actually they found him to be a dangerous person. We believe it a pity to have put Socrates to death.

Structure-8

The President granted the poor man an interview. The man told him his problems. The president gave him a patient hearing. He also asked him a few questions. Then he assured him of all possible help.

Structure-9

There was no one around the house. Karim knocked twice. There was no response. He pushed the door open. Then he went in the room. There were signs of violence in the drawing-room. There was blood on the carpet. He hurried out of the room. There was no time to lose. He must inform the police.

Source : Learning English the Easy Way (adapted)

✍ Production

1. Make four sentences from the substitution table :

Socrates He His mission	was did not die	to educate people. the wisest philosopher and teacher of his time. a natural death. killed by the rulers of Athens.

2.

Unemployment	remain	idle after completing their studies.
It	is	the body and mind of our young population.
There	are	more people in our country than jobs.
Educated youth	weakens	a curse.

3.

Long ago there	was	a very good and kind king.
		the king of Scotland.
He	loved	a king named Robert Bruce.
		his country and his subjects very dearly.

4.

Once there	had	a golden egg everyday.
He	laid	a poor man in a village.
It	lived	a peculiar goose.
The poor man	earned	his livelihood by selling the golden eggs.

5.

Lucky	reads	in class six.
She	is	12 years old.
They also	has	a sister and a brother also.
	go	to school daily.

6.

No man	should	die
Sooner or later he	will	be forgotten for ever
After his death he	can	do something for the welfare of mankind
So we		
		escape from death

7.

Our food	take	adulterated food and become sick.
We	should	be stopped at any cost.
Food adulteration	is	have to face dreadful consequences.
Otherwise we	will	being adulterated.

8.

A library	is	a storehouse of knowledge.
It		a part and parcel of a school.
The library of our school		very big.
		helpful to increase knowledge.

9.

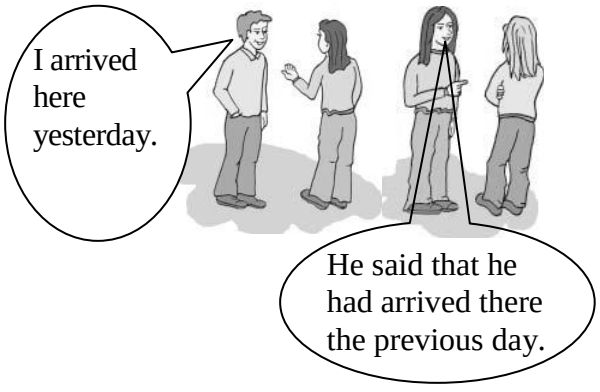
E-mail	is	transmitted from one country to another in a second.
Message	has brought	far cheaper than telephone calls.
It	can be	used greatly for trade and commerce.
		about a revolution in modern communication.

10.

Discipline	should	the practice of training people to obey rules and regulations.
It	is	do well in exam by following discipline.
A student	means	essential in every aspect of our life.
He/she	can	abide by discipline.

4 Narrative Style

Presentation



উপরের বক্তব্যটি অন্যের কাছে মেয়েটি দুভাবে বলতে পারে :

1. অবিকল সেই ভাষায় : এক্ষেত্রে কোনো কথাকে পরিবর্তন না করে তাকে Inverted Commas বা উদ্ধৃতি চিহ্নের (“ ”) মধ্যে রাখা। একে বলা হয় Direct Speech বা Direct Narration।

He said to me, "I arrived here yesterday."

↓ ↓ ↓

Speaker Reporting verb Reported speech

এখন, Direct Narration related কয়েকটি term লক্ষ কর।

- Reported speech : Inverted commas এর ভিতরের অংশকে Reported speech বলে।

holycrossrajshahi.com

- Speaker : Reported speech যে উপস্থাপন করে তাকে Speaker বলে। এটা inverted commas এর বাহিরে থাকে।
- Reporting verb : Speaker যে verb টি ব্যবহার করে তাকে Reporting verb বলে।
- Listener (Person spoken to) : Speaker যার কাছে reported speech টি যে উপস্থাপন করে তাকে listener বলে।

2. অন্যের ভাষায় : এক্ষেত্রে বক্তার নিজের কথা হুবহু উদ্ধৃত না করে তার বক্তব্য connector/ linker যোগে অন্যের ভাষায় প্রকাশ করা হয়। একে বলা হয় Indirect Speech বা Indirect Narration।

Example : He told me that he had arrived there the previous day.

উদাহরণ দুটি লক্ষ করলে আমরা নিম্নোক্ত পরিবর্তন পাই:

1. **Person :** I পরিবর্তিত হয়ে he হয়েছে।
2. **Tense :** Past Simple পরিবর্তিত হয়ে Past Perfect হয়েছে। (arrived → had arrived)
3. **Here & Time words:** yesterday পরিবর্তিত হয়ে the previous day হয়েছে।
4. **Connector & reporting verb:** একটি connector "that" ব্যবহার করা হয়েছে এবং Inverted Commas বাদ দেওয়া হয়েছে। Reporting verb 'said' পরিবর্তিত হয়ে told হয়েছে।

এখন, নিম্নে এই পরিবর্তন সম• র্কিত নিয়ম দেওয়া হলো:

Person পরিবর্তনের নিয়ম

Rule–1 :

Reported Speech এর অন্ত©র্গত First Person সর্বদা Speaker অনুযায়ী পরিবর্তিত হয়। যেমন :

Direct : He said to me, " I have done my duty." (এখানে Speaker হলো He; এবং listener হলো me)

Indirect : He said to me that he had done his duty. (1st person I ও my এর পরিবর্তে he ও his বসানো হয়েছে।)

Rule–2 :

Reported Speech এর অন্ত©র্গত Second Person সর্বদা listener অনুযায়ী পরিবর্তিত হয়। যেমন-

Direct : He said to me, "You have done your duty. (এখানে Speaker হলো He; এবং listener হলো me)

Indirect : He said to me that I had done my duty. (2nd person you ও your এর পরিবর্তে I ও my বসানো হয়েছে।)

Rule–3 :

Reported Speech এর অন্ত©র্গত third person এর কোন পরিবর্তন হয় না। যেমন :

Direct : I said to you, "He had done his duty." (এখানে Speaker হলো I; এবং listener হলো you)

Indirect : I said to you that he had done his duty.

Rule–4 :

We এর মাঝে যদি Speaker, listener অন্ত©র্ভুক্ত থাকে বা We দ্বারা যদি মানব জাতি বুঝায় তবে we পরিবর্তন হবে না।

Direct : He said to me, "We should say our prayer every day." (এখানে we এর দ্বারা he ও me কে বুঝায়।)

Indirect : He said that we should say our prayer every day.

Direct : The teacher said," We must die one day."

Indirect : The teacher said that we must die one day.

Person এর বিভিন্ন রূপ

	Subject form	**Object form**	**Possessive form**
Person	***Singular***	***Singular***	***Singular***
Ist person	I	me	my
	We	us	our
2nd person	you	you	your
3rd person	He, she, it	him, her, it	his, her
	they	them	their

Practice .....

A. Fill in the blanks in the reported speech with the correct person.

1. Father said to me, "You can use my car."
   Father told me — could use —
2. They said to me, "You are responsible for your fault."
   They told me ____ was responsible for ___ fault.
3. They said to her, "You are responsible for your fault."
   They told her ____ was responsible for ___ fault.
4. They said to him, "You are responsible for your fault."
   They told him ____ was responsible for ___ fault.
5. They said to us, "You are responsible for your fault."
   They told us ____ were responsible for ___ fault.
6. He said, "I can do my work myself."
   He said ____could do _____work __ .
7. She said, "I can do my work myself."
   She said ____could do _____work __ .
8. It said, "I can do my work myself."
   It said ____could do _____work __ .
9. You said, "I can do my work myself."
   You said ____could do _____work __ .
10. He said to me, "Your behavior irritates me."
    He told me __behaviour irritated ____ .
11. She said to us, "Your behavior irritates me."
    She told us __behaviour irritated ____ .
12. I said to you, "Your behavior irritates me."
    I told you __behavior irritated ____ .
13. You said to it, "Your behavior irritates me."
    You told it __behavior irritated ____ .
14. She said to us, "You can tell him I won't help them."
    She told us ____ could tell ___wouldn't help

Tense পরিবর্তনের নিয়ম

Rule–1 :

(a) Reporting Verb Present Tense বা Future Tense হলে Reported Speech এর verb এর Tense এর কোনো পরিবর্তন হয় না। কেবল Person পরিবর্তন হয়।

Direct : He says, "I am ill".
present present

Indirect : He says that he is ill.
present

Direct : Shiplo will say, "He writes a letter."
Future

Indirect : Shiplo will say that he writes a letter.
present

Rule–2 :

(b) Reporting verb টি Past Tense হলে Reported Speech এর Verb পরিবর্তিত হয়ে Corresponding Past Tense (অনুরূপ Past Tense) হয়।

⏭ ১ম Verb টি Present থাকলে তা Past হবে

(i)	**Present** Indefinite : He said, "I write a letter."	**Past** Indefinite : He said that he wrote a letter.
(ii)	**Present** Continuous: He said, "I am writing a letter."	**Past** Continuous : He said that he was writing a letter.
(iii)	**Present** Perfect: He said, "I have seen John recently."	**Past** Perfect : He said that he had seen John recently.
(iv)	**Present** Perfect Continuous : He said, "I have been writing a letter."	**Past** Perfect Continuous: He said that he had been writing a letter.
(v)	Shall/will: They said, "The exam will be difficult."	Would : They said that the exam would be difficult.
(vi)	Can: He said, "I can fly."	Could: He said that he could fly.
(vii)	May : They said, "We may come back early."	Might : They said that they might come back early.

⏭ ১ম Verb টি Past থাকলে তা Past Perfect হবে

(viii)	**Past** Indefinite: He said, "I came by bus."	**Past Perfect**: He said that he had come by bus.
(ix)	**Past** Continuous: He said, "I was writing a letter."	**Past Perfect** Continuous: He said that he had been writing a letter.

⏭ Conditional ও Past Perfect পরিবর্তন হয় না

(x)	Would, could, should, might, *must, ought They said, "It would be nice if we could meet".	Unchanged They said that it would be nice if they could meet.
(xi)	Past Perfect She said, "I had given up hope"	Unchanged She said that she had given up hope.

*কিন্তু সাময়িক বাধ্যবাধকতা বুঝালে must রূপান্তরিত হয় had to তে । যেমন

Direct: Nafisa said, "I must write a letter."

Indirect: Nafisa said that she had to write a letter.

⏭ Unreal Past পরিবর্তন হয় না

(xii)	He said, "I wish I were a bird."	He wished he were a bird.

Rule–3 :

Reporting verb টি Past Tense হলেও Reported Speech কোন Universal truth (চিরন্তন সত্য) or habitual fact (অভ্যাসগত কর্ম) প্রকাশ করলে verb এর কোন পরিবর্তন হয় না।

Direct : He said, "The earth moves round the sun."

Indirect : He said that the earth moves round the sun.

Rule–4 :

Reporting verb টি Past Tense হলেও যদি statement বা situation up-to-date থাকে তবে tense পরিবর্তন করা বক্তার statement এর উপর নির্ভর করে। তখন-ই পরিবর্তন করা হয় যখন বক্তার statement-এর সাথে Listener একমত না হন বা এর সত্যতা সম্পর্কে নিশ্চিত না হন। (Michael Swan)

Direct: Adrian said, "I am having a party next weekend."

Indirect: Adrian said that he is (or was) having a party next weekend.

Direct: She said, "I am fourteen." But I don't believe.

Indirect: She said that she was fourteen, but I don't believe. (এখানে বোঝা যাচ্ছে Listener-এর সাথে Speaker একমত না)

Practice .....

B. Use appropriate tense of verbs.

1. "I know the truth."
He said he ____ the truth.
He says he ____ the truth.

2. Rani: I was absent.
Rani is saying she ____ absent.
Rani said she ____ absent.

3. The boys: We went home early.
The boys will say they ____ home early.
The boys had said they ____ home early.

4. "I will do what I say."
She told me she ___ what she __ .
She tells me she ___ do what she __ .

5. "We didn't meet her."
They said they ____ her.
They will say they ____ her.

6. Mohan: She helps me a lot.
Mohan will say she ____ him a lot. Mohan was saying she __ him a lot.

7. "I am sure you knew it."
She told me she ___ sure I __ it. She tells me she is sure I __ it. She will tell me she ___ sure I __ it.

holycrossrajshahi.com

Here & Time words পরিবর্তনের নিয়ম

নৈকট্যস– চক শব্দগুলো Indirect Speech এ পরিবর্তিত হয়ে দ– রত্নস– চক শব্দে পরিণত হয়। যেমন-

'আজ' প্রকাশক শব্দের পরিবর্তে 'ঐ' অর্থাৎ 'that' বসবে।

Direct	Indirect
This + সময় প্রকাশক শব্দ: He said, "He is coming this week."	That + সময় প্রকাশক শব্দ: He said that he was coming that week.
Today	That day

'গত' প্রকাশক শব্দের পরিবর্তে the previous বসবে।

Yesterday	the previous day
Last week/ year etc	The previous week/ year etc

'আগামী' প্রকাশক শব্দের পরিবর্তে the following বসবে।

Tomorrow	the following day
Next week/ year etc	The following week/ year etc

অন্যান্য

This/ that/ these + noun He said, "I have bought this shirt for my father."	The + noun He said that he had bought the shirt for his father.
This/ these (pronoun হলে) He said, "We will discuss this tomorrow."	It, they, them He said that they would discuss it the next day.
Here	There
Come	Go
Now	Then
Ago	Before

উল্লেখ থাকে যে,

(i) যদি বক্তব্য একই দিনে বা একই স্থানে হয় তবে এ ধরনের পরিবর্তন দরকার হয় না।

Direct: At breakfast this morning he said, 'I will be very busy today'

Indirect: At breakfast this morning he said that he would be very busy today.

(ii) যদি স্থান স• ষ্টভাবে বোঝা না যায় তবে here/come এর পরিবর্তন দরকার হবে না।

Direct: I said to him, "Why have you come here?"

Indirect: I asked him why he had come here.

(iii) Here বলতে যদি world বুঝায় তবে here এর পরিবর্তন দরকার হবে না।

Direct: The prophet said, "Allah has sent us here to earn for the next world."

Indirect: The prophet said that Allah had sent us here to earn for the next world.

(iv) কখনো কখনো here অর্থ অনুযায়ী বিভিন্ন phrase এ রূপান্ত@র করা যায়।

Direct: He said to me, "Sit here."

Indirect: He told me to sit beside him/ with him.

Practice .....

C. Use appropriate time words.

1. He said, "I'm taking rest now."
He said he ____ taking rest ___ .
He will say he ____ taking rest ___ .

2. "I will go either tomorrow or next Saturday."
She says she ___ go either — or ____Saturday.
She said she ___ go either __ or __ Saturday.

3. Ganesh: I can easily do it this time.
Ganesh was saying he ___ easily do it ___ time.
Ganesh will say he___ easily do it__ time.

4. My friend: You are going to the cinema tomorrow.
My friend told me ____ going to the cinema ___ .
My friend tells me ____ going to the cinema ___ .

Connector ও Reporting Verb ব্যবহারের নিয়ম

Assertive sentence

Speaker + say/said + Inverted comma উঠে গিয়ে Conjunction "that" বসে + Subject + Verb

OR

Speaker + tell/told + listener + Inverted comma উঠে গিয়ে Conjunction "that" বসে + Subject + Verb

উল্লেখ থাকে যে :

(i) Say/ think verb-এর পর that conjunction উহ্য থাকে। (Michael Swan)

(ii) Tell এর পর অবশ্যই একটি object বসাতে হয় কিন্তু Say এর পর object বসাতে হয় না।

Practice .....

D. Change the following into indirect speech.

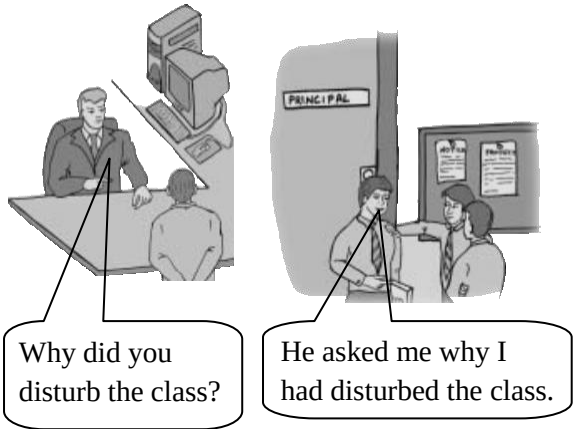
1. He said to me "You should behave yourself."
2. Kamal said, "I am sorry."
3. Karim said, "I am asking Rahim to lend me his pen."
4. He said, "My pen has run out."
5. Sejan said, "I can't get up early in the morning."
6. "I don't have enough time to be ready for school," he said.
7. She said to me, "If you don't change your habit, you'll be a cause of sorrow to your parents."
8. He said, "I've been starving for two days."
9. He said to me, "I have been looking for you."
10. "I have finished reading the book," I said.

নিচের Practice Matter গুলো বিগত বছরের JSC ও Model Test পরীক্ষার বিভিন্ন প্রশ্নের সমন্বয়ে প্রণয়ন করা হয়েছে।

E. Change the following into indirect speech.

1. Jack said to his father, "He is sent for playing with friends."
2. Father said to Jack, "You are sent to learn to read and write".
3. "I won't read and write," said Jack.
4. Father said to his son, "You will read and write."
5. "I like both democracy and socialism," answered Lucy.
6. He said to me, "I came to Dhaka this morning."
7. He said to me, "I sent you a telegram before starting from home".
8. She cleverly said to me, "I know my mother's name but I won't tell you that.''
9. "You have done everything in the world for him," he said to her.
10. He said to her, "You must know by now that he's quiet hopeless."

Interrogative Sentence



Reported Speech-টি Auxiliary verb দিয়ে শুর" হলে :

Speaker + ask/inquire of +Listener + if/ whether + subject + verb + বাকী অংশ।

Direct: The old man said to the maid, "Can you give me some food?"
Indirect: The old man asked the maid if she could give him some food.
Direct: He said to me, "Will you return the book to me today?"
Indirect: He asked me if I would return the book to him that day.

কিন্তু Reported Speech-টি wh-word (যেমন who, whom, whose, what, which ইত্যাদি) দ্বারা আরম্ভ হলে:
Speaker + ask/inquire of +Listener + wh-word + subject + verb + বাকী অংশ।

Direct: The teacher said to Kamal, "Why are you talking in the class?
Indirect: The teacher asked Kamal why he was talking in the class.
Direct: Sawan said to Sejan, "Why are you late for school everyday?"
Indirect: Sawan asked Sejan why he was late for school everyday.

Practice

নিচের Practice Matter গুলো বিগত বছরের JSC & Model Test পরীক্ষার বিভিন্ন প্রশ্নের সমন্বয়ে প্রণয়ন করা হয়েছে।

F. Change the following into indirect speech.

1. The maid said to the old man, "Why do you beg?"
2. She said to him, "Can't you work?"
3. My friend said to me, "Why are you sitting alone here?"
4. Zaman said to me, "Have you finished reading the book I gave you yesterday?"
5. "Will you return the book to me today?" he asked me.
6. Father said to Jack, "Do you know why you are sent to school?"
7. Shafat said to Lucy, "Do you like democracy or socialism?"
8. He said to her, "How is it that you like both the concepts?"
9. "When I speak well of both, I count their good points which are in my opinion, necessary to the growth of mixed economy in a country," Lucy argued.
10. "Did you receive it in time?" he asked me.
11. Once I asked a sweet little girl, "What is your mother's name?"
12. "How are you?" Dabir asked Manika.
13. He said to Karim, "Where did you go?"
14. He asked me, "Why are you wasting your time?"
15. He asked them, "Have you not read the warning on the door?"
16. Della asked Madame, "Will you buy my hair?".
17. The traveller said to the peasant, "Can you tell me the way to the nearest inn?"
18. The teacher said to the boy, "Do you think that honesty is the best policy?"
19. My friend said to me, "Why are you sitting alone in your room at this hour?"
20. He said to me, "Don't you see that the sky has cleared?"

Imperative Sentence (General)

Speaker + request /order/advise/tell/ask +Listener + *to/not to/never to +Reported speech এর মল verb থেকে শেষ পর্যন্ত বসে।

Direct: He said to me, "Please give me a glass of water."
Indirect: He requested me to give him a glass of water.
Direct: The teacher said to the student, "Always speak the truth."
Indirect: The teacher advised the student to speak the truth always.
Direct: I said to mother, "Let him come with us."
Indirect: I asked my mother to let him come with us.

। Please *থাকলে* request, *নির্দেশ বুঝালে order, উপদেশ বুঝালে advise,* Let me/ them *থাকলে* ask *এবং অন্যান্য ক্ষেত্রে tell ব্যবহার করতে হয়।*

। ***Imperative sentence টি যদি do not দিয়ে শুর'হয় তবে not to বসে এবং never থাকলে never to বসে।***

Direct: The teacher said to the student, "Never tell a lie."
Indirect: The teacher advised the student never to tell a lie.
Direct: He said to me, "Don't smoke."
Indirect: He told me not to smoke

Imperative Sentence (Let us/Let's)

Speaker + suggested +(Listener) + Reported speech এর মল verb-এর ing করে শেষ পর্যন্ত বসে।

Direct: He said to me, "Let us go out for a walk."
Indirect: He suggested going out for a walk.

Practice

নিচের Practice Matter গুলো বিগত বছরের JSC ও Model Test পরীক্ষার বিভিন্ন প্রশ্নের সমন্বয়ে প্রণয়ন করা হয়েছে।

G. Change the following into indirect speech.

1. The teacher said me, "Be attentive and listen to

holycrossrajshahi.com

my lecture."
2. He said, "Let us go for a walk in the open field."
3. "Leave me alone," said I.
4. "Hold your tongue!" he said to the devishes, glaring fiercely in their faces.
5. She told me, "Take your hat off. "
6. He said to Ibrahim, "Take him out of my sight."
7. My teacher said to me, "Be narrative while giving your opinion."
8. She said to Rashed, "Please help me to open an account in your bank."
9. Rasel said to Ibrahim, "Let us enjoy a cricket match."
10. I said to him, "Always take the path of honesty."
11. Madame said to Della "Take twenty dollars".
12. "Follow my example," she said to me.
13. She said to me, "Never eat more than one thing for luncheon."
14. The teacher said to the boy, "Learn to be honest from your boyhood."
15. "Let us go for a walk in the open field," said he.
16. My father said to me, "Never try to hide anything from me?"
17. Farzana said to her brother, "Let the beggar wait at the door."
18. He said to his brother Karim, "Don't form the habit of smoking as it will kill you."
19. The owner of the house said to the caretaker "Find out the thief or I will fire you."
20. Ibrahim told Rashed, "Let Badal take time on the wicket."

Optative Sentence

Speaker + wished বা prayed বসে + that + Subject + might + মল verb থেকে শেষ পর্যন্ত অংশ।

Direct : Father said to me, "May God bless you."
Indirect : Father wished/prayed that God might bless me.
Direct : We said, "Long live our president."
Indirect : We wished that our president might live long.

Practice .....

H. Change the following into indirect speech.
1. Mother said to me, "May you live long."
2. Father said to his son, "May you pass the examination."
3. "May Allah help you," she said.
4. They said, "Long live our president."
5. The teacher said to the student, "May you come round soon."
6. The President said, "May Bangladesh live long."
7. The dervish said to me, "May you shine in life."
8. The woman said to his son, "May you be happy."
9. Mother said to me, "May Allah bless and keep you free from all dangers."
10. Robin said, "May your wishes all come true."
11. Father said to his son, "May you always do work for others."
12. Ibrahim said to her, "May you stay forever young."
13. The doctor said, "Long live your father."
14. They said, "May the best win."
15. She said, "May you live a long and happy life together."
16. The teacher said, "Wish you all the best."
17. The subjects said, "Long live the king."
18. Ibrahim said, "Peace be upon him."
19. I said to him, "May you do well in the test."
20. Raiyan said, "Would that I were a film star."

Exclamatory Sentence

Speaker + exclaimed + that বসে + Subject + verb+how/what এর পরিবর্তে very/ great + বাকী অংশ।

Direct : The man said, "How fine the bird is!"
Indirect : The man exclaimed that the bird was very fine.
NB: Reported Speech How or What □ারা □র"না হলে very/great বসাতে হয় না।
Direct : He said, "Alas! I am undone."
Indirect : He exclaimed with sorrow that he was undone.
যদি subject ও verb না থাকে তবে subject ও verb হিসাবে it was অতিরিক্ত লিখতে হবে।
Direct : He said, "What a pity!"
Indirect : He exclaimed that it was a great pity.
NB: Noun এর পূর্বে great এবং adjective/adverb এর পূর্বে very বসে।

Practice .....

নিচের Practice Matter গুলো বিগত বছরের JSC & Model Test পরীক্ষার বিভিন্ন প্রশ্নের সমন্বয়ে প্রণয়ন করা হয়েছে। So success guaranteed!

I. Change the following into indirect speech.
1. I said to her, "What a nice girl you are!"
2. He said, "What a cheering report."
3. He said, "Alas! I am undone."
4. They said, "How sweet the mango is!"
5. I said to him, "What a brave man you are!"
6. He said, "What a pity!
7. I said to my friend, "What a nice fellow your father is!
8. The man said to the boy, "How silly you are!"
9. Nawfel said to Suman, "What a nice gift I have for you!"
10. "Bravo! You have done very well."
11. The coach said, "What exceptional children these are!"
12. Victor Hugo said, "What a grand thing to be loved!"
13. "Oh! What a fool he is!", said the teacher.
14. The girl said, "Wow! What a sight!"
15. "Fantastic! We closed the deal," said Reza.
16. Rashed said to his student, "Brilliant! You solved the puzzle."
17. He said to me, "Superb! It was really a captain's knock."
18. The boys said, "How finely it has worked!"
19. "Ah! Time passes very fast."

20. "How easy all the questions are!"

Rules of Passage Narration

Rule–1 :

সমস্ত Passage টি পড়ে Speaker ও listener (শ্রোতা) এবং Sentence গুলোর mood (ক্রিয়ার ধরন) সনাক্ত করে নিতে হবে।

Rule–2 :

Reporting Verb- টি মাঝে বা শেষে থাকলেও Indirect করার সময় তাকে Sentence এর শুর" তে নিয়ে আসতে হবে।

Direct : "You look a little bit like my mother," Jerry said to the authoress, "Especially in the dark by the fire."

Indirect : Jerry told the authoress that she looked a little bit like his mother especially in the dark by the fire.

Direct : "He was very serious then," I said. "But I don't know what happened now."

Indirect : I said that he had been very serious then. I further said that I didn't know what happened then.

Direct : "Be attentive and punctual or leave the camp", said the coach. "Sorry, sir," I replied.

Indirect : The coach ordered me to be attentive and punctual or to leave the camp. I respectfully said that I was sorry.

Direct : "We should execute all our plans as soon as possible," said the honourable home minister.

Indirect : The honourable home minister said that they should execute all their plans as soon as possible.

Direct : "Take this money and go to the market." "Your brother is coming today", said father.

Indirect : Father ordered me to take that money and go to the market. He added that my brother was coming that day.

Rule–3 :

কোনো বক্তার পর পর দুটি উক্তি (Speech) থাকলে এবং তা যদি same kind of sentence হয় তবে and + linker দিয়ে যুক্ত করা যায়; Speaker + reporting verb-কে আবার লেখার দরকার হয় না। তবে ৩য় টিও যদি same kind of sentence হয় তবে আবার Speaker + further/ again + reporting verb দিয়ে শুর" করতে হবে।

Direct : He said, "I can chop some wood today. I shall come again tomorrow. I always keep my words"

Indirect : He said that he could chop some wood that day and ~~he said~~ that he would come again the next day. He further said that he always kept/ keep his words.

Direct : Hasan said," I will meet him. I will explain everything to him. I hope he will help us after that."

Indirect : Hasan said that he would meet him and explain everything to him. He again said that he hoped that he would help them after that.

Direct : Imran said to Popy, "My father is a freedom fighter. He fought bravely in the battle field. He is still brave to fight against all the odds."

Indirect : Imran said to Popy that his father was a freedom fighter and had fought bravely in the battle field. He further said that he (f) was still brave to fight against all the odds.

Direct : He said, "I sell them in the local market. In the evening I work in a restaurant. I return home late at night."

Indirect : He said that he sold them in the local market and in the evening he worked in a restaurant.
He again said that he returned home late at night.

Direct : "You were too young then when I first visit here. People call it a blissful place. I think you like it," said my father to me.

Indirect : My father said to me that I was too young then when he first visited there and said that people called that a blissful place. He added that he thought I liked that.

যদি different kinds of sentence হয় তবে and + reporting verb + linker দিয়ে যুক্ত করা যাবে।

Direct : 'I do not know the way. Do you?' he asked her.

Indirect : He said that he did not know the way and asked her whether she did.

Direct : Mother said to me, "You should maintain your routine properly," "Don't you think it is good for your study?"

Indirect : Mother said to me that I should maintain my routine properly and asked me if I didn't think it was good for my study.

Direct : The teacher said to him, "You are improving day by day." "Listen to me, you have to work hard to bring more perfection."

Indirect : The teacher said to him that he was improving day by day and advised him to listen to him. He added that he had to work hard to bring more perfection.

যদি ২য় বাক্যটি প্রথম বাক্যের কারণ প্রকাশ করে সেক্ষেত্রে শুধু since/as দিয়েও যুক্ত করা যায়। এভাবে sentence-এর মধ্যের সম• র্ক অনুসারে যেকোন linker বসানো যায়।

Direct : 'I will not come tomorrow. I am ill,' he said.

Indirect : He said that he would not come the next day as he was ill.

Direct : Raiyan said "I failed in the examination. I did not work hard."

Indirect : Raiyan said that he had failed in the examination since he did not work hard.

Direct : The man said, "The thief was not seen. There was dark all around."

Indirect : The man said that the thief had not been seen since there had been dark all around.

Direct : The batsman said, "I played bad. The pitch is too slow to bat."

Indirect : The batsman said that he had played bad as the pitch was too slow to bat.

Direct : The workers said, "We will go for a

holycrossrajshahi.com

strike. We are not getting our salaries timely."
Indirect : The workers said that they would go for a strike as they were not getting their salaries timely.
Direct : Father said to me, "I could not withdraw the money. I have lost my ATM card."
Indirect : Father said to me that he could not withdraw the money since he had lost his ATM card.

Rule–4 :

যেকোনো ধরনের বাক্যে please থাকলে reporting verb-টি asked/requested হবে এবং imperative-এর নিয়মে করতে হবে।

Direct : He said to me, "Could I see Tom, please?"
Indirect: He asked/ requested me to see Tom.
Direct : He said to the Doctor, "Please, save my daughter."
Indirect : He requested the doctor to save his daughter.
Direct : I said to her, "Would you please help me finding the address?"
Indirect : I requested/ asked her to help me finding the address.
Direct : Akik said to me, "Could I have a ticket, please?"
Indirect : Akik requested me to have a ticket.
Direct : She said to her mother, "Please, don't worry for me."
Indirect : She asked/ requested her mother not to worry for her.

Rule–5 :

You ought to/ should/ had better-যুক্ত assertive sentence-এর ক্ষেত্রে বা If I were you থাকলে তা বাদ যাবে এবং reporting verb-টি advised হবে এবং imperative-এর নিয়মে করতে হবে।

Direct: 'You had better hurry, Jony,' she said.
Indirect: She advised Jony to hurry.
Direct: 'If I were you, I would wait,' I said to him.
Indirect: I advised him to wait.
Direct : I said to her, "You had better watch the way you talk to me in the future."
Indirect : I advised her to watch the way she talked to me in the future.
Direct : "They had better be here before we start dinner", she said.
Indirect : She advised to be there before they started dinner.
Direct : He said to me, "You ought to tell her everything."
Indirect : He advised me to tell her everything.
Direct : Rashed said to Ibrahim, "If I were you, I would not do this."
Indirect : Rashed advised Ibrahim not to do that.

Rule–6 :

Shall I/ we দ্বারা offer বুঝালে reporting verb-টি offered হবে এবং imperative-এর নিয়মে করতে হবে।

Direct : "Shall I bring you some tea?" he said to me.
Indirect : He offered to bring me some tea.
Direct : He said to me, "Shall I bat on top order?"
Indirect : He offered to bat on top order.
Direct : We said, "Shall we contribute some amount for the affected people?"
Indirect : We offered to contribute some amount for the affected people.
Direct : I said, "Shall I join the party?"
Indirect : I offered to join the party.
Direct : He said, "Shall I meet him tomorrow?"
Indirect : He offered to meet him the next day.

Rule–7 :

কোনো ভুলের কারণে sorry/ I am sorry এসব থাকলে এর পরিবর্তে Speaker + apologized হবে।

Direct: 'Sorry, sir. I will not be late again' said the student.
Indirect: The student apologized and said that he would not be late again.
Direct : The boy said, "Sorry. It was my mistake."
Indirect : The boy apologized and said that it had been his mistake.
Direct : The stranger said, "I am sorry. I don't know anyone here."
Indirect : The stranger apologized and said that he didn't know anyone there.
Direct : He said to his father, "Sorry. I will not do it again."
Indirect : He apologized to his father and said that he would not do it again.
Direct : The girl said, "I am sorry. I behaved with you wrongly."
Indirect : The girl apologized and said that she had behaved with him wrongly.

Rule–8 :

কাউকে বিরক্ত করার প– র্বে sorry to disturb you/ excuse me এসব থাকলে তা বাদ যাবে এবং এর পরিবর্তে seeking an excuse প্রথমে লিখে নিতে হবে।

Direct: "Excuse me, could you tell me where the library is?" the student asked the officer.
Indirect: Seeking an excuse, the student asked the officer if he (o) could tell him (s) where the library was.
Direct : The man said, "Excuse me, how can I find this address."
Indirect : Seeking an excuse, the man asked how he could find that address.
Direct : The girl said to the man, "Sorry to disturb you, are you Mr. Anwar?"
Indirect : Seeking an excuse, the girl asked the man if he was Mr. Anwar.
Direct : "Sorry to disturb, would you tell me the way to the nearest college?" said the man.
Indirect : Seeking an excuse, the man asked if he would tell him the way to the nearest college.
Direct : Kamal said to his teacher, "Excuse me, sir. I did not understand the math you solve now."

holycrossrajshahi.com

Indirect : Seeking an excuse, Kamal respectfully said to his teacher that he (k) had not understood the math he (t) solved then.

Rule–9 :

কোনো বক্তব্যের শুর" তে well/ Oh I see থাকলে তা বাদ দিয়ে শুর" তে অবস্থা অনুযায়ী expressing surprise (বিস্ময়), agreement (সম্মতি), indignation (ক্ষোভ); আর look থাকলে তা বাদ দিয়ে শুর" তে drawing attention লিখে নিতে হবে এবং বাকী অংশের যথারীতি narration করতে হবে।

Direct: "No, I do not" replied Anwar. "Well" continued Mrs Amin, "Fables are stories with a message or a moral."

Indirect: Anwar replied that he did not. Expressing surprise Mrs Amin said that fables are stories with a message or a moral./ Mrs Amin expressed surprise and said that fables are stories with a message or a moral.

Direct : Shamim said to Imran, "Oh I see. He is the MD of the company."

Indirect : Expressing surprise, Shamim said to Imran that he was the MD of the company.

Direct : The man said, "Look, I am not that man whom you are searching for."

Indirect : Drawing attention, the man said that he was not that man whom I was searching for.

Direct : "Well, I have no idea about that matter?" said Mr. Jaman.

Indirect : Mr. Jaman expressed surprise and said that he had no idea about that matter.

Direct : He said, "Look, I have bought a new red car."

Indirect : Drawing attention, he said that he had bought a new red car.

Rule–10 :

Exclamatory sentence-এ অনেক সময় exclamatory word (ah, bravo, ugh, shit, wow, alas) ইত্যাদি থাকে সেক্ষেত্রে বক্তার tone অনুসারে পরিবর্তন করতে হবে।

ah — with contentment/ discomfort/ disgust
bravo — with approval/ admiration/ encouraging
ugh — with disgust/ strain
shit — with disgust/ strain
wow—with surprise/ wonder/ admiration/ pleasure
alas — with sorrow/ pity

Direct: "Wow! What a beautiful sight!" said he.

Indirect: With wonder, he exclaimed that it was a very beautiful sight.

Direct : I said, "Ah! How easy all the questions are!"

Indirect : With contentment, I exclaimed that all the questions were very easy.

Direct : "Bravo! You were brilliant in portraying the role," said the teacher to his student.

Indirect : With admiration, the teacher said to his student that he (s) had been brilliant in portraying the role.

Direct : The boy said, "Shit! I missed the train."

Indirect : With disgust, the boy said that he had missed the train.

Direct : The Prime Minister said, "Alas! Petrol bomb has taken away so many lives."

Indirect : With sorrow, the Prime Minister said that petrol bomb had taken away so many lives.

Rule–11 :

Question-এর উত্তরে যদি why দেওয়া থাকে তবে এর পরিবর্তে Speaker + wanted to know the reason (for such question) লিখতে হবে।

Direct: 'When will you come?'
'At 9 am. why, mother?' said the son.

Indirect: Mother asked her son when he would come. The son replied that he would come at 9 am and wanted to know the reason (for such question).

Direct : Shetu said to Tanha, "I will not go for the study tour." "Why? We will have lots of fun."

Indirect : Shetu said to Tanha that he (s) would not go for the study tour. Tanha wanted to know the reason and said that they would have lots of fun.

Direct : Mother said to Lifa," Are you going with me?" "No, mother." "Why?" "I am feeling unwell."

Indirect : Mother asked Lifa if she was going with her. Lifa replied in the negative. Mother wanted to know the reason. Lifa replied that she was feeling unwell.

Direct : Sadi said to Goni, "Shimul did not attend school today." "Why?" said Goni.

Indirect : Sadi said to Goni that Shimul had not attended school that day. Goni wanted to know the reason.

Direct : Abu said to his father, "I will not study anymore." "Why?" said father. "I want to go abroad."

Indirect : Abu said to his father that he would not study anymore. Father wanted to know the reason. Abu said that he (a) wanted to go abroad.

Rule–12 :

Imperative-এক অংশে or-যুক্ত অংশ থাকলে ঐ অংশের পরিবর্তে and added if + subject + did not do so, Subject + would + verb বসাতে হবে।

Direct: 'Read attentively or you will fail' said the teacher.

Indirect: The teacher advised to read attentively and added if he did not do so he would fail.

Direct : Mother said to me, "Start saying prayer from today or you will be punished."

Indirect : Mother advised me to start saying prayer from that day and added if I did not do so I would be punished.

Direct : He said to me, "Have patience or you will not be able to catch fish."

Indirect : He advised me to have patience and added that if I did not do so I would not be able

holycrossrajshahi.com

to catch fish.
Direct : I said to Ibrahim, "Stop copying in the exam or you will never shine in life."
Indirect : I advised Ibrahim to stop copying in the exam and added that if he did not do so he would never shine in life.
Direct : The manager said, "Grab the offer now or you will not get the discount after 5 days."
Indirect : The manager advised the customer to grab the offer then and added that if the customer did not do so he (c) would not get the discount after 5 days.

Rule–13 :

Reported Speech- এ শুধু "Yes" বা "No" থাকলে Indirect করার সময় প– র্বের প্রশ্নের Subject+ বাক্যের সঙ্গে সঙ্গতিপ– র্ণ appropriate auxiliary verb বসাতে হয়।

Direct : Jhumu said to Mitu, "Are you going to Chittagong tomorrow?"
"No, I have changed my decision, "said Mitu.
Indirect : Jhumu asked Mitu if **she was** going to Chittagong the next day.
Mitu said that **she was** not, and added that she had changed her decision.
Direct : Tamanna said to Roshni, "Are you busy in studying?
"No, I am just reading a magazine," said Roshni.
Indirect : Tamanna asked Roshni if she (R) was busy in studying.
Roshni said that she was not, and added that she (R) was just reading a magazine.
Direct : Himel said to Chandni, "Do you want to go to Dhaka with me?
Chandni said, "Yes, we will also take Sourav with us."
Indirect : Himel asked Chandni if she wanted to go to Dhaka with him.
Chandni replied that she did and added that they would also take Sourav with them.
Direct : Sun said to Rimel, "Are you interested in playing guiter?" "Yes, I am very much interested in it," said Rimel.
Indirect : Sun asked Rimel if he (R)was interested in playing guiter. Rimel replied that he (R) was and added that he was very much interested in that.
Direct : Mother said to me, "Did you like the food?"
I said, "No, it was too much spicy."
Indirect : Mother asked me if I had liked the food.
I said that I had not and added that it had been too much spicy.

Rule–14 :

Assertive sentence/ imperative sentence/ will you--- please, would you-যুক্ত interrogative sentence-এর বিপরীতে "No" বা "yes/ alright/ok" থাকলে যদি বিরোধিতা বুঝায় তবে Indirect করার সময় reporting verb হিসেবে disagreed/ declined, সম্মতি বুঝালে agreed লিখতে হবে; এবং জোর প্রকাশ পেলে reporting verb হিসাবে insisted/ promised লিখতে হবে।

Direct: "I am sent for playing with friends, father."
"No, you are sent to learn to read and write."
"But I won't read and write," said Jack.
"Yes, you will."
Indirect: Jack told his father that he was sent to school for playing with friends. Father disagreed and added that he was sent to learn to read and write. But Jack said that he would not read and write. Father insisted that he would.
Direct : Catpain said to Rasel, "You have to bowl the last over." "No, I will not."
Indirect : Captain said to Rasel that he (R) had to bowl the last over. Rasel disagreed and added that he (R) would not.
Direct : The manager said, "Finish the work as soon as possible."
One of the workers said, "Alright, sir. You will get the work done within a few days."
Indirect : The manager ordered to finish the work as soon as possible.
One of the workers agreed and respectfully added that he (M) would get the work done within a few days.
Direct : The boy said to his father, "Buy some chocolate for me." Father said, "No." "Yes, buy", said he.
Indirect : The boy requested his father to buy some chocolate for him (b).
Father disagreed. The boy insisted to buy.
Direct : Student said to his teacher, "I will not be able to do these home works. They are too much for me."
Teacher said, "Yes, you will."
Indirect : Student said to his teacher that he (s) would not be able to do those home works. They were too much for him (s).
Teacher insisted and added that he (s) would.

Rule–15 :

Direct Speech এ "Sir" থাকলে Indirect Speech এ "Sir" এর পরিবর্তে respectfully/ politely ব্যবহার করতে হয়।

Kamal said, "Sir, I am sorry."
Kamal respectfully said that he was sorry.
Direct : She said, "Sir, I will be attentive from now."
Indirect : She respectfully said that she would be attentive from then.
Direct : Rajib said, "Sir, are you busy now?"
Indirect : Rajib respectfully asked if he was busy then.
Direct : He said to me, "Sir, I will be late today."
Indirect : He respectfully said to me that he would be late that day.
Direct : They said to him, "Sir, we are inviting you to inaugurate the function."

holycrossrajshahi.com

Indirect : They respectfully said to him that they were inviting him to inaugurate the function.

Rule–16 :

Direct Speech- এ যদি কাউকে address করা হয় তবে তা দুভাবে indirect-এ পরিবর্তন করা যায় :

(i) যদি addressing-টি true হয় তবে তা reporting verb-এর object করতে হয়।

Direct : "Let him come with us, mother," I said.

Indirect : I asked my mother to let him come with us.

(ii) যদি addressing-টি true না হয় তবে Addressing as + সম্বোধন দিয়ে শুর" করতে হয়।

Direct : "Are you hungry, friends?" said the shrewd (চতুর) king.

Indirect : Addressing them as friends, the shrewd king asked them if they were hungry.

Direct : The teacher said, "Rajib, why are you making a noise?"

Indirect : The teacher asked Rajib why he (R) was making a noise.

Direct : Rashed said to the man, "Sir, are you looking for someone?"

Indirect : Addressing the man as sir, Rashed asked him (m) if he (m) was looking for someone.

Direct : The boy said to the man, "Sir, I am new here. I don't know where the office is located."

Indirect : Addressing him as sir, they boy told that he (b) was new there and he (b) didn't know where the office was located.

Rule–17 :

Direct Speech এ by Allah, by Jove, by God, by my life ইত্যাদি থাকলে Swearing by Allah/Jove/God ইত্যাদি ব্যবহার করতে হয়।

Direct: "By Allah" "he said, "I will not leave this house.

Indirect: Swearing by Allah, he said that he would not leave that house.

Direct : "By Allah, believe me, I did not know him," said Amrin.

Indirect : Swearing by Allah, Amrin requested to believe her and said that she had not known him.

Direct : Imran said, "By your life, I will study regularly from now, mom."

Indirect : Swearing by her life, Imran said to his mother that he would study regularly from then.

Direct : "By God", the boy said," I will not let him go."

Indirect : Swearing by God the boy said that he would not let him go.

Direct : Ashiqa said, "By my life, I am ready to do every possible thing to educate them."

Indirect : Swearing by her life, Ashiqa said that she was ready to do every possible thing to educate them.

Rule–18 :

Inverted Comma- এর বাইরে কোনো Phrase বা Clause থাকলে তা অপরিবর্তিত অবস্থায় শুর" তে বসে। এক্ষেত্রে Present Participle যুক্ত অংশ থাকলে তা শুর" তে লেখাই শ্রেয়।

Direct: "Are you brothers?" asked the mistress of the house, turning to the dervishes.

Indirect: Turning to the dervishes, the mistress of the house asked if they were brothers.

Direct : Walking towards the door, he said to me, "Wait here for sometime."

Indirect : Walking towards the door, he ordered me to wait there for sometime.

Direct : Admitting the truth, the man said, "I was really unaware of the fact."

Indirect : Admitting the truth, the man said that he had been really unaware of the fact.

Direct : Giving a round of applause, we said, "Happy Birthday to you."

Indirect : Giving a round of applause, we wished her happy birthday.

Direct : In order to get back her lost daughter, she said, "I will give an amount of two lac taka who will find out my daughter."

Indirect : In order to get back her lost daughter, she said that she would give an amount of two lac taka to him who would find out her daughter.

Rule–19 :

Direct Speech- এ Assertive Sentence এর শেষে প্রশ্নবোধক চিহ্ন থাকলে Indirect করার সময় শুর" তে Being surprised লিখতে হয় এবং Reporting verb টিকে ask/asked দিয়ে পরিবর্তন করতে হয়।

Direct : She said to me "You have remembered how she looked all these years?"

Indirect : Being surprised, she asked me if I had remembered how she had looked all those years.

Direct : My brother said to me, "You know him?"

Indirect : Being surprised, my brother asked me if I knew him.

Direct : Johny said to Idris, "Bangladesh lost the match?"

Indirect : Being surprised, Johny asked Idris if Bangladesh had lost the match.

Direct : She said to her brother, "You failed in the exam? I frequently told you to study more and more."

Indirect : Being surprised, she asked her brother if he had failed in the exam. She again said that she had frequently told him to study more and more.

Direct : I said to Rashed, "He is outside the country? But I saw him last night."

Indirect : Being surprised, I asked Rashed if he was outside the country and added that I had seen him the previous night.

Rule–20 :

কোনো কোনো সময় বক্তব্য আংশিক দেওয়া থাকতে পারে, সেক্ষেত্রে প– র্ববর্তী অংশ থেকে আনতে হবে।

Direct : "Do you know why <u>you are sent to</u>

holycrossrajshahi.com

school?"
"For playing with friends, father" said Jack.
Indirect : Father asked Jack whether he knew why he was sent to school. Jack told his father that he was sent to school for playing with friends.
Direct : Teacher said to Protiva, "How have you come to know about the news?"
"From internet, sir," she replied.
Indirect : Teacher asked Protiva how she had come to know about the news.
Protiva respectfully replied that she had come to know about it from internet.
Direct : Mustaq said, "Tell me your score in the test, "Keya said, "7.5".
Indirect : Mustaq told Keya to tell him her score in the test. Keya said that her score was 7.5
Direct : Rana said to Karim, "How much time did you take to learn the art of magic?"
"3 months only," replied Karim.
Indirect : Rana asked Karim how much time he (k) took to learn the art of magic.
Karim replied that he took 3 months to learn the art of magic.
Direct : "Why did you not attend my class yesterday?" "For illness."
Indirect : The teacher asked the boy why he (b) had not attended his (t) class the previous day. The boy replied that he had not attended his class for illness.

Rule–21 :

Sentence- এর প্রথমে Pronoun এবং পরে Noun থাকলে Pronoun এর পরিবর্তে Noun লেখাই শ্রেয়।

Direct : Imran said to her, "How was your exam?"
Lifa said, "Very good."
Indirect : Imran asked Lifa how her exam had been. Lifa replied that her exam was very good.
Direct : "Where do you like to visit, sir," the ticket seller asked him. The man said, "I would like to visit Cox's Bazar."
Indirect : Addressing him as sir, the ticket seller asked the man where he (m) liked to visit. The man replied that he (m) would like to visit Cox's Bazar.
Direct : Selim said to him," I am ready to go." Mr. Anwar said, " Grab a car. We are already late."
Indirect : Selim said to Mr. Anwar that he (S) was ready to go. Mr Anwar told Selim to grab a car and added that they were already late.
Direct : The maid said to him," Why do you beg?" The old man replied," I am too old to work."
Indirect : The maid asked the old man why he (OM) begged. The old man replied that he (OM) was too old to work.

Rule–22 :

Tag question থাকলে প্রথম অংশ (statement) এর পরিবর্তন interrogative এর নিয়মে করতে হবে এবং tag এর অংশ and assumed that যোগে assertive এর নিয়মে করতে হবে। অধিকন্তু, tag অংশটি affirmative থাকলে negative এবং negative থাকলে affirmative হবে।

Structure :

Speaker + asked + listener + if + subject + verb .... and assumed that + subject + verb ...

Direct : Della said to Jim 'I'm me without my hair, ain't I?'
Indirect : Della asked Jim if she was her without her hair **and assumed that** she was.
Direct : The man said, "We love our country, aren't we?"
Indirect : The man asked if we loved our country and assumed that we were.
Direct : He said, "Everybody loves flower, don't they?"
Indirect : He asked if everybody loves flower and assumed that they do.
Direct : I said, "I did not come last night, did I?"
Indirect : I asked if I had not gone the previous night and assumed that I hadn't.
Direct : "They are very serious, aren't they?" Aashiqa said.
Indirect : Aashiqa asked if they were very serious and assumed that they were.

Rule–23 :

নিম্নের ছক অনুসারেও অনেক সময় direct থেকে indirect করতে হয়।

Direct	**Indirect**
(i) Good Morning/ Good Evening/Good night / Merry Christmas: **Direct:** I said to him, "Good morning."	Speaker + wished + listener + good evening/good night/good morning/ a Merry Christmas/ বসে। **Indirect:** I wished him good morning.
(ii) Thank You/ Curse the fog/ congratulations/ welcome: **Direct:** He said to me, "Thank you."	Speaker + thanked/ cursed/ congratulated/ welcomed + listener (শ্রোতা) বসে। **Indirect:** He thanked me.
(iii) Good bye: **Direct:** I said to him, "Good bye."	Speaker + bade + good bye বসে। **Indirect:** I bade him good bye.
(iv) Liar/ You a liar/ slow coach/ humourist: **Direct:** He said to me, " You liar."	Speaker + called + listener + liar/ slow coach/ humourist **Indirect:** He called me a liar

✍ Production

নিচের Practice Matter গুলো বিগত বছরের JSC & Model Test পরীক্ষার বিভিন্ন প্রশ্নের সমন্বয়ে প্রণয়ন করা হয়েছে। So success guaranteed!

1. Change the following passage into indirect speech :
"Why did you not go to school yesterday?" said the mother to the girl. "I was ill," the girl replied. "How are you today?" the mother asked again. "I am well," said the girl, "Don't worry for me." *[JSC '13]*

2. "Selim, can you tell me what I am teaching?" the teacher asked. "I am sorry. I can't follow", replied Selim. "You can't because you are not attentive to your study," the teacher said. "Always be attentive," he added.

3. "What is the time by your watch?" he said. "It is half past nine," I said. He said, "I want to go to the college. Would you accompany me. Please?" "No, I am sorry." replied I.

4. "I came here yesterday from my village," he said. "Why did you come?" I asked. "My mother sent me to you with this letter." "How is your mother? I have not seen her for a long time."

5. "What are you doing now, Jack?" I said. "I am watching an interesting programme on television." "Aren't you wasting your time?" I said. "No, I don't think so," he said.

6. "What's a puppet show?" Sabu asked his father. Father said, "Let's go inside and you can see for yourself." Inside the tent Sabu said, "How strange! A doll is dancing and talking!" Father said, "A man behind the screen is moving the doll."

7. Mahfuz said to his friend, Sadik, "Were you ill yesterday?" "No, why?" "Because you were absent from the class. We missed you greatly." "Thank you for your kindness," said Sadik.

8. I asked the boy, "Will you come to my house?" I said, "We can discuss about our studies then." He said, "I shall be very happy to meet with you at your house." He also said, "Thank you."

9. Father said to his daughter, “Why are you making late? Go to school at once.” “No, I am not going to school today. I feel feverish,” said his daughter.

10. I said to the old man, “What are you doing?” “I’m watching the boys swimming in the pond,” he said. “They are making great fun. Let me sit by you and enjoy the scene,” I said.

11. My father looked at me in anger and said to me, "Where have you been so long and why are you wasting your time?" After a moment he said, "Will you not appear in the final examination?"
I said, "I went to my friend's house to borrow an essential book, but he was not at home. So I had to wait for him."

12. "Hold your tongues!" he muttered, glaring fiercely in their faces. "Have you not read the warning on the door?" "We pray for Allah's pardon!" cried the dervishes. "Our lives are at your mercy."

13. "My sons," said the old man, "a great treasure lies hidden in the estate I am about to leave you." "Where is it hidden?" said the sons. "I am about to tell you," said the old man, "But you must dig for it."

holycrossrajshahi.com

14. I could only say, "That will be nice. Do you know her size?"
"Do you wear eight and a half?" he asked.
"No, I wear a smaller size, a six."

15. Dancing and singing on the bus his friends said to Sohel, "Why do you just keep on sitting and not enjoying the scene? Come on, join us. Let's enjoy together." He said, "I can't sing well. You'll laugh if I sing." "We can't sing either, but it's fun. Why don't you just give it a try? Besides nobody will notice if you sing in group." They tried to convince him.

16. Alexander said to Porus, "How do you desire to be treated?" "Like a king", replied Porus. Alexander again said, "And you have nothing else to request?"
"No," replied Porus.

17. "Where is my son?" said the grocer. "A crow carried your son away," said the fruitseller. "You liar. How can a crow carry away such a big boy?" "Just the same way as mice can eat away the balance and weights."

18. "Follow my example," she said as we shook hands, "and never eat more than one thing for luncheon." "I'll do better than that," I retorted, I'll eat nothing for dinner tonight." "Humorist!" She cried gaily, jumping into a cab. "You are quite a humorist."

19. "Will you come to my house tomorrow?" I asked the boy. "We can discuss terms and conditions then," I said.
"I shall be very happy to meet you at your house. Thank you so much," he replied.

20. "Do you know Bangladesh Open University offers an English self-learning course?" Sejan said to Shawan.
"Yes, I have heard it from my father who works as a tutor of the course. It is a six-month course known as CELP," said Shawan.

5 Transformation

Lionel Messi is a great striker.

What a striker Lionel Messi is!

Isn't Lionel Messi a great striker?

There's no striker as great as Lionel Messi.



উপরে দেখা যাে ছ অর্থের কোনো পরিবর্তন না ঘটিয়ে Sentence-কে এক form থেকে অপর form-এ পরিবর্তন করা হয়েছে। মোট কথা Sentence-এর অর্থগত দিক অপরিবর্তিত রেখে রূপগত পরিবর্তন করাই হল Transformation of Sentence বা changing sentences

যেমন :

He is a good man. (Negative)
= He is not a bad man.
Shumana is beautiful. (Negative)
= Shumana is not ugly.

Sentence-এর নিম্নলিখিত পরিবর্তনগুলো Transformation-এর মধ্যে পড়ে।

* অর্থ অনুযায়ী **Assertive, Interrogative, Imperative, Optative and Exclamatory, Negative, Affirmative** Sentence-এর পারস• রিক পরিবর্তন।
* গঠন অনুযায়ী Simple, Complex, Compound-এর পারস• রিক পরিবর্তন।
* Degree of Comparison-এর পারস• রিক পরিবর্তন।
* Active ও Passive-এর পারস• রিক পরিবর্তন।

Segment–1 Degree

Adjective-এর তিন প্রকার তারতম্য হয়ে থাকে। নিচের ছবিগুলি এবং তার নিচে লেখা বাক্যগুলো দেখ।


Robi is fat


Tom is fatter than Robi


John is the fattest boy.

☑ **Positive (তুলনাহীন অবস্থা) :**
প্রথম ছবিটিতে দেখা যাে ছ রবি নামের একটি মোটা বালক। তাকে এখানে কারো সাথে তুলনা করা হয়নি। তাই adjective টির ম– ল form লেখা হয়েছে fat যাকে ইংরেজিতে positive degree বলা হয়।

☑ **Comparative (দুয়ের মধ্যে তুলনাবোধক অবস্থা) :**
দ্বিতীয় ছবিটিতে দুটি বালকের ছবি রয়েছে। এখানে রবি মোটা এবং টম তার চেয়েও মোটা। তাই এখানে দুজনের মধ্যে তুলনা করার জন্য adjective টির ২য় form লেখা হয়েছে fatter যাকে ইংরেজিতে comparative degree বলা হয়।

☑ **Superlative (দুয়ের অধিকের মধ্যে তুলনাবোধক অবস্থা) :**
তৃতীয় ছবিটিতে তিনটি বালকের ছবি রয়েছে। এই তিনজনের মধ্যে জন সবচেয়ে বেশি মোটা। আর এটা বোঝানোর জন্য adjective টির ৩য় form লেখা হয়েছে fattest যাকে ইংরেজিতে superlative degree বলা হয়।

Adjective-এর Degree পরিবর্তনের নিয়ম

1. এক syllable (উ" চারণে এক স্বরবর্ণ থাকে) বিশিষ্ট adjective-এর শেষে er যোগে comparative এবং est যোগে superlative করতে হয়।

positive	comparative	superlative
low (লৌ)	low +er = lower	low + est = lowest
strong	stronger	strongest

soft	softer	softest

উল্লেখ্য, es, ing, ed-এগুলোর মত er, est-কে ইংরেজিতে suffix বলে এবং এগুলো কোনো শব্দের শেষে যোগ করলে অনেক সময় ম– ল শব্দের বানানে পরিবর্তন আসে।

(i) কোনো শব্দের শেষ তিন letter যথাক্রমে consonant, vowel, consonant (CVC) হলে ম– ল শব্দের শেষের letter-টি double হয়।

positive	comparative	superlative
big	big +g + er = bigger	big + g + est = biggest

(ii) কোনো শব্দের শেষে e এবং তার প– র্বে consonant থাকলে e বাদ দিতে হয়।

positive	comparative	superlative
fine	fin + er = finer	fin + est = finest
true	truer	truest

(iii) কোনো শব্দের শেষে y এবং তার প– র্বে consonant থাকলে y এর পরিবর্তে i বসবে।

positive	comparative	superlative
pretty	pretti +er = prettier	pretti + est = prettiest
Heavy	Heavier	Heaviest

2 দুই syllable (উ" চারণে দুই স্বরবর্ণ থাকে) বিশিষ্ট Adjective-এর শেষে le, y, er, ure, ow থাকলে বা negative un-যুক্ত adjective হলে, ঐ adjective-এর শেষে er যোগে comparative এবং est যোগে superlative করতে হয়।

positive	comparative	superlative
mel lo**w** (মে লৌ)	mellow + er = mellower	mellow + est =mellowest
clev **er**	cleverer	cleverest
unhappy	unhappier	unhappiest

3 দুই বা দুই-এর অধিক syllable (উ" চারণে দুই বা দুই-এর অধিক স্বরবর্ণ থাকে) বিশিষ্ট adjective-এর প– র্বে more যোগে comparative এবং most যোগে superlative করতে হয়।

positive	comparative	superlative
beau ti ful বিউ টি ফুল	more beautiful	most beautiful
Dan ger ous	more dangerous	most dangerous

4 কতগুলো adjective -এর ক্ষেত্রে নির্দিষ্ট কোন নিয়ম অনুসরণ করা হয় না। যেমন :

positive	comparative	superlative
good	better	best
bad, evil, ill	worse	worst
many (সংখ্যা)	more	most
much (পরিমাণ)	more	most
old	elder (একই পরিবারের সদস্য, than-এর সাথে কখনো ব্যবহার হয় না)/ older	eldest (একই পরিবারের সদস্য)/ oldest
little (পরিমাণ)	less	least
few (সংখ্যা)	fewer	fewest

POSITIVE :

No other / Very few প্রথমে বসবে + ২য় NP বসবে + verb + as + adjective-টির positive form + as + ১ম NP বসবে।

Remember
- most other/ few other/ one of-থাকলে Very few বসবে অন্যান্য ক্ষেত্রে No other
- the বা than থাকলে তা বাদ যাবে

Superlative : Della is the best housewife.
Positive : No other housewife is as good as Della.
Superlative : He is one of the best boys in the class.
Positive : Very few boys in the class are as good as he.
Comparative : Rumi is greater than any other girl in the class.
Positive : No other girl in the class is as great as Rumi.
Comparative : The cow is more useful than most other animals.
Positive : Very few animals are as useful as the cow.

। শুধু Than-যুক্ত comparative sentence-কে positive করতে হলে :

২য় NP বসবে + verb + adjective-টির পরে than থাকলে তা বাদ যাবে এবং উভয় পাশে as বসবে + 1g NP বসবে। (sentence-টি negative থাকলে affirmative এবং affirmative থাকলে negative করতে হবে। Less___than-যুক্ত থাকলে ২য় NP প্রথমে বা 1g NP শেষে আনতে হবে না।)

Comparative : Tomatoes are cheaper than oranges.
Positive : Oranges are not as cheap as tomatoes.
Comparative : He is no less strong than I.
Positive : He is as strong as I.

Practice

A. Transform the following sentences as directed. (নির্দেশনা অনুযায়ী নিচের বাক্যগুলো পরিবর্তন কর।)

(a) She is one of the best students in the school. (Positive) *[JSC '12]*

(b) Keats was one of the greatest romantic poets in the world. (Positive) *[JSC '10]*

(c) Bangladesh is more populous than any other country. (Positive) *[DZ '09]*

(d) Dhaka is the largest city in Bangladesh. (Positive) *[RZ '09]*

holycrossrajshahi.com

(e) Gold is one of the most precious metals. (Positive) *[RangZ '09]*
(f) He is better than most other boys in the class. (Positive) *[CZ '09]*
(g) Akbar was one of the greatest kings of India. (Positive) *[SZ '09; RZ '08]*
(h) Gold is one of the most precious metals. (Positive) *[BZ '09]*
(i) Dhaka is one of the biggest cities of Bangladesh. (Positive) *[DZ '08]*
(j) Akbar was greater than most other kings of India. (Positive)
(k) Cox's Bazar is the longest sea-beach in the world. (Positive) *[JSC '13]*
(l) It is one of the greatest inventions of science. (Positive) *[RB '14]*
(m) Industry is the most important secret for shining in life. (Positive) *[DinajB '14]*
(n) Mr Rahman is the oldest man in our village. (Positive) *[BB '14]*
(o) Their sacrifice is greater than any other thing. (Positive)
(p) It is one of the most beautiful sea-beaches in the world. (Positive)
(q) Sumi is more beautiful than any other girl in the class. (Positive)
(r) My first day at college is the most memorable day in my life. (Positive)
(s) The migratory birds can fly faster than the dove. (Positive)
(t) The drivers are more responsible than any other person for the accidents. (Positive)

COMPARATIVE :

২য় NP + verb + adjective-টির comparative + than + most other বা all other/ any other + ১ম NP বসবে।

Remember
- one of/ very few থাকলে most other *বসবে*
- Of all/ of any/ থাকলে all other/ any other *বসবে*
- Superlative থেকে Comparative করার সময় ২য় NP প্রথমে বা ১ম NP শেষে আনতে হবে না।

Positive: Very few metals are as costly as gold.
Comparative: Gold is costlier than most other metals.
Positive: No other city in Bangladesh is as big as Dhaka.
Comparative: Dhaka is bigger than any other city in Bangladesh.
Superlative: He is the oldest man in the village.
Comparative: He is older than any other man in the village.
Superlative: Fahima is one of the tallest girls in the class.
Comparative: Fahima is taller than most other girls in the class.

শুধু as ___as-যুক্ত positive sentence-কে comparative করার জন্য:

২য় NP + verb + adjective-এর comparative + as__as-এর পরিবর্তে than + ১ম NP. (sentence-টি negative থাকলে affirmative এবং affirmative থাকলে negative করতে হবে। Less দিয়ে adjective-এর comparative করা হলে ২য় NP প্রথমে বা ১ম NP শেষে আনতে হবে না।)

Positive: He is as tall as his brother.
Comparative: His brother is not **taller** than he.
Comparative: He is not **less tall** than his brother.

Practice .....

B. Transform the following as directed.

(i) Rabindranath Tagore is one of the greatest poets in the world. (Comparative) *[DZ '09]*
(ii) They were as wise as the Magi. (Comparative) *[CZ '09]*
(iii) This pen is not as fine as mine. (Comparative) *[SZ '08]*
(iv) Cure is not so good as prevention. (Comparative) *[DZ '07]*
(v) Very few metals are so precious as gold. (Comparative) *[RZ '07]*
(vi) Chittagong is the biggest port in Bangladesh. (Comparative) *[CtgZ '07]*
(vii) They were as wise as the Magi. (Comparative) *[SZ '07]*
(viii) Very few animals are as ferocious as the tiger. (Comparative) *[DZ '06]*
(ix) He is one of the most intelligent students in the class. (Comparative) *[MZ '06]*
(x) Bhutan is one of the smallest states in Asia. (Comparative) *[CZ '06]*

SUPERLATIVE:

২য় NP + verb + the বা one of the + adjective-টির superlative + ১ম NP

Remember
- any other/ all other/ no other-এর পরিবর্তে the *বসবে*
- most other/ few other/ very few-এর পরিবর্তে one of the *বসবে*
- Comparative থেকে Superlative করার সময় ২য় NP প্রথমে বা ১ম NP শেষে আনতে হবে না।

Positive : No other girl in the class is as tall as Sabina.
Superlative : Sabina is the tallest girl in the class.

Positive : Very few children are as sweet as Sweaty.
Superlative : Sweaty is one of the sweetest children.
Comparative : He is better than any other boy in the class.
Superlative : He is the best boy in the class.
Comparative : Dhaka is bigger than most other cities in Bangladesh.
Superlative : Dhaka is one of the biggest cities in Bangladesh.

Practice



C. Transform the following as directed.

(i) Very few students in the class are as small as Sami. (Superlative) *[CtgZ '09]*
(ii) Very few metals are as precious as gold. (Superlative) *[KZ '09]*
(iii) Very few cities of the world are as famous as London. (Superlative) *[MZ '08]*
(iv) The Arabian Nights is better than most other story books. (Superlative) *[CZ '07]*
(v) Very few metals are as precious as gold. (Superlative) *[KZ '07]*
(vi) He was more devoted than most other sons. (Superlative)
(vii) Very few things in mandane life are as important as it. (Superlative)
(viii) No other condition in a person's life is as undesirable as poverty. (Superlative)
(ix) Very few tragedies of Shakepeare are as great as Julius Caesar. (Superlative)
(x) No other policy in life is as good as honesty. (Superlative)

Segment–2 Sentence

Affirmative ⇆ Negative

সাধারণত auxiliary verb এর সাথে not যোগ করে কোনো বাক্যকে negative করতে হয়। তবে auxiliary verb না থাকলে ম– ল verb এর প– র্বে do not/does not/did not বসিয়ে Negative করতে হয়। যেমন :

Affirmative : Della was the best wife. (Make it negative)
Negative : Della was not the best wife

এভাবে, পরিবর্তন করায় বাক্য দুটির অর্থ পরিবর্তিত হয়ে গিয়েছে। তাই Transformation of sentence এর ক্ষেত্রে একটু ভিন্নভাবে পরিবর্তন করতে হয়। কারণ Transformation এর ব্যাপারটি হলো, অর্থ ঠিক রেখে শুধু Structure পরিবর্তন করা। এক্ষেত্রে আমরা তিনটি নিয়ম অনুসরণ করি।

(i) নির্দিষ্ট Phrase পরিবর্তন
(ii) antonym + প্রশ্নানুযায়ী negative/affirmative
(iii) interrogative + প্রশ্নানুযায়ী negative/affirmative

(i) নির্দি Phrase পরিবর্তন

	Negative	Affirmative
1	**None but (ব) / nothing but (বস্তু) / not more / less than (সংখ / পরিমাণ) nowhere but (স্থান)** **Ex :** Nothing but consideration can bring peace.	**Only / alone** **Ex :** Only consideration can bring peace.
2	**Can not help + ing / can not but + base form** **Ex :** She cannot help crying hearing the news. Or, She cannot but cry hearing the news.	**Must / have to + verb এর মল form** **Ex :** She must cry hearing the news.
3	**Could not help + V^{ing}/ could not but + base form** **Ex :** She could not but laugh	**had to + verb** এর ম– ল **form** **Ex :** She had to laugh.
4	**Not only ---------- but also** **Ex :** He eats not only meat but also fish.	**Both --------- and/ besides** **Ex :** He eats both meat and fish. / He eats meat besides fish.
5	**There is / was no + noun + without** **Ex :** There is no girl without a soft heart.	**Every/ all + noun + have / has / had** **Ex :** Every girl has a soft heart.
6	**There is no + noun + but / who / which + verb** **Ex :** There is no teacher but wishes good for the students.	**Every/ all + noun + other verbs** **Ex :** Every teacher wishes good for the students.
7	**So ---------- that** **Structure :** Sub + verb + so + adj + that + sub + cannot /could not + verb. **Ex :** The problem was so hard that I could not solve it.	**Too----------to** **Structure :** Sub + verb + too + adj + for + sub as obj + to + verb. **Ex:** The sum was too hard for me to solve.
8	**No sooner had ---------- than** **Ex :** No sooner had I entered the room than the bell rang.	**As soon as** **Ex:** As soon as I entered the room, the bell rang.

Negative : *None but* God can help us.
Affirmative : *Only* God can help us.
Negative : I *can not but* go there.
Affirmative : I *must/have to* go there.
Negative : I *could not but* go there.
Affirmative : I *had to* go there.
Negative : *Not only* Rahim *but also* Karim came here.
Affirmative : *Both* Rahim *and* Karim came here.
Affirmative : *Besides* Rahim, Karim came here.
Negative : The lady *not only* ate mutton chop *but also* drank coffee.
Affirmative : The lady ate mutton chop *besides* drinking coffee.

holycrossrajshahi.com

Negative : There is no girl *without* the sense of motherhood.
Affirmative : *Every* girl *has* the sense of motherhood.
Negative : *There is no* mother *but* loves her child.
Affirmative : *Every* mother loves her child.

(ii) Antonym + negative/ affirmative

যেসব sentence এর কোনো শব্দের antonym ব্যবহার করা যায় সেক্ষেত্রে প্রশ্নানুযায়ী negative বা affirmative করে antonym ব্যবহার করতে হবে। যেমন :
He is honest. (Negative)
He is not dishonest.

কিছু বিপরীতার্থক শব্দের নমুনা

Word	Antonym
a few (কিছু)	many (অনেক)
a little (সামান্য)	much (অনেক)
absent (অনুপস্থিত)	present (উপস্থিত)
active (সক্রিয়)	inactive (নিষ্ক্রিয়)
agreed (সম্মত)	disagreed (অসম্মত)
all (affirmative) (সবই)	No (কেউ না)
all (negative) (সবই না)	some (কিছু)
always (affir) (সব সময়)	never (কখনো না)
always (negative) (সব সময় না)	sometimes (মাঝে মাঝে)
comfortable (স্বস্তিকর)	uncomfortable (অস্বস্তিকর)
doubtful (সন্দেহময়)	undoubtful/sure/ doubtless (সন্দেহমুক্ত)
formal (আনুষ্ঠানিক)	informal (অনানুষ্ঠানিক)
friend (বন্ধু)	foe (শত্রু)
good (ভাল)	bad (মন্দ)
grateful (কৃতজ্ঞ)	ungrateful (অকৃতজ্ঞ)
happy (সুখী)	unhappy (অসুখী)
hard (কঠিন)	easy (সহজ)
healthy (স্বাস্থ্যকর)	unhealthy (অস্বাস্থ্যকর)
honest (সৎ)	dishonest (অসৎ)
honesty (সততা)	dishonesty (অসততা)
honour (সম্মান)	dishonour (অসম্মান)
literate (শিক্ষিত)	illiterate (অশিক্ষিত)
love (ভালোবাসা)	hate (ঘৃণা করা)
moral (নৈতিক)	immoral (অনৈতিক)
mortal (মরণশীল)	immortal (অমরণশীল)
obedient (বাধ্যগত)	disobedient (অবাধ্যগত)
obey (মান্য করা)	disobey (অমান্য করা)
ordinary (সাধারণ)	extraordinary (অসাধারণ)
patriot (দেশ প্রেমিক)	traitor (দেশদ্রোহী)
pious (ধার্মিক)	impious (অধার্মিক)
pleasant (প্রীতিকর)	unpleasant (অপ্রীতিকর)
pleased (সন্তুষ্ট)	displeased (অসন্তুষ্ট)
possible (সম্ভব)	impossible (অসম্ভব)
punctual (সময়নিষ্ঠ)	late (দেরি)
real (প্রকৃত)	unreal (অপ্রকৃত)
regular (নিয়মিত)	irregular (অনিয়মিত)
remember (স্মরণ করা)	forget (ভুলে যাওয়া)
responsible (দায়িত্বশীল)	irresponsible (দায়িত্বহীন)
rich (ধনী)	poor (গরীব)
right (সঠিক)	wrong (ভুল)
sincere (আন্তরিক)	insincere (আন্তরিকতাহীন)
solvent (স্বচ্ছল)	insolvent (অস্বচ্ছল)
very (খুব)	less (কম)
willing (ইচ্ছুক)	unwilling (অনিচ্ছুক)
wise (জ্ঞানী)	unwise (মূর্খ)
lazy (অলস)	industrious (পরিশ্রমী)
honour (সম্মান)	dishonour (অসম্মান)

(iii) interrogative + প্রশ্নানুযায়ী negative/affirmative

Universal truth sentence/ বা যেসব sentence কোনো ভাবেই পরিবর্তন সম্ভব হচ্ছে না সেক্ষেত্রে Affirmative interrogative দেয়া থাকলে তা পরিবর্তন করে Negative assertive এবং Affirmative assertive দেয়া থাকলে তা পরিবর্তন করে Negative interrogative করতে হবে।
Assertive : The earth moves round the sun.
Interrogative : Doesn't the earth move round the sun?

Practice

D. Transform the following sentences as directed.
(a) You must study attentively. (Negative) *[JSC '12]*
(b) The old man was unable to carry the load. (Negative) *[JSC '11]*
(c) He was present in the meeting. *[JSC '10]*
(d) This is a fact. (Negative) *[DZ '09]*
(e) You must obey your parents. (Negative) *[MZ '09]*
(f) Samir is a regular student. (Negative) *[RZ '09]*
(g) Every mother loves her child. (Negative) *[RangZ '09]*
(h) Every teacher loves his students. (Negative) *[CZ '09]*
(i) As soon as the thief saw the police, he ran away. (Negative) *[SZ '09]*
(j) Every teacher loves his students. (Negative) *[SZ '07]*

E. Transform the following sentences as directed.
(a) I shall never forget you. (Affirmative) *[CZ '09]*
(b) No one could deny that she was pretty. (Affirmative) *[CtgZ '09]*
(c) He has nothing but a few friends. (Affirmative) *[KZ '09]*
(d) None but Allah can help us. (Affirmative) *[BZ '09]*
(e) The problem was so difficult that we could not solve. (Affirmative) *[MZ '08]*
(f) No sooner had he seen the bear than he ran away. (Affirmative) *[RZ '08]*
(g) Man cannot help obeying some social rules. (Affirmative) *[CZ '08]*
(h) There is no mother but loves her child. (Affirmative) *[CtgZ '08]*
(i) No one could deny that she was pretty. (Affirmative) *[DZ '07]*
(j) I shall never forget him. (Affirmative) *[DZ '07]*

Assertive ✶ Interrogative

Assertive থেকে Interrogative : সাধারণত Assertive Sentence কে interrogative করার জন্য প্রদত্ত বাক্যের (প্রথম) auxiliary verb টি subject এর পরে আনতে হবে। আর যদি auxiliary verb না থাকে তবে do/does/did অতিরিক্ত এনে subject এর পরে বসাতে হবে এবং মূল verb টির base form হবে।
Example :

1. He is swimming in the pond. **(Interrogative)**
Is he swimming in the pond?
2. He goes to school every day. **(Interrogative)**
Does he go to school everyday?
আবার Interrogative থেকে Assertive করতে হলে subject এর প– র্বের auxiliary verb টি পরে রাখতে হয়। তবে do/does/did থাকলে তা বাদ যায় এবং সে অনুযায়ী verb এর পরিবর্তন হয়।
1. Is he reading a book? (**Assertive**)
He is reading a book.
2. Does he play football? (**Assertive**)
He plays football.
কিন্তু এভাবে পরিবর্তন করলে sentence এর অর্থ ঠিক থাকে না। যেহেতু Transformation of sentence এর ক্ষেত্রে অর্থ পরিবর্তন না করেই sentence এর Structure পরিবর্তন করতে হয় তাই আমরা দুটি নিয়ম অনুসরণ করি।

(i) নির্দিষ্ট শব্দ পরিবর্তন
(ii) প্রশ্নানুযায়ী assertive/ Interrogative + Negative/ affirmative

(i) নির্দি□ শ□ পরিবর্তন

Interrogative থেকে Assertive

1. Who + Affirmative verb যুক্ত interrogative sentence কে assertive করার জন্য None/No one/Nobody লিখতে হবে।
Who believes a lair? (Assertive)
Nobody believes a lair.
2. Who + Negative verb যুক্ত interrogative sentence কে assertive করার জন্য Everyone/Everybody বসাতে হবে এবং বাক্যটি affirmative হবে।
Who does not like flowers? (Assertive)
Everyone/Everybody likes flowers.

Assertive থেকে Interrogative :

ঠিক একইভাবে Assertive থেকে Interrogative করতে বললে None/ Nobody এর পরিবর্তে Who + affirmative verb বসবে এবং Everyone/ Everybody এর পরিবর্তে Who + negative verb বসবে।

1. Nobody cares him. (Interrogative)
Who cares him?
2. Everybody loves him. (Interrogative)
Who does not love him?
3. Who does not want to be happy? (Assertive) *[RangZ '09]*
Everybody wants to be happy.

(ii) প্রশ্নানুযায়ী Assertive/Interrogative + Negative/ affirmative

নির্দিষ্ট শব্দগুলো (Who/ Nobody/ Everybody) না থাকলে সেক্ষেত্রে প্রশ্নানুযায়ী Assertive বা Interrogative করাতে হবে এবং একই সাথে Sentence টি negative থাকলে Affirmative বা Affirmative থাকলে negative করতে হবে।

1. He does not read attentively. (Interrogative)
Does he read attentively?
2. The earth moves round the sun. (Interrogative)
Doesn't the earth move round the sun?
3. Does he play regularly? (Assertive)
He does not play regularly.
4. Doesn't she sing sweet? (Assertive)
She sings sweet.

Practice

F. Transform the following sentences as directed.
(a) Nobody can challenge me. (Interrogative) *[JSC '12]*
(b) Everybody hates a liar. (Interrogative) *[JSC '11]*
(c) There is no room in the bench. (Interrogative) *[JSC '10]*
(d) Everybody wants to be rich. (Interrogative) *[DZ '09]*
(e) Smoking is a bad habit. (Interrogative) *[MZ '09]*
(f) Nobody trusts a liar. (Question) *[CZ '09]*
(g) The boy did his best. (Interro-negative) *[CtgZ '09]*
(h) Everyone wishes to be happy. (Interrogative) *[KZ '09]*
(i) Everybody wants to be happy. (Interrogative) *[BZ '09]*
(j) There is no use of this law. (Interrogative) *[DZ '08]*

Assertive থেকে Exclamatory

Verb এর পরের অংশ + verb এর প– র্বের অংশ। very/great থাকলে তা বাদ যাবে।
She looks very beautiful. (Exclamatory)
- How beautiful she looks!
  She is a very nice girl. (Exclamatory)
- What a nice girl she is!

ল□ণীয় : adjective/adverb এর প– র্বে How বসে কিন্তু noun/noun phrase এর প– র্বে what বসে। অবশ্য What এর পরিবর্তে Howও বসানো যায় সেক্ষেত্রে article টি noun এর সাথে বসাতে হবে।

1. Ruplal runs very fast (Exclamatory)
- How fast Ruplal runs!
  adjective

2. Dido is a very interesting man.
- What an interesting man Dido is!
  Noun Phrase

How interesting a man Dido is!

Practice

G. Transform the following sentences as directed.
(a) It is a matter of joy that we have won the game. (Exclamatory) *[JSC '12]*
(b) Cricket is a very exciting game. (Exclamatory) *[JSC '11]*
(c) I wish I were a child again. (Exclamatory) *[JSC '10]*
(d) The flowers are very charming. (Exclamatory) *[DZ '09]*
(e) He is very lucky. (Exclamatory) *[RZ '09]*
(f) The peasantry of our country lead a most unhappy life. (Exclamatory) *[CtgZ '09]*
(g) The cuckoo sings very sweetly. (Exclamatory) *[SZ '09]*
(h) I wish I could be a child again. (Exclamatory) *[DZ '08]*
(i) I wish I had the wings of a dove. (Exclamatory) *[MZ '08]*

Exclamatory থেকে Assertive

Rule–1 :
Exclamatory Sentence-কে Assertive করতে হলে গঠন হবে :
Subject + Verb (a/an) great, very + Adjective +

holycrossrajshahi.com

বাকি অংশ। যেমন :

Exclamatory : What a fine bird it is!
Assertive : It is a very fine bird.
Exclamatory : What a fool he is!
Assertive : He is a great fool.
Exclamatory : How beautiful the sight is!
Assertive : The sight is very beautiful.

Rule–2 :

Hurrah যুক্ত Exclamatory Sentence-কে Assertive করতে হলে Hurrah-এর পরিবর্তে it is a matter of joy that বসে। যেমন :

Exclamatory : Hurrah! we have won the game.
Assertive : It is a matter of joy that we have won the game.

Practice

H. Transform the following sentences as directed.

(a) If I were a king! (Assertive) *[MZ '09]*
(b) Fie! You are a cheat. (Assertive) *[RangZ '09]*
(c) What a lonely garden it is! (Assertive) *[SZ '09]*
(d) What a nice plan it is! (Assertive) *[KZ '09]*
(e) Alas! He has failed. (Assertive) *[DZ '08]*
(f) What a miserable life he leads! (Statement) *[RZ '08]*
(g) How nice the bird is! (Assertive) *[RangZ '08]*
(h) Hurrah ! We have won the game. (Assertive) *[CtgZ '08]*

Assertive থেকে Imperative

Rule–1 :

Assertive Sentence- এর Subject টি You হলে Imperative করতে হলে প্রদত্ত Sentence-টির You থেকে ম– ল Verb-এর প– র্ব পর্যন্ত বাদ যাবে + Verb-এর Base form + প্রদত্ত verb-এর পরের অংশ। যেমন :

Assertive : You should do the work.
Imperative : Do the work.

- না-বোধক হলে Imperative করার সময় প্রথমে do not লিখে নিতে হবে। যেমন :

  Assertive : You should not go out.
  Imperative : Do not go out.
- Assertive Sentence টিতে Never থাকলে প্রথমে never লিখে নিতে হবে। যেমন :

  Assertive : You should never tell a lie.
  Imperative : Never tell a lie.
- Assertive Sentence টিতে requested থাকলে প্রথমে please লিখে নিতে হবে। যেমন :

  Assertive : You are requested to come.
  Imperative : Please, come.

Rule–2 : Subject যদি first person অথবা third person হয় তাহলে Let-এর সাথে প্রদত্ত Sentence টির Subject এর Objective form এবং ম– ল Verb-টি বসবে। যেমন :

Assertive : He wants to play cricket.
Imperative : Let him play cricket.

Practice

I. Transform the following sentences into Imperative.

(a) We help one another. *[JSC '12]*
(b) We shall never tell a lie.
(c) You ought to obey your parents.
(d) He wants to play football.
(e) We should go out.
(f) She wants to go out.
(g) You should think before you leap. *[CtgZ '09]*
(h) We should take care of our health. *[SZ '09]*
(i) We should settle the dispute. *[RZ '08]*
(j) We do not hate the poor. *[CZ '08]*

Assertive থেকে Optative

Rule : Assertive থেকে Optative করার ক্ষেত্রে প্রদত্ত Sentence-টির প্রথমে may পরে Subject এবং অতঃপর ম– ল Verb বসে। কোনো Auxiliary Verb থাকলে তা উঠে যায়। যেমন :

Assertive : You will prosper in life.
Optative : May you prosper in life.
Assertive : Our president will live long.
Optative : May our president live long.

Practice

J. Transform the following sentences into Optative.

(a) God may bless you
(b) You may prosper in life
(c) God may grant you a long life.
(d) You may have a prosperous journey.
(e) Bangladesh may live long.

Segment–3 Voice

Presentation

Customer : *Are vegetables sold here?*
Grocer : *Yes! We sell vegetables here.*
Customer : *Do you sell sugar?*
Grocer : *No, sugar is not sold here.*



উপরের We sell vegetables here বাক্যটিতে দেখা যা" ছ We শব্দটি বাক্যের Subject এবং vegetables বিক্রির কাজটি করেছে We। অর্থাৎ We হলো doer of the action। আবার, Vegetables শব্দটি বাক্যে object এবং এটার উপর কাজটি করা হয়েছে। অর্থাৎ এটা receiver (গ্রহণকারী) of the action.কিন্তু সব সময় আমরা এভাবে বাক্য গঠন করি না। মাঝে মাঝে doer কে বাক্যের subject না করে receiver কে subject করা হয়। আর এভাবে উপরের বাক্যটিকে বললে বাক্যটি হতো :

Vegetables are sold here (by us).

এখন দেখা যা" ছ এ পরিবর্তনের ফলে বাক্যের অর্থগত পরিবর্তন হয়নি। শুধু structure (গঠন) পরিবর্তন হয়েছে। আর সে পরিবর্তনগুলো হলো :

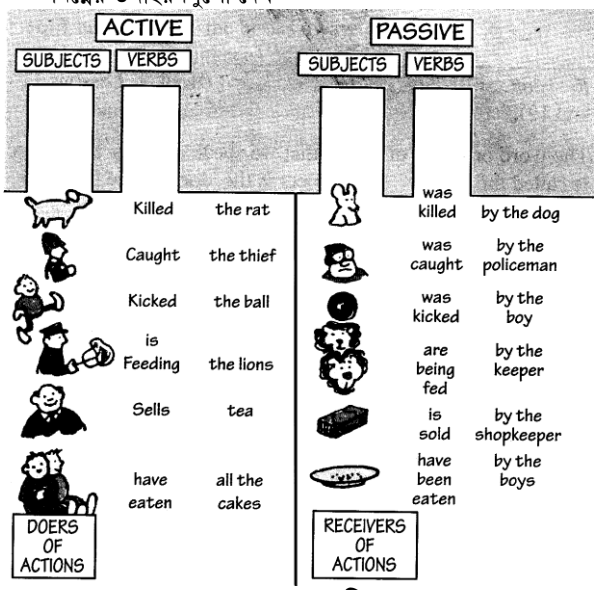
(i) receiver টি subject হয়েছে
(ii) সাহায্যকারী verb এর পর অতিরিক্ত একটি 'be' verb বসানো হয়েছে।
(iii) ম– ল verb টির past participle করা হয়েছে
(iv) by যোগে doer টি বসানো হয়েছে।

এভাবে আমরা বলতে পারি doer যখন Sentence এর Subject থাকে তখন তাকে Active Voice বলে। এবং Receiver যখন Sentence এর Subject হয় তখন তাকে Passive Voice বলে।

Rule–1 : সাধারণ নিয়ম :

Structure : Receiver + সাহায্যকারী verb (যদি থাকে) + অতিরিক্ত be verb + ম– ল verb এর past participle + বাকী অংশ + by যোগে doer.

নিম্নের উদাহরণগুলো দেখ



Rule–2 : Person ব্যবহারের নিয়ম :

pronoun-এর subject ও object form ভিন্ন। তাই pronoun এর subject ও object form শিখতে হবে। নিচের ছকটি লক্ষ কর।

Person		*Subject*	*Object*
First	singular	I	me
	plural	we	us
Second	singular	you	you
	plural	you	you
Third	singular	he/ she/it	him/ her/it
	plural	they	them

Example: I gave *him* a pen.
He was given a pen by **me**.

সাহায□কারী verb গুলো হল :

Principal auxiliary :
am, is, are, was, were, have, has, had (বাক্যে আছে বা ছিল অর্থে যখন ব্যবহৃত হয় তখন এগুলো ম– ল verb) do, does, did (না বোধক বা প্রশ্নম– লক বাক্য গঠনে ব্যবহৃত হলে)

Modal auxiliary :
can, could, may, might, mul, shall, should, will, would, had to, ought to, is going to
Semi-modals: need, dare, used

Rule–3 : অতিরি□ be verb-এর ব□হার :

অতিরি□ be verb-টি বসাবার সবচেয়ে সহজ উপায় :
⦿ প্রদত্ত বাক্যে যদি have to, going to; এবং modal auxiliary থাকে তবে অতিরিক্ত be verb-টি অপরিবর্তিত বসে
⦿ প্রদত্ত বাক্যে যদি be verb (be, been, am, is, are, was, were) থাকে তবে অতিরিক্ত be verb-টি being হবে
⦿ প্রদত্ত বাক্যে যদি have, has, had থাকে তবে অতিরিক্ত be verb-টি been হবে
⦿ কোনো সাহায্যকারী verb না থেকে যদি ম– ল verb-টি present হয় অতিরিক্ত be verb-টি am/is/are হবে এবং ম– ল verb-টি যদি past হয় তবে অতিরিক্ত be verb-টি was/ were হবে।

Active	**Passive**
They **write** a letter.	A letter **is written** by them.
এখানে ম– ল verb write এবং verb টি যেহেতু present form এ আছে তাই অতিরিক্ত be verb-টি present form গ্রহণ করে is হয়েছে।	
They **are** writing a letter.	A letter is **being written** by them.
এখানে are থাকায় অতিরিক্ত be verb-টি being হয়েছে।	
They **have** written a letter.	A letter has **been written** by them.
এখানে have থাকায় অতিরিক্ত be verb-টি been হয়েছে।	
They have **been** writing a letter.	A letter has been **being written** by them.
এখানে been থাকায় অতিরিক্ত be verb-টি being হয়েছে।	
They **wrote** a letter.	A letter **was written** by them.
এখানে ম– ল verb wrote এবং verb টি যেহেতু past form এ আছে তাই অতিরিক্ত be verb-টি was হয়েছে।	
They **should** write a letter.	A letter should **be written** by them.
এখানে should থাকায় অতিরিক্ত be verb-টি be হয়েছে।	
They are **going to** write a letter.	A letter is going to **be written** by them.
এখানে going to থাকায় অতিরিক্ত be verb-টি be হয়েছে।	

Practice

K Choose the correct form of the verb to fill in the blanks.

1. My jacket ___
a. has washed.
b. has been washed.

2. My sister — my jacket.
a. has washed
b. has been washed

3. The tree ___
a. is felling.

holycrossrajshahi.com

b. is being felled.

4. The room ___
a. locked.
b. was locked.

5. Rina ___
a. invited
b. was invited

6. The work ___
a. will do
b. will be done

7. The painter ___
a. was painting.
b. was being painted.

8. She ___ chocolates.
a. love
b. loves
c. is loved

9. The books ___
a. was torn.
b. tore.
c. were torn.

10. This exercise ___
a. must do.
b. do.
c. must be done.

L. Use appropriate 'be' verb in the blanks.

1. The cat chased the mouse.
The mouse ___ chased by the cat.

2. Marry hit the ball.
The ball __ hit by Marry.

3. A powerful engine pulled the train.
The train __ pulled by a powerful engine.

4. We should take measures to prevent water pollution.
Measures should __ taken to prevent water pollution by us.

5. Traders open fresh account book.
Fresh account book __ opened by traders.

6. They could also see a young boy of about their own age.
A young boy of about their own age could ___ seen by them.

7. The angel was writing the names of the persons.
The names of the persons were ___ written by the angel.

8. The woman was holding a baby in her arms.
A baby was ___ held by the woman in her arms.

9. I could tell them all.
They could ___ told all by me.

10. The Headmaster asked me my name.
I ___ asked my name by the Headmaster.

M. Use appropriate 'verb with be' in the blanks.

1. She wore a nice dress.
A nice dress___ by her.

2. Fortune favours the brave.
The brave ___ favoured by fortune.

3. I am going to open a bank account.
A bank account ___ opened by me.

4. I shall do everything.
Everything ___ by me.

5. I saw him go.
He ___ to go by me.

6. He looks after the orphan.
The orphan ___ by him.

7. The storm has uprooted a lot of trees.
A lot of trees ___ uprooted by the storm.

8. I know him.
He ___ to me.

9. They are going to dig a canal.
A canal ___ by them.

10. He did many things for me.
Many things ___ for me by him.

11. He has lost his book.
His book ___ by him.

12. Everyone shall blame us.
We ___ by everyone.

13. Moni has to do the work.
The work ___ by Moni.

Rule–4 : <u>Receiver/ Object চেনার উপায়:</u>

ম– ল verb-এর পরের noun/pronoun হল Object। verb-কে কাকে/কি/কারা দিয়ে প্রশ্ন করলে Object পাওয়া যায়। তবে ম– ল verb এর পরে যদি participle (ing যুক্ত/ ed যুক্ত) বা infinitive (to+verb) বা preposition (বিশেষ করে of) যুক্ত কোনো অংশ থাকে তখন পুরো অংশটাই subject হিসেবে ব্যবহার করতে হবে।

ing যু□:

Active : He knows a boy **reading at Dhaka University**.
Passive : A boy reading at Dhaka University is known to him.

ed যু□:

Active : I bought a shirt **made in China**.
Passive : A shirt made in China was bought by me.

Preposition যু□:

They entertained the guests **of the bridal party** heartily.
The guests of the bridal party were entertained heartily by them.

Rule–5 :

<u>Extension (modifier of verb) চেনার উপায়:</u>

verb-এর কাজ কোথায়/ কখন/ কিভাবে/ কেন হল ---- এমন তথ্য প্রকাশক শব্দ বা শব্দসমষ্টি হলো extension।

Active: I found a man **in the field**.
Passive: A man was found in the field by me.
Active: We make fire **to cook food**.
Passive: Fire is made to cook food by us.

Rule–6 :

*** একটি বাক্যে দুটো (object of verb) থাকলে:-**

(a) Indirect object (অর্থাৎ প্রাণী/ব্যক্তিবাচক) কে subject করা শ্রেয়।

Active: I gave him a book

Passive: He was given a book by me.

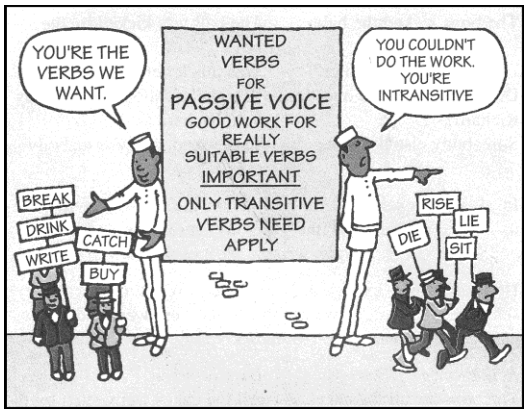
(b) অন্য object টিও subject হতে পারে, তবে এক্ষেত্রে direct object এর প– র্বে অর্থানুসারে অতিরিক্ত to/for বসাতে হবে।

Active : I gave him a book.
Passive : A book was given to him by me.
Active : I bought him a book
Passive : A book was bought for him by me.
Active : The old man wants money.
Passive : Money is wanted by the old man.
Active : They were digging a canal.
Passive : A canal was being dug by them.
Active : He will have done the work.
Passive : The work will have been done by him.
Active : They ran a race.
Passive : A race was run by them.
Active : You kept me waiting.
Passive : I was kept waiting by you.
Active : Panic seized the young writer.
Passive : The young writer was seized with panic.
Active : I saw him going across the field.
Passive : He was seen going across the field by me.
Active : He has not broken the axe-handle.
Passive : The axe-handle has not been broken by him.
Active : We ought to obey our parents.
Passive : Our parents ought to be obeyed by us.
Active : You must not drive the car.
Passive : The car must not be driven by you.
Active : The orange tastes sour.
Passive : The orange is sour when it is tasted.

Note to Remember :

একমাত্র Transitive Verb অর্থাৎ যার Object থাকে তাকেই Passive Voice করা যায়। Intransitive verb এর passive voice হয় না।

Active : It happened yesterday.
Passive : ~~It was happened yesterday.~~
Active : The man died yesterday.
Passive : ~~The man was died yesterday.~~



Rule–7 : Active Voice এ দ্বিতীয় verb-টির প– র্বে যদি to না থাকে তবে passive করার সময় to টি লিখতে হবে। (active voice এর ক্ষেত্রে সাধারণত: need, bid, dare, make, hear, feel, know, behold, watch প্রভৃতি verb এর পরবর্তী verb টির প– র্বে to উহ্য থাকে)

He made me **go**. (এখানে ২য় verb হলো go এবং এর প– র্বে কোনো to নেই। কিন্তু passive করার সময় অবশ্যই to টি লিখতে হবে।)

I was made **to go** by him.

উল্লেখ্য: 'let' verb এর পরবর্তী verb এর প– র্বে কোনো সময় to বসে না।

Active : He **let** me **do** the work.
Passive : I was **let do** the work by him.
Active : We heard her sing a song.
Passive : She was heard to sing a song by us.
Active : We watched him play in the field.
Passive : He was watched to play in the field by us.
Active : They beheld a bright star shine in the sky.
Passive : A bright star was beheld to shine in the sky by them.

Rule–8 : Reflexive object এর ক্ষেত্রে doer কে object বা receiver কে subject করার প্রয়োজন নেই। self/selves যুক্ত pronoun কে reflexive pronoun বলে। (myself, themselves)

Active : He killed **himself**.
Passive : He was killed by **himself**.
Active : She fans herself.
Passive : She is fanned by herself.
Active : She feeds herself.
Passive : She is fed by herself.
Active : He cut himself.
Passive : He is was cut by himself.
Active : The man repented himself.
Passive : The man was repented by himself.

Rule–9 : কিছু কিছু verb আছে যাদের পর by না বসে অন্য preposition বসে। মনে রাখবে, agent এর প– র্বে by এবং instrument এর প– র্বে with বসে।

known to, pleased with (person), pleased at (thing), annoyed with (person), annoyed at (thing), shocked at, surprised at, seized with, relieved of, made up of, filled with, vexed at

Active : I know the boy.
Passive : The boy is known to me.
Active : His behaviour surprised me.
Passive : I was surprised at his behavior.
Active : The news shocked him.
Passive : He was shocked at the news.
Active : Light filled the room.
Passive : The room was filled with light.
Active : Panic seized the writer.
Passive : The writer was serized with panic.

Note to Remember :

✍ যে ব্যক্তি/ প্রাণী/ প্রাকৃতিক শক্তি কাজ করে তাকে agent বলে।
✍ যার সাহায্যে কাজ করা হয় তাকে instrument বলে।

The room was decorated by $\frac{\text{me}}{\text{agent}}$ with $\frac{\text{flowers}}{\text{instrument}}$

Interrogative Sentence

Rule–10 :

Interrogative sentence-কে প্রথমে assertive-এ রূপান্ত্র করে নিতে হবে। এর পরে ঐ রূপান্ত্রিত assertive sentence-কে passive করা যায়। সর্বশেষে,

holycrossrajshahi.com

প্রথম auxiliary verb-কে subject এর প– র্বে লিখতে হবে।

Active: Have you eaten rice?
(Active Assertive: You have eaten rice.)
(Passive Assertive : Rice has been eaten by you.)
Passive : Has rice been eaten by you?
Active : Are you doing the work?
(Active Assertive : You are doing the work.)
(Passive Assertive : The work is being done by you.)
Passive : Is the work being done by you?
Active : Was he doing the sum?
(Active Assertive : He was doing the sum.)
(Passive Assertive : The sum was being done by him.)
Passive : Was the sum being done by him?

NB: উপর্যুক্ত ব্রাকেটের বাক্য দুটিকে উত্তরপত্রে লেখা যাবে না। প্রয়োজনবোধে খসড়া করে নিতে হবে। আরও কিছু উদাহরণ লক্ষ কর:

Example 1:
Active: Does he play football?
(Active Assertive: He plays football.)
(Passive Assertive: Football is played by him.)
Passive: Is football played by him?

Example 2:
Active: Did he play football?
(Active Assertive: He played football.)
(Passive Assertive: Football was played by him.)
Passive: Was football played by him?

do/ does/ did থাকলে তা বাদ যাবে। did থাকলে verb-টি past হবে।

Rule–11 :

যদি শুর" তে which+ noun/ how many+ noun/ who/ what/when/ where/ why থাকে এবং এগুলো ও ম– ল verb এর মাঝে যদি কোনো subject থাকে তবে এগুলো বাক্যে object হিসেবে আছে। প্রথমে sentence-টি কে assertive করতে হবে এবং passive voice করতে হবে। মনে রাখবে, whom থাকলে who হবে।

Example 1:
Active: Whom did you want now?
(Active Assertive: You wanted **whom** now.)
Passive: Who were wanted now by you?
do/ does/ did থাকলে তা বাদ যাবে। did থাকলে verb-টি past হবে। does থাকলে verb এর সাথে s/es ধরতে হবে।

Example 2:
Active: What are they reading in the morning?
(Active Assertive: They are reading **what** in the morning.)
Passive: What is being read in the morning by them?
do/ does/ did থাকলে তা বাদ যাবে। did থাকলে verb-টি past হবে। does থাকলে verb এর সাথে s/es ধরতে হবে।

Example 3:
Active: How many boys has he rebuked in the class?
(Active Assertive: He has rebuked **how many boys** in the class.)
Passive: How many boys have been rebuked in the class by him?

NB: উপর্যুক্ত ব্রাকেটের বাক্য দুটিকে উত্তরপত্রে লেখা যাবে না। প্রয়োজনবোধে খসড়া করে নিতে হবে।

Rule–12 :

যদি শুর" তে which+noun/ how many+ noun/ who/ what থাকে এবং এর পর যদি সরাসরি ম– ল verb থাকে তবে এগুলো বাক্যে subject হিসেবে আছে এবং তাই assertive করে নেয়ার দরকার নেই; সরাসরি passive voice করতে হবে। সর্বশেষে, by + wh word ও auxiliary verb-কে subject এর প– র্বে লিখতে হবে। মনে রাখবে, by who না হয়ে by whom হবে।

Example 1:
Active: Who is calling you?
(Passive Assertive: You **are** being called **by whom**.)
Passive: By whom are you being called?

Example 2:
Active: What pains me?
(Passive Assertive: I **am** pained **by what**.)
Passive: By what am I pained?

Example 3:
Active: How many people have asked you?
(Passive Assertive: You **have** been asked **by how many people**.)
Passive: By how many people have you been asked?

NB: উপর্যুক্ত ব্রাকেটের বাক্য দুটিকে উত্তরপত্রে লেখা যাবে না। প্রয়োজনবোধে খসড়া করে নিতে হবে।

More Examples :
Active : Who broke the glass?
Passive : By whom was the glass broken?
Active : What do you want?
Passive : What is wanted by you?
Active : Whom do you prefer?
Passive : Who is preferred by you?
Active : Where did you find these fishes?
Passive : Where were these fishes found by you?
Active : Did the old sailor kill the albatross?
Passive : Was the albatross killed by the old sailor?
Active : Will you buy a pen?
Passive : Will a pen be bought by you?

Practice .....

N. Change the following sentences into passive form.

1. Do you play football?	**27.** Who was blowing the pipe?
2. Did the boy catch a bird?	**28.** Whom did you meet?
3. Does she write a letter?	**29.** Whom has he seen in the room?
4. Don't you like tea?	**30.** Whom are they calling?
5. Doesn't Rumi prepare her lesson regularly?	**31.** Whom do you want?
6. Didn't Lucy sing a song?	**32.** Whom did you give the book?

7. Will they help the poor?
8. Shall I catch a fish?
9. Is he doing the work?
10. Are they making a noise in the class?
11. Has he taken the book from the table?
12. Were you calling me?
13. Have they made him captain?
14. Can I help you?
15. Haven't they finished the work?
16. Will he be reading a book?
17. Wasn't he drawing a picture?
18. Isn't he painting a picture?
19. Who is helping her?
20. Who called me?
21. Who has made the cage?
22. Who saw the bird?
23. Who has broken the glass?
24. Who teaches you English?
25. Who will drive the car?
26. Who will be reading the book?
33. Whom will he teach?
34. Whom did you lend the money?
35. What does he want?
36. What did he do yesterday?
37. What are you reading?
38. What will you read?
39. What has he seen?
40. Which book do you want?
41. Which pen has he bought?
42. Which people did she like?
43. When will you return the book?
44. When did you meet him?
45. Where did you find him?
46. Do you know them?
47. Who is helping her?
48. Which pen has he bought?
49. Does he speak English?
50. Whom are you talking to?

Imperative Sentence

Rule–13 :

Let + object/ receiver টি subject + অতিরিক্ত be verb + ম– ল verb এর past participle + বাকী অংশ+ (by যোগে subject/ doer টি object)

Active : Write the letter without delay.
Passive : Let the letter be written without delay (by you).

✍ বাক্যটি negative হলে do not বাক্য থেকে বাদ দিয়ে let not লিখতে হয় আর বাক্যে never থাকলে, শব্দটি be verb এর পরে যাবে।

Active : Do not tell a lie.
Passive : Let not a lie be told.
Active : Never tell a lie
Passive : Let a lie be never told.
Active : Post the letter.
Passive : Let the letter be posted.
Active : Always speak the truth.
Passive : Let the truth be always spoken.
Active : Do not speak ill of otehrs.
Passive : Let not ill of others be spoken.

Rule–14 :

ম– ল verb + indirect object/ ব্যক্তিবাচক object (me, us, you ইত্যাদি) / + direct object (বস্তুবাচক) এর ক্ষেত্রে:

Let + direct object (বস্তুবাচক) + 'be' verb + ম– ল verb এর Past Participle + to/for যোগে indirect object (ব্যক্তি বাচক)

Active : Ask me a question
Passive : Let a question be asked to me.
Active : Buy me a shirt.
Passive : Let a shirt be bought for me.
Active : Give me the grammar book.
Passive : Let the grammar book be given to me.
Active : Lend me your bicycle.
Passive : Let your bicycle be lent to me.
Active : Bring him the book.
Passive : Let the book be brought for him.

Rule–15 :

Let + ব্যক্তিবাচক object + verb যুক্ত বাক্যের ক্ষেত্রে

Let + ম– ল verb এর object + অতিরিক্ত 'be' verb + ম– ল verb এর Past Participle + বাকী অংশ + by যোগে ম– ল verb এর subject

Active : Let me do the work.
Passive : Let the work be done by me.
Active : Let him tell the truth.
Passive : Let the truth be told by him.
Active : Let us play football.
Passive : Let football be played by us.
Active : Let him post the letter.
Passive : Let the letter be posted by him.
Active : Let her sing a song.
Passive : Let a song be sung by her.

Practice .....



O. Change the following sentences into passive form.

1. Tell him to go.
2. Let them call in a doctor.
3. Post the letter.
4. Shut the door.
5. Don't make a noise.
6. Ring the bell.
7. Bring the book.
8. Please help me.
9. Take care of your health.
10. Look after your parents.
11. Pluck me a flower.
12. Buy a shirt for me.
13. Don't ask me the question.
14. Choose the best answer.
15. Don't play football at noon.
16. Don't kick the ball.
17. Go away with it.
18. Let me write a letter.
19. Let him do the work.
20. Never tell a lie.
21. Always speak the truth.
22. Never trust a false friend.
23. Give the order.
24. Pen through the word.
25. Do not laugh at the poor.

Some special structures

Rule–16 :

Clause object:

কোনো verb-এর object যদি clause হয় তবে ঐ clause-কে subject হিসেবে প্রথমে আনতে হবে এবং উভয় clause-এর voice change করতে হবে।

holycrossrajshahi.com

Active : We must endure what we cannot cure.
Passive: What cannot be cured must be endured.
Active : We believe that the earth moves round the sun.
Passive : It is believed that the earth moves round the sun.
তবে that clause-কে প্রথমে আনা যায় না এবং প্রথম অংশ it is/was + verb^3 হবে।
Active : We thought that he was the right man for the job.
Passive : It was thought that he was the right man for the job.
Active : The newspapers say that his company is in trouble.
Passive : It is said that his company is in trouble.
Active : Everybody thought that he was a spy.
Passive : It was thought that he was a spy.

Rule–17 :

It is/ was time + infinitive:
It is/was time এর পর infinitive-এর পরিবর্তে that + infinitive এর object-টি subject হবে + অতিরিক্ত should be + verb-এর 3rd form
Active : It is time to do the work.
Passive : It is time that the work should be done.
অথবা, It is/was time এর পর for + infinitive এর object-টি subject হবে + অতিরিক্ত to be + verb-এর 3rd form
Active : It is time to do the work.
Passive : It is time for the work to be done.
Active : It is time to say the prayer.
Passive : It is time for the prayer to be said.
Active : It is time to watch the movie.
Passive : It is time for the movie to be watched.
Active : It is time to take execise.
Passive : It is time for exercise to be taken.

Rule–18 :

It is/ was + adjective + infinitive:
It is/was +adjective + infinitive-এর পরিবর্তে that + infinitive এর object-টি subject হবে + অতিরিক্ত should be + verb-এর 3rd form
Active : It is necessary to call in a doctor.
Passive : It is necessary that a doctor should be called in.
অথবা, It এর পরিবর্তে infinitive এর object-টি বসবে; to এর পর be বসবে এবং verb-এর 3rd form বসবে; অন্য কোনো পরিবর্তন হবে না।
Active : It is necessary to call in a doctor.
Passive : A doctor is necessary to be called in.
Active : It is useful to take exercise.
Passive : Exercise is useful to be taken.
Active : It is essential to eat a balanced diet.
Passive : A balanced diet is essential to be eaten.
Active : It is important to learn English.
Passive : English is important to be learnt.
Active : It is urgent to eradicate dowry.
Passive : Dowry is urgent to be eradicated.

Rule–19 :

Quasi passive (taste, feel, smell, sound-এ জাতীয় verb থাকে) বাক্যের ক্ষেত্রে শুধু ম– ল verb-টির 3rd form এবং এর প– র্বে একটি অতিরিক্ত be verb বসবে।
Active : Green mangoes taste sour.
Passive : Green mangoes **are tasted** sour.
Active : The book is printing.
Passive : The book **is being printed**.
অথবা, Complement থাকলে প্রদত্ত অংশের verb-টির পরিবর্তে be verb বসবে এবং when/ if যুক্ত একটি অতিরিক্ত clause বসিবে ও করা যায়।
Active : Green mangoes taste sour.
Passive : Green mangoes **are** sour when/ if (they are) tasted.
Active : The bed feels soft.
Passive : The bed is soft when it is felt.
Active : The beli smells sweet.
Passive : The beli is sweet when it is smelt.
Active : The music sounds melodious.
Passive : The music is melodious when it is sounded.

Rule–20 :

Verb+object+infinitive: (to+verb-কে infinitive বলে) object-এর পর infinitive থাকলে আমরা সাধারণত infinitive অংশকে extension ধরে সাধারণ নিয়মে voice change করি। যেমন:
Active : He invited me to go.
Passive : I was invited to go by him.
Active : Father asked me to read.
Passive : I was asked to read by father.
Active : The doctor advised me to take rest.
Passive : I was advised to take rest by the doctor.
Active : Rana prosposed me to play chess.
Passive : I was proposed to play chess by Rana.
Active : He suggests me to go out for a walk.
Passive : I am suggested to go out for a walk by him.

Rule–21 :

তবে, liking/ loving/ wanting/ wishing verb-এর object-এর পর infinitive থাকলে :
প্রথমে subject + verb লিখতে হবে + infinitive এর object-টি + to এর পর be বসবে এবং verb-এর 3rd form বসবে + by + প্রথম verb-এর object
Active : He wants me to take photographs.
Passive : He wants photographs to be taken by me.
Active : You like me to take tea.
Passive : You like tea to be taken by me.
Active : I wish you to lead a happy life.
Passive : I wish a happy life to be led by you.
Active : You want me to lend some money.
Passive : You want some money to be lent by you.
Active : Children like grandfather to tell a story.
Passive : Children like a story to be told by grandfather.

Rule–22 :

Verb + infinitive/ gerund: (to + verb-কে infinitive বলে; verb-এর সাথে ing যোগ করলে gerund বলে)
প্রথম verb পর্যন্ত + that বসবে + ২য় verb-এর object + should be + ২য় verb-এর 3rd form
Active : He recommended using bullet-proof glass.
Passive : He recommended that bullet-proof glass should be used.

holycrossrajshahi.com

Active : He decided to sell the house.
Passive : He decided that the house should be sold.
Active : He thought to memorize the poem.
Passive : He thought that the poem should be memorized.
Active : He planned to complete the work.
Passive : He planned that the work should be completed.
Active : He wants to buy the book.
Passive : He wants that the book should be bought.

Rule–23 :

কোনো Simple sentence-এ অথবা একটি মাত্র clause এ Double Passive হয় না। যেমন :
Active : I like to take fresh milk.
Passive : Fresh milk is liked to take by me.
Active : He wants to drink tea.
Passive : Tea is wanted to drink by him.

Rule–24 :

Complex/ Compound sentence-এর ক্ষেত্রে উভয় clause-এর voice change করতে হবে। তবে কোনো অংশের verb যদি intransitive হয় তবে ঐ অংশের voice change করতে হবে না।
Active : He ate rice and I drank coffee.
Passive : Rice was eaten by him and coffee was drunk by me.
Active : He ate rice and (he) drank coffee.
Passive : Rice was eaten ~~(by him)~~ and coffee was drunk by him. (এখানে উভয় অংশের subject/ doer একই হওয়ায় শুধু ২য় অংশে + by যোগে doer-টি Object হিসাবে লেখা হয়েছে।)
Active : If you buy a sari, I will buy a shirt.
Passive : If a sari is bought by you, a shirt will be bought by me.
Active : Rana read a book but Sumi wrote a letter.
Passive : A book was read by Rana but a letter was written by Sumi.
Active : We were playing cricket and you were watching the movie.
Passive : Cricket was being played by us and the movie was being watched by you.

Passive থেকে Active

Structure :
by যোগের object টি subject হবে + শুধুমাত্র ম– ল verb এর ঠিক প– র্বে be verb টি বাদ যাবে। verb টি tense অনুসারে বসবে + subject টি object হবে + বাকী অংশ বসবে।

(i) Passive : The report was made by Sirajul.
Active : Sirajul made the report.
(ii) Passive : The sum has <u>been</u> done by Ripa.
Active : Ripa has done the sum.
(iii) Passive : The work was <u>being</u> done by the boys.
Active : The boys were doing the work.
অনেক সময় by যোগের object নাও থাকতে পারে। সেক্ষেত্রে sense বুঝে একটি subject আনতে হবে।
(i) Passive : My pocket has been picked.
Active : Someone (A pickpocket) has picked my pocket.
(ii) Passive : The snatcher was arrested.
Active : The police arrested the snatcher.

Practice

নিচের Practice Matter গুলো বিগত বছরের JSC ও Test পরীক্ষার বিভিন্ন প্রশ্নের সমন্বয়ে প্রণয়ন করা হয়েছে।

P. Change the voice of the following sentences.

1. (a) We are making a plan.
(b) Whom do you like?
(c) She hurt herself.
(d) Don't tell a lie.
(e) My pen has been lost.

2. (a) She wore a nice dress.
(b) Who will take your class?
(c) Rice sells cheap.
(d) Fortune favours the brave.
(e) Pluck me a flower.

3. (a) I am going to open a bank account.
(b) Did the boy catch the bird?
(c) Let me do the sum.
(d) Whom do you want?
(e) I shall do everything.

4. (a) Promise should be kept. *[DZ '09]*
(b) Who knew the answer? *[DZ '09]*
(c) Iron feels hard. *[DZ '09]*
(d) I saw him go. *[DZ '09]*
(e) Never tell a lie. *[DZ '09]*

5. (a) He looks after the orphan. *[MZ '09]*
(b) A lot of trees have been uprooted (by the storm). *[MZ '09]*
(c) Whom do you want? *[MZ '09]*
(d) I know him. *[MZ '09]*
(e) They are going to dig a canal. *[MZ '09]*

6. (a) He did many things for me. *[RZ '09]*
(b) She fans herself. *[RZ '09]*
(c) What does he want? *[RZ '09]*
(d) He was given a handsome salary. *[RZ '09]*
(e) Change the voice. *[RZ '09]*

7. (a) Panic seized the writer. *[RangZ '09]*
(b) Rome was not built in a day. *[RangZ '09]*
(c) Pen through the word. *[RangZ '09]*
(d) I was compelled to do it. *[RangZ '09]*
(e) Whom did you want? *[RangZ '09]*

8. (a) People think him to be an honest man. *[CZ'09]*
(b) Who gave you this pen? *[CZ '09]*
(c) Buy me a nice pen. *[CZ '09]*
(d) His book has been lost. *[CZ '09]*
(e) Who is going to help the poor? *[CZ '09]*

9. (a) He looks after the orphan. *[CtgZ '09]*
(b) We shall be blamed. *[CtgZ '09]*
(c) What cannot be cured must be endured. *[CtgZ '09]*

holycrossrajshahi.com

(d) Moni has to do the work. *[CtgZ '09]*
(e) How did you solve the problem? *[CtgZ '09]*

10. (a) English is spoken all over the world. *[SZ'09]*
(b) The house was decided to be sold by him. *[SZ '09]*
(c) Pen through the word. *[SZ '09]*
(d) Who is going to help the poor? *[SZ '09]*
(e) Rina reads the books well. *[SZ '09]*

11. (a) I know him well. *[KZ '09]*
(b) He will be blamed. *[KZ '09]*
(c) Whom did you see on the road? *[KZ '09]*
(d) Who is being taught English by him? *[KZ'09]*
(e) They awarded him a gold medal. *[KZ '09]*

12. (a) Take care of your health. *[BZ '09]*
(b) He looks after the orphan. *[BZ '09]*
(c) The pen writes well. *[BZ '09]*
(d) English is spoken all over the world. *[BZ'09]*
(e) Pen through the word. *[BZ '09]*

✍ *Production*

1. Change the following sentences as directed in the brackets :
(a) Cox's Bazar is the longest sea-beach in the world. (Make it positive). (b) Thousands of people visit Cox's Bazar every year. (Make it passive). (c) Winter is the best season to visit Cox's Bazar. (Make it comparative). (d) The scenery of Cox's Bazar is very charming. (Make it an interrogative sentence). (e) The people of Cox's Bazar are friendly. (Make it a negative sentence without changing meaning)

2. (a) Man is the best creation of Allah. (Comparative) (b) He is superior to all other creatures. (Negative) (c) The Almighty gives him intellect and conscience. (Passive). (d) He lacks nothing. (Interrogative). (e) So we should praise none but Allah. (Affirmative)

3. (a) Walking is the best of all other exercises. (Positive) (b) Walking is usually taken in the morning. (Interrogative) (c) An early morning walk gives us fresh vigour and strength. (Negative) (d) It prevents many diseases. (Passive) (e) It is never harmful to our health. (Affirmative)

4. (a) Bangladesh is not a big country. (Affirmative). (b) Very few countries in the world are as populous as it (Superlative). Most of the people of the country are farmers. (c) They cannot send their children to school (Interrogative). Their children become farmers like their father. (d) Only education can change their life (Negative). (e) They should be taken care of. (Active)

5. (a) Shaheed is an old man (Negative) (b) Perhaps he is the oldest man in the village (Positive) (c) But he is not a weak man. (Affirmative). He works in the farm daily. (d) He is strong enough to take care of his crops (Interrogative). He is a wise man and helps his villagers in many ways. (e) Everybody in his village respects him (Passive). He is a good friend of the children.

6. (a) We hate corruption. (Negative)
(b) A corrupt person is disliked. (Active)
(c) Bangladesh is more corrupted than England. (Positive)
(d) Corruption is one of the biggest problems of our country. (Comparative)
(e) We should not earn black money. (Interrogative)

7. (a) No other day in my life is as memorable as my first day at school. (Superlative)
(b) I will never forget this day. (Affirmative)
(c) I passed the day with my new classmates and teachers. (Passive)
(d) How thrilling the day was! (Assertive)
(e) I remember my honorable teachers. (Interrogative)

8. (a) Cricket is a very exciting game. (Exclamatory)
(b) Everybody can enjoy this game. (Interrogative)
(c) At present cricket is the most popular game in our country. (Comparative)
(d) But it is one of the costliest games. (Positive) Bangladesh is a test playing country.
(e) But its standard is not high at all. (Affirmative)

9. (a) The birds that come to our country in winter are called migratory birds (Interrogative). (b) In winter the weather is so cold for them to live in the North (Negative). (c) They find the best shelter in Bangladesh (Imperative). (d) We must protect them. (Negative).

10. (a) Health is as precious as wealth. (Comparative) A good health is a guarantee for happiness. (b) A healthy poor man is happier than a sick moneyed man. (Positive) (c) An unhealthy man is a liability. (Negative) (d) He can't succeed in life. (Interrogative) (e) So everybody cannot but be conscious of his health. (Affirmative)

11. (a) Mohammad Mohsin was a kind man. (negative) (b) He was a very great man. (exclamatory) (c) He inherited vast property from his father and sister. (interrogative) (d) He did not marry. (affirmative) (e) He spent money to help the poor. (Interrogative)

12. (a) Sakib is one of the meritorious players in the world. (Positive)
(b) He is always attentive in his batting and bowling. (Negative without changing meaning)
(c) All consider him the best player of Bangladesh. (Passive voice)
(d) No other player of Bangladesh is as famous as Sakib. (Superlative)
(e) It is interesting to watch his playing.

13. (a) Honesty is a great virtue. (Interrogative)
(b) Everybody likes an honest boy. (Negative)
(c) No other virtue is as great as honesty. (Comparative)
(d) Honesty is never unrewarded. (Affirmative)
(e) It is greater than any other thing. (positive)

14. (a) Cox's Bazar is the longest sea-beach in the world. (Positive)
(b) Everybody knows this. (Interrogative)

(c) Tourists and visitors from home and abroad visit this beach. (Passive)
(d) They are highly delighted at the natural beauty of this place. (Active)
(e) Our government is active to make it more attractive. (Negative)

15. We are Bangladeshi. (a) We are proud of our freedom fighters. (Make it interrogative sentences without changing meaning) (b) Their contribution will never be forgotten. (Make it affirmative sentences) (c) Their sacrifice is greater than any other things. (Make it positive) (d) But today many of them lead an unhappy life. (Make it a negative sentence without changing meaning) (e) Proper steps should be taken to improve their condition. (Make active voice)

16. (a) Robert Frost lives in a small apartment in the capital city, Washington DC. (Interrogative without changing meaning)
(b) His wife Catherine loves gardening. (Negative without changing meaning)
(c) Washington DC is one of the most expensive cities of the world. (Positive)
(d) His relatives don't realize the high cost of living in Washington DC. (Interrogative without changing meaning)
(e) He loves his relatives. (Passive)

17. (a) Cricket is a very exciting game. (Exclamatory)
(b) Everybody can enjoy this game. (Interrogative)
(c) At present cricket is the most popular game in our country. (Comparative)
(d) But it is one of the costliest games. (Positive) Bangladesh is a test playing country.
(e) But its standard is not high at all. (Affirmative)

18. (a) They turned down our proposal. (Negative)
(b) Her beauty charmed us all. (Interrogative)
(c) Akbar was greater than all other kings of India. (Superlative)
(d) Don't neglect your duties. (Assertive)
(e) Who gave you this pen? (Passive)

19. (a) Tree plantation is a noble task. (negative) (b) It is not a difficult task. (interrogative) (c) People must plant trees for their existence. (passive) (d) An important role is played by trees. (active) (e) Trees are one of the best friends of human beings. (positive)

20. (a) No other country in the world is as populous as Bangladesh. (Superlative) It is an agricultural country. People who live in the village mostly are farmers. (b) The farmers are poor. (Negative) (c) They lead a very miserable life (Interrogative) (d) We should provide them with monetary help. (passive) (e) They should be taken care of. (Negative)

6 Capitalization & Punctuation

Presentation

নিম্নের বাক্য দুটি লক্ষ কর :

(a) I hate (ঘৃণা করা) liars like Rahim, I believe that honesty is the best policy. (রহিমের মত মিথ্যাবাদীদের আমি ঘৃণা করি, আমি বিশ্বাস করি সততাই সর্বোৎকৃষ্ট পন্থা-এখানে রহিমকে মিথ্যাবাদী বুঝানো হয়েছে।)

(b) I hate liars; like Rahim, I believe that honesty is the best policy. (মিথ্যাবাদীদের আমি ঘৃণা করি, রহিমের মত আমি বিশ্বাস করি সততাই সর্বোৎকৃষ্ট পন্থা-এখানে রহিমকে সত্যবাদী বুঝানো হয়েছে।)

উপরের একই বাক্যে কিছু সাংকেতিক চিহ্ন ব্যবহারের ভিন্নতার কারণে ভিন্ন ভিন্ন অর্থ প্রকাশ করেছে। এই সাংকেতিক চিহ্নগুলোকে ইংরেজিতে punctuation বলা হয়। ম– লত আমরা কথা বলার সময় কখনো থামি, কখনো স্বরের পরিবর্তন করি, কখনো অঙ্গভঙ্গি করি যাতে করে শ্রোতার কাছে বক্তব্য সুস• ষ্ট হয়। ঠিক একইভাবে লেখার ক্ষেত্রে এই ব্যাপারগুলো বুঝানোর জন্য Punctuations ব্যবহার করি।


How nice!

লেখার সময় আমরা যে Punctuations ব্যবহার করি তা নিম্নরূপ:

.	The 'Period', 'Full Stop' or 'Point'
!	The Exclamation Mark
;	The Semi Colon
“ ”	Inverted Commas
—	Hyphens and Dashes
,	The Comma
?	The Question Mark
:	The Colon
’	Apostrophe
( )	Brackets and Parentheses

The Comma (,)

(a) স্বাধীন বাক্যাংশ :
দুটি স্বাধীন বাক্যাংশ যখন *and* বা *or* বা *but* দিয়ে যুক্ত থাকে তখন সাধারণত কোনো comma ব্যবহার করা হয় না। তবে উভয় অংশের subject ভিন্ন হলে আমরা comma ব্যবহার করি। লক্ষ কর:

They were friendly and invited us back to their flat. (Same subject)

The restaurant was at a good distance from the city centre, but **we** decided to go there. (Different subjects)

(b) Subordinate clauses কে আলাদা করা**:**
Main clause এর প– র্বে subordinate clause ব্যবহার করলে, মাঝে আমরা comma ব্যবহার করি। লক্ষ কর:

If you work hard, you will succeed.
Since he was ill, he did not come.
Though he worked hard, he failed.
If it rains, Rana will not go out.

(c) তালিকাবদ্ধ শব্দসম– হ **:**
And যুক্ত শব্দটি ছাড়া তালিকাবদ্ধ শব্দসম– হের প্রতিটির পর

holycrossrajshahi.com

আমরা Comma ব্যবহার করে আলাদা করি। তবে American English এ and এর প– র্বেও Comma ব্যবহার করা হয়

She spent the whole week watching videos, listening to CDs, reading detective novels and writing postcards to friends.

They've got apples, pears, bananas, and peaches. *(American English)*

This is the lightweight, portable and wireless version.

(d) Sentence Connectors কে আলাদা করা**:**

বাক্যের শুর" তে বা শেষে বা মাঝে Sentence Connector ব্যবহার করলে তা আমরা Comma ব্যবহার করে আলাদা করি। লক্ষ কর:

It doesn't suit you, to be honest. To tell you the truth, I did the work.

It was, however, the best decision taken by the company.

Unfortunately, the proposal was turned down without any explanation.

I, therefore, pray and hope that you would be kind enough to grant my prayer.

(e) Tags ও responses :

Tags ও responses কে Comma ব্যবহার করে আলাদা করা হয়।

He is playing football, isn't he?

I'm thirsty, I am.

Yes, thank you.

You live in Savar, don't you?

(f) Vocatives ও interjections :

Vocatives ও interjections কে Comma ব্যবহার করে আলাদা করা হয়।

Open the door, Rana.

Wow, what a beautiful bird it is!

Rahim, open the door.

Allah, give us peace and happiness.

(g) Reported speech :

Direct speech এ Reported speech ও Reporting verb এর অংশকে আলাদা করার জন্য আমরা Comma ব্যবহার করি।

He said, "Now it's time for big changes."

"I'm too old for that kind of thing," she said.

Father said to him, "Read attentively."

(h) Letters :

চিঠিতে Address/ Salutation (সম্বোধন যেমন Dear Zahid, Dear Sir etc)) ও Subscription/ Closing/ Signing off (সমাপ্তিস– চক যেমন Yours faithfully, yours ever etc) এর পর আমরা Comma ব্যবহার করি। তবে British English এ এই ব্যবহার এখন লক্ষ করা যায় না।

Dear Rumi, *(addressing the recipient of the letter)*

Yours sincerely, *(signing off at the end of the letter)*

(i) Numbers :

হাজার বা মিলিয়ন নির্দেশ করার জন্য আমরা Comma ব্যবহার করি।

7,340 (Seven thousand three hundred and forty)

Practice .....

1. Put a comma where necessary.

At the railway station Atik bought a story book a trouser a pencil and a dictionary. The book which he bought is very informative. Soon the train blew the whistle for leave. We ran fast but couldn't catch the train. As the station was crowded we decided to leave as soon as possible.

Semicolon (;)

(a) Independent clauses:

Coordinating conjunction ছাড়া দুটি Independent clauses কে যুক্ত করার জন্য আমরা semicolon ব্যবহার করি।

Abdominal exercises help prevent back pain; proper posture is also important. (এখানে and so ব্যবহার করার পরিবর্তে মাঝে semicolon ব্যবহার করা হয়েছে।)

The auditors made six recommendations; however, only one has been adopted so far. (এখানে but ব্যবহার করার পরিবর্তে semicolon ব্যবহার করা হয়েছে।)

To err is human; to forgive is divine. (এখানে and ব্যবহার করার পরিবর্তে সেমিকোলন ব্যবহার করা হয়েছে।)

মনে রাখবে যেখানে Full stop ব্যবহার করা যায় কেবল সেখানেই আমরা Semi colon ব্যবহার করতে পারি।

Practice .....

2. Put a semi colon where necessary.

I got up early in the morning I washed my hands and face I had my breakfast. Thereafter I went to college I sat on the first bench I heard the lecture well I took notes of every point.

Colon (:)

(a) উদাহরণ বা কয়েকটি জিনিস পর পর উলে-খের প– র্বে বা উপবিভাগ দেখানোর জন্য আমরা Colon ব্যবহার করি।

He visited three cities during his stay in the Maritimes: Halifax, Saint John and Moncton.

The History of Britain: A Personal View

His virtues are as follows : Sincerity, punctuality and truthfulness.

(b) Because এর পরিবর্তে Colon ব্যবহার করে আমরা কারণ প্রকাশক অংশ যুক্ত করতে পারি।

Their lobbying efforts were ultimately useless: the bill was soundly defeated.

(c) Clock time এর ক্ষেত্রে আমরা Colon ব্যবহার করতে পারি।

I will be there at 4:30.

Practice .....

3. Put a colon where needed.

There are several punctuation marks according to English grammar full stop, comma, semicolon, colon, hyphen, apostrophe, inverted comma etc.

We should be careful inappropriate punctuation marks may result in ambiguity. The right way for clarity is to follow the rules.

The End Punctuation/ Full Stop (.)

(a) সাধারণত Assertive, Imperative ও Optative sentence এর শেষে আমরা Full stop ব্যবহার করি।

They've decided to ban him for three matches.

(b) নাটকীয় আবহ সৃষ্টি করার জন্য কখনো কখনো একটি শব্দকেও বাক্য হিসেবে দেখানোর জন্য আমরা Full stop ব্যবহার করি।

What must she be feeling now? Deep anxiety. Loneliness. Despair.

(c) প– র্বে সাধারণত চিঠিতে ঠিকানা ও তারিখ লেখার পর Full stop ব্যবহার করা হত কিন্তু এ ধরনের ব্যবহার এখন আর দেখা যায় না।

15 February 2014
The Headmaster
Rajdhani Ideal College
Rampura, Dhaka-1219

(d) কারো নাম বা পদবী বা শিক্ষাগত যোগ্যতা সংক্ষেপে লিখতে Full stop ব্যবহার করা হয়। কিন্তু এখন এ ব্যবহার কম দেখা যাে" ছ। Acronym এর সাথে কোনো Full stop ব্যবহার করা হয় না। সংক্ষেপিত অংশটি যদি একটি শব্দের মত উ" চারিত হয় তখন তাকে Acronym বলে।

J.D. Power Richard
The annual lecture will be given by David James M.A.

(e) পত্রিকার headlines, বইয়ের নাম বা headings ও sub-headings এ আমরা কোনো Full stop ব্যবহার করি না।

Family lost in fishing boat
Lord of the Flies

(f) Decimal point বা clock time লিখতে আমরা Full stop ব্যবহার করি।

I will be there at 4:30.

Practice

4. Place end punctuation marks in right places.

(i) "Stop You are eating all our bread," shouted the two rats "I am doing my best but I've told you it's difficult," said the monkey "Give us that little piece," said the rats "This is my piece Haven't I done a lot of work for you?" replied the monkey "How foolish we are believing you!" said the rats

(ii) Long long ago there was a king who was very wise People called him wise Solomon Actually, at that time he was the wisest of all There was another ruler also named queen of Sheba One day she thought Solomon's wisdom should not remain untested

The Question Mark (?)

(a) প্রশ্নবোধক বাক্যের শেষে Question mark ব্যবহার করা হয়।

What are you doing?

(b) বক্তার বিস্ময়/সন্দেহ প্রকাশ করতে অনেক সময় Assertive Sentence এর শেষেও Question mark ব্যবহার করা হয়।

He is honest?

Practice

5. Put a question mark where necessary.

Gentleman : Boy, I shall ask you some questions. Would you answer my questions
Boy : Yes, please.
Gentleman : What is your name
Boy : My name is Manzur.
Gentleman : Would you please tell me what your father is
Boy : My father is a teacher.
Gentleman : I want to ask you some questions to test your general knowledge.
Boy : Sure, sir.
Gentleman : Do you know who discovered the theory of gravity
Boy : Yes, I know. It was Isaac Newton.
Gentleman : Who was the first Mogul emperor
Boy : Jahiruddin Muhammad Babur.
Gentleman : You are a good boy. You know a lot. Thank you.

The Exclamation Mark (!)

(a) বিস্ময়ম– লক বাক্য এবং interjections এর শেষে Exclamation mark ব্যবহার করা হয়।

What a nice coat!
Wow! Really?
Gosh! Does it cost that much?
Alas! The man is no more.
What a nice bird it is!
If I were a bird!

(b) সাধারণত আমরা একটি Exclamation mark ব্যবহার করা হয়। তবে জোর প্রকাশ করার জন্য একাধিক exclamation markও ব্যবহার করি।

Will you all please be quiet!
Oh no!!! I don't believe it!

(c) জোর প্রকাশ করার জন্য আমরা imperative Sentence এও Exclamation mark ব্যবহার করি।

Stop! Push the door this way!

Practice

6. Put an exclamation mark where necessary.

(i) What a pity
(ii) My goodness
(iii) Hurrah We have won the game.
(iv) Oh my friend Do not disturb me.
(v) 'Angel, I am almost glad- yes, glad'

The Quotation Marks (শু□)

(a) Quotation marks এর ব্যবহার বিভিন্ন রকম হয়। নর্থ আমেরিকায় উদ্ধৃত অংশের শুর" তে ও শেষে double quotation marks (" ") ব্যবহার করা হয়। তবে আমরা single quotation marks (' ') ও ব্যবহার করি।

Mary replied, "This is the last cookie."

সাধারণত উদ্ধৃত বাক্যের Punctuation এর পর আমরা *closing quotation mark* ব্যবহার করি। আমরা reporting clause কে বিভিন্ন স্থানে ব্যবহার করতে পারি। এক্ষেত্রে commas ও full stops এর ব্যবহার লক্ষ কর।

The course tutor said to us, 'Don't waste your time in your first term here.'*(Comma* এর পর উদ্ধৃত বাক্যের

holycrossrajshahi.com

শুর" তে Beginning quotation mark এবং *full stop* এর পর *closing quotation mark* ব্যবহার করা হয়েছে। *)*
'Don't waste your time in your first term here,' the course tutor said to us. *(*উদ্ধৃত বাক্যের শেষে *comma* এর পর *closing quotation mark* ব্যবহার করা হয়েছে।*)*
'Don't waste your time', the course tutor said to us, 'in your first term here.' *(*উদ্ধৃত বাক্যের প্রথম অংশ লেখার পর *closing quotation mark* ব্যবহার করে *comma* ব্যবহার করা হয়েছে।*)*

(b) Direct speech এর মধ্যে direct speech থাকলে মাঝের direct speech এ single quotation mark এবং অন্যটিতে double quotation marks ব্যবহার করা হয়।
David said, "He was getting really cross and kept shouting 'Get out!'."

(c) বাক্যের মধ্যে essays, short stories, short poems, songs, articles এর Title ব্যবহার করা হলে তাতে আমরা quotation marks ব্যবহার করি। তবে books, magazines, periodicals, newspapers, films, plays, long poems, long musical works, and television and radio programs এর নাম কোন বাক্যে ব্যবহার করলে তাকে *italic* বা underline করতে হয়।
Once when I was sick, my father read me a story called "The Happy Flower," which was later made into a movie entitled *Flower Child*.

(d) কোনো ধারণা ব্যক্ত করার জন্য শব্দ বা পদ যখন আমরা বাক্যে ব্যবহার করি তখন তাকে quotation marks এর মধ্যে লেখি। অনেক সময় *italic* ও ব্যবহার করা হয়।
I know you like the word "unique", but do you really have to use it ten times in one essay?
"Well" is sometimes a noun, sometimes an adverb, sometimes an adjective and sometimes a verb.
মনে রাখবে, Commas, Periods, Question marks, Exclamation marks ও Dashes যদি উদ্ধৃত বাক্যের অংশ হয় তবে তা quotation marks এর ভিতরে বসে। কিন্তু তা যদি উদ্ধৃত বাক্যের অংশ না হয় তবে তা quotation marks এর বাহিরে বসে।
Where is your copy of "The Raven"?
"How cold is it outside?" my mother asked.

Practice .....

7. Use quotation marks where necessary.

(i) Follow my example, she said as we shook hands, and never eat more than one thing for luncheon. I'll do better than that, I retorted. I'll eat nothing for dinner tonight. Humorist, quite a humorist! she cried gaily, jumping into a cab.

(ii) You look a little bit like my mother, he said, especially in the dark by the fire. But you were only four, Jerry, when you came here, the writer said. My mother lives in Mannville, he said.

The Apostrophe (')

(a) আমরা Noun/Pronoun এর possessive করার জন্য **apostrophe s ('s)** ব্যবহার করি। তবে noun এর শেষে **s** যুক্ত থাকলে তার possessive case করার জন্য শুধু **apostrophe** ব্যবহার করি।
Laura's brother is my classmate. (The noun "Laura's" is in the possessive case)
He has his three sons' futures in mind.
In many suburbs, the houses' designs are too much alike.
This must be someone else's room.
One's responsibility is to one's family.
Is this somebody's jacket?
This is Ram's desk.
Father is blind to his son's fault.

(b) সংক্ষেপণ (**contraction**) করলে যে letter বাদ দেওয়া হয় তার পরিবর্তে **apostrophe** বসে। আমরা formal, academic writing এ **contraction** ব্যবহার করি না।
I haven't seen my roommate for two weeks. (The verb "haven't" is a contraction of "have not")
It's all right.
It's nobody's fault.
He's from Rajshahi.

(c) কোনো বর্ণ বা সংখ্যার Plural করতে **apostrophe s ('s)** ব্যবহার করতে হয়।
Cut the t's and dot the i's.
There are 10 ten's in a hundred.

(d) Decade (দশক) বুঝাতে সালের সাথে **apostrophe s ('s)** ব্যবহার করতে হয়।
The student leaders of 80's worked for the general students.

Practice .....

8. Use apostrophe where necessary.

(i) Once I asked a little girl, "Whats your mothers name?"
"I know my mothers name but I wont tell you that. I never tell my mothers name to anybody whom I dont know."
I said, "How clever you're!"

(ii) "Youve cut off your hair?" asked Jim. "Cut it off and sold it," said Della. "Dont you like me just as well, any how? Im me, without my hair, aint I?"

The Dash (—)

(a) Parenthetical (extra) information এর আগে ও পরে আমরা **dash** ব্যবহার করতে পারি। সাধারণত ঐ information এর উপর জোর দেওয়ার জন্য **dash** ব্যবহার করি।
Our Head of Finance – who often loses his temper about travel expenses – was the calmest in the room.

(b) দুই বা ততোধিক Word এর সমন্বয়ে Compound word গঠনের ক্ষেত্রে Hyphen/ Dash ব্যবহার করা হয়।
Self-centred persons can never be happy?
She is my mother-in-law.
I got seventy-three in Mathematics.

(c) Date লেখার ক্ষেত্রে আমরা Hyphen/ Dash ব্যবহার করতে পারি। মনে রাখবে, USA English এ প্রথমে month লেখা হয়।
30-7-1981 (UK)
7-30-1981 (USA)

Practice .....

9. (i) Read the following context and put a dash mark (–) where it suits.

Life is a challenge meet it.
Life is a gift accept it.
Life is a sorrow overcome it.
Life is a tragedy accept it.
Life is a game play it.
Life is a mystery unfold it.
Life is a song sing it.
Life is an opportunity take it.
Life is a puzzle solve it.

(ii) William Shakespeare the most familiar and famous playwright was born on 23 04 1564. His plays well balanced with poetic justice are the portrayal of most human characters high and low, rich and poor, male and female etc. He died on 23 04 1616.

Capitalization

(a) বাক্যের প্রথম letter টি Capital হয়
Once there was a hare. *He* was walking beside a forest.

(b) কবিতার প্রতি পংক্তির প্রথম letter Capital হয়।
Tick, tock! Tick, tock!
Merrily sings the clock.

(c) বাক্যের মধ্যে কিছু উদ্ধৃত করা হলে বা প্রত্যক্ষ উক্তিতে প্রথম অক্ষরটি Capital letter হয়
Father said to me, "*Go* to school."

(d) Proper Noun বা Title (ব্যক্তি, বস্তু, প্রাণী, স্থান, দিন, মাস, নদী, পর্বত, পত্রিকা, জাহাজ বা কোন কিছুর নিজস্ব নাম) এর প্রতিটি content word এর প্রথম Letter টি Capital letter হয়। grammatical word মাঝে থাকলে সাধারণত Capital হয় না।
16 *December* is the *Victory Day* of *Bangladesh*.
Pride and Prejudice by Jane Austen is my favourite novel.

(e) Proper Noun থেকে উৎপন্ন কোনো Adjective লিখতে হলে Capital Letter দিয়ে আরম্ভ করতে হয়।
I like *Bangladeshi* food.

(f) অফিসিয়াল পদ মর্যাদা, শিক্ষাগত ডিগ্রিকে সংক্ষিপ্ত রূপে প্রকাশ করলে Capital Letter হয়
He lives in the *USA*. His brother lives in the *UK*.
My mother is an *MA*.

(g) সৃষ্টিকর্তার নাম বা তাঁর পরিবর্তে যে Pronoun বসে তার প্রথম অক্ষর সর্বদাই Capital letter হয় :
Pray to *God* for *His* blessings.

(h) 'I' আমি অর্থে সব জায়গায় Capital letter হয়
It is *I* who can do this work.

(i) সম্বোধন এর শুরুর letter টি Capital হয় :
Dear Sir, My Dear *Mother*

(j) মর্যাদাপ– র্ণ title বা designation সব সময় Capital letter দিয়ে শুরু হয়।
The *Principal* of our college is famous for his literary talent.

(k) North, south, east, west যদি দিকের নাম না বুঝিয়ে কোনো ভৌগোলিক এলাকাকে বুঝায় তবে তার প্রথম Letter টি Capital দিয়ে শুরু হয়।
Where did you spend your life? ~ In the West.
The icecaps are melting in the North.

(l) শিক্ষা প্রতিষ্ঠানে পঠিত ভাষা সংক্রান্ত বিষয়সম– হ Capital Letter দিয়ে শুর" হয়।
I got A in Bangla.

(m) বস্তুর উপর ব্যক্তির বৈশিষ্ট্য আরোপ করতে আমরা এর প্রথমে Capital Letter ব্যবহার করি। এটাকে ইংরেজিতে Personification বলা হয়।
Then came Death.

Practice

10. Capitalize letter where necessary :

(i) "stop. you are eating all our bread," shouted the two rats. "i am doing my best but I've told you it's difficult," said the monkey. "give us that little piece," said the rats. "this is my piece. haven't I done a lot of work for you?" replied the monkey. "how foolish we are believing you!" said the rats.

(ii) "we squander health
in search of wealth,
we scheme and toil and save;
then squander wealth
in search of health,
and all we get is a grave.
we live and boast of what we own,
we die and only get a stone."

✍ Production

Rewrite the following passage using capitalization and punctuation.

(i) Have you seen your mother Jerry? I see her every summer she sends for me I wanted to cry out why are you not with her how can she let you go away again he said She comes up here from Mannville whenever she can she does not have a job now

(ii) "Where are you from?" said the teacher I am from Nepal said the student How did you find Dhaka when you first arrived said the teacher Well I like it I think the city is very beautiful said the student

(iii) I came here yesterday from my village he said why did you come? I asked my mother sent me to you with this letter. How is your mother I have not seen her for a long time I hope she is quite well

(iv) Once I asked a little girl what is your mother's name She replied cleverly I know my mother's name but I won't tell you that I said, "What a clever girl you are May you prosper in life

(v) Where is my son said the grocer A crow carried your son away said the fruitseller You liar. How can a crow carry away such a big boy just the same way as mice can eat away the balance and weights

(vi) where did you go yesterday said Lipi
I went to Chittagong to see my mother said Mina
She has been suffering from high blood pressure
Is she sound now said lipi
No said Mina

(vii) follow my example she said as we shook hands and never eat more than one thing for luncheon
I'll do better than that i retorted Ill eat nothing for dinner tonight

(viii) The boy said I have to go to supper now I can come again tomorrow evening
I said, I'll pay you now for what youve done thinking I should probably have to insist on an

older boy

(ix) Are you brothers asked the mistress of the house, turning to the dervishes No, by allah they replied we are poor wanderers who met by mere chance

(x) What are you doing asked the teacher The boy said I'm asking abdullah to lend me his pen. the ink of my pen has run out.

7 Uses of Suffixes & Prefixes

Presentation

একটি শব্দের ম– ল অংশকে root বলে। এর প– র্বে prefix এবং পরে suffix যোগ করে একটি ভিন্ন অর্থপ– র্ণ শব্দ বা ভিন্ন parts of speech গঠন করা যায়। এটাকে word formation বলা হয়। মনে রাখবে prefix এবং suffix উভয়কে বুঝানোর জন্য আমরা affix শব্দটি ব্যবহার করতে পারি। উদাহরণ হিসাবে flatter শব্দটির প– র্বে un যোগ করে বিপরীত শব্দ unflatter গঠন করা যায়। আবার পরে ing যোগ করে adjective এ রূপান্ত@র করা যায়।

Prefixes

Prefix বলতে কতগুলো অক্ষরের সমষ্টিকে বোঝায় যা একটি শব্দের প– র্বে বসে ঐ শব্দের অর্থকে পাল্টে দেয় বা ঐ শব্দের Parts of Speech পরিবর্তন করে। নিচে বহুল ব্যবহৃত কিছু Prefixes এর উদাহরণ দেওয়া হলো।

Anglo (ইংল্যান্ড বা যুক্তরাজ্যের সাথে সম• র্কিত)—*an Anglophile = (*someone who loves England)

ante (প– র্ব বা সামনে)— *antedate* • *antenatal* • *anteroom antecedent*

anti 1 (বির" দ্ধ) *anti-racist laws*

2 (প্রতিরোধী)—*an anti-aircraft missile*

auto (মানুষের নিয়ন¿ ন ছাড়া চলা) *autopilot* (= a computer that directs an aircraft) **2** (নিজস্ব) (= a book that someone writes about their own life)

be- (হওয়া/হতে বাধ্য করা) *befool* (making sb fool)

bi- (দ্বৈত) *bilingual* (= speaking two languages) • *bimonthly* (= happening twice in a month or once every two months)

centi-, cent- (শতক) *a centimetre* • *a century*

co- (সাথে একত্রে) *a co-author* • *to coexist*

contra- (বির" দ্ধে/উল্টো) *contradict* (= say the opposite) • *contraception* (= something that is used to prevent pregnancy)

counter- (পাল্টা) *a counter-attack* (= an attack on someone who has attacked you)

de- (কমানো, হ্রাস করা এবং বিপরীত অর্থ প্রকাশ করা) *deforestation*

dis- (নেতিবাচক অর্থের জন্য) *disbelief* • *to disagree*

e- electronic, usually relating to the Internet *email* • *e-commerce.* Note: **'e-'** is usally joined onto a word with a hyphen (as in *e-commerce)* but *email* is usually written without a hypen

eco- (পরিবেশের সাথে সম• র্কিত) *eco-friendly tourism* (= tourism which does not damage the environment)

en- (Verb তৈরি করতে ব্যবহার করা হয়) *encase* • *encircle* • *endanger enable* • *endear* • *enrich*

Euro- (ইউরোপের সঙ্গীত সম• র্কিত) *Europop*

ex- (প্রাক্তন) *an ex-boyfriend* • *an ex-boss*

extra- (অতিরিক্ত) *extra-curricular activities* (= activities that are in addition to the usual school work)

geo- (ভূ) *geophysics* • *geology*

hyper- *hyperactive* • *hypersensitive* (= more than normally sensitive)

ill- (অসুস্থতা) *an ill-judged remark*

in-, il-, im-, ir- (বেঠিক, অবৈধ, অসম্ভব, অনিয়মিত) *incorrect* • *illegal* • *impossible* • *irregular*

inter- (আন@ঃ বিষয় বুঝায়, আন@র্জাতিক সভা) *international* • *an interdepartmental meeting*

intra- (কোন প্রতিষ্ঠানের আন@ঃ যোগাযোগ ব্যবস্থা) *an intranet*

kilo- (পরিমাপ ও পরিমাণের বিষয়) *a kilometre* • *a kilogram*

mega- 1 (বৃহৎ ও উ" চমান বুঝায়) = *megarich*

micro- (ক্ষুদ্রতর মান বুঝায়) *a microchip* • *microscopic* (= extremely small)

mid- (কোন নির্দিষ্ট সময়ের মধ্যমান বুঝায়) *mid-July.* • *a man in his midforties*

milli- (কোন এককের ক্ষুদ্র মান বুঝাতে) *a millisecond*

mini- (ক্ষুদ্র সংস্করণের ক্ষেত্রে ব্যবহৃত) *a miniskirt* (= very short skirt) • *a minibus*

mis- (নেতিবাচক অর্থের জন্য) *to misbehave*

multi- (বহু) *a multi-storey car park*

neo- (নব্য) *neo-fascists*

non- (বিপরীত শব্দ তৈরির জন্য) *nonsmokers*

omni- (সর্ব) *omnipresent* • *omniscient*

out- (অন্যের থেকে নিজেকে ভালো দেখানো) *to outgrow* (= to show that you are better than someone)

over- (অধিক) *overeat* • *overpopulated*

photo- (বিভিন্ন রংয়ের আলো দ্বারা তড়িৎ সংকেত) *photosensitive* • *photosynthesis*

poly- (বহু) *polygamy* (= having more than one husband or wife at the same time)

post- (পরবর্তী) *postwar*

pre- (প– র্বের) *pre-school*

pseudo- false *a pseudonym* (= false name used especially by a writer)

psycho- (মানসিক অবস্থা সম্বলিত জ্ঞান) *psychology*

re- (পুনঃ) again *to remarry*

retro- (পশ্চাতের) *retrograde* • *retrospective*

self- (নিজ) *self-doubt* • *self-critical*

semi- (অর্ধ) *a semicircle*

socio- (সমাজ সম• র্কিত) *socio-economic*

super- (অতি) *a supermodel* • *super-rich*

tele- (নেটওয়ার্কিং ব্যবস্থা বুঝাতে টেলিফোন ও টেলিভিশন) *He worked in the telecommunications industry* change *to transform• to translate*

tri- (তিন) *a triangle* • *a tripod*

ultra- (অতি) *ultra-modern architecture* • *ultracareful*

un- (অভাবস– চক) *unhappy* • *unfair* • *to unfasten*

under- (মানের নিচে) *undercooked potatoes* • *underprivileged children* **2** (নিচে/তলে) *underwear* • *an*

underpass

এদের মধ্যে বেশি পরিমাণে ব্যবহৃত কয়েকটি prefix- নিচে দেয়া হল। সম্ভব হ'লে এগুলো মক্ষস্থ করে ফেল :

Prefix	যে অর্থ দেয়	কী কাজ করে
1. be	পুরোপুরি, thoroughly	adjective/noun এর আগে যুক্ত হয়ে verb গঠন করে inflexion সৃষ্টি করে; অর্থ পাল্টায়
2. bi	দুই, two	part of speech পাল্টায় না।
3. co	with, সাথে	inflexion সৃষ্টি করে।
4. de	down নিচু, কমান	inflexional, verb উৎপন্ন করে
5. dis	not, না, apart, দ– রে	inflexional; অর্থের পরিবর্তন ঘটায়
6. in (il, im, ir)	not- না	inflexional; অর্থের পরিবর্তন সাধন করে
7. mis	bad খারাপ, badly খারাপভাবে	inflexional; অর্থের পরিবর্তন ঘটায়।
8. pre	before- আগের	inflexional
9. re	again- আবার	inflexional
10. un	not- না	inflexional

যেমন :

1. Be + noun/adj = VERB
Be + fool = Befool- বোকা বানান; fool- বোকা (n.)
Be + friend = Befriend- বন্ধুত্ব করা; friend- বন্ধু (n.)
Be + numb = Benumb- অবশ করা; numb- অবশ (adj)
Be + little = Belittle- তু" ছ করা; little- তু" ছ (adj)
Be + dim = Bedim-অন্ধকার করা; dim- অন্ধকার (adj)
Be + dew = Bedew= শিশির সিক্ত করা; dew- শিশির (n.)
Be + devil = Bedevil- শয়তানি করা; devil- শয়তান (adj./n.)

2. Bi + noun/adj. = noun/adj.
Bi + cycle = Bicycle- বাইসাইকেল; cycle-noun.
Bi + annual = Biannual- দ্বিবার্ষিক; annual- বার্ষিক (adj)
Bi + focal = Bifocal- দুই ফোকাস বিশিষ্ট focus- ফোকাস (n).

3. Co + noun/adj./verb = noun/adj./verb
Co + wife=Cowife (সতীন); wife = স্ত্রী (n)
Co + operate = Co-operate (একত্রে কাজ করা); operate = কাজ করা (v)।
Co + league = Coleague (সহকর্মী); league- মৈত্রী (n)
Co+worker =Co-worker (সহকর্মী); worker = কর্মী(n)

4. De + adj./noun = VERB
De + fame = Defame = অপমান করা; fame = মান (n)
De + face= Deface– চেহারা নষ্ট করা; face = মুখ (n)

More About Prefixes

[**1**] কিছু prefix আছে যা যুক্ত করে বিপরীত শব্দ গঠন করা হয়।

Prefix	Base word	Opposite word
anti	dote (সংক্রমণ)	anti-dote (প্রতিষেধক)
anti	climax (চরম সীমায় আরোহণ)	anti-climax (নিম্ন সীমায় অবরোহণ)
anti	sympathy (সহানুভূতি)	anti-pathy (বিরূপতা)
anti	septic (সংক্রামক পচন সৃষ্টিকারী)	anti-septic (পচন নিরোধক)
anti	social (সামাজিক)	anti-social (সমাজবিরোধী)
anti	toxin (বিষক্রিয়া)	anti-toxin (বিষক্রিয়া প্রতিষেধক)
de	control (নিয়ন্ত্রণ করা)	decontrol (নিয়ন্ত্রণ তুলে দেওয়া)
de	merit (গুণ)	demerit (দোষ)
de	hoard (মজুত করা)	dehoard (মজুত উদ্ধার করা)
de	code (সাঙ্কেতিক লিপি)	decode (সাঙ্কেতিক লিপি পাঠ করা)
de	entrain (ট্রেনে ওঠা)	detrain (ট্রেন থেকে নামা)
de	enthrone (সিংহাসনে বসানো)	dethrone (সিংহাসন থেকে নামানো)
dis	agree (সম্মত হওয়া)	disagree (অসম্মত হওয়া)
dis	allow (অনুমোদন করা)	disallow (না মঞ্জুর করা)
dis	comfort (আরাম)	discomfort (অস্বা" ছন্দ)
dis	honest (সৎ)	dishonest (অসৎ)
dis	honesty (সততা)	dishonesty (অসততা)
dis	honour (সম্মান)	dishonour (অসম্মান)
dis	like (পছন্দ করা)	dislike (অপছন্দ করা)
dis	obey (মান্য করা)	disobey (অমান্য করা)
dis	obedient (বাধ্য)	disobedient (অবাধ্য)
dis	please (খুশি করা)	displease (অখুশি করা)
dis	appear (আবির্ভুত হওয়া)	disappear (অদৃশ্য হওয়া)
il	legal (আইন অনুযায়ী)	illegal (বেআইনী)
il	legible (যা সহজে পড়া যায়)	illegible (যা সহজে পড়া যায় না)
il	logical (যুক্তিসিদ্ধ)	illogical (যুক্তিহীন)
il	liberal (উদার)	illiberal (অনুদার)
il	literate (সাক্ষর)	illiterate (নিরক্ষর)
im	balance (ভারসাম্য)	imbalance (ভারসাম্যহীনতা)
im	partial (পক্ষপাতিত্বপ–র্ণ)	impartial (নিরপেক্ষ)
im	possible (সম্ভব)	impossible (অসম্ভব)
im	patient (ধৈর্যশীল)	impatient (অধীর)
im	personal (ব্যক্তিগত)	impersonal (নৈর্ব্যক্তিক)
im	potent (ক্ষমতাবান্)	impotent (ক্ষমতাহীন)
im	probable (সম্ভব)	improbable (অসম্ভব)
im	pure (খাঁটি, পবিত্র)	impure (ভেজাল, দুষিত)
im	moral (নৈতিক)	immoral (অনৈতিক)
im	mortal (মরণশীল)	immortal (অমর)
im	mature (পরিণত)	immature (অপরিণত)
im	mobile (চলনশীল)	immobile (অনড়)
im	movable (বহনযোগ্য)	immovable (বহনযোগ্য নয়)
im	measurable (পরিমাপযোগ্য)	immeasurable (অপরিমেয়)
in	ability (ক্ষমতা)	inability (অক্ষমতা)
in	active (সক্রিয়)	inactive (নিষ্ক্রিয়)
in	capable (যোগ্য)	incapable (অযোগ্য)
in	animate (প্রাণী)	inanimate (অপ্রাণী, জড়)
in	accurate (সঠিক)	inaccurate (সঠিক নয়)
in	credible (বিশ্বাসযোগ্য)	incredible (অবিশ্বাস্য)
in	attentive (মনোযোগী)	inattentive (অমনোযোগী)

holycrossrajshahi.com

Prefix	Base word	Opposite word
in	decent (শোভন)	indecent (অশোভন)
in	definite (নির্দিষ্ট)	indefinite (অনির্দিষ্ট)
in	distinct (স• ষ্ট)	indistinct (অস• ষ্ট)
in	divisible (ভোজ্য)	indivisible (অবিভাজ্য)
in	discipline (শৃগুখলা)	indiscipline (বিশৃগুখলা)
in	justice (ন্যায়)	injustice (অন্যায়)
in	sensible (বোধশক্তিসম• ন্ন)	insensible (বোধশক্তিহীন)
	(কিন্তু) sense	nonsense, in-sense নয়
in	separable (পৃথক করার যোগ্য)	inseparable (যা পৃথক করা যায় না)
in	stability (স্থিরতা)	instability (অস্থিরতা)
	[কিন্তু stable (স্থির)]	[unstable, instable নয়]
in	sufficient (যথেষ্ট)	insufficient (অপ্রতুল)
in	valid (আইনসিদ্ধ)	invalid (বাতিল)
in	visible (দৃষ্টিগোচর)	invisible (অদৃশ্য)
ir	rational (যুক্তিসিদ্ধ)	irrational (যা যুক্তিসিদ্ধ নয়)
ir	regular (নিয়মিত)	irregular (অনিয়মিত)
ir	relevant (প্রাসঙ্গিক)	irrelevant (অপ্রাসঙ্গিক)
ir	repairable (সংস্কারযোগ্য)	irreparable (সংস্কারের অযোগ্য)
ir	recoverable (আরোগ্যের যোগ্য)	irrecoverable (দুরারোগ্য)
ir	resistible (প্রতিরোধ্য)	irresistible (অপ্রতিরোধ্য)
ir	responsible (দায়ী)	irresponsible (দায়িত্বহীন)
ir	resolute (দৃঢ়প্রতিজ্ঞ)	irresolute (অস্থিরচিত্ত)
mal	practice (অভ্যাস)	malpractice (অসৎ অভ্যাস)
mal	nutrition (পুষ্টি)	malnutrition (অপুষ্টি)
mis	conduct (ব্যবহার)	misconduct (খারাপ ব্যবহার, দুর্ব্যবহার)
mis	fortune (সৌভাগ্য)	misfortune (দুর্ভাগ্য)
mis	interpret (ব্যাখ্যা করা)	misinterpret (ভুল ব্যাখ্যা করা)
mis	lead (চালনা করা)	mislead (ভুলপথে চালনা করা)
mis	happening (ঘটনা)	mishap (দুর্ঘটনা)
mis	use (ব্যবহার)	misuse (অপব্যবহার)
mis	understand (বোঝা)	misunderstand (ভুল বোঝা)
non	sense (অর্থযুক্ত বিষয়)	nonsense (অর্থহীন কথা)
non	stop (বিরাম)	nonstop (অবিরাম)
non	violence (হিংসা)	non-violence (অহিংসা)
un	able (সক্ষম)	unable (অক্ষম)
un	armed (সশস্ত্র)	unarmed (নিরস্ত্র)
un	kind (দয়ালু)	unkind (নির্দয়)
un	common (সাধারণ)	uncommon (অসাধারণ)
un	fit (উপযুক্ত)	unfit (অনুপযুক্ত)
un	fortunate (সৌভাগ্যবান)	unfortunate (হতভাগ্য)
un	conscious (সচেতন)	unconscious (অচেতন)
un	developed (উন্নত)	undeveloped (অনুন্নত)
un	controlled (নিয়ন্ত্রিত)	uncontrolled (অনিয়ন্ত্রিত)
un	pleasant (আনন্দদায়ক)	unpleasant (অপ্রীতিকর)
un	popular (জনপ্রিয়)	unpopular (জনগণের কাছে অপ্রিয়)
un	wise (জ্ঞানী, অভিজ্ঞ)	unwise (অনভিজ্ঞ)
un	social (সামাজিক)	unsocial (অসামাজিক)

(ii) কিছু prefix যোগ করে Verb গঠন করা যায়।

Prefix	Word	New word
en	able	enable (সক্ষম করা)
en	close	enclose (আবদ্ধ করা, বেষ্টন করা)
en	courage	encourage (সাহস দেওয়া, উৎসাহ দেওয়া)
en	danger	endanger (বিপন্ন করা)
en	grave	engrave (নকশা ক্ষোদিত করা, গভীররূপে মুদ্রিত করা)
en	roll	enrol, enroll (তালিকাভুক্ত করা)
en	joy	enjoy (উপভোগ করা)
en	kindle	enkindle (প্রজ্বলিত করা)
en	large	enlarge (বৃদ্ধি করা)
en	list	enlist (তালিকাভুক্ত করা)
en	noble	ennoble (উন্নত করা, মর্যাদাসম• ন্ন করা)
en	rage	enrage (রাগান্বিত করা)
en	rich	enrich (ধনী করা, সমৃদ্ধ করা)
en	sure	ensure (নিশ্চিত করা, নিরাপদ করা)
en	title	entitle (উপাধি বা নাম দেওয়া)
en	trap	entrap (ফাঁদে ফেলা, প্রতারণা করা)
en	trust	entrust (বিশ্বাস স্থাপন করা)
be	calm	becalm (শান্ত হওয়া)
be	fit	befit (উপযোগী হওয়া)
be	head	behead (শিরশ্ছেদ করা)
be	fool	befool (বোকা বানানো)
be	friend	befriend (বন্ধুর ন্যায় কার্য করা, অনুগ্রহ করা)
be	hold	behold (দেখা)
be	set	beset (বেষ্টন করা, রোধ করা)
be	side	beside (পার্শ্বে)

Suffixes

যে বর্ণ বা বর্ণসমষ্টি কোন শব্দের শেষে যুক্ত করে ঐ শব্দের অর্থ বা Parts of Speech পরিবর্তন করা হয় তাকে Suffix বলে।

⏭ ***To make adjective***

— **able/-ible** (Verb কে adj এ পরিবর্তন করে 'সক্ষম' অর্থে)
avoid ✱ avoidable • admire ✱ admirable • like ✱ likeable

— **al** (Noun কে Adj এ পরিবর্তন করে, সম• ক্তা বুঝাতে)
culture ✱ cultural • nation ✱ national • nature ✱ natural

— **an, -ian** (Adj গঠন করে, কোথাও থাকা বুঝাতে) *American*

— **centric** (Adj গঠন করে কোন কিছুর প্রতি আকর্ষণ বুঝাতে)
*Euro**centric***

— **ed** (Adjective গঠন করে, গুণাগুণ বুঝাতে)
*beard**ed** • colour**ed** • surpris**ed***

— **esque** (Adj গঠন করে, কাজ বা কাজের ধরনকে পছন্দ বুঝাতে)
*a Dali-**esque** painting • a Kafka-**esque** nightmare*
— **ful** (Noun কে Adjective এ পরিবর্তন করে, কোন বিশেষ গুণাবলি/গুণাগুণ বুঝাতে)
*beauty ✱ beauti**ful** • power ✱ power**ful** • use ✱ use**ful***
— **ical** (Noun কে Adjective এ পরিবর্তন করে যার শেষে 'y')
*history ✱ histor**ical** • politics ✱ polit**ical***
— **ing** (Adj গঠন করে, কোন অবস্থা বুঝাতে)
*interest ✱ interest**ing** • surprise ✱ surpris**ing** • shock ✱ shock**ing***
— **ish** (Adj গঠন করে, 'কিছুটা/সামান্য' বুঝাতে) *a greyish colour • a smallish* (= quite small) *house • a childish remark • fiftyish* (= about fifty)
— **ist** (Noun এবং Adjective একত্রে বুঝাতে, কোন ব্যক্তির বিশেষ বিশ্বাস বুঝাতে)
communist • feminist
— **ive** (Verb কে Adj এ পরিবর্তন করে বিশেষ কোন গুণাগুণ থাকা বুঝাতে)
*attract ✱ attract**ive** • create ✱ creat**ive** • explode ✱ explos**ive***
— **less** (Noun কে Adjective এ পরিবর্তন করে, কোন কিছু 'ছাড়া' বুঝাতে)
*home**less** people • a meaning**less** statement • a hope**less** situation*
— **like** (Noun কে Adjective এ পরিবর্তন করে 'মত' বুঝাতে)
*child**like** trust • a cabbage**like** vegetable*
— **ly** (Noun কে Adj এ পরিবর্তন করে, 'মত' বুঝাতে)
mother ✱ motherly • coward ✱ cowardly
— **ous** (Noun কে Adjective এ পরিবর্তন করে, কোন নির্দিষ্ট গুণ থাকা বুঝাতে)
*danger ✱ danger**ous** • ambition ✱ ambiti**ous***
— **proof** (Adj গঠন করে 'রোধক' বুঝাতে)
*bullet-**proof** vest • a water**proof** jacket*
— **ridden** (Adj গঠন করে 'জর্জরিত' অর্থ বোঝাতে)
*a guilt-**ridden** mother • a poverty-**ridden** family*
— **y** (Noun কে Adjective এ পরিবর্তন করে, কোন কিছু অতিরিক্ত থাকা বুঝাতে; বিশেষত Negative কিছু)
*noise ✱ nois**y** • dirt ✱ dirt**y** • smell ✱ smell**y***

⏭ **To make verb**

— **en** (Adj কে Verb এ পরিবর্তন করে, 'হওয়া' বুঝাতে)
*thick ✱ thick**en** • fat ✱ fatt**en** • soft ✱ soft**en***
— **ize, –ise** (Adj কে Verb এ পরিবর্তন করে)
*modern ✱ modern**ize** commercial ✱ commercial**ize***

⏭ **To make adverb**

— **ly 1** (Adj কে Adv এ পরিবর্তন করে, কোন কাজের ভাব বর্ণনার্থে)
*Slow ✱ slow**ly** • safe ✱ safe**ly**.*
2 (Adj এবং Adv গঠন করে, প্রত্যেহ ঘটে বুঝাতে (নিয়মিত)
*month ✱ a month**ly** newspaper • week ✱We hold the meeting week**ly**.*
— **ward, –wards** (Adv. গঠন করে, কোন কিছুর 'দিকে' বুঝাতে)
*In ✱ in**ward** • fore ✱ for**ward** • home ✱ home**ward***
— **wise** (Noun কে Adv এ পরিবর্তন করে 'অনুসারে' বোঝাতে)
*Weather-**wise**, the holiday was great. • How are we doing time-**wise**?*

⏭ **To make noun**

— **age** (Verb কে Noun এ পরিবর্তন করে, Verb এর কাজ বোঝায়)
marry ✱marriage • break ✱ breakage • spill ✱ spillage
— **aholic, -oholic** (Noun গঠন করে, কোন ব্যক্তির কোন কিছু গ্রহণ থেকে 'মুক্ত না হতে পারা' বোঝায়)
*work ✱ a work**aholic** • alc ✱ an alc**oholic***
— **al** (Verb কে Noun এ পরিবর্তন করে)
*approve ✱ approv**al** • remove ✱ remov**al***
— **an, -ian** (Noun গঠন করে, একজন ব্যক্তি যা করে)
*history ✱ histor**ian** • politics ✱ politic**ian***
— **ance, -ence, -ancy, -ency** (Noun গঠন করে, কাজ, অবস্থা বা গুণাগুণ বুঝাতে)
*perform ✱ perform**ance** • independent ✱ independ**ence** • prefer ✱ prefer**ence***
— **ation, -ion** (Verb কে Noun এ পরিবর্তন করে, কাজের ফলাফল বুঝাতে)
*educate ✱ educat**ion** • explain ✱ explan**ation** • connect ✱ connect**ion***
— **ee** (Verb কে Noun এ পরিবর্তন করে, কোন কিছু করে এরকম অর্থে)
*employ ✱ employ**ee** • interview ✱ interview**ee** • train ✱ train**ee***
— **ence, –ency** See –**ance** (Noun গঠন করে, কাজ, অবস্থা, গুণাগুণ বুঝাতে)
— **er, –or** (Verb কে Noun এ পরিবর্তন করে, যে কাজটি করে তাকে বোঝাতে)
*dance ✱ dance**r** • employ ✱employ**er** • act ✱ act**or** • cook ✱ cook**er** (= a machine for cooking) • time ✱ time**r***
— **hood** (Noun গঠন করে, কোন অবস্থায় থাকা বুঝাতে)
*child**hood** • mother**hood***
— **ian** See **-an** ('an' দ্রষ্টব্য)
— **ible** See **-able** ('able' দ্রষ্টব্য)
— **ion** See –**ation** ('ation' দ্রষ্টব্য)
— **ise** See –**ize** ('ize' দ্রষ্টব্য)
— **ist** (Noun গঠন করে, কোন ব্যক্তির বিশেষ কোন কাজ বুঝাতে)
*art ✱ art**ist** • novel ✱ novel**ist** • science ✱ scient**ist***
— **ment** (Verb কে Noun এ পরিবর্তন করে, ফলাফল বুঝাতে কাজের ধরন বর্ণনার্থে)
*develop ✱ develop**ment** • disappoint ✱ disappoint**ment***
— **monger** (Noun গঠন করে কোন ব্যক্তির বিশেষ কোন কাজের প্রতি উৎসাহ স্থাপন বুঝাতে)
*a war-**monger***
— **ness** (Adj কে Noun এ পরিবর্তন করে, Adj দ্বারা বর্ণিত বস্তুর অবস্থা এবং গুণাবলি বুঝাতে)
*sweet ✱ sweet**ness** • happy ✱ happi**ness** • dark ✱ dark**ness** • ill ✱ ill**ness***
— **ology** (Noun গঠন করে, কোন বিষয় জ্ঞানচর্চা করা অর্থে)
*psych**ology*** (= the study of the mind) • *socio**logy*** (= the study of society)
— **phile** (Noun গঠন করে উপভোগ বুঝাতে)
*a Franco**phile*** (= someone who loves France) • *a biblio**phile*** (= someone who loves books)
— **ship** (Noun গঠন করে, যা মানুষের মাঝে সম্পর্ক বুঝায়)
*friend**ship** • a relation**ship** • partner**ship***
— **speak (**Noun গঠন করে, বিশেষ কোন বিষয় বা ব্যবসা সংক্রান্ত বিশেষ ভাষা বোঝাতে**)**
*computer**speak** • marketing**speak***

More About Suffixes

[1] Denoting agent or doer (যে কাজটি করে এই অর্থে বোঝাতে) :

Word	Suffix	New Word
convene	er	convener (আহ্বায়ক)
drive	er	driver (চালক)
hunt	er	hunter (শিকারী)
make	er	maker (প্রস্তুতকারক)
paint	er	painter (চিত্রকর)
produce	er	producer (উৎপাদনকারী)
read	er	reader (পাঠক)
rule	er	ruler (শাসক)
speak	er	speaker (বক্তা)
work	er	worker (কর্মী)
write	er	writer (লেখক)
beg,	ar (doer)	beggar (ভিক্ষুক)
lie	ar (doer)	liar, (মিথ্যাবাদী)
sail	or (doer)	sailor (নাবিক)
vend	or (doer)	vendor (বিক্রেতা)
supervise	or (doer)	supervisor (নজরদার)
law	yer (doer)	lawyer (আইনজীবী)
actor	ess (feminine doer)	actress (অভিনেত্রী)
author	ess (feminine doer)	authoress (লেখিকা)
host	ess (feminine doer)	hostess (গৃহকর্ত্রী)
poet	ess (feminine doer)	poetess (মহিলা কবি)
water	ess (feminine doer)	waitress (সেবিকা)
dent	ist (doer)	dentist (দন্ত চিকিৎসক)
anarchy	ist (doer)	anarchist (নৈরাজ্যবাদী)
anti + agon	ist (doer)	antagonist (বিরোধী)
dramat (latin)	ist (doer)	dramatist (নাট্যকার)
ego	ist (doer)	egoist (অহংবাদী)
moral	ist (doer)	moralist (নীতিবাদী)
novel	ist (doer)	novelist (ঔপন্যাসিক)
pragmat (Greek)	ist (doer)	pragmatist (বাস্তববাদী)
royal	ist (doer)	royalist (রাজতন্ত্রী)
scient (latin)	ist (doer)	scientist (বিজ্ঞানী)
social	ist (doer)	socialist (সমাজবাদী)
terror	ist (doer)	terror-ist (সন্ত্রাসবাদী)
type	ist (doer)	typist
absent	ee (agent)	absentee (অনুপস্থিত)
allot	ee (agent)	allotee (অংশভাক্)
desire	ee (agent)	desiree (ঈপ্সিতা)
examine	ee (agent)	examinee (পরিক্ষার্থী)
nomin (latin)	ee (agent)	nominee (মনোনীত ব্যক্তি)
pay	ee (agent)	payee (গ্রহীতা)
train	ee (agent)	trainee (শিক্ষার্থী)

[2] Denoting state, action, result of an action, condition, being etc.

Word	Suffix	New Word
bond	age	bondage (দাসত্ব)
break	age	breakage (ভাঙ্গান)
leak	age	leakage (ছিদ্র দিয়ে প্রবিষ্ট)
marry	age	marriage (বিবাহ)
carry	age	carriage (গাড়ি)
post	age	post-age (ডাকমাশুল)
band	age	bandage (আহত স্থান বন্ধনের পট্টি)
pack	age	package (গাঁটারি/ গাঁট)
stop	age	stoppage (বাঁধা/ প্রতিবন্ধক)
arrive	al	arrival (আগমন)
deny	al	denial (অস্বীকার)
approve	al	approval (অনুমোদন)
recite	al	recital (আবৃত্তি)
abundant	ance	abundance (প্রাচুর্য)
assistant	ance	assistance (সাহায্য)
brilliant	ance	brilliance (অত্যন্ত উজ্জল)
disturb	ance	disturbance (বিরক্তি)
utter	ance	utterance (উচ্চারণ)
repentant	ance	repentance (অনুতাপ)
obedient	ence	obedience (বাধ্যতা)
absent	ence	absence (অনুপস্থিতি)
excellent	ence	excellence (চরম উৎকর্ষ বা গুণ)
present	ence	presence (উপস্থিতি)
innocent	ence	innocence (নির্দোষ)
different	ence	difference (পার্থক্য)
dependent	ence	dependence (অধীনতা)
accurate	cy	accuracy (নির্ভুল)
fan	cy	fancy (কল্পনা)
emergent	cy	emergency (পুনঃ পুনঃ সংঘটন)
urgent	cy	urgency
serve	ice	service (চাকরের কাজ)
coward	ice	cowardice (ভীরুতা)
act	ion	action (কাজ)
uni	ion	union (ঐক্য)
revise	ion	revision (পুনঃপাঠ)
opine	ion	opinion (মত)।
able	ity	ability (কার্যক্ষমতা)
electric	ity	electricity (তড়িৎ-শক্তি)
sensible	ity	sensibility (ইন্দ্রিয়-গ্রাহ্যতা)
false	ity	falsity (অসত্যতা)
uni	ity	unity (একতা)
real	ity	reality (বাস্তবতা)
cruel	ty	cruelty (নিষ্ঠুরতা)
safe	ty	safety (নিরাপত্তা)
art	ist	artist (শিল্পী)
chem (short form)	ist	chemist (রসায়নবিদ)
dramat (letin)	ist	dramatist (নাট্যকার)
essay	ist	essayist (প্রবন্ধকার)
novel	ist	novelist (ঔপন্যাসিক)
examine	tion	examination (পরীক্ষা)

Word	Suffix	New Word
reflect	tion	reflection (প্রতি" ছবি)
opposite	tion	opposition (বিরোধী)
translate	tion	translation (অনুবাদ)
agitate	tion	agitation
starve	tion	starvation (অনাহার)
stagnate	tion	stagnation
redemp	tion	redemption
confess	sion	confession
include	sion	inclusion
extend	sion	extension (বর্ধিতাংশ)
process	sion	procession (মিছিল)
confuse	sion	confusion (বিচলিত দ্বিধা)
converse	sion	conversion (রূপান্ত©র)
critic	ism	criticism (সমালোচনা)
hooligan	ism	hooliganism (গুন্ডামী)
patriot	ism	patriotism (দেশপ্রেম)
social	ism	socialism (সমাজতন¿)
acknowledge	ment	acknowledg (e) ment (প্রাপ্তি স্বীকার)
agree	ment	agreement (সম্মতি)
argue	ment	argument (যুক্তি দিয়ে বোঝানো)
arrange	ment	arrangement (চুক্তি)
fulfill	ment	fulfillment (প–রণ)
improve	ment	improvement (উন্নতি)
judge	ment	judgement (বিচার)
merry	ment	merriment (আনন্দ)
punish	ment	punishment (শাস্ি©)
bold	ness	boldness (সাহস)
dark	ness	darkness (অন্ধকার)
good	ness	goodness (সততা)
happy	ness	happiness (সুখ)
kind	ness	kindness (দয়া)
sharp	ness	sharpness (তীক্ষ্নতা)
sweet	ness	sweetness (মিস্টতা)
kind	red	kindred (আত্মীয়স্বজন)
hate	red	hatred (ঘৃণা)
friend	ship	friendship (বন্ধুত্ব)
hard	ship	hardship (কষ্ট)
lord	ship	lordship (প্রভুত্ব)
member	ship	membership (সদস্যপদ)
partner	ship	partnership (অংশীদারিত্ব)
scholar	ship	scholarship (বৃত্তি)
bread	th	breadth (পরিসর)
grow	th	growth (বৃদ্ধি)
heal	th	health (স্বাস্থ্য)
steal	th	stealth (চৌর্য)
weal	th	wealth (সম• দ)
bother	tion	botheration (বিরক্তি)
convict	tion	conviction (দৃঢ় বিশ্বাস)
dictate	tion	dictation (শ্র" তলিখন)
translate	tion	translation (অনুবাদ)
fort	tude	fortitude (দৃঢ় সঙ্কল্প)
serve	tude	servitude (গোলামি)।

Word	Suffix	New Word
boy	hood	boyhood (বাল্যকাল)
brother	hood	brotherhood (ভ্রাতৃত্ব)
child	hood	childhood (শৈশব)
man	hood	manhood (মনুষ্যত্ব)
woman	hood	womanhood (নারীত্ব)
free	dom	freedom (স্বাধীনতা)
king	dom	kingdom (ভ্রাতৃত্ব)
martyr	dom	martyrdom (শহীদত্ব)
wise	dom	wisdom (জ্ঞান)।

[3] Forming diminutives (□দার্থে এবং আদরার্থে) :

Word	Suffix	New Word
book	let	booklet (পুস্ি©কা)
brook	let	Brooklet (ছোট নদী)
leaf	let	leaflet (প্রচারপত্র)
stream	let	streamlet (ছোট নদী)
duck	ling	duckling (হাঁসের বা" চা)
strip	ling	stripling (= young one)
lamb	kin	lambkin (মেষশাবক)
chick	en	chicken < cock (বা" চা মুরগি)
maid	en	maiden < maid (কুমারী)।
hill	ock	hillock (ছোট পাহাড়)
bull	ock	bullock (তর" ণ ষাঁড়)

[4] Denoting place (স্থান বোঝাতে) :

Base	Suffix	Word
dispense	ary	dispensary (ঔষধালয়)
treasure	ry	treasury (ধনাগার)

[Forming Adjectives]

Word	Suffix	New Word
coast	al	coastal (উপকূলীয়)
culture	al	cultural (সাংস্কৃতিক)
education	al	educational (শিক্ষাম–লক)
fat	al	fatal (মারাত্মক)
fiction	al	fictional (কাল্পনিক)
fin	al	final (চূড়ান্ত©)
function	al	functional (ব্যবহারিক/ প্রায়োগিক)
nation	al	national (জাতীয়)
nature	al	natural (প্রাকৃতিক)
office	al	official (দাপ্তরিক)
option	al	optional (ঐ" ছক)
physic	al	physical (শারিরীক)
politic	al	political (রাজনৈতিক)
provision	al	provisional(আপাতকালীন)
tide	al	tidal (সামুদ্রিক জলো" ছ্বাস)
classic	al	classical (চিরায়ত)
critic	al	critical (সংকটপ–র্ণ)
mechanic	al	mechanical (যান্ি¿ ক)
music	al	musical (সংগীত সম্বন্ধীয়)
satiric	al	satirical (শ্লেষাত্মক)
angel	ic	angelic (দেবদ–ত

holycrossrajshahi.com

Word	Suffix	New Word
		সম্বন্ধীয়)
democracy	ic	democratic (গণতান্ি¿ ক)
energy	ic	energetic (উদ্যামী)
history	ic	historic (ঐতিহাসিক)
patriot	ic	patriotic (উদ্যামী)
economic	ic	economical (মিতব্যয়ী)
black	ish	blackish (কালচে)
book	ish	bookish (পড়ুয়া)
boy	ish	boyish (বালকসুলভ)
child	ish	childish (শিশুসুলভ)
fever	ish	feverish (জ্বরজ্বর)
hell	ish	hellish (নারকীয়)
self	ish	selfish (স্বার্থপর)
slave	ish	slavish (দাসসুলভ)
Sweden	ish	Swedish (সুইডিশ)
white	ish	whitish (শ্বেতাভ)
yellow	ish	yellowish (হরিদ্রাভ)
act	ive	active (সক্রীয়)
attract	ive	attractive (আকর্ষণীয়)
conservation	ive	conservative (সংকীর্ণ)
construct	ive	constructive (গঠনম– লক)
create	ive	creative (সৃষ্টিশীল)
format	ive	formative (রূপদায়ক)
instinct	ive	instinctive (সহজাত)
intuit	ive	intuitive (প্রজ্ঞাজাত)
product	ive	productive (উৎপাদনশীল)
sport	ive	sportive (কৌতুকপ্রিয়)
Africa	ian	African (আফ্রিকান)
America	ian	American (আমেরিকান)
Egypt	ian	Egyptian (মিশরীয়)
India	ian	Indian (ইন্ডিয়ান)
Italy	ian	Italian (ইটালিয়ান)
Russia	ian	Russian (রাশিয়ান)
Tibet	ian	Tibetan (তিব্বতী)
victor	ian	Victorian (ভিকটারীয়)
family	iar	familiar (পরিচিতি)
custom	ary	customary (প্রথানুযায়ী)
honor	ary	honorary (অবৈতনিক)
document	ary	documentary (তথ্যভিত্তিক)
fortune	ate	fortunate (সৌভাগ্যবান)
temper	ate	temperate (পরিমিত)।
color	ed	colored (রঙিন)
culture	ed	cultured (কৃষ্টিসম• ন্ন)
gift	ed	gifted (দান)
learn	ed	learned (শিক্ষিত)
money	ed	moneyed (ধনাঢ্য)
salt	ed	salted (লবণাক্ত)
spice	ed	spiced (মশলাযুক্ত)
spot	ed	spotted (চিহ্নিত)
talent	ed	talented (প্রতিভাবান)
wretch	ed	wretched (হতভাগ্য)

Word	Suffix	New Word
braze	en	brazen (পিতল নির্মিত)
earth	en	earthen (মৃত্তিকানির্মিত)
gold	en	golden (স্বর্ণ নির্মিত)
lead	en	leaden (লেডেন সীসা নির্মিত)
silk	en	silken (রেশম নির্মিত)
wood	en	wooden (কাষ্ঠনির্মিত)
wool	en	woollen (পশম নির্মিত)
answer	able	answerable (উত্তরযোগ্য)
argue	able	arguable (বিতর্কযোগ্য)
break	able	breakable (ভঙ্গুর)
comfort	able	comfortable (আরামদায়ক)
drink	able	drinkable (পানযোগ্য)
eat	able	eatable (খাবার যোগ্য)
forget	able	forgettable (বিস্মরণশীল)
inflate	able	inflatable (দাহ্য)
laugh	able	laughable (হাস্যকর)
love	able	lovable (আদুরে)
move	able	movable (বহনযোগ্য)
objection	able	objectionable (আপত্তিকর)
pity	able	pitiable (কর" ণাযোগ্য)
prefer	able	preferable (অধিক পছন্দনীয়)
reason	able	reasonable (যুক্তিসঙ্গত)
rely	able	reliable (নির্ভরযোগ্য)
suit	able	suitable (উপযুক্ত)
value	able	valuable (ম– ল্যবান)
admit	ible	admissible (বিবেচনাযোগ্য)
audio	ible	audible (শ্র" তিগোচর)
intelligent	ible	intelligible (বোধগম্য)
sense	ible	sensible (যুক্তিযুক্ত/ বিচারবুদ্ধিসম• ন্ন)
two	fold	two-fold (দ্বিগুণ)
three	fold	three-fold (তিনগুণ)
many	fold	manifold (বহুগুণ)।
awe	full > ful	awful (ভীতিকর)
beauty	full > ful	beautiful (সুন্দর)
cheer	full > ful	cheerful (প্রফুল)
duty	full > ful	dutiful (কর্তব্য পরায়ন)
faith	full > ful	faithful (বিশ্বাসী)
fear	full > ful	fearful (ভীতকর/ ভয়ানক)
forget	full > ful	forgetful (ভুলো)
fruit	full > ful	fruitful (ফলপ্রস–)
grate	full > ful	grateful (কৃতজ্ঞ)
hand	full > ful	handful (একমুঠো)
help	full > ful	help-ful (সাহায্যকারী)
hope	full > ful	hopeful (আশাবাদী)
joy	full > ful	joyful (আনন্দময়)
mercy	full > ful	merciful (ক্ষমাশীল)
spoon	full > ful	spoonful (এক চামচ)
thought	full > ful	thoughtful (চিন্©াশীল)
use	full > ful	useful (উপকারী)
aim	less	aimless (লক্ষ্যহীন)
bound	less	boundless (সীমাহীন)
cheer	less	cheerless (নিরস)

Word	Suffix	New Word
count	less	countless (অগণিত)
faith	less	faithless (অবিশ্বস্ত)
fear	less	fearless (অকুতোভয়)
help	less	helpless (অসহায়)
hope	less	hopeless (আশাহীন)
law	less	lawless (বেআইনী)
life	less	lifeless (ক্লান্তিহীন)
meaning	less	meaningless (অর্থহীন)
mercy	less	merciless (নিষ্ঠুর)
name	less	nameless (নামহীন)
penny	less	penniless (কর্পদকহীন)
reck	less	reckless (বেপরোয়া)
rest	less	restless (অস্থির)
sense	less	senseless (অজ্ঞান)
shame	less	shameless (নির্লজ্জ)
sound	less	soundless (শব্দহীন/ নিঃশব্দ)
thought	less	thoughtless (ভাবনাহীন)
tire	less	tireless (ক্লান্তিহীন)
use	less	useless (অপ্রয়োজনীয়)
coward	ly	cowardly (কাপুর“ ষোচিত)
earth	ly	earthly (পার্থিব)
fortnight	ly	fortnightly (পাক্ষিক)
friend	ly	friendly (বন্ধুত্বপ– র্ণ)
god	ly	godly (দেবজনোচিত)
heaven	ly	heavenly (স্বর্গীয়)
leisure	ly	leisurely (অবসরকালীন মন্থর)
live	ly	lively (জীবন্ত)
low	ly	lowly (হীন)
man	ly	manly (পুর“ ষোচিত)
miser	ly	miserly (কৃপণ)
month	ly	monthly (মাসিক)
saint	ly	saintly (সাধুজনোচিত)
sick	ly	sickly (রোগা)
week	ly	weekly (সাপ্তাহিক)
year	ly	yearly (বাৎসরিক)
[কিন্তু Annual]	ly	[কিন্তু Annual বাৎসরিক]
air	y	airy (প্রচুর হাওয়াদার)
blood	y	bloody (রক্তক্ষয়ী)
bone	y	bony (হাড় জিরজিরে)
choose	y	choosy (খুঁতখুঁতে)
dirt	y	dirty (নোংরা)
fat	y	fatty (মোটসোটা)
fish	y	fishy (গোলমেলে)
greed	y	greedy (লোভী)
hand	y	handy (হাতে ধরে এমন ছোট খাটো)
health	y	healthy (স্বাস্থ্যবান)
leaf	y	leafy (পত্রবহুল)
moss	y	mossy (শ্যাওলাপড়া)
need	y	needy (অভাবী)
noise	y	noisy (কোলাহলপ– র্ণ)
rock	y	rocky (পাথুরে)
sand	y	sandy (বালুময়)
storm	y	stormy (ঝঞ্ঝাবিক্ষুব্ধ)
sun	y	sunny (রৌদ্রালোকিত)
thirst	y	thirsty (তৃষ্ণার্ত)
wealth	y	wealthy (সম• দশালী)

[Forming Verbs]

Word	Suffix	New Word
black	en	blacken (কালো করা)
broad	en	broaden (বিস্তৃত করা)
dark	en	darken (অন্ধকার করা)
deep	en	deepen (গভীর করা)
fat	en	fatten (স্থূল করা)
glad	en	gladden (আনন্দিত করা)
hard	en	harden (শক্ত করা)
length	en	lengthen (দীর্ঘায়িত করা)
loose	en	loosen (আলগা করা)
sharp	en	sharpen (তীক্ষ্ন করা)
short	en	shorten (সংক্ষিপ্ত করা)
soft	en	soften (নরম করা)
strength	en	strengthen (শক্তিশালী করা)
thick	en	thicken (ঘন করা)
wide	en	widen (চওড়া করা)
chat	er	chatter (কিচিরমিচির করা)
glim	er	glimmer (নিবু নিবু জ্বলা)
glit	er	glitter (চকচক করা)
apology	ise	apologise (ক্ষমা চাওয়া)
civil	ise	civilise (সভ্য করা)
fertile	ise	fertilise (উর্বর করা)
legal	ise	legalise (বৈধ করা)
mechan	ise	mechanise (যান্ত্রিক করা)
organ	ise	organise (সংগঠিত করা)
penal	ise	penalise (শাস্তি দেওয়া)
popular	ise	popularise (জনপ্রিয় করা)
real	ise	realise (অনুধাবন করা)
victim	ise	victimise (অসহায়ভাবে বলি দেওয়া)

N.B. British spelling-এ 's' এবং American spelling 'z' হয়। কিন্তু advertise, despise, surprise এগুলোতে কোনো suffix যুক্ত না হওয়ায়, এগুলোর বানানে সর্বদাই 's' হয় 'z' হয় না।

ample	ify	amplify (সম•্সারিত করা)
beauty	ify	beautify (সুন্দর করা)
class	ify	classify (বিশদ করা)
fort	ify	fortify (দৃঢ় করা)
glory	ify	glorify (মহিমান্বিত করা)
just	ify	justify (নায্যতা প্রতিপাদন করা)
pure	ify	purify (বিশুদ্ধ করা)
sign	ify	signify (নিদর্শন হওয়া)
simple	ify	simplify (সহজসাধ্য করা)
test	ify	testify (সাক্ষ্য দেয়া)

[Forming Adverbs]

অধিকাংশ ক্ষেত্রে Adjective- এর সঙ্গে- ly যোগ করে Adverb গঠিত হয়।

Word	Suffix	New Word
absolute	ly	absolutely (সম• – র্ণরূপে)
active	ly	actively (সক্রিয়ভাবে)

holycrossrajshahi.com

Word	Suffix	New Word
angry	ly	angrily (রাগান্বিত হয়ে)
bad	ly	badly (খারাপভাবে)
blunt	ly	bluntly (অভদ্রভাবে)
bold	ly	boldly (প্রবলভাবে)
clear	ly	clearly (পরিষ্কারভাবে)
curious	ly	curiously (আগ্রহের সাথে)
deep	ly	deeply (গভীরভাবে)
direct	ly	directly (সরাসরি)
entire	ly	entirely (সম• – র্ণভাবে)
evident	ly	evidently (প্রমাণ সাপেক্ষে)
exact	ly	exactly (যথার্থতার সাথে/ সঠিকভাবে)
forceful	ly	forcefully (গতিশীলতার সাথে)
fortunate	ly	fortunately (সৌভাগ্যক্রমে)
full	ly	fully (পরিপ– র্ণভাবে)
happy	ly	happily (আনন্দের সাথে)
historical	ly	historically (ঐতিহাসিকভাবে)
hopeful	ly	hopefully (আশানুরূপে)
hopeless	ly	hopelessly (হতাশকভাবে)
initial	ly	initially (প্রারম্ভে)
living	ly	livingly (জীবন@ভাবে)
mad	ly	madly (পাগলের মত)
odd	ly	oddly (অদ্ভ– তভাবে)
part	ly	partly (আংশিকভাবে)
partial	ly	partially (পক্ষপাতপ– র্ণভাবে)
passive	ly	passively (পরোক্ষভাবে)
possible	ly	possibly (সম্ভবত)
precise	ly	precisely (যথার্থতার সাথে)
quick	ly	quickly (দ্র“ ত)
sad	ly	sadly (বিষণ্নভাবে)
sharp	ly	sharply (তীক্ষ্নরূপে)
short	ly	shortly (সংক্ষিপ্তভাবে)
slow	ly	slowly (ধীরে)
smiling	ly	smilingly (সহাস্যে)
soft	ly	softly (কোমলভাবে)
thin	ly	thinly (হালকাভাবে)
wide	ly	widely (ব্যাপকভাবে)
[Adj- এর শেষে 'y' থকালে তা 'i' হয়।]		[Adj- এর শেষে 'y' থকালে তা 'i' হয়।]
clock	wise	clockwise (দক্ষিণাবর্তে)
like	wise	likewise (সদৃশরূপে)
other	wise	otherwise (অন্যথায়)
back	ward(s)	backwards (অনগ্রসর)
home	ward(s)	homewards (গ্রহাভিম– খে)

Practice

A. Link the verbs with their correct suffix to form nouns and write them down.

(a) IMAGINE	1. -ance
(b) WEAK	2. -ity
(c) TEACH	3. -tion
(d) INFECT	4. -sion
(e) DECIDE	5. -ence
(f) ARGUE	6. -er
(g) ASSIST	7. -al
(h) SECURE	8. -ance
(i) REFUSE	9. -ment
(j) OCCUR	10. -ion
(k) RESIST	11. -ness

B. Add a PREFIX and/or SUFFIX to the words in the brackets and put them in the correct sentence.

1. The lights are green, but nobody is moving. He is so —— .  (anger)

2. Don't you know that saying "—— killed the cat"?  (curious)

3. I think you should drive more ——. You're scaring me.  (careful)

4. She is a very —— TV star.  (fame). Her performance amuses most of us.

5. They have different opinions on the subject. Their ——— will last forever.  (agreement)

6. Brian is always late for work. He is so ——.  (responsible)

7. This Math problem is very difficult. Mary didn't come to any —— .  (conclude)

8. He can't see the banana peel. He will —— slip and fall.  (probable)

9. You shouldn't eat so much junk food. It's very ——.  (health)

10. Thanks for finding out my cat. You're a very —— young man.  (help)

11. My parents are always fighting. There is no —— between them anymore.

 (communicate)

12. I really —— my packed lunch. It doesn't smell so nice. (like)

✍ *Production*

1. Fill in the gaps in the following text by adding suffix, prefix or both with the root words underlined in the text : $0.5 \times 8 = 4$

Hazi Mohammad Muhsin is famous for his (a) kind. He was born in a (b) wealth family. He was an (c) married man. He was a social (d) work. He had a great (e) contribute to (f) educate. Everybody knows about his (g) donate. We are (h) grate to him.

2. Addiction means strong (a) — (attract) for any (b) — (harm) things. Drug (c) — (addict) means taking heroine, opium, marijuana, phensydil etc. Some of these are taken by smoking or through (d) — (inject). These drugs are taken for (e) — (intoxicate) and stimulating effect. The taking of these drugs (f) — (frequent) leads a man to (g) — (die). Drug addiction is not only a national but also a (i) — (globe) problem.

3. Sports can give us (a) — (entertain) and (b) — (please). There are (c) — (vary) kinds of sports. Among them, football and cricket have (d) — (popular) in our country. However, football is losing its (e) — (attract). The people of our country (f) — (joy) the T20 match most. It is also (g) — (high) enjoyable to me. (h) — (unfortunate) I missed the last T20 match between Pakistan and India.

4. Day to day life in Dhaka is not (a) expensive. People (b) live below poverty line lead a (c) miser life. Price hike is (d) big than any other problem in Dhaka city. Necessary steps have been taken by the (e) govern to keep the price hike under control. But the measures are (f) sufficient. The problem seems (g) resistible. The dishonest businessmen are always ring to make extra profit by increasing the price of goods in an (h) responsible way.

5. Everybody hates the (a) honest. On the other hand, honesty is always respected. We should (b) like the dishonest people. It is totally (c) possible for a dishonest person to be happy. Honesty can offer you a (d) comfort life. Dishonesty brings (e) honour to men's life. In most cases, dishonest people do not hesitate to undertake (f) social activities. We are still (g) hope that our young generation will follow the path of honesty. They are our only hope and (h) aspire.

6. I was working at an (a) national airport. One night I was on duty. A flight arrived from Europe. I checked the baggage of some of the passengers and found nothing that broke the rules. At last there was only one passenger left. It was getting on for midnight and I felt tired and (b) sleep. There was nothing much in his baggage except some clothes. But I noticed a big torch under the clothes. I picked it up. The man looked (c) comfort. However, I (d) screwed the bottom of the torch. Two drycell batteries came out. I paused for a while and glanced at the man. He seemed more (e) help. This made me a little (f) doubt. But I didn't show any sign of (g) trust. I screwed the bottom and (h) hand the torch back to him.

7. Hartal means (a) stop of all works in a large area. In the past, hartal was called for (b) politics or (c) nation crisis. But at present we see its (d) destroy power. Picketers often try to burn vehicles and (e) vandal shops. Sometimes their (f) brutal knows no bounds. Thus the (g) secure of ordinary people is violated in a hartal day. We should try our level best to abolish this political (h) practice.

8. Man should be (a) duty. He must know his (b) responsible. By doing his duty (c) proper he can attain (d) prosper. He prospers (e) slow. He is a man of (f) sincere. He is not (g) active. He does not suffer from (h) inactive.

9. Truth is not (a) normal. It is (b) nature. It (c) sures the peace of human mind. It (d) powers our soul and enhances our willing power. Illegal and (e) lawful things are against the truth. We must speak (f) bold and clearly. (g) Kind is a condition of (h) truthful.

10. Yoga is a system of exercise for attaining (a) body or mental control and well being. Yoga has been practised for more than 5000 years and (b) current close to 11 million Americans are enjoying its health benefit. It is generally considered safe for most (c) healthy people when practised under the guidence of an (d) instruct. Although one can learn Yoga from books and videos, (e) begin usually find it (f) help to learn with an instructor. Good instructors will understand and (g) courage one to explore one's (h) person limits.

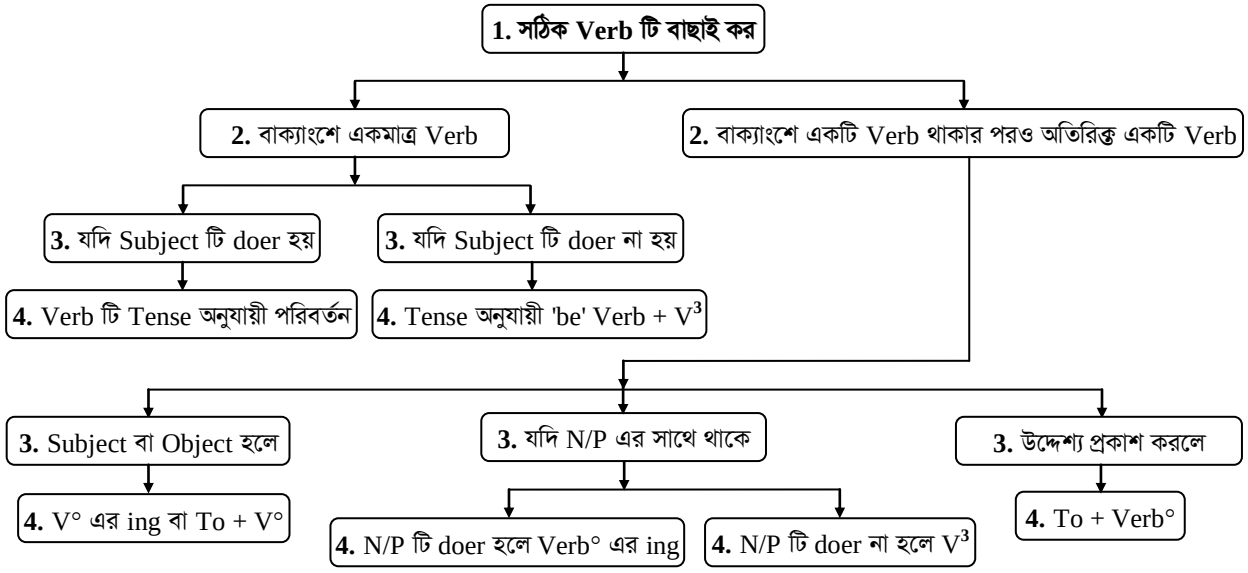
8 Right Forms of Verbs

Presentation

MAGIC CHART

holycrossrajshahi.com

ছাত্রছাত্রীরা Right Forms of Verbs নিয়ে খুবই চিন্ি@ত। অনেক নিয়ম শিখেও তারা এটা রপ্ত করতে পারে না। কিন্তু এবার এসেছে এক Magic Chart। মাত্র চারটি Step এ যেকোন প্রশ্নের সমাধান সম্ভব। লক্ষ কর



ν V° → Verb এর ম– ল Form ν V^3 → Verb এর Past Participle ν N/P → Noun বা Pronoun বা Noun Phrase ν Doer → যে কাজটি সম• াদন করে ν ছাত্রছাত্রীদের কাছে সহজবোধ্য করার জন্য Finite verb কে 'বাক্যাংশের একমাত্র' verb এবং Non-finite verb কে 'অতিরিক্ত' verb লেখা হয়েছে।

উদাহরণ :

think	build	believe	bury	go	die	call

The Egyptians believed that after death people (a) — to another world. They (b) — that people would still need many of the things they had on earth. Their king had many wonderful treasures. They buried those treasures with them. The king (c) — in the open ground or in graveyards. They buried them in great buildings or tombs (d) — pyramids. These pyramids (e) — out in the deserts.

a. (i) অর্থের সাথে মিল রেখে verb টি হবে 'go'।
(ii) এটি কি বাক্যাংশের একমাত্র verb? → হ্যাঁ।
(iii) বাক্যের subect টি কি doer? → হ্যাঁ।
(iv) তবে verb টির tense পরিবর্তন কর।
এটা অতীতের ঘটনা বিধায় Rule নং 11 অনুযায়ী verb টি Past Simple হবে অর্থাৎ Go এর Past করলে উত্তরটি হবে went।

b. (i) বাক্যের সাথে সঙ্গতি রেখে verb টি হবে believe।
(ii) এটি কি বাক্যাংশের একমাত্র verb? → হ্যাঁ।
(iii) Subject টি কি doer? → হ্যাঁ।
(iv) তবে Verb টির tense পরিবর্তন কর।
এটা অতীতের ঘটনা বিধায় Rule no 11 অনুযায়ী verb টি Past Simple হবে। অর্থাৎ believe এর Past form করলে উত্তর হবে believed।

c. (i) বাক্যের সাথে সঙ্গতি রেখে verb টি হবে bury।
(ii) এটি কি বাক্যাংশের একমাত্র verb? → হ্যাঁ।
(iii) subject টি কি doer? → না।
(iv) তবে Tense এবং Person অনুযায়ী 'be' verb + ম– ল verb এর Past Participle কর।
এটা অতীতের ঘটনা বিধায় Rule No 11 অনুযায়ী 'be' verb টি Past Simple হবে। অর্থাৎ 'be' এর Past Form + ম– ল verb এর Past Participle করলে উত্তর হবে was burried.

d. (i) বাক্যের সাথে সঙ্গতি রেখে verb হবে call।
(ii) এটি কি বাক্যাংশের একমাত্র verb? → না এটা অতিরিক্ত verb।
(iii) এটি কি subject বা Object → না। তবে কি কোন N/P এর সাথে আছে হ্যাঁ।
(iv) N/P টি কি doer? → না। তবে Verb টির Past Participle কর।
এভাবে call এর Past Participle করলে উত্তর হবে called।

e. (i) বাক্যের সাথে সঙ্গতি রেখে verb টি হবে build।
(ii) এটি কি বাক্যাংশের একমাত্র verb? → হ্যাঁ।
(iii) বাক্যাংশের subject টি doer? → না।
(iv) তবে Tense এবং Person অনুযায়ী 'be' verb + ম– ল verb এর Past Participle কর।
এটা অতীতের ঘটনা বিধায় Rule No 11 অনুযায়ী 'be' verb টির Past Simple হবে। অর্থাৎ 'be' এর Past Form + ম– ল verb এর Past Participle করলে উত্তরটি হবে were built
NB. pyramids বহুবচন হবার কারণে was না হয়ে were বসেছে।

RULES IN DETAIL

Tense based verb/ finite verb এর correction করার সময় verb টি Active না Passive তা লক্ষ রাখতে হবে। active হলে শুধু tense গত পরিবর্তন হবে। আর passive হলে tense এবং person অনুযায়ী be verb + ম– ল verb এর past participle করতে হবে। নিম্নে কিছু গুর" ত্বপ– র্ণ Right form of verbs এর নিয়ম দেওয়া হলো :

1. Sentence এ always, everyday, daily, regularly, sometimes, often, normally, usually, generally ইত্যাদি থাকলে verb এর Present Simple Tense *(Verb এর Present Form)* হয়।

মনে রাখবে, এই কাজ *সবসময়* ঘটে বা *মাঝে মাঝে* ঘটে বা *প্রায়ই* ঘটে বা কারো *অভ্যাস* বা *চিরন্তন সত্য* বা *সাধারণ সত্য*

Example :

I always (speak) —— the truth.
Ans : speak
They (play) —— football everyday.
Ans : play
The earth (move) —— round the sun.
Ans : moves
I (get) —— up early in the morning.
Ans : get up
Rana regularly (take) — physical exercise.
Ans : takes

2. ঐতিহাসিক ঘটনা বর্ণনা করলে Verb এর Present Simple Tense *(Verb এর Present Form)* ব্যবহার করা যায়।

Example :

Babur (defeat) — Ibrahim Lodi in the battle of Pani path.
Ans : defeats
Nawab Sirajuddowla (ascend) — the throne of Bengal in 1756.
Ans : ascends
Hazrat Mohammad (sm) (leave) — Mecca for Madina in 623.
Ans : leaves
The First World War (break) — out in 1914.
Ans : breaks
Bangladesh (come) — into being in 1971.
Ans : comes

3. Present Simple Tense এ Sentence এ Subject 3rd person singular number (আমি ও তুমি ছাড়া সব 3rd person) হলে verb এর শেষে s বা es বসে। কিন্তু Subject টি I বা You বা Plural হলে কিছু যোগ হয় না অর্থাৎ ম– ল রূপ বসে।

Example :

He (eat) —— rice.
Ans : eats
He (go) —— to school
Ans : goes
Birds (live) ____ in trees.
Ans : live
The sun (rise) — in the east.
Ans : rises
They (quarrel) — with each other.
Ans : quarrel

4. Now, at present, at this moment, gradually, day by day, Look!, Listen!, Stop!, Hush! ইত্যাদি থাকলে Present Continuous Tense *(am/is/are + ম– ল Verb এর ing Form)* হয়।

মনে রাখবে, be, look, taste, feel, love, hate, know, want এ ধরনের Non-continuous Verb এর Continuous Tense না হয়ে Present Simple Tense হয়।

Example :

I (eat) — rice now.
Ans : am eating
They (watch) — TV at this moment.
Ans : are watching
He (feel) — happy today.
Ans : feels
I (want) — a book now.
Ans : want
At present she (work) — abroad.
Ans : is working

5. কোন sentence এ am, is, are, was, were ইত্যাদি থাকলে সাধারণত এর পর ব্রাকেটের verb এর ing হয়।

Example :

The man is (write) — a letter.
Ans : writing
Rana is (play) — in the field.
Ans : playing
You are (read) — a book.
Ans : reading
They are (quarrel) — with each other.
Ans : quarrelling
We are (watch) — TV.
Ans : watching

6. am/ is/ are/ was/ were থাকলে Subject যদি doer (যে কাজ করে) না হয় তবে Verb টির Past Participle হবে।

Example :

A letter was (write) — yesterday by me.
Ans : written
The story was (tell) — by the grandmother.
Ans : told
The Titanic was (regard) — as unsinkable.
Ans : regarded
Computer was not (invent) — overnight.
Ans : invented
Sakib Al Hasan is (consider) — as the best cricket player of our country.
Ans : considered

7. কোনো sentence এ Just, Just now, already, yet, ever, lately, recently থাকলে Present Perfect Tense *(have/has + Verb এর Past Participle Form)* হয়।

Example :

I (see) — him recently.
Ans : have seen
He (come) — to school lately
Ans : has come
I (have) — my meal just now.
Ans : have had
Karim (not finish) the work yet.
Ans : has not finished
They (finish) their work already.
Ans : have finished

8. অতীতের কাজের সাথে বর্তমান সময় প্রকাশক শব্দ (যেমন: today, tonight, this morning, this week) থাকলে Present Perfect Tense *(have/has + Verb এর Past Participle Form)* হয়।

Example :

I (receive) — your letter today.
Ans : have received
He (eat) — rice this morning.
Ans : has eaten
I (not see) — Rahim this week.
Ans : have not seen
He (do) — the work today.
Ans : has done
You (read) — the novel this week.
Ans : have read

9. Sentence এ yesterday, ago, long since, এবং অতীত সময় প্রকাশক শব্দ (যেমন ১৯৭১ সাল) ইত্যাদি থাকলে Past

holycrossrajshahi.com

SimpleTense হয় *(Verb টির Past Form)* হয়।
Example :
He (go) —— to the market yesterday.
Ans : went
I (know) — him two years ago.
Ans : knew
I (receive) — your letter yesterday.
Ans : received
We (invite) — our friends a few days ago.
Ans : invited
I (see) — you long since.
Ans : saw

10. have, has, had, remain, become, get এর পরের Verb টি Past Participle হয়।
Example :
He has (do) ___ the work.
Ans : done
Computer has (bring) — about a revolutionary change.
Ans : brought
I will get my hair (brush) —.
Ans : brushed
Our school will remain (close) — tomorrow.
Ans : closed
Hearing the news he became (dishearten) —.
Ans : disheartened

11. বাক্যে since বা for এবং সময়ের উল্লেখ থাকলে Present Perfect Continuous Tense *(have been/ has been + Verb টির ing Form)* হয়।
Example :
The boy (clean) — the room for 20 minutes.
Ans : has been cleaning
I (live) — in the same house since 2010.
Ans : have been living
Rafiq (work) — in this office for five years.
Ans : has been working
Rana (live) — in the area for five years.
Ans : has been living
It (rain) — since morning.
Ans : has been raining

12. Tomorrow, soon, next day/week/month/year ইত্যাদি ভবিষ্যত প্রকাশক শব্দ থাকলে Future Simple Tense (will + Verb *এর ম– লForm*) হয়।
Example :
I (come) — tomorrow morning.
Ans : will come
I hope you (come) — round soon.
Ans : will come
Rana (go) — home next day.
Ans : will go
Sumon (leave) — the country for England next month.
Ans : will leave
Ripon (visit) — England next year.
Ans : will visit

13. After দিয়ে দুটি বাক্যাংশ যুক্ত থাকলে after এর পরের অংশ (Present/ Past/ Future) Perfect এবং অপর অংশ (Present/ Past/ Future) Simple হবে।
Example :
He came after the rain (start)___.
Ans : had started
The patient died after the doctor (come) —.
Ans : had come
The student reached the school after the bell (ring) —.
Ans : had rung
The rain started after he (come) to our house.
Ans : had come
The train left after we (reach) the station.
Ans : had reached

14. Before দিয়ে দুটি বাক্যাংশ যুক্ত থাকলে before এর প– র্বের অংশ (Present/ Past/ Future) Perfect এবং অপর অংশ (Present/ Past/ Future) Simple হবে।
Example :
He (go) — out before the rain started.
Ans : had gone
The patient (die) — before the doctor came.
Ans : had died
The train (leave) — before we reached the station.
Ans : had left
The student (reach) — the school before the bell rang.
Ans : had reached
The rain (start) before we reached our home.
Ans : had started

15. ম– ল Verb থাকার পর আরও একটি Verb থাকলে ঐ অতিরিক্ত verb টির সাথে সাধারণত ing হয়।
Example :
I saw him (go) —
Ans : going.
We found him (read) — a book.
Ans : reading
She went out (close) — the door.
Ans : closing
We saw the boy (play) in the field.
Ans : playing
They heard her (sing) a song.
Ans : singing

16. কোনো বাক্যের শেষে Interrogative চিহ্ন থাকলে বাক্যটিকে Interrogative করতে হবে। এক্ষেত্রে do/ does/ did শুর" তে বসাতে হবে।
মনে রাখবে Present Simple Tense এবং Subject টি singular হলে does বসবে। Subject টি I বা You বা Plural হলে do বসবে।
Past Tense হলে did শুর" তে বসাতে হবে।
do/ does/ did এর পর Verb এর ম– ল রূপ বসে; কোনো কিছু যোগ হয় না।
Example :
(—) you go to school?
Ans : Do you go
(—) Rahim eat rice?
Ans : Does Rahim eat
He (—) not write a letter.
Ans : does not write
I (—) not drink tea.
Ans : do not drink
You (went) to school?
Ans : Did you go
I (—) not go home yesterday.
Ans : did not go

17. Can, could, may, might, shall, should, will, would ইত্যাদি modal auxiliary verb বাক্যে ব্যবহৃত হলে:
» Subject যদি doer হয় তবে এদের পরের Verb এর ম– ল রূপ বসে; কিছু যোগ হয় না।
» Subject যদি doer না হয় তবে এদের পরে be + Verb

এর Past Participle বসে

Example :

We will (make) — burger for next two days

Ans : make

The result will (publish) — soon.

Ans : be published

I (go) — home next day.

Ans : shall go

He (visit) — England next month.

Ans : will visit

Mr Jalil should (reward) — for his honesty.

Ans : should be rewarded

18. বর্তমান কোনো Situation বা অবস্থার বর্ণনা থাকলে Action Verb এর Present Continuous Tense হবে।

Example :

The patient is very ill. The nurse (look) ___after him.

Ans : is looking

It is afternoon. Rana (play) — in the field.

Ans : is playing

It is very hot today. The cowboy (take) — rest under the tree.

Ans : is taking

Today is holiday. We (go) to picnic.

Ans : are going

It is rainy season. It (rain) cats and dogs.

Ans : is raining

19. অতীত কোনো Situation বা অবস্থার বর্ণনা থাকলে Action Verb এর Past Continuous Tense হবে।

Example :

It was a hot summer day. A fox (pass) — through a jungle.

Ans : was passing

It was a day of winter. We (enjoy) delicious cakes.

Ans : were enjoying

It was a rainy day. We (go) to our home in Sylhet.

Ans : were going

It was spring. Flowers (bloom) in plenty.

Ans : were blooming

It was summer. A crow (fly) in search of water.

Ans : was flying

20. কোনো sentence যদি there দ্বারা শুর" হয় এবং তার পর যদি singular subject থাকে তাহলে there এর পরে Singular verb বসে। আর যদি plural subjet থাকে তাহলে there এর পরে plural verb বসে।

Example :

There (be) — a primary school in our locality.

Ans : is

There (be) — two boys present in the meeting.

Ans : are

There (be) — a mosque in our village.

Ans : is

There (be) — ten boys playing in the field.

Ans : are

There (be) a cow grazing in the meadow.

Ans : is

21. একই দৈর্ঘ্য, পরিমাণ, বা স্থান বুঝালে Subject দেখতে plural হলেও verb singular হবে। যেমন :

Example :

Forty miles (be) —— a long distance.

Ans : is

One thousand taka (be) — my cash.

Ans : is

140° Celsius (be) — a high temperature.

Ans : is

40 kgs of rice (be) — a heavy load.

Ans : is

About 80 taka (be) — equal to one US dollar.

Ans : is

22. দুটি noun/ pronoun যদি as well as বা preposition দিয়ে যুক্ত থাকে তবে প্রথম noun/ pronoun অনুযায়ী Verb বসে।

Example :

Rahim as well as his brothers (be) ___ honest.

Ans : is

Karim along with his brother (be) — present.

Ans : was

Ripon with his brother (be) — come here.

Ans : has

He accompanied by his father — (arrive).

Ans : has arrived

I and not my friends — (be) to blame.

Ans : am

23. wish, it is time, It is high time এর পর Verb থাকলে Verbটির প– র্বে to যোগ করতে হবে।

Example :

It is time (stand) — against corruption.

Ans : to stand

I wish (go) — to Chittagong.

Ans : to go

It is time (say) — prayer.

Ans : to say

It is high time for me (leave) — the country.

Ans : to leave

It is time (make) — our country free from poverty.

Ans : to make

24. Fancy, Wish, It is time, It is high time এর পর Subject + Verb থাকলে Verbটির Past Simple Tense করতে হবে।

Example :

It is time we (stand)___ against corruption.

Ans : stood

I wish I — (be) a child again.

Ans : were

I fancy I — (turn) pale.

Ans : turned

It is time you — (leave) the room.

Ans : left

It is high time you — (go) there.

Ans : went

25. As if/ As though থাকলে ১ম Verb টি Present হলে পরের Verb টি Past Simple হবে এবং ১ম Verb টি Past Simple হলে পরের Verb টি Past Perfect হবে।

holycrossrajshahi.com

Example :
He talks as if he (be) — mad.
Ans : were
He spoke as if he (know) — everything.
Ans : had known
He thinks as if he (be) — a philosopher.
Ans : were
Karim talks as though he (be) — a great leader.
Ans : were
The beggar behaved as though he (be) — deaf and dumb.
Ans : had been

26. If যুক্ত বাক্যাংশ যদি Present Simple হয় তবে অন্য অংশ Future Simple (shall/ will + ম– ল verb এর base form) হবে।
Example :
If he works hard, he (shine) in life.
Ans : will shine
If it rains, I (not go) out.
Ans : shall not go
If you read attentively, you (make) — good result in life.
Ans : will make
If you get up early you (get) — enough time to take exercise.
Ans : will get
If I go to Chittagong, I (visit) — your house.
Ans : will visit

27. If যুক্ত বাক্যাংশ যদি Past Simple হয় তবে অন্য অংশ Past Conditional (would/could/might + ম– ল verb এর base form) হবে।
Example :
If he came I (go).
Ans : would go
I would help him if he (want).
Ans : wanted
If he started early, he (catch) — the train.
Ans : would catch
If you studied hard, you (pass) in the examination.
Ans : would pass
If I was invited, I (attend) — the ceremony.
Ans : would attend

28. Preposition এর পর ব্রাকেট যুক্ত verb + object থাকলে তার সাথে ing যোগ করতে হবে।
মনে রাখবে, **with a view to, look forward to, get used to, be used to, addicted to এর to শ□টি preposition**
Example :
I am interested in (read) — story books.
Ans : reading
I look forward to (hear) — from you.
Ans : hearing
Kamal is addicted to (smoke).
Ans : smoking
He was used to (live) — alone.
Ans : living
Rana got used to (swim) — in the river.
Ans : swimming

29. While, after, before, till, until এর পর সরাসরি verb থাকলে এগুলো preposition। তাই verb টির সাথে ing যোগ করতে হবে।
Example :
While (go) — to school, I saw an elephant.
Ans : going
After (see) the police, the thief ran away.
Ans : seeing
Before (go) to sleep, we watched TV.
Ans : going
While (walk) in the street, it began to rain.
Ans : walking
After (take) — bath, I will take my supper.
Ans : taking

30. Infinitive to, going to, had better, had to, have to, had rather, had sooner, would better, would rather, make, help, let, cannot but, could not but ইত্যাদির পর *verb* এর base form হবে।
Example :
I could not but (laugh)
Ans : laugh
I had better (go) — home by this time.
Ans : go
Selim is going to (open) — a bank account.
Ans : open
They let me (go) — there.
Ans : go
Shefali cannot but (shed) — tears.
Ans : shed

31. বাক্যের একটি অংশ No sooner had/ Scarcely had/ Hardly had; As soon as যুক্ত হলে অন্য অংশ Past Simple হবে।
Example :
Scarcely had I sat down to eat when the phone [ring].
Ans : rang
No sooner had they reached the station than the train (leave).
Ans : left
Hardly had we reached home when the sun (set).
Ans : set
No sooner had the thief seen the police than he (run) away.
Ans : ran
Scarcely had they reached home when it (begin) to rain.
Ans : began

32. can not help, could not help, mind, worth, feel like এর পর verb এর ing হয়।
Example :
I can not help (laugh) ___.
Ans : laughing
The novel is worth (read).
Ans : reading
Would you mind (take) tea?
Ans : taking
He feels like (cry).
Ans : crying

Sumi could not help (cry).
Ans : crying

33. অতীত কালের কোনো Verb (যেমন asked/ told/ said) এর object এর অংশে কোনো Verb থাকলে তা অনুরূপ Past Tense হবে।

Example :

He asked me when I (come) — the following day.
Ans : would come
He said that he (be) — ill the previous day.
Ans : had been
He told me that he (go) home the next day.
Ans : would go
The teacher asked the boy when he (make) a noise.
Ans : made
Father asked his son why he (not go) to school the previous day.
Ans : had not gone

Practice

A. Rewrite the following sentences with the correct form of verb. (ক্রিয়ার সঠিক রূপ দ্বারা নিচের বাক্যগুলো পুনরায় লেখ।)

1. (a) He speaks as if he — (know) everything.
(b) It is high time I — (take) my decision.
(c) Now the girl — (sing) a song.
(d) The sun — (rise) in the east.
(e) Ruplal had to — (build) a hut in the jungle.

2. (a) He said that he — (be) ill the previous day.
(b) Look! The aeroplane — (fly) towards us.
(c) I shall go there after I — (finish) the work.
(d) Recently energy bulbs have been — (distribute) among the clients.
(e) They already — (change) the decision.

3. (a) Our JSC Examination is — (go) on.
(b) I have — (take) a good preperation.
(c) The colour of the flowers — (be) red.
(d) Malaysia is — (get) rich day by day.
(e) He wants to — (succeed) by dint of hard labour.

Production

1. Complete the following text with suitable verbs in the box with their right form : $0.5 \times 8 = 4$

hold	speak	be	sit
educate	build	make	remove

A teacher (a) — an architect of a nation. He plays an important role in (b) — up an (c) — nation. He (d) — the darkness of ignorance from the lot of a nation. He is an actor while (e) —. He is able to (f) — the attention of his students. He does not (g) — motionless before his class. He also (h) — his lessons interesting.

2.

go	quarrel	respect	love
learn	be	keep	listen

There (a) — a boy named Karim. He was twelve years old. Everyday he (b) — to school in time. He always (c) — his lessons attentively. He (d) — with anyone. He did not (e) — company with bad boys. He (f) — his teachers very much. He (g) — attentively to what the teachers said. So everybody (h) — him.

3.

be	move	call	live
ask	get	prescribe	do

Once there (a) — an idle king. He (b) — not undergo physical labour. As a result he (c) — bulky and could not move from one place to another. He (d) — in a doctor. The doctor (e) — clever and wise. He did not (f) — any medicine for the king. He asked the king to buy a club and (g) — it in the air till his hands (h) — moistened.

4.

make	quicken	bring	have
play	transmit	widen	made

Information technology has (a) — the process of globalisation. In the field of information technology internet (b) — a vital role. It has (c) — the world smaller and (d) — the world within our reach. It can (e) — information within a short time. It (f) — also brought a great change in banking and financial sectors. It has (g) — our knowledge and (h) — us more thirsty for the unknown.

5.

enlighten	obtain	lead	regard
take	redefine	get	go

Education is (a) — as the yardstick of development. Development and education (b) — hand in hand. (c) — degrees is not the prime objective of education. But our young generation (d) — educated to have a job. Now education has to be (e) —. In fact, education is meant for (f) — an individual and creating a sense of morality. Education without morality cannot (g) — a nation to success. It is high time we (h) — measures to spread true education.

6.

abuse	use	add	have
work	change	keep	

Mobile phone is one of the wonders of modern science. It has (a) — a new dimension to our way of life. It is a telephone system that (b) — without any wire. Obviously, mobile telecommunication (c) — become a part of life. Nowadays, (d) — a mobile phone is not a luxury in a poor country like Bangladesh. People (e) — mobile phone to do rapid communication. Some youths (f) —

holycrossrajshahi.com

mobile phone teasing girls and even terrorist (g) — mobile phone to operate under world activities. In spite of having some disadvantages, I think mobile phone is a blessing of modern science as it (h) — our life pattern.

7.

help	publish	take	read
make	play	be	have

Newspaper (a) — a vital role in modern civilization. It (b) — important news and views of home and abroad. A student must (c) — the habit of reading the newspaper every day. Mere bookish knowledge (d) — not sufficient in this competitive world. A newspaper (e) — him enrich his general knowledge and (f) — him aware of the burning issues of both inside and outside the country. A man who (g) — newspaper is like a frog in a narrow well. Being ignorant of the current affairs, he (h) — not part in the talks and discussion in an enlightened society and thus he feels like a fish out of water.

8.

establish	begin	be	break
awakened	was	make	help

Nazrul's writings (a) — full of hope, energy, aspiration and result. His writings (b) — the sleeping people of this subcontinent. It (c) — Nazrul through whom the people (d) — to hope for a better future. He (e) — them conscious of their rights. He (f) — them to fight for independence and (g) — the bondage of slavery and fetters of subjugation. He (h) — himself in our heart and in the annals of Bengali literature.

9.

burn	live	rush	go
cry	wake	sleep	run

Last Sunday I (a) — to bed at 9pm and (b) — a sound sleep. Suddenly I (c) — up at about 1 am when I heard a hue and cry at a little distance. I got up from bed and (d) — to the spot. I saw that a cottage (e) —. People (f) — towards it. The old woman and the poor little girl who (g) — in it could not come out. They (h) — for help inside the cottage.

10.

compell	decide	cut	take
turn	be	live	order

Once there (a) — a king in an island. There (b) — green trees everywhere in the island. Once the king (c) — to build a magnificent palace in the island. So he (d) — his men to cut down all the trees. Some opposed the king's idea but he did not pay heed to their opposition. So people were (e) — to carry out the king's order. They (f) — down all the trees. As a result a great change (g) — place in the climate of the island. The island (h) — into a desert.

Appendix 1 : Verbs

ইংরেজি বাক্যের অত্যন্ত গুরুত্বপূর্ণ অংশ হচ্ছে Verb বা ক্রিয়া। একে Sentence-এর প্রাণকেন্দ্রও বলা হয়। Verb ছাড়া Sentence গঠিত হয় না। নিচের বাক্যগুলো লক্ষ কর :

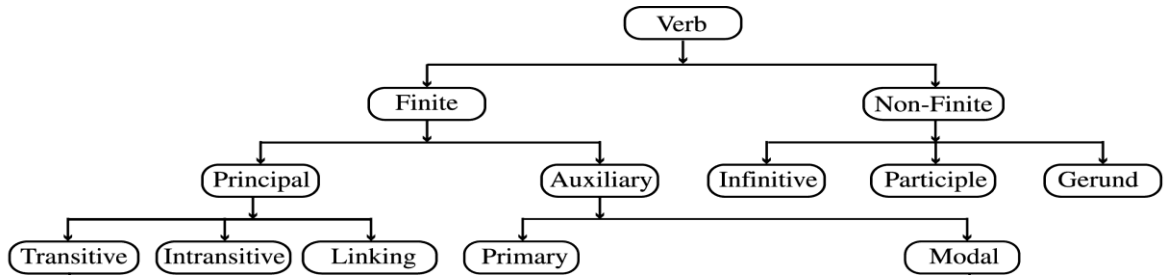
Mr. Zaman is a teacher. He has a white cat. He is telling us about his cat. The cat has three legs.

উপরের Sentence গুলোতে underline করা শব্দগুলি Verb। মনে রাখবে Verb সব সময় তিনটি বিষয় প্রকাশ করে :

১. কোনো ব্যক্তি বা বস্তু কী হয়
২. কোনো ব্যক্তি বা বস্তু কী করে
৩. কোনো ব্যক্তি বা বস্তুর কী আছে

ইংরেজি Sentence-এ Verb-এর ব্যবহার নানাবিধ। তাই Verb কে বিভিন্ন ভাগে ভাগ করা হয়েছে। নিচের ছকটি লক্ষ কর।

Kinds of verbs



Finite verb

যে verb-এর দ্বারা বাক্যের আসক্তির সমাপ্তি হয় তাকে finite verb বলে। Tense ও Subject এর Number ও Person অনুসারে এর রূপ পরিবর্তিত হয়। নিচের বাক্যগুলো লক্ষ কর-

I am eating rice. He goes to school.

Finite Verb- কে আবার দু ভাগে ভাগ করা হয়েছে।

(a) Principal Verb (b) Auxiliary Verb

Principal/ Main Verb:

এটা বাক্যের প্রধান verb। এই verb-কে আবার তিন ভাগে ভাগ করা হয়েছে।

i. Transitive ii. Intransitive iii. Linking

(i) Transitive: যে verb-এর অর্থ object ছাড়া সম্পর্ণ হয় না তাকে Transitive verb বলে। যেমন, আমরা যদি বলি They brought out (তারা বের করল) তবে verb-টির অর্থ সম• – র্ণ হয় না; এবং তাই শ্রোতা প্রশ্ন করবে "কি বের করল?" উত্তর হতে পারে মিছিল (procession) যা বাক্যের object হিসেবে বসবে। অর্থাৎ 'brought out' verb-টি object ছাড়া অর্থ সম• – র্ণ করতে পারে না। এভাবে বাক্যটি হবে:

They brought out a procession.
I bought a shirt yesterday.
He gave me a pen.
He plays football well.

(ii) Intransitive : যে verb-এর অর্থ object ছাড়া সম্পর্ণ হয় তাকে Intransitive verb বলে।

Birds can fly.

উপরের বাক্যটিতে 'fly' verb টি object ছাড়া সম্পর্ণ অর্থ প্রকাশ করেছে। 'কাকে' দিয়ে verb-টিকে প্রশ্ন করলে কোনো উত্তর আসে না। তাই 'fly' verb টি Intransitive verb ।

(iii) Linking : যে verb-এর object না বসে complement বসে তাকে Linking verb বলে। মনে রাখবে, complement সব সময় noun/ noun phrase বা adjective হবে যা subject-কে বর্ণনা করে। এখানে verb-এর তেমন কোনো অর্থ থাকে না; verb-টি শুধু subject ও complement-এর মাঝে সংযোগ স্থাপন করে। verb-টি কে বাদ দিলেও বক্তব্য বুঝা যায়।

Manzur is a doctor. Manzur doctor

উপরের বাক্যটিতে a doctor শব্দটি বাক্যের subject (Manzur) কে বর্ণনা করেছে এবং 'is' verb-টি তেমন কোনো অর্থ বহন করছে না; এমনকি' is' verb-টি বাদ দিলেও বক্তব্য বোঝা যাে" ছ। তাই 'is' verb-টি linking verb ।

Auxiliary Verbs :

যে verb-এর নিজের কোনো অর্থ নেই এবং ম– ল verb-এর passive, tense, certainty, probability, obligation, permission ইত্যাদি form করতে সাহায্য করে তাকে auxiliary/ helping verb বলে। এই verb কে দুভাগে ভাগ করা যায়।

(i) Primary Auxiliaries
(ii) Modal Auxiliaries

মনে রাখবে, Helping verb-এর সাথে not যোগ করে negative বাক্য গঠন করা হয়। আবার Helping verb টি Subject এর প– র্বে বসিয়ে Interrogative বাক্য গঠন করা হয়। লক্ষ কর :

I am reading a book.	I am not reading a book.
	Am I reading a book?

(i) Primary Auxiliaries : verb-এর continuous, perfect, passive negative এবং interrogative রূপ গঠনে যেসব helping/ auxiliary verb সাহায্য করে তাকে Primary Auxiliaries বলে। এই শ্রেণির verb হলো তিনটি: To be, to have, to do। নিচের উদাহরণগুলো লক্ষ কর:

I am writing a letter.
I have written a letter.
I do not want the pen.
Do I want the pen?

উপরের বাক্যগুলোতে am verb টি continuous tense গঠনে, have verb টি perfect tense গঠনে, do verb টি negative ও interrogative গঠনে সাহায্য করেছে তাই এগুলো Primary Auxiliaries।

Different Forms of BE Verb:

	Non-negative	Negative	Contracted
present	am (I এর সাথে বসে)	am not	aren't
	is (singular subject এর সাথে বসে)	is not	isn't
	are (plural subject এর সাথে বসে)	are not	aren't
past	was (singular subject এর সাথে বসে)	was not	wasn't
	were (plural subject এর সাথে বসে)	were not	weren't
ing	being	not being	
ED/ Participle	been	not been	

Different Forms of HAVE Verb :

	Non-negative	Negative	Contracted Negative
present	have (plural subject ও I এর সাথে বসে)	have not	haven't
	has (singular subject এর সাথে বসে)	has not	hasn't
past	had (সব subject এর সাথে বসে)	had not	hadn't
ing	having	not having	
ed participle	had		



Primary Auxiliary গুলো main verb হিসাবেও বাক্যে ব্যবহৃত হয়। তখন be verb টি হওয়া অর্থে, have verb টি আছে অর্থে এবং do verb টি করা অর্থে ব্যবহার করা হয়। লক্ষ কর:

He is honest. I am honest. We are honest.
He has a pen. I have a pen.
I do the work. He did the work.

Practice



1. **Find out principal and auxiliary verbs** (principal ও auxiliary verb এর তালিকা কর।)
   a) He saw man. b) I am sorry. c) He opened the door. d) The boy is walking in the garden. e) Can you play chess? f) I have come to meet you. g) She sat down on the sofa. h) He dreamt a sweet dream.
2. **Choose the right form of verbs.** (verb এর সঠিক রূপ বাছাই কর।)

holycrossrajshahi.com

(a) I am/is/are/have/has good at English.
(b) My brother am/is/are/have/has good at math.
(c) Where do/does you live?
(d) Where was/ were you yesterday?
(e) It has/ have been raining since morning.

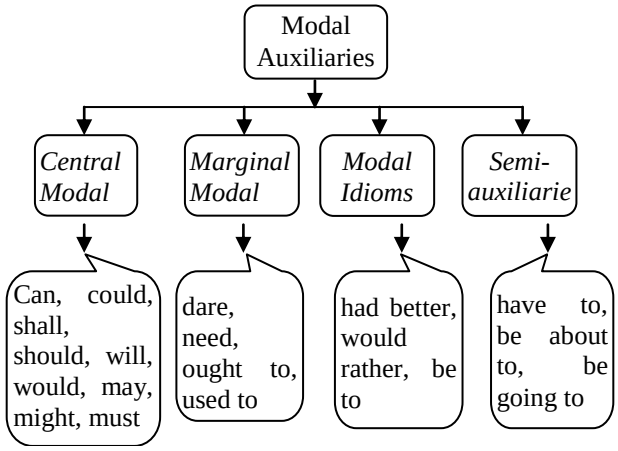
Appendix 2 : Modal Verbs

যেসব Helping verb ম– ল verb-এর প– র্বে বসে ঐ verb-এর mood অর্থাৎ certainty বা probability বা possibility প্রকাশ করে তাকে modal auxiliaries বলে।

☑ Modals এর ঠিক পরবর্তী verb টি base form হয়।
Correct : She will <u>do</u> the work.
Incorrect : She will <u>does</u> the work.

☑ Modals এর সাথে কখনো s/es যোগ হয় না।
Correct : She <u>may</u> go there.
Incorrect : She <u>mays</u> go there.

Modal Auxiliaries কয়েক ভাগে ভাগ করা হয়। লক্ষ কর



Modals	*Uses*	*Examples*
Shall	future tense বুঝাতে ম– ল verb এর সাথে shall ব্যবহার করা হয়। এটা শুধু 1st Person এ ব্যবহার করা যায়।	I <u>shall</u> go to bed now.
	প্রস্ত্াব করতে বা মতামত চাইতে প্রশ্নবোধক বাক্যে shall ব্যবহার করা হয়।	<u>Shall</u> we go out for a walk?
Should	বর্তমান বা ভবিষ্যতে উচিৎ বা কর্তব্য প্রকাশ করার জন্য Should/ ought to ব্যবহার করা হয়। তবে ought to বেশি জোর প্রকাশ করে।	We <u>should</u> obey our parents.
	lest-যুক্ত বাক্যাংশে Should ব্যবহার করা হয়।	Work hard lest you <u>should</u> fail.
	অতীতে কোনো কিছু করা উচিত ছিল বা কর্তব্য ছিল বুঝাতে should have + verb এর past participle ব্যবহার করা হয়।	You <u>should</u> have gone there.
Will/ would	ভবিষ্যতের কাজ বুঝাতে ম– ল verb এর সাথে will ব্যবহার করা হয়। এটা সব Person এ ব্যবহার করা যায়।	I <u>will</u> go to London. They <u>will</u> go to the meeting.
	বিনয় মিশ্রিত অনুরোধ বুঝাতে প্রশ্নবোধক বাক্যে will/ would ব্যবহার করা হয়।	<u>Would</u>/ <u>Will</u> you open the door?
	অতীতের অনিয়মিত অভ্যাস বুঝাতে would ব্যবহার করা হয়	I <u>would</u> often go to school late.
Would rather	কোনো কিছুর প্রতি অধিক পছন্দ বুঝাতে would rather ব্যবহার করা হয়।	I <u>would rather</u> die than beg.
Must	নির্দেশ বুঝাতে	You <u>must</u> come to school by 8 am.
	বাধ্যবাধকতা বুঝাতে	My examination will start tomorrow. I <u>must</u> go home now.
	জানা তথ্য থেকে সংগত অতীতের ঘটনা অনুমান করতে must have + verb এর past participle ব্যবহার করা হয়।	The road is wet. It <u>must have</u> rained last night.
Have to	বাধ্যবাধকতা বুঝাতে	We <u>have to</u> learn English.
Can	কোনো কিছু করার ক্ষমতা বা সামর্থ্য আছে বুঝাতে	Raima <u>can</u> play football.
	অনুমতি চাওয়া বা অনুমতি দেওয়া অর্থে can ব্যবহার করা হয়। তবে may শব্দটিও ব্যবহার করা যায় এবং এটি বেশি formal	Son: <u>Can</u> I come in, mom? Mother: Yes, you <u>can</u>.
Could	বিনয় মিশ্রিত অনুরোধ বুঝাতে প্রশ্নবোধক বাক্যে ব্যবহার	<u>Could</u> you lend me your camera?
May	অনুমতি চাওয়া বা অনুমতি দেওয়া অর্থে may ব্যবহার করা হয়। এটা can এর চেয়ে	Student : <u>May</u> I come in, sir? Teacher : Yes,

	ভদ্রোচিত।	you may.
	ভবিষ্যত সম্বন্ধে অনুমান প্রকাশ করতে	The sky is cloudy. It may rain.
	আশীর্বাদ প্রকাশ করতে Optative Sentence-এ ব্যবহার	May you live long.
Might	ভবিষ্যত সম্বন্ধে অনুমান প্রকাশ করতে Might ব্যবহার করা হয়। তবে এটা বেশি অনিশ্চয়তা প্রকাশ করে।	The sky is somewhat cloudy. It might rain.
Need	সাধারণত প্রয়োজন নেই অর্থে না-বোধক বাক্যে ব্যবহার করা হয়।	You need not go there.
Dare	কোনো কিছু করার ধৃষ্টতা বা সাহস বুঝাতে	He dare not tell a lie.
Used to	অতীতের অভ্যাস বুঝাতে	I used to sleep in the afternoon.
be to	প্রস্তুতি বুঝাতে	I am to go to Dhaka tomorrow.
be going to	ভবিষ্যতে কোনো কিছু করার ই" ছা বুঝাতে	I am going to study medicine.
had better	কোনো কিছু করা ভালো এমন ধারণা প্রকাশ করতে	You are tired. You had better take rest.

Practice

Rewrite the sentences using modal auxiliaries. (modal auxiliary ব্যবহার করে বাক্যগুলোকে পুনরায় লিখ।)

01. (a) He — run three miles at a stretch. (b) I — swim in the river in my childhood. (c) — I come in, sir? (d) I am sure I — get A+. (e) We — obey our parents.

02. (a) She will — do the work. (b) She — go there. (c) You — do the work. (d) — I come in, sir? (e) — you swim?

03. (a) The builders — finish the job today. (b) I — not stay long. (c) I tried to explain but nobody — listen. (d) She — speak Russian. (e) We — go by bus.

04. (a) If you take this tablet you — be all right. (b) We really — go now. (c) I — walk two miles in the morning. (d) I — go now. (e) He is —smoking.

05. (a) We — go home tomorrow. (b) You — do your duty. (c) They — obey the rules of the country. (d) The headmaster — preside over the meeting. (e) I — die than beg.

06. (a) I — swim. (b) He — not tell a lie. (c) I — go home now. (d) It — rain today. (e) You — not go there.

07. (a) — we go out for a walk? (b) We — obey our parents. (c) We — learn English. (d) — you lend me your camera? (e) He — come today.

08. (a) I — sleep in the afternoon. (b) You — take rest. (c) — you live long. (d) I — often go to school late. (e) Work hard lest you — fail.

09. (a) Students — go to picnic in winter. (b) You — see a doctor. (c) You — not have bought me a shirt. (d) Rana — walk in the morning. (e) Jony — play cricket well.

10. (a) She — go there. (b) We — learn English. (c) Every man — die. (d) Birds — fly. (e) Shahin — not speak French.

Appendix 3 : Tense

Verb (ক্রিয়া) সম• ন্ন হওয়ার সময় কে Tense বলে।

Tense প্রধানত তিন প্রকার। যথা :

(i) Present Tense (বর্তমান কাল)
(ii) Past Tense (অতীত কাল)
(iii) Future Tense (ভবিষ্যৎ কাল)

Present Tense

Verb বা ক্রিয়া যখন বর্তমান কালের কোনো কাজ সম• ন্ন করে তখন তাকে Present Tense বা বর্তমান কাল বলে। Present Tense কে চার ভাগে ভাগ করা যায়। যথা :

(i) Present Simple Indefinite Tense
(ii) Present Continuous/ Progressive Tense
(iii) Present Perfect Tense
(iv) Present Perfect Continuous

Present Simple/ Indefinite Tense

I **like** this park. I **think** it's very nice. My friend **thinks** so as well. We **come** here every Saturday. We live nearby, so it **doesn't take** us long to get here.



ব্যবহারের ক্ষেত্র :

1. Permanent Situation: সাধারণত যে কাজটি সব সময় (always) হয়: *We **live** nearby.*

2. Repeated Actions: মাঝে মাঝে (sometimes/ now and then) হয়, প্রায়ই (often) হয়, প্রতিদিন (everyday/ daily) হয়, নিয়মিত (regularly) হয়: *We **come** here every Saturday.*

☑ Time-tabled future event বুঝাতে Present Simple ব্যবহার করা হয়।

His train (arrive) at **11: 46.** Ans: arrives
I (start) my new job **tomorrow**. Ans: start

☑ ঐতিহাসিক ঘটনাও present simple tense দ্বারা বর্ণনা করা যায়।

Seraj-ud-Daula is the last Nawab of independent Bangla.

☑ If যুক্ত বাক্যাংশের বর্তমান সম্ভাব্য শর্ত বুঝাতে present simple ব্যবহার হয়।

If it rains, I will not go out.

☑ নিকট ভবিষ্যতে কাজটি হবে এমন বুঝাতে present simple ব্যবহার করা যায়। এক্ষেত্রে ভবিষ্যত প্রকাশক

holycrossrajshahi.com

adverb/adverbial phrase (tomorrow/ in ten minutes/ next week) উল্লেখ থাকে।

The Prime Minister arrives on Tuesday.

Classes end next week. (আগামী সপ্তাহে ক্লাস শেষ হবে।)

☑ কোনো লেখকের উক্তি উদ্বৃত করার জন্য present simple ব্যবহার করা হয়।

Sophocles says, "Man must suffer to be wise."

☑ Until, as soon as, when, before যুক্ত বাক্যাংশ ভবিষ্যতে অর্থ প্রকাশ করলেও present simple tense এ লেখা যায়।

I shall wait until you come back. (তুমি না আসা পর্যন্ত আমি অপেক্ষা করব।)

চেনার উপায় :

বাংলা ক্রিয়ার শেষে ই, ও, য়, আ অর্থাৎ খাই, খাও, খায়, খা ইত্যাদি থাকবে।

গঠনপ্রণালি :

Sub +ম– ল verb এর S Form / Base Form + বাকী অংশ

১. আমি ভাত খা**ই** → I eat rice.

২. তুমি ভাত খা**ও** → You eat rice.

৩. সে ভাত খা**য়** → He eats rice.

এই Tense এ verb এর **S Form** বা **Base Form** হয়।

S Form :

subject টি 3rd person ও singular number হলে ম– ল verb এর সাথে e/es যোগ করতে হয়।

Base Form :

অন্যান্য ক্ষেত্রে base form (ম– ল রূপ) বসবে।

We **live** nearby.

She **lives** in the city.

He **doesn't live** nearby. **Does** she **live** nearby? Where **do** you **live**?

মনে রাখবে, আমি (I), তুমি (you) ছাড়া সব-ই 3rd person.

Practice

1. Complete the sentences using the verbs in the simple present tense. You may have to use the negative form sometimes. First study the given examples.

*Runa is very helpful. She **helps** everyone.*

*I've had enough biscuits. I **don't want** any more.*

(i) Jenny is finding it difficult to communicate; she (speak) Nepali.

(ii) I always travel by bus. I (have) a motorbike.

(iii) My shirt is very dirty. It (need) a good wash.

(iv) My school is nearby my house. I always (walk) to school. I (take) a bus.

(v) Mr Gurung has five dogs. He (love) dogs.

(vi) What's wrong with you? You (look) happy today.

(vii) I hate TV serials. I (like) watching them.

(viii) Ruby is good at maths. She (answer) every question the teacher (ask) her.

(ix) No need to make breakfast for Grandpa. He (have) breakfasts.

(x) That computer is useless. It (work) anymore.

2. Complete the following conversation in the simple present tense.

Shila : *(you/ like) cricket, Ashish?*

Ashish : *I (not/ like) cricket but I (like) football a lot.*

Shila : *I (not/ like) football myself. In fact it (not/ make)sense to me.*

Ashish : *(you/ like) cricket, then?*

Shila : *It's a wonderful game. Who (not/ like) it?*

Ashish : *I (not/ like) it. I (not/ understand) how it (interest)people.*

Shila : *(it/ bore) you?*

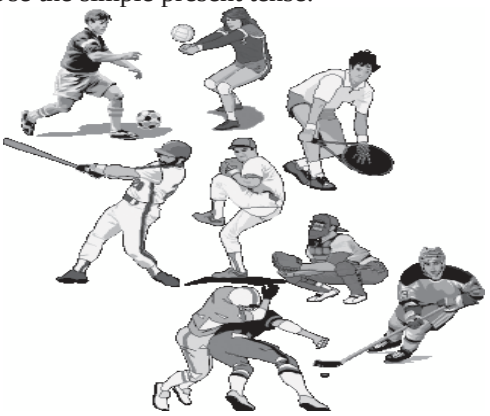
Ashish : *Yes, it (bore) me. I (find) it a complete waste of time.*

Production

3. Write a few paragraphs about your favourite game. Explain the rules used in the game.

4. Write a paragraph about your hobby.

5. Write a conversation on a topic of your choice. Use the simple present tense.



Present Continuous/ Progressive Tense

Policeman: *What are you doing here at this time of the night?*

Man: *I'm waiting for a friend.*



ব্যবহারের ক্ষেত্র :

☑ কাজটি এই মুহ– র্তে ঘটছে এমন বুঝাতে Present Continuous Tense হয়। এক্ষেত্রে সাধারণত Now, at present, at this moment, gradually, day by day, Look!, Listen!, Stop!, Hush! ইত্যাদি উল্লেখ থাকে।

এখন এটা সম্বন্ধে আমি তোমাকে লিখছি-I am writing to you about it now.

এখন অন্ধকার হ" ছ-It is getting dark now.

বর্তমানে সে বিদেশে কাজ করছে-At present she is working abroad.

☑ উপর্যুক্ত নিয়মের ক্ষেত্রে Verb টি যদি non-continuous হয় তবে তা Present Continuous Tense না হয়ে Present Simple Tense হবে। Non-continuous verb গুলো হ" ছ :

Know (জানা), Believe (বিশ্বাস করা), hear (শোনা), see (দেখা), smell (বিশেষ ঘ্রাণ থাকা), wish (আশা করা), understand (বুঝা), hate (ঘৃণা করা), love (ভালোবাসা), like (পছন্দ করা), want (চাওয়া), sound

(শব্দ করা), have (থাকা/ আছে), need (প্রয়োজন হওয়া), appear (মনে হওয়া), seem (মনে হওয়া), taste (বিশেষ স্বাদ থাকা), own (অধিকারী হওয়া), be, become

আমি এখন সুখী-I am happy now.
আমি এখন তাকে অপছন্দ করি।-I dislike him now.
আমি আরও আরও টাকা চাই।-I want more and more money.

☑ অবস্থার পরিবর্তন হ" ছ এমন বুঝালে বা কোনো পরিমাণের বা সংখ্যার হ্রাস বা বৃদ্ধি ঘটছে এমন বুঝালে Present continuous ব্যবহৃত হয়। এক্ষেত্রে সাধারণত Gradually, day by day, rapidly, এ জাতীয় শব্দ থাকতে পারে। উদাহরণস্বরূপ-

Our population (increase) — day by day. **Ans:** is increasing
The weather (get) — better. **Ans:** is getting
The world (get) — warmer. **Ans:** is getting

☑ নিকট ভবিষ্যতে কাজটি হবে এমন বুঝাতে present continuous tense ব্যবহার করা যায়। এক্ষেত্রে ভবিষ্যত প্রকাশক adverb/ adverbal phrase উল্লেখ থাকে।

The Prime Minister is arriving on Tuesday.
Classess are ending next week.

চেনার উপায় :

বাংলা ক্রিয়ার শেষে তেছ, তেছি, তেছে, তেছেন, অর্থাৎ করছি, করছিস, করছে ইত্যাদি থাকবে।

গঠনপ্রণালি :

Subject + am, is,are + verb ম– ল form এর সাথে ing + বাকী অংশ

১. আমি ভাত খাই**তেছি**/খা" ছ → I am eating rice.
২. তুমি ভাত খাই**তেছ**/খা" ছ → You are eating rice.
৩. সে ভাত খাই**তেছে**/খা" ছ → He is eating rice.

Note to remember :

▲ একজনের ক্ষেত্রে is
▲ একাধিকের ক্ষেত্রে are
▲ I এর ক্ষেত্রে am

Practice

6. Look at each picture and write what is happening.








7. Complete the conversation.

Sam: *What/ you/ do/, Susie?*
Susie: *I write/ a letter/ to John.*
Sam: *Where is John these days? What/ he/ do?*
Susie: *He is in Japan. He/ study/ there.*
Sam: *I/ watch/a nice film on TV. I came to call you during the commercial break. Would you like to join me?*
Susie: *No, I / prepare/ for tomorrow's test.*



Production

8. Use the following words and phrases in sensible sentences of your own. Use the present continuous tense.

changing rapidly
growing at an alarming rate
depleting
making rapid progress
constructing
developing
reading a new novel
making plans
writing
thinking about

9. Look around you. Write about ten sentences to describe what is happening.

10. Write a letter to a friend saying what you are doing these days.

11. Write a paragraph about the changes happening in your society.

Present Perfect Tense



Jyoti : *Hi, Joy.*
Joy : *Hi, Jyoti. I'**ve just arrived**. **Has** the party **begun yet**?*
Jyoti : *I guess it **has already begun**. I'**ve not been** inside **yet**. Let's go*

ব্যবহারের ক্ষেত্র :

☑ যে কাজ করা হয়েছে সেক্ষেত্রে just, just now, already, in the meantime, yet, never, ever, lately, recently থাকলে Present Perfect Tense হয়।

এখনও আমি কাজটি শেষ করিনি।-I have not finished the work yet.
সে ইতোমধ্যে তার অফিসে চলে গেছে। -He has already gone to his office.
আমি এইমাত্র আমার খাবার খেয়েছি।-I have had my meal just now.

☑ বর্তমান সময় প্রকাশ শব্দ (today, this week, this year) যদি অতীতের কাজে উল্লেখ থাকে ।

এ সপ্তাহে আমি জনকে দেখিনি।- I have not seen John **this week**. [এখানে this week দ্বারা বুঝা যায়, সময় এখনও বর্তমান আছে]

আজ আমি তোমার চিঠি পেয়েছি। - I have received your letter **today**.

☑ যে কাজ করা হয়েছে, কিন্তু সময় উল্লেখ নাই; সেক্ষেত্রে যদি কাজটির ফলাফল বর্তমান থাকে তবে Present Perfect Tense হবে

I (break) my leg, and so I cannot go on holiday. Ans: have broken [এখানে break-এর ফলাফল হল: My leg is broken now.] অর্থাৎ আমার পাটি এখন ভাঙ্গা আছে।
I (travel) in Africa a lot. Ans: have travelled [এখানে travel-এর ফলাফল হল: I know Africa.]

holycrossrajshahi.com

☑ অতীতে শুর" হয়ে এখনও চলছে এমন কাজ প্রকাশ করতে present perfect tense ব্যবহার করা যায়। এক্ষেত্রে for/since + time উল্লেখ থাকে।
We have lived in Bangladesh for 10 years. (আমরা দশ বছর ধরে বাংলাদেশে বাস করেছি।)

চেনার উপায় :
বাংলা ক্রিয়ার শেষে য়াছ, য়াছি, য়াছে, য়াছেন, য়েছ, য়েছে, য়েছি, য়েছেন, ইত্যাদি থাকে।

গঠনপদ্ধতি :
Subject+have/has+ ম– ল verb এর past participle + বাকী অংশ।

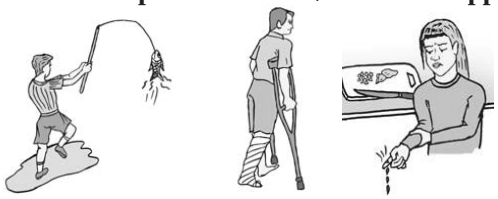
১. আমি ভাত খাইয়া**ছি/** খেয়েছি। → I have eaten rice.
২. তুমি ভাত খাই**য়াছো/** খেয়েছ। → You have eaten rice.
৩. সে ভাত খাই**য়াছে/** খেয়েছে। → He has eaten rice.

Note to remember:
▲ একজনের ক্ষেত্রে has
▲ একাধিকের ক্ষেত্রে have
▲ I এর ক্ষেত্রে have

Practice

12. Complete the sentences in the present perfect tense.
(i) We know each other now. We (become) friends.
(ii) My friends are here at last. They (arrive).
(iii) I don't want to see that film again. I (see) it.
(iv) His watch is working now. He (repair) it.
(v) I feel exhausted. I (walk) ten miles.

13. Look at the pictures and say what has happened.



14. Complete the conversations using the present perfect tense.
Muna : *I see you're still writing. you (not finish) the essay?*
Biku : *I (not do) much. I (write) only the introduction.*
Muna : *I (finish) mine and I (show) it to the teacher.*
Biku : *the teacher (mark) it? How you (do)?*
Muna : *Yes. I (make) a few mistakes. The teacher (give) me 8 out of 10.*
Biku : *You (do) well!*

15. Complete the sentences using the present perfect form of the verb and just or already.
(i) Is Rina making tea? ~ It's ready. She (make) it.
(ii) Have you told Mahesh about the party? ~ Yes, I (phone) him.
(iii) The children's room looks tidy. They (clean) it.
(iv) Where are the boys? ~ They (leave).
(v) Wait a minute! I (remember) something.

16. Complete the conversation using the present perfect with just, already and yet.
Rina: *You (not prepare) for tomorrow's test, I suppose.*
George: *No, I haven't. In fact, I (not think) about it.*
Rina: *I (meet) Muna, and she says she (start) her preparation.*
George: *Well, she always works hard. What about you?*
Rina: *I (begin), but I (not do) everything.*
George: *You (revise) English?*
Rina: *I (not touch)*

17. For each of the following make a **Yes**/ **No** question with **yet** and write an answer to the question with **just** or **already** as in the example.
Maria/ go/ school.
Has Maria gone to school yet? Yes, she has just left.
(i) You/ buy/ the newspaper.
(ii) The players/ enter/ the field.
(iii) Sohan/ show/ his work to the teacher.
(iv) They/ tell/ you what to do.
(v) You/ make/ all the preparations for *grammar section.*

18. Make a sentence in the present perfect tense using each of the following verbs.

go	run	be	think
eat	hide	have	climb
paint	die		

19. Ask two questions for each of the following situations as in the example.
a) A wh- question beginning in the wh- word
b) A Yes/ No question
You hear a girl begin to weep. (Why)
a) *Why has she begun to weep?*
b) *Has she heard some bad news?*
(i) You don't see your friend Deepa around. (Where)
(ii) You see a man lying dead on the road. (How)
(iii) You hear your friends laugh uncontrollably. (What)
(iv) Your best friend is absent from school today. (Why)
(v) You can't find your English book. (Who)

Present Perfect Continuous Tense



চেনার উপায়:
বাংলা ক্রিয়ার শেষে তেছ, তেছি, তেছে, তেছেন ইত্যাদি যোগ থাকে এবং হতে/ থেকে/ যাবৎ/ব্যাপিয়া যোগে একটি সময়ের উল্লেখ থাকে।

গঠনপদ্ধতি :
Subject+have been/has been+ ম– ল verb এর সাথে ing +.....+ since/for + time.

১. আমি দুই ঘণ্টা যাবৎ পড়ি**তেছি** → I have been reading for two hours.

২. তুমি দুই ঘন্টা যাবৎ পড়ি**তেছ** → You have been reading for two hours.

৩. সে দুই ঘন্টা যাবৎ পড়ি**তেছে** → He has been reading for two hours.

Note to remember:

- ▲ একজনের ক্ষেত্রে has been
- ▲ একাধিকের ক্ষেত্রে have been
- ▲ I এবং You এর ক্ষেত্রে have been
- ▲ কাজটি কখন হতে/ থেকে শুর" হলো বুঝাতে since
- ▲ কতক্ষণ ধরে/যাবৎ/ব্যাপিয়া কাজটি হয়েছে বুঝাতে for

Present Perfect Continuous Tense এর পরিবর্তে Present Perfect Tense?

☑ Non-progressive verb গুলোর ক্ষেত্রে Present Perfect Continuous Tense এর পরিবর্তে Present Perfect Tense ব্যবহার করা হয়। লক্ষ কর:

(i) Correct : John **has been** ill all week.
Incorrect : John **has been being** ill all week.

(ii) Correct : She **has had** a cold since Monday.
Incorrect : She **has been having** a cold since Monday.

(iii) Correct : I **have** only **known** her for two days.
Incorrect : I **have** only **been knowing** her for two days.

(iv) Correct : Jerry **had been** at the orphanage since he was four.
Incorrect : Jerry **had been being** at the orphanage since he was four.

☑ সাধারণত shorter বা temporary কাজ বা অবস্থা বুঝানোর জন্য Perfect Continuous Tense ব্যবহার করা হয়। পক্ষান্তরে longer lasting বা permanent situation বুঝাতে Perfect Tense ব্যবহার করা হয়। লক্ষ কর:

That man **has been standing** on the corner all day.
My parents **have lived** in Bristol all their lives.
He **has not worked** for ten years.
For 900 years the castle **has stood** on the hill above the village.

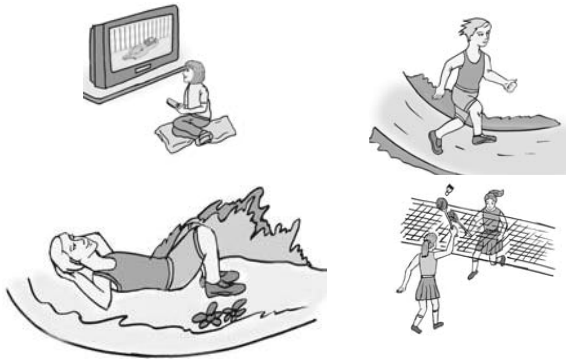
☑ যে কাজ কোনো সময় থেকে বা দীর্ঘ সময় ধরে বার বার হ" ছ তা বোঝানোর জন্য Perfect Tense ব্যবহার করা হয়; পক্ষান্তরে যে কাজ কোনো সময় থেকে বা কিছু সময় ধরে এক নাগাদ হ" ছ তা বোঝানোর জন্য Perfect Continuous Tense ব্যবহার করা হয় । লক্ষ কর :

I **have written six letters** since lunch time. (এখানে সাধারণত কাজের সংখ্যা উল্লেখ থাকে।)

It **has been raining** since lunch time.

Practice

20. Look at the pictures and say what has been happening.



21. Rewrite the situation in a single sentence as in the given example.

The rain started three hours ago. It is still raining.
It has been raining for three hours.

(i) We started waiting for the bus at 7 a.m. We are still waiting now.
(ii) Years ago you started using this computer. You still use it.
(iii) Bina started work in that company in Baishakh. She still works there.
(iv) Bhumi rang Madhu twenty minutes ago, and they're still on the phone.
(v) You started looking for a job three months ago, and you've still not found one.

✍ Production

22. Make sentences using each of the following time expressions with since or for in the present perfect continuous tense.

1. 1998
2. this morning
3. last Friday
4 ages
5. many months
6. 5:30
7. half an hour
8. a couple of hours
9. January
10. half past two

Past Tense

অতীত কালে সংঘটিত কোনো কাজকে নির্দেশ করতে Past Tense ব্যবহৃত হয়। Past Tense চার প্রকার। যথা :

(i) Past Indefinite/ Simple Tense
(ii) Past Continuous/ Progressive Tense
(iii) Past Perfect Tense
(iv) Past Perfect Continuous Tense

Past Simple/ Indefinite

William Shakespeare **was** the greatest English dramatist and



poet. He **lived** from 1564 to 1616. He **wrote** 38 plays, 154 sonnets and many other poems. He **was** a master of poetic language and drama. He **was** only 52 years old when he **died**.

ব্যবহারের ক্ষেত্র:

☑ অতীতে সম• াদিত কাজটির ক্ষেত্রে finished time-word [yesterday, last year, then, ago, once, in — etc] উল্লেখ থাকলে past simple tense হয়।

১৯৭১ সালে আমরা স্বাধীনতা অর্জন করেছিলাম। -We gained independence in **1971**. [এখানে দেখা যা" ছ 1971 সাল একটি অতীত সময়।]

গতকাল তোমার চিঠি পেয়েছিলাম। -I received your letter **yesterday**.

☑ যে কাজ করা হয়েছে, কিন্তু সময় উল্লেখ নাই; সেক্ষেত্রে যদি কাজটির ফলাফল বর্তমান না থাকে তবে past indefinite tense হবে

I (wash) my room, but my kid has already made it dirty. Ans: washed [wash-এর ফলাফল হল র" মাটি পরিষ্কার থাকবে কিন্তু র" মাটি এখন নোংরা অর্থাৎ ফলাফল বর্তমান নেই। তাই past simple হয়েছে।

Shakespeare (learn) Italian. Ans: learnt (শেখার ফলাফল বর্তমানের সাথে সংশ্লিষ্ট নয় কারণ শেক্সপিয়র এখন মৃত।)

***BUT :** My sister (learn) French. Ans: has learnt* (এই বাক্যে শেখার ফলাফল বর্তমান। অর্থাৎ আমার বোন এখন ফরাসী ভাষা বলতে পারে।)

☑ It is time/ it is high time/ wish এর পরের বাক্যাংশ past tense হবে।

It is high time we left the place.

☑ অতীত কালের নিয়মিত অভ্যাস বুঝাতে used to + verb এর ম– ল form হয়।

He used to get up early in the morning.

তবে অনিয়মিত অভ্যাস বুঝাতে would + verb এর ম– ল form বসে।

He would bathe in the river.

☑ As if/ as though/since যুক্ত বাক্যে প্রথম অংশ present হলে দ্বিতীয় অংশ past হবে।

It is many years since he died.

He talks as if he knew everything

আবার প্রথম অংশ past হলে পরের অংশ past perfect হবে।

It was five years since I had seen her last.

She went on as though I had not seen her.

চেনার উপায় :

বাংলা ক্রিয়ার শেষে ল, লে, লাম, ত, তে, তাম ইত্যাদি যোগ থাকে।

গঠনপ্রণালি :

Subject+ ম– ল verb এর past form + বাকী অংশ

১. আমি ভাত খেয়ে**ছিলাম/** খেলাম → I ate rice.

২. তুমি ভাত খেয়ে**ছিলে/** খেলে → You ate rice.

৩. সে ভাত খেয়ে**ছিল/** খেল → He ate rice.

Note to remember:

(i) Negative করতে হলে বাক্যে auxiliary verb (was/ were) থাকলে তার সাথে not যোগ করতে হবে। আর auxiliary থাকলে didn't লিখতে হবে এবং ম– ল verb এর base (ম– ল) form হবে।

(ii) Interrogative করতে হলে বাক্যে auxiliary verb (was/ were) প্রথমে আসবে। আর auxiliary না থাকলে did প্রথমে বসবে এবং ম– ল verb টি base (ম– ল) form এ হবে।

Practice



23. Read what Binita says about her daily routine.

I usually get up at 6 am. I have a bath, and go to the temple for prayers. I come back from the temple, and have breakfast. Then, I get ready for school. I walk to school, which takes me about 20 minutes. School starts at 10. We have lunch break at 1. I never have lunch. School is over at 4, and I return home at 5:30. I'm always tired when I get home. I usually revise my lessons in the evenings. I don't usually go out. I have my dinner at nine. I go to bed at 10:30. I always sleep well.

Now, write what happened yesterday.

Jenny got up at 6 am yesterday. She……

24. A friend has just come back from a holiday. You ask him about it. Write your questions as given in the example below.

Where/ go/ for your holiday?

Where did you go for your holiday?

(i) Go/ alone? ----------

(ii) Where/ stay? ----------

(iii) Do/ any boating? ----------

(iv) See/ *Mahendra* caves? ----------

(v) How/ the weather? ----------

(vi) How long/ stay/ there? ----------

(vii) How/ travel? ----------

(viii) What/ like/ about Pokhara? ----------

(ix) Meet/ anybody/ interesting? ----------

(x) When/return? ----------

25. Complete the sentences. Put the verbs into the correct form, positive or negative.

It was cold, so I — off my coat. (take)

*It was cold so I **didn't take** off my coat.*

(i) I couldn't lift the box. It — too heavy. (be)

(ii) We were very tired, so we — to bed early. (go)

(iii) He told us a funny joke, but nobody —. (laugh)

(iv) I went to see Bunu, but she — at home. (be)

(v) The film was boring. I — it. (like)

(vi) He was thirsty. He — asking for water. (keep)

(vii) I thought you were busy, so I — you. (disturb)

(viii) The door was ajar and a monkey — into the house. (get)

(ix) The food was cheap. It — much. (cost)

(x) Muna was quite hungry, so she — without a fuss. (eat)

26 Complete this newspaper story about a road accident.

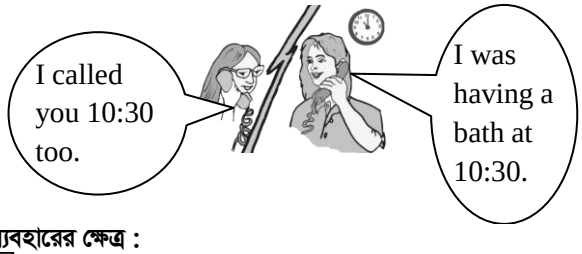
Five people (lose) their lives when a Jeep carrying ten passengers (plunge) into the Bagmati river yesterday.

The accident (occur) when the driver (not manage) to clear a turning. The jeep (overturn) and (roll) down thirty feet below the road into the Bagmati. Some passersby (notice) the accident and (rush) to help. Police (arrive) at the scene immediately. They (call) an ambulance and (send) the injured to the hospital. The driver (escape) unhurt.

✍ Production

27 Write a few paragraphs about a famous person of your own choice. The person you've chosen shouldn't be a living one.

Past Continuous/ Progressive Tense



ব্যবহারের ক্ষেত্র :

☑ দুটো অতীতের কাজ 'যখন' প্রকাশক Conjunction (When বা while) দিয়ে যোগ করা থাকলে যে কাজটি সাধারণত কিছু সময় ধরে সম• াদিত হয় সেটি Past Continuous Tense এবং যে কাজটি instantly ঘটে তা Past Indifinite Tense হয়।

গতকাল যখন সে এসেছিল আমি তখন টেলিভিশন দেখছিলাম। - When he came to me last night, I was watching T.V. (এখানে 'দেখা' কাজটি সময় নিয়ে ঘটে।)

যখন তারা পড়ছিল আমি তখন লাইট বন্ধ করে দিলাম। - When they were reading, I switched the light off.

☑ এমনও হতে পারে দুটো কাজ-ই কিছু সময় ধরে চলছে, এক্ষেত্রে When ব্যবহার না করে While ব্যবহার শ্রেয় এবং দুটি verb-ই Past Continuous Tense হবে।

Example :

যখন রেজা পত্রিকা পড়ছিল তখন আমি গান গাি" ছলাম। - While Reza was reading newspaper, I was singing a song.

মার্ক যখন বই পড়ছিল মার্থা তখন টিভি দেখছিল। -While Mark was reading a book, Martha was watching TV./ Martha was watching TV while Mark was reading a book.

☑ অতীত কালে কোন চলমান বা পরিবর্তনশীল অবস্থার বর্ণনা করতে। যেমন :

আবহাওয়া ভালো হ" ছল।

The weather was getting better.

পাখিরা কিচিরমিচির করছিল।

-The birds were chirping.

মৃদু বাতাস বইছিল। - Mild wind was blowing

চেনার উপায় :

বাংলা ক্রিয়ার শেষে তেছিল/তেছিলাম/তেছিলেন থাকে।

গঠনপ◻◻লি :

Subject+ was/ were + ম– ল verb এর ing +.....

১. আমি ভাত খাইতে**ছিলাম/**খা" ছলাম → I was eating rice.

২. তুমি ভাত খাইতে**ছিলে/** খা" ছলে → You were eating rice.

৩. সে ভাত খাইতে**ছিল/** খা" ছল → He was eating rice.

Practice

28. Complete these sentences using the verbs correctly, simple past and past continuous.

(i) I (see) Junu at the market yesterday but she (not see) me. I (wave) my hand, but she (not notice) me. She (took) the other way.

(ii) I (meet) Sarala and Binod at the bus park last week. They (go) to Pokhara and I (go) to Nepalgunj. We (talk) for sometime while we (wait) for our buses.

(iii) I (walk) in a hurry when I (slip) and (fall). My back (hurt) badly and I (not manage) to get back on my feet. Some people (see) me while I (lie) there. They (come) and (help) me to my feet. They (call) an ambulance and (rush) me to hospital.

Past Perfect Tense

Mother : *Back so soon?*
Boy : *I was late. They **had gone** without me.*
Mother : *But they **had phoned** here and I **had told** them you'd be a little late.*



চেনার উপায়:

বাংলা ক্রিয়ার শেষে য়েছিলাম/য়েছিল/য়েছিলেন থাকে।

গঠন প◻◻লি:

Subject + had + verb এর past participle + বাকী অংশ

১. আমি ভাত খাইয়া**ছিলাম/** খেয়েছিলাম → I had eaten rice.

২. তুমি ভাত খাইয়া**ছিলা/** খেয়েছিলা → You had eaten rice.

৩. সে ভাত খাইয়া**ছিল/** খেয়েছিল → He had eaten rice.

ব্যবহারের ক্ষেত্র :

☑ অতীতে সম• ন্ন হওয়া দুটো কাজকে প– র্বে (before) বা পরে (after) প্রকাশক Conjunction দিয়ে যুক্ত করলে যে কাজ প্রথম সম• ন্ন হয়েছে সেটি Past Perfect Tense ; এবং অন্য কাজটি Past Simple Tense হয়।

☑ That দিয়ে অতীত কালের দুটো কাজ যুক্ত হলে That-এর পরবর্তী verb past perfect হবে। (অর্থাৎ প্রথম সম• ন্ন কাজটি past perfect)

Jack told us yesterday that he had visited England in 1995.

পরে সম• ন্ন প্রথম সম• ন্ন

☑ No sooner ..... than, scarcely ..... when, hardly ..... when যুক্ত থাকলে প্রথম অংশ past perfect এবং ২য় অংশ past simple হয়।

No sooner I (reach) — the station than the train left.

Ans. had I reached

☑ দুটি অতীতের কাজ till, until, as soon as, দিয়ে যুক্ত থাকলে বেশি অতীত বুঝানোর জন্য এই conjunction যুক্ত অংশ past perfect হবে।

He refused to help me untill he had known me well.

holycrossrajshahi.com

Note to remember:

▲ after অর্থ পরে অর্থাৎ after এর পরে প্রথম সম• ন্ন কাজটি বসবে ▲ অপর অংশ প্রথমে বসবে	▲ before অর্থ প– র্বে অর্থাৎ before এর প– র্বে প্রথম সম• ন্ন কাজটি বসবে ▲ অপর অংশ পরে বসবে

এখন নিচের শ– ন্যস্থানগুলো প– রণ করো। প্রথমটি করে দেওয়া হলো।

১. খেলা দেখার পর তারা বাড়ি ফিরলো
= They *returned* home after they *had watched* the game.

২. স্কুল আরম্ভ হবার প– র্বে ছেলেরা ক্রিকেট খেলেছিল
= The boys — cricket before the school —.

৩. আমরা স্কুলে পৌঁছার পর বৃষ্টি আরম্ভ হলো
= The rain — after we— reached school.

৪. আমরা স্কুলে পৌঁছার প– র্বে বৃষ্টি আরম্ভ হলো
= The rain — before we — reached school.

৫. আমি বাড়ি পৌঁছার প– র্বে বাবা মারা গেলেন
= My father — before I — home.

Practice

29. Use the verbs in brackets in the correct tense, simple past or past perfect.

(i) It (be) time to go. I (phone) Lisa, and her mother (answer) the phone. She (say) Lisa (leave) home early in the morning. I (think) she (forget) about our plan.

(ii) I (begin) to look through all the gifts my friends (give) me on my birthday. Mona (give) a nice teddy bear. I (like) it very much. I (open) the gift Rita (give), and it (be) a nice table clock. It (stop) working though. I (check) if she (forget) to put the batteries. The batteries (be) there but she (place) them wrongly.

30. Rewrite the following as a paragraph. Begin in the sentence underlined. The sentences are in the order in which they happened. Look at the example below.

1. I kept all my money in a bag.
2. I didn't open the bag for many days.
3. I opened the bag to get some money for shopping.
4. I found the bag empty.
5. I was shocked.

I opened my bag to get some money for shopping and found it empty. I had kept all my money in the bag. I hadn't opened it for many days. I was shocked.

(a)
1. Somebody broke into the office during the night.
2. They stole some important documents.
3. We arrived at work in the morning.
4. We called the police.

(b)
1. He visited Pokhara and Lumbini.
2. I met the tourist at a hotel.
3. We talked about his travels.
4. He wanted to visit Ilam.

(c)
1. The van and the truck came from opposite directions.
2. Both drivers were drunk.
3. The van and the truck crashed into each other.
4. Three people in the van lost their lives.
5. Police took both drivers into custody.

Past Perfect Continuous Tense

*I met Muna and Deepa outside the cinema yesterday. They **had been watching** a film.*



চেনার উপায় :
যাবৎ/ ব্যপিয়া/ ধরে/ হতে/ থেকে এবং ক্রিয়ার শেষে তেছিল/ তেছিলাম/ তেছিলেন থাকবে।

গঠনপ্রণালি :
Subject + had been + ম– ল verb এর সাথে ing +.....

১. আমি দুই ঘণ্টা **যাবৎ** পড়**িতেছিলাম/** পড়ছিলাম → I had been reading for two hours.

২. তুমি দুই ঘন্টা **যাবৎ** পড়**িতেছিলে/**পড়ছিলে → You had been reading for two hours.

৩. সে দুই ঘণ্টা **যাবৎ** পড়**িতেছিল/**পড়ছিল → He had been reading for two hours.

ব্যবহারের ক্ষেত্র :

☑ অতীতে একটি কাজের প– র্বে আরেকটি কাজ কিছুক্ষণ ধরে চলছিল বুঝাতে এই Tense ব্যবহৃত হয়। এসব ক্ষেত্রে সাধারণত time expression (since + time/ for + time/ how long) এবং before-যুক্ত একটি অংশ উল্লেখ থাকে।

(i) মারা যাবার প– র্বে আবু ঢাকায় দশ বছর ধরে বাস করছিলো।
Abu had been living in Dhaka **for ten years** *before he died.*

(ii) টনি পৌঁছার প– র্বে তারা প্রায় এক ঘণ্টা ধরে কথা বলছিলো।
They **had been talking** for about an hour before Tony arrived.

(iii) তুমি যোগদান করার প– র্বে সে ঐ কোম• ানীতে তিন বছর ধরে কাজ করছিলো।
She **had been working** at that company for three years before you came.

Practice

31. Read the situations, and rewrite the sentences as in the given example.

We played cricket yesterday. Half an hour after we began, it started to rain.
We had been playing cricket for half an hour when it started to rain.

(i) I began to drive the car. Two hours later, the brakes failed.

(ii) We started to type the documents. The computer stopped functioning after sometime.

(iii) Susan got a job in a factory. Two months later the factory burnt down.

(iv) I arrived at the restaurant and waited for Rita. After 15 minutes, I realized that it was the wrong restaurant.

(v) He joined the army. Four years later, he died in a

terrorist attack.

Future Tense

ভবিষ্যতে বা পরবর্তীতে কোনো কাজ করা হবে বুঝাতে Future Tense ব্যবহার করা হয়। Future Tense চার প্রকার। যথা:

(i) Future Indefinite/ Simple Tense
(ii) Future Continuous/ Progressive Tense
(iii) Future Perfect Tense
(iv) Future Perfect Continuous Tense

Future Indefinite/ Simple Tense

Mother: *Have you passed the exam?*
Angelina: *I don't know. We* ***will know*** *it tomorrow.*
Mother: *Do you think you* ***will pass****?*
Angelina: *Don't worry, mom. I'm sure I* ***will pass****.*



ব্যবহারের ক্ষেত্র :

- ভবিষ্যতে যে কাজ সম• াদন হবে সেই কাজ Future Simple Tense হবে। এক্ষেত্রে সাধারণত next, tomorrow, in future-এ ধরনের শব্দ থাকতে পারে।
  I will come tomorrow.
- ভবিষ্যত সম• র্কিত মতামত, ধারণা, অনুমান প্রকাশ করতে। এক্ষেত্রে সাধারণত hope, expect, possibly, probably উল্লেখ থাকতে পারে।
  I hope he will come round soon.
- ভবিষ্যত সম• র্কিত মতামত, ধারণা, অনুমান প্রকাশ করতে। এক্ষেত্রে সাধারণত hope, expect, possibly, probably উল্লেখ থাকতে পারে।
  I hope he will come round soon.
- ভবিষ্যত পরিকল্পনা ও প– র্বাভাস প্রকাশ করতে। অবশ্য এক্ষেত্রে am/ is/ are + going to ব্যবহার করা যায়।
  The Prime Minister will inaugurate the function.
  The Prime Minister is going to inaugurate the function.
- If যুক্ত বাক্যাংশ present হলে অপর অংশ future tense এ লেখা হয়। অবশ্য general truth এর ক্ষেত্রে present simple tense ব্যবহার হয়।
  If he comes, I will go.

চেনার উপায়:

বাংলা ক্রিয়ার শেষে বে, ব, বা, বেন, এদের যেকোনো একটি যুক্ত থাকে।

গঠন পদ্ধতি :

Subject + shall/will + verb এর ম– ল form + বাকী অংশ

১. আমি ভাত খা**বো** → I shall eat rice.
২. তুমি ভাত খা**বে** → You will eat rice.
৩. সে ভাত খা**বে** → He will eat rice.

Note to remember :

▲ I, we, এর পরে shall বসে
▲ অন্য সব person এর পরে will বসে
▲ তবে promise প্রকাশ করার জন্য will বসে

Practice

32. What would you decide to do and not to do in the following situations?
(i) You are hungry.
(ii) You are shopping for books and you like one.
(iii) There's a new film on. You've heard it's not nice.
(iv) You are short of money.
(v) You see a gang attacking one of your friends.

33. Read the situations and complete the sentences using *I think/ I don't think I'll…*
(i) It's a bit cold inside. (close/ windows)
(ii) I'm extremely tired. (watch/ TV – go/ to bed early)
(iii) I wanted to go swimming, and it's begun to rain. (go/swimming – go/ tomorrow instead)
(iv) I'm not hungry. (eat/ lunch)
(v) That jacket seems nice. (try/ it)

34. Complete the sentences with *I'll + a suitable verb* **of your own.**
(i) It's very hot. I think ——
(ii) It's already late. I don't think _____
(iii) We haven't got any milk._____
(iv) 'Would you like tea or coffee?' '____'
(v) That boy looks new to the class. _____

Production

Write paragraph about your aim in life using future simple

Future Continuous Tense

চেনার উপায় :

বাংলা ক্রিয়ার শেষে তে থাকব/ তে থাকবে/ তে থাকবা থাকে।

গঠন পদ্ধতি :

Subject + shall/ will be + verb-এর ing + বাকী অংশ

১. আমি বইটি পড়িতে থা**কিব** → I shall be reading the book.
২. তুমি বইটি পড়িতে থা**কিবে** → You will be reading the book.
৩. সে বইটি পড়িতে থা**কিবে** → He will be reading the book.

ব্যবহারের ক্ষেত্র:

ভবিষ্যৎ কালে কোনো কাজ চলতে থাকবে বুঝাতে Future Continuous Tense হয়।

35. Complete the following sentences using future continuous tense. One is done for you.
I'll be waiting there, until you arrive
(i) —, when her plane arrives.
(ii) From 10 pm tonight, —.
(iii) We — in ten minutes.
(iv) — for you at the gate.
(v) After buying this book, she —.

36. Complete the following passage using Future Continuous Tense.
At the function tomorrow, Riti — (sing) and Sara —

holycrossrajshahi.com

(dance). I — (work) hard next week while you — (relax) in the sea beach.

Future Perfect Tense

চেনার উপায় :

বাংলা ক্রিয়ার শেষে য়ে থাকব/ য়ে থাকবে / য়ে থাকবা থাকে।

গঠন পদ্ধতি :

Subject + shall/ will + have + verb-এর past participle + বাকি অংশ

১. আমি বিকাল চারটার মধ্যে বইটি পড়িয়া থাক**বো** → I shall have finished reading the book by 4 pm.
২. তুমি বিকাল চারটার মধ্যে বইটি পড়িয়া থাক**বা** → You will have finished reading the book by 4 pm.
৩. সে বিকাল চারটার মধ্যে বইটি পড়িয়া থাক**বে** → He will have finished reading the book by 4 pm.

ব্যবহারের ক্ষেত্র :

ভবিষ্যৎ কালে কোন কাজ উল্লেখিত সময়ের আগে সমাপ্ত হবে বুঝাতে Future Perfect Tense ব্যবহার করা হয়।

37. Transform the following sentences into future perfect tense.

(i) The snow fall stopped by the April.
(ii) By tomorrow, their life changes completely.
(iii) By next month, you are going to receive your promotion.
(iv) We reach home by five o'clock.
(v) By the time Lisa graduates, she completed her five years of study.

Future Perfect Continuous Tense

চেনার উপায় :

বাংলা ক্রিয়ার শেষে যাবৎ/ ব্যাপিয়া .. .. য়ে থাকব/ য়ে থাকবে / য়ে থাকবা থাকে।

গঠন পদ্ধতি :

Subject + shall/ will + have + been + verb-এর ing +..

১. আমি ২০২০ সাল থেকে এখানে বাস করতে থা**কব** → I shall have been living here since 2020.
২. সে ২০২০ সাল থেকে এখানে বাস করতে থাক**বে** → She will have been living here since 2020.
৩. তারা ২০২০ সাল থেকে এখানে বাস করতে থাক**বে** → They will have been living here since 2020.

ব্যবহারের ক্ষেত্র:

ভবিষ্যতে কোন কাজ শুর" হয়ে একটি নির্দিষ্ট সময় ধরে চলবে বুঝাতে Future Perfect Continuous Tense ব্যবহার করা হয়।

Practice

38. Compare the future tense with other tense forms.

EVERYDAY

Saru goes to office at 9:00. She reaches her offices at 9:30. She begins work immediately. She has a lunch break at 12:00. She finishes her lunch at 12:30.

TODAY

It's 8:30 now. She **hasn't left** for office **yet**. It's 9:15 now. She **is going** to office.

It's 11:30 now. She **has been working** at the office.

YESTERDAY

at 8:30 – She **hadn't gone** to office **yet**. She **was** at home.

at 9:20 –She **was going** to office yet.

at 12:15 – She **had gone** to the office canteen. She **had been having** lunch.

TOMORROW

at 8 –She **will be** at home. She **won't have left** home **yet**.

at 9:18 –She **will be walking** to work.

at 9:35 –She **will have reached** her office.

at 10:45 – She**'ll have been working** in the office.

39. Read about Mr Sharma. Tick (3) the sentences that are true. In each group of sentences, at least one is true.

Mr Sharma opens his shop every day. He leaves home at 7 o'clock as soon as he has breakfast and arrives at the shop at about 7:30. He opens the shop immediately and starts running it. He continues until 12:00 when he has lunch (it takes about half an hour to have lunch). He starts work again and continues till 5:00 when he closes shop. Everyday he follows the same routine.

Tomorrow at 6:45

a. He'll have left home.
b. He'll be at home.
c. He'll have reached his shop.
d. He'll have been eating breakfast.

Tomorrow at 7:15

a. He will be eating breakfast.
b. He will have had his breakfast.
c. He will be walking to work.
d. He won't have left home.

Tomorrow at 11:30

a. He will have been sitting at his shop.
b. He will be eating lunch.
c. He will be sitting at his shop.
d. He will have eaten his lunch.

Tomorrow at 1:45

a. He will be having his lunch.
b. He will have had his lunch.
c. He will have been having his lunch.
d. He will be sitting at his shop.

Tomorrow at 5:15

a. He will be walking home.
b. He will be sitting at his shop.
c. He will have closed his shop.
d. He will be closing his shop.

Production

40. On the basis of your everyday routine write

your activities for tomorrow. Include all future tense forms.

✍ *Production (All Tenses)*....

A. 1. Indicate the tense of the verbs in the following setences. (নিচের বাক্যগুলোতে verb গুলোর tense নির্দেশ কর।)

(a) The sun gives us light.
(b) A student learns his lessons regularly.
(c) Children will play tomorrow.
(d) They could not play yesterday.
(e) Birds fly in the sky.
(f) The school will reopen on next Sunday.
(g) We shall help the poor.
(h) We'll be promoted on December, 31.
(i) The police arrested the criminals.
(j) The sun rises in the east.

2. Write the correct form of verbs. (Verb এর সঠিক রূপ লিখ।)

▲ always, every, often, normally, usually, sometimes, seldom, never, first, then থাকলে Present Simple কর:

▲ at the moment, at this moment, today, now, right now, Listen!, Look! থাকলে Present Continuous কর:

(a) Look! He (leave) the house.
(b) Quiet please! I (write) a text.
(c) She usually (walk) to school.
(d) But look! Today she (go) by bike.
(e) Every Sunday we (go) to see my grandparents.
(f) He often (go) to the cinema.
(g) We (play) Monopoly at the moment.
(h) The child seldom (cry).
(i) I (not / do) anything at the moment.
(j) Apan (leave) Dhaka for Japan today.

3. Put the verbs into the correct tense. (সঠিক tense অনুযায়ী verb বসাও।

♦ yesterday, ... ago, in 1990, the other day, last ... থাকলে Past Simple কর :

♦ just, already, up to now, until now / till now, ever, (not) yet, so far, lately / recently থাকলে Present Perfect কর :

(a) I (just / finish) my homework.
(b) Mary (already / write) five letters.
(c) Tom (move) to this town in 1994.
(d) My friend (be) in Canada two years ago.
(e) I never (be) to Canada.
(f) But I (already / travel) to London a couple of times.
(g) Last week, Mary and Paul (go) to the cinema.
(h) I can't take any pictures because I (not / buy) a new film yet.
(i) They (spend) their holiday in New Zealand last summer
(j) Pratik and Disha (leave) the house just now.

B.

1. Read the following passage and re-write it in future tense.
Internet is of great importance in our life. It renders great service to human beings. It works like magic. It has made our life comfortable. Internet is a source of great income.

2. Read the following passage and rewrite it in present tense.
We had a cow. It was called 'Lali'. She was red in colour. Lali gave us milk. My grandmother milked her.

3. Read the following passage and re-write it in past tense.
Md Hemayet Uddin, head master of our school teaches us English. He has a strong, clear and pleasant voice. He can make any grammatical problem easy. He knows well how to increase the curiosity of the students. He speaks English with a foreign accent.

4. Read the following passage and rewrite it in the future tense.
I was busy all day long for my fifteenth birthday ceremony. I decorated the house nicely. My father bought a fine new dress for me and my brother ordered a big cake. I welcomed the guests cordially. *[DZ-2009]*

5. Read the passage and rewrite it in the present tense :-
I had a dog. It was called Tom. It was white in colour. It always followed me. It loved me very much. *[MZ-2009]*

Appendix 4 : Subject-Verb Agreement

ইংরেজিতে কোন বাক্য লিখতে হলে অবশ্যই verb ব্যবহার করতে হয় এবং এই verb কে subject-এর number ও person অনুযায়ী ব্যবহার করতে হয়। subject ও verb এর এই সমন্বয়কে subject-verb agreement বলে। নিম্নে এর গুর" ত্বপ– র্ণ নিয়মাবলি আলোচনা করা হল।

Rule–1 :

Subject টি Singular হলে :

be verb-এর ক্ষেত্রে বর্তমান বুঝালে, is এবং অতীত বুঝালে was বসবে। তবে I এর ক্ষেত্রে am বসবে।

have verb-এর ক্ষেত্রে বর্তমান বুঝালে has এবং অতীত বুঝালে had বসবে।

অন্যান্য verb-এর ক্ষেত্রে বর্তমান বুঝালে verb-এর সাথে s/es যোগ হবে।

Rana (be) playing in the field. **Ans.** is
It (be) raining yesterday. **Ans.** was
Mr Alam (have) a car. **Ans.** has

holycrossrajshahi.com

I (have) a pet cat when I was a child. **Ans.** had
Karim (go) to school regularly. **Ans.** goes

Rule–2 :

Subject টি plural হলে
be verb-এর ক্ষেত্রে বর্তমান বুঝালে are এবং অতীত বুঝালে were বসবে।
have verb-এর ক্ষেত্রে বর্তমান বুঝালে have এবং অতীত বুঝালে had (past) বসবে।
অন্যান্য verb-এর ক্ষেত্রে verb-এর সাথে কিছু যোগ হবে না।
We (be) doing sums in the class. **Ans.** are
They (be) playing football yesterday. **Ans.** were
We (have) a pet dog. **Ans.** have
They (have) much riches in the past. **Ans.** had
We (play) football in the afternoon. **Ans.** play

Rule–3 :

অভিন্ন number ও person যখন and দিয়ে যুক্ত হয় তখন verb টি Plural হবে এবং ভদ্ররীতি অনুযায়ী 2nd Person + 3rd person + 1st person (231) ক্রম অনুসারে বসবে।
You, he and I are friends.
***কিন্তু দোষ স্বীকারের ক্ষেত্রে ভদ্ররীতি অনুযায়ী 1st person + 3rd person + 2nd person (132) ক্রম অনুসারে বসবে।
I, he and you are responsible.

Rule–4 :

একাধিক পদ (post) বা adjective and দিয়ে যুক্ত হলে এবং একটি article থাকলে singular হবে; আর একাধিক article থাকলে plural হবে। কারণ একটি article থাকলে একক ব্যক্তি বা বস্তু বা ধারণা নির্দেশ করে এবং একাধিক article থাকলে একাধিক ব্যক্তি বা বস্তু বা ধারণা নির্দেশ করে।
The Principal and Secretary of the college [come]. **Ans :** is coming
The Principal and the Secretary of the college [come]. **Ans :** are coming
A black and a white cat (be) under the table. **Ans :** are
A black and white cat (be) under the table. **Ans :** is
The captain and the wicket-keeper [have] played. very good knock. **Ans :** have

Rule–5 :

and দিয়ে দুটি সমজাতীয় singular noun যুক্ত হলেও যদি একক ব্যক্তি বা বস্তু বা ধারণা নির্দেশ করে তবে verb টি singular হবে। একাধিক বুঝালে verb টি Plural হবে।
Bread and butter [be] my favourite food. **Ans.** is
Slow and steady [win] the race. **Ans.** wins
Rahim and Karim [be] two brothers. **Ans.** are
Weal and woe [come] by turns. **Ans.** come
Ups and downs [be] common to our life. **Ans.** are

Rule–6 :

either ..... or , neither ..... nor, not only .....but also, or, not..... but দিয়ে দুটি noun যুক্ত হলে ২য় noun অনুসারে verb বসবে।
Neither John nor his **friends** [be] going to the beach today. **Ans:** are
Not only Rashed but also Ibrahim [have] the right to say something. **Ans.** has
Neither the teacher nor the students (be) in the classroom this morning. **Ans.** were
Either Laila or Nancy [be] going to participate in the competition. **Ans.** is
The footballers or the cricketers [has] been selected for the award. **Ans.** have

Rule–7 :

দুটি noun/pronoun যদি অন্য সব connectors [as well as, with, including, together with, along with, in addition to, accompanied by, preposition] দিয়ে যুক্ত থাকলে প্রথম noun/ pronoun টি অনুসারে *verb* টি বসবে।
The view of these disciplines [vary] from time to time. **Ans :** varies
The effects of this crime [be] likely to be devastating. **Ans :** are
He as well as his friends [come] to visit us. **Ans :** comes
He together with his pals [prove] as a talent. **Ans :** proves
He along with his friends [be] ready to take the challenge. **Ans.** is

Rule–8 :

Introductory There/here/adverb দিয়ে কোন বাক্য শুর" হলে *verb* এর পর অবস্থিত noun/ pronoun (Subject) টি অনুসারে verb বসবে।
There [be] no **birds** in the sky. **Ans :** are
There [be] no **bird** in the sky. **Ans :** is
There [has] been no rain here for past two weeks. **Ans.** has
There [has] been found two weapons while searching the boy. **Ans.** have
There [be] a kind-hearted man in this village. **Ans.** was

Rule–9 :

any +singular noun, every + singular noun, each + singular noun, none, either, neither, many a থাকলে subject-টিকে singular ধরতে হয়।
None [work] harder. **Ans.** works
Everyone [be] confirmed for the post. **Ans.** is
Either Protik or Rasel [have] got the contract. **Ans.** has
Every child [be] special for them. **Ans.** is
Every student [want] to do well in the examination. **Ans.** wants.

Rule–10 :

none of/ no/some এরপর singular noun থাকলে একে singular ধরতে হবে, Plural noun থাকলে Plural ধরতে হবে।
No examples [be] relevant to this. **Ans :** are
No example [be] relevant to this. **Ans :** is
None of them [be] interested for the job. **Ans.** are
No one [is] perfect here.

No smartphones [has] the option to hack wifi password. **Ans.** have

Rule–11 :

Proper Name, শিরোনাম (title) দেখতে plural হলেও তাকে singular ধরতে হবে।

'The Arabian Nights' [be] an interesting book. **Ans :** is

Gulliver's Travels [be] an ironic novel. **Ans :** is

"The Valachi Papers" [be] a biography written by Peter Mass. **Ans.** is

Mathematics [be] my favourite subject. **Ans.** is

The headquarters of EU [be] located in Brussels. **Ans.** is

Rule–12 :

Collective noun যখন unit বুঝাবে তখন তাকে singular ধরতে হবে কিন্তু পৃথক সত্ত্বা বুঝালে Plural ধরতে হবে। (Army, band, club, committee, team, family, crew etc)

The jury[be] considering its verdict. **Ans :** is

The jury [be] considering their verdicts . **Ans :** are

The army [be] ready to fulfill their commitments. **Ans.** are

This family [have] its own aristocracy. **Ans.** has

The entire crew [be] compelled to leave their ship **Ans.** were

Rule–13 :

সময়, টাকা এবং পরিমাপ প্রকাশক unit-কে singular ধরতে হবে।

Twenty five dollars [be] too much to pay for the shirt. **Ans :** is

Twenty miles [be] too much to run in one day. **Ans :** is

I have lost 12 kgs which [be] good for my health. **Ans.** is

Five thousand [be] enough for the time being. **Ans.** is

200 tons of wheat [has] been distributed among the villagers. **Ans.** has

Rule–14 :

Gerund, infinitive, that clause ইত্যাদি subject হলে তাকে singular ধরতে হবে ।

To err is human.

Swimming [be] a good exercise. **Ans :** is

That he will come [be] known to me. **Ans :** is

Walking [help] a man to lose weight. **Ans.** helps

To be a fast bowler [be] his dream. **Ans.** is/ was

Rule–15 :

The + adjective যদি noun হিসাবে ব্যবহৃত হয় তবে subject-টিকে plural ধরতে হবে।

The rich [be] not always happy. **Ans :** are

The pious [be] happy. **Ans :** are

The poor [be] born to suffer. **Ans.** are

The talented [have] been selected for the research. **Ans.** have

The meritorious [be] sure to succeed. **Ans.** are

Practice

Choose the appropriate verbs :

(a) Not only I but also my brothers am/is/are good at English.

(b) Is/are my boss or my sisters responsible?

(c) Some of the votes seem/seems to have been miscounted.

(d) There was/ were an accident last week.

(e) There have/ has been complaints against you.

(f) The receptionist and cashier has/have gone out.

(g) The director and the manager differ/ differs in opinion.

(h) A swarm of bees is/ are flying overhead.

(i) Everyone is/ are going on a picnic.

(j) It is I who am/ is/ are to blame.

Production

Fill in the blanks with appropriate verbs :

(a) Some people — very good at math.

(b) Somebody — won the lottery ticket.

(c) The doctor who has visited dozens of countries and has helped thousands of patients all around the world — over there.

(d) There — two sides to every argument.

(e) 5,280 feet — equal to a mile.

(f) Jill as well as Jack — up the hill.

(g) Either Helen or I —.

(h) There — a lot of people here.

(i) Everybody — here for you. All of them — waiting to listen to you.

(j) Ten new flats — very expensive.

(k) Rice — a common food all over the world. It — very cheap. Two bags of rice — only Tk 3000.

(l) Either the bus driver or the motorcycle rider — responsible for the accident.

(m) Neither the 23 children in the class nor Tony — to be upset about failing the spelling bee.

(n) A large number of countries — members of the United Nations.

(o) Not only the fans but also the team's head coach — shocked.

holycrossrajshahi.com

(p) The number of computer advances — increasing.