

## Paragraph Writing

### Objectives :



At the end of this lesson you will be able to :

- ⑤ realize how to write a paragraph.
- ⑤ identify four qualities of a paragraph.
- ⑤ find out the parts of a paragraph.
- ⑤ know the attractive techniques for writing.
- ⑤ understand the sequence and unity of a paragraph.
- ⑤ gain vast knowledge from the mentioned paragraphs.

Paragraph শব্দের অর্থ অনুচ্ছেদ। এটি ছোট আকারে একটি গদ্য রচনা যার মধ্যে একটি idea বর্ণিত হয় যা নিজের মধ্যে স্বয়ংসম্পূর্ণ। এতে কেবল একটিমাত্র ভাব থাকে। Paragraph এর বাক্যগুলো এমনভাবে সাজাতে হয় যেন এদের মধ্য দিয়ে মূল ভাবটি প্রকাশ পায় এবং ধারাবাহিকতা বজায় থাকে। Paragraph আকারে খুব বেশি বড় করা যায় না, তবে ভাবের পরিপূর্ণতা বা বাক্যের মধ্যকার সামঞ্জস্যতা রক্ষার জন্য প্রয়োজনীয় বাক্য থাকতে হয়।

Paragraph লেখার সময় বেশ কয়েকটি শর্ত অনুসরণ করতে হয়। যে কোন ভাল Paragraph এর চারটি গুণ অবশ্যই থাকতে হয়।

১. Completeness বা অর্থের পরিপূর্ণতা
২. Unity of thought বা ভাবের ঐক্য
৩. Order of presentation বা উপস্থাপনের ধারাবাহিক ঐক্য
৪. Coherence বা সামঞ্জস্য বা বাক্যগুলোর অর্থের মধ্যকার সঙ্গতি।

Paragraph এর মূল idea কে বিকশিত করে তুলতে হলে প্রয়োজনীয় সকল তথ্য এতে থাকতে হবে। নইলে Paragraph হবে incomplete. Paragraph এর topic idea develop করার জন্য যা লেখা প্রয়োজন তা অন্তর্ভুক্ত করতে হবে, কিন্তু এমন লেখা থাকবে না যা Paragraph টির মূল idea এর সাথে খাপ খায় না। এরূপ কোন অপ্রাসঙ্গিক বাক্য থাকলে Paragraph এর Unity বা ঐক্য নষ্ট হয়।

Paragraph এর মধ্যে কোন বাক্যের পর কোন বাক্য আসবে তার দিকে বিশেষ খেয়াল রাখতে হবে। ধারাবাহিকতা না থাকলে Paragraph ত্রুটিযুক্ত হয়ে পড়বে। এজন্য সময় ও স্থান বিষয়ক তথ্যের দিকে নজর রাখা দরকার। Paragraph এ একটি বাক্যের অর্থের সাথে অন্য বাক্যের অর্থের মধ্যে একটা সামঞ্জস্য থাকতে হবে। এটি Paragraph-এর অতি গুরুত্বপূর্ণ বৈশিষ্ট্য। এ বৈশিষ্ট্যটির যথার্থ প্রকাশ যে কোন Paragraph কে

আদর্শ মানে উন্নীত করতে পারে। একটি Paragraph কে তিনটি অংশে বিভক্ত করা যায় : Beginning, Body এবং End।

১. Paragraph-এর প্রথম বাক্যটিই Beginning অংশ নির্দেশ করে। উত্তম Paragraph এর জন্য এ অংশটি হতে হবে আকর্ষণীয়।
২. প্রথম Sentence -এর পর থেকে শেষ Sentence এর আগ পর্যন্ত সমগ্র অংশকে বলা হয় Paragraph -এর Body। এতে সংযোজিত বাক্যগুলো Paragraph -এর মূল idea কে বিকশিত ও উপস্থাপিত করে।
৩. Paragraph এর শেষ Sentence টিতে Paragraph-এর মূলভাব প্রকাশের পরিপূর্ণতার সংকেত দেয়। একটি সার্থক সমাপ্তিসূচক Sentence কে Terminator বলে।

Paragraph এর প্রথম Sentence কে আকর্ষণীয় করার জন্য কয়েকটি কৌশল অবলম্বন করা যায় -

- (ক) Topic Sentence ব্যবহার করে পুরো Paragraph এর মূল কথাটা প্রথম বাক্যে বলা যেতে পারে।
- (খ) বিষয়বস্তু যদি কতগুলো ঘটনার তালিকা হয় তাহলে There are ..... steps ..... এভাবে দেয়া যায়।
- (গ) বিষয়বস্তু যদি অজ্ঞাত ঘটনার সমষ্টি হয় তাহলে এভাবেও লেখা যায় : There are a number of causes of the population of Bangladesh. Of them the following .....

Paragraph এর Beginning Sentence যদি একটি specific statement বা বিশেষ বক্তব্য হয় তাহলে মূল ভাবের সাথে সঙ্গতি রেখে শেষ sentence টি তে একটি general sentence ব্যবহার করা যায়। আবার যে কোন একটি মতামত বা সমাধানের মধ্য দিয়ে Paragraph শেষ করা যায়।

নিচে কিছু **Paragraphs** নিয়ে আলোচনা করা হলো :

## 1. OUR COUNTRY

The name of our country is Bangladesh. It is a small low-lying country in the south Asia on the Bay of Bengal. Its total area is 1.47,570 sq. kilometers. She got her freedom on the 16th December in 1971. There are six seasons in our country. It has a tropical monsoon climate also. More than 14 crore people live here. Most of them are Muslims. The others are Hindus, Buddhists and Christians. Bangladesh is a land of rivers. The Padma, the Meghna and the Jamuna are the main big rivers of the country. Jute, rice, tea, sugarcane, oilseeds, fruit, vegetables, spices, wheat, potato, tobacco and cotton are the main crops of the country. Agriculture is the main occupation of the people here. We have some attractive tourist spots like Sonargaon Kuakata and Cox's Bazar sea beach. Besides, the country has some world heritage sites such as the Sundarbans, the Shat Gombuj Mosque and the Buddhist Vihar. Our country is enriched with lots of natural resources. Infact it is a land of unique beauty. After all, the people of Bangladesh are very much peace-loving. I like my country very much. So, I am proud of my country.

## 2. THE NECESSITY OF LEARNING ENGLISH

English is called an international Language because it is widely spoken all over the world. Without English we cannot do in this modern world. We should learn English for a great variety of purposes. We need English to get good job, to go abroad, to pursue higher studies. Most of the books on higher education of every branch of knowledge are written in English. To run the international trade and commerce English is very essential. Many international meetings are held

for various purposes now-a-days. To attend those meetings English is a must. Besides, international sports and tours require the knowledge of English. Every language has some rules. To learn those rules we should follow grammar. Our English textbook helps us to use English in our daily life. Learning English is specially important for Bangladeshi because it can play an important role for the development of the country. Finally we can say that to become an active member of the global village we should learn English as an international language.

### **3. YOUR COLLEGE LIBRARY**

The library, which belongs to every college, is called college library. Every college has a library. There is a library in our college. It is a part and parcel of our college life. It is situated in the main building of our college. There are various kinds of books in our college library. They are storybooks, novels, biographical books and also rare kinds of reference books in a great number. I like it very much and when I get time, I go to library for reading. I take help from the library for one writing. I think that books are the best friends of man. A library is a storehouse of books. So people like me should not waste time but go to library to read different kinds of books. I think that a library is an essential part for every college. So it should be enriched with different kinds of books. I should try to make the best use of it. In fact, I feel really proud of my college library.

### **4. YOUR DAILY LIFE**

I am a student of B.A. first year. I want to do well in life. So I have a daily routine of work. I get up early in the morning and have a wash. I say my prayers and have my breakfast. Then I begin to learn my lessons and do my home task. At 9-30 a.m I bathe, eat my meals and go to college. I sit in the first bench and listen to what my teachers say. I never make a noise in the class. The college is over at 2-30 pm. Then I return home direct. I take some tiffin and go to the field to play. I come back home before it is dark. I wash my hands and face. Then I sit to read my books. I have my supper at 9-30 pm. Then I go to bed.

### **5. YOUR FAVOURITE GAME**

Football is my favourite game. I have a great attraction for it. I like this game for reasons more than one. It is an interesting outdoor game. It is played in an open field. It is not so costly as cricket. It is not so risky as hockey. It gives joy to hundreds of people. It is a good form of exercise. It makes the players strong and healthy. It teaches players the lessons of team work, discipline and obedience.

### **6. STUDENTS AND SOCIAL SERVICE**

Man is a social creature. The peace and happiness of each individual depends to a great extent upon what he gets from the other members of his society. So we are all indebted to one another. The students have an important role to play in this respect. A student is a future citizen. He has duties to the society. Social service is a part of his study. He must first take an interest in his surroundings. He must fight against ignorance, superstition, insanitary conditions. He can help night schools and take part in health squads. A student must be ready to respond to the call of his country particularly in times of floods and famines. He

must train himself for national service in time of war. Training in social service will complete his academic education and make him a better citizen.

### **7. TENSION**

Tension means mental, emotional and nervous strain. When a man feels tension, he becomes aggressive or unfriendly towards others. It may develop into conflict or a violence. According to the physicians, tension is the source of diseases. There is no man in the world without tension. But overtension is harmful for health. It is a disease that has no cure normally. If a man wants to free from tension, he has to remain busy in various activities. An active and practical man never suffers from tension. He always avoid it by remaining himself busy in sports and pastime. Everyone should come out of this terrible disease.

### **8. THE FAMILY I LIVE IN**

There are two types of family, one is nuclear and another is extended family. I live in a nuclear family. I like it very much. My family consists of five members. They are my father, mother, two brothers and myself. My father is a government employee who has been working in Bangladesh Bank for about fifteen years. My mother is a housewife. Sumon, my elder brother has been studying in Dhaka University. He is a BBA student. My younger brother, Suzon, reads in class nine. My father is the head of our family. He gives all instructions to run the family. Mother also assists him in various matters. Our family is a happy one. We are very friendly. My parents give us company. They suggest us how to lead life. My father also teaches me. My mother loves me most. Both are affectionate to us. We follow their advice. A calm and pleasant atmosphere prevails in our family. A family is considered an important institution. It is the place from where the important lessons are taught. It provides mental and psychological support which is necessary to lead our lives smoothly.

### **9. DOWRY**

Dowry is a social curse. It can be an amount of money or property that a wife or her family must pay to her husband when they get married. It was the social custom in an ancient time. But at present dowry is the social curse for our society. In this subcontinent more or less every family faces this snake. A poor family having a maiden faces a great problem due to dowry. They cannot arrange a marriage ceremony of their daughter for the demand of dowry by the father or the relatives of the bridegroom. Generally the bridegroom's sides take dowry and the brides are victims of it. If the parents of the bride cannot pay as per the demand, the wife is kicked out from her husband's house by the relatives. Our young generation should be conscious and try to wipe out such a stupid system. We can do canvassing and make advertisement against this dowry system. By developing the mentality of our citizens, we can get rid of this vice.

### **10. MY FAVOURITE ENGLISH TEACHER**

A teacher is a person who teaches his or her students and discovers their hidden treasures. I love almost all of my teachers. However, the name of my

favourite English teacher is Abdul Jalil. He is a Masters Degree holder in English Literature. He is also a BCS cadre. He presents the lessons in an excellent way. He has a soft, clear and gentle voice for which everybody can pay attention to his lecture. He helps the backward students by offering them different instructive and constructive symbols, signs and examples. We have a friendly relationship with him. He behaves very well with us. He becomes very strict when we are out of control. We always try to obey and respect him. He is also interested in co-curricular activities. He is the general secretary of our debating club and conducts different competitions related to this. His modesty, sincerity and generosity attract me much. I wish him safe and sound life.

### **11. RULES OF HEALTH**

I know that sound health is the root of all happiness. So, I always try to follow the rules of health. Without following the rules of health, we can not lead a healthier and happier life. To remain sound I wake up early in the morning and do some exercise. Balanced diet is greatly needed to remain hale and hearty. It is nothing but to take the right kinds of food in a proportionate way. As I want to keep my body fit, I have a balanced diet. Actually we have many kinds of food but all of them do not possess the same values and nutrition. For our sound health we need six kinds of elements of food in a balanced way. The lack of one or more kinds causes imbalanced situation in our body. Therefore, balanced diet is necessary to keep good health.

### **12. TREE PLANTATION**

Our presence in this world would be impossible without trees. We are totally dependent on trees for living on the earth. A moment without oxygen, which trees supply us, will surely blow out our light of life. Again we get our food and furniture from trees. But we are cutting trees in such a large number that the country is going to be desert while the existence of us would be dangerous. So, the government of Bangladesh realizing the importance of trees celebrates tree planting week every year. It encourages all of us to plant more trees for our better future. People nowadays are coming forward spontaneously for planting trees as they now realize the importance of trees. Many trees in the recent years have been planted on both sides of the highways, coastal areas and in the forests. We have to continue our tree planting programme. Otherwise, our atmosphere will be polluted with carbon-di-oxide. A tree is also a big saving thing for the next generation.

### **13. NEWSPAPER**

Newspaper is a valuable gift of modern civilization. It brings us important news of home and abroad. It is a powerful instrument to mould future of a country. It creates public opinion. It helps to make government policy. It informs us of market prices. Thus we can know everything of the world by reading it and sitting at home. News-paper should be impartial. When it gives impartial opinion, it is a great friend of the nation. So we should try for the development of the newspaper.

### **14. DANGERS OF SMOKING**

Certainly smoking is a very bad habit. The dangers of smoking know no bounds. It harms one in various ways. One contracts a lot of incurable diseases like bronchitis, asthma, lung cancer and so on by smoking. And one being attacked by these diseases may go to the land of death. A smoker harms not only himself but also others who are supposed to be non-smokers. When any smoker smokes cigarette, air gets polluted. And the non-smokers taking polluted air get harmed severely. However, I always avoid smoking and try to make others understand about the dangers of smoking. But my elder brother is the chain-smoker. It is a matter of great anxiety for our family. I indirectly try to make my brother understand about the dangers of smoking. I hope, he will give up smoking in near future. However, as smoking is harmful to health, it should be banned in public places.

### **15. LOAD-SHEDDING**

Load-shedding is not desirable. It is harmful to civilization. However, load means burden and shedding means minimizing. Therefore, load-shedding means the minimizing of burden of anything. Of late, in our country load-shedding in electricity is acutely felt and seen which makes our life intolerable and boring. Because of deficiency in electricity load shedding occurs. Our country is densely populated. The storage of electricity is not sufficient to provide electricity with all. As a result, load-shedding in the country is seen frequently. Sometimes, it becomes very severe. Of course, the government tries its best to provide electricity with all. It is imperative to mention here that load shedding in quick succession can bring breach of discipline in the country. So, the government must be conscious of this. Overall sense of duty and consciousness can play a vital role in stopping load-shedding. Besides, production of electricity should be increased to fulfil the demand.

### **16. PHYSICAL EXERCISE**

Physical exercise is the movement of our limbs. It helps us to be sound physically and mentally. Without physical exercise we can not enjoy soundness of body as well as mind. It makes a man strong, active and keeps him free from disease. On the contrary, a man who does not take physical exercise is attacked by various diseases. He can not have soundness of body as well as mind. So, all of us should take physical exercise regularly. There are various forms of physical exercise. All forms of exercise are not suitable for everybody. Those who are strong in body can take all forms of exercise. But those who are weak in body can not take hard exercises. Because of the fact that the weak persons feel disinterested to take hard exercises. The weak and old persons can walk in the open air in the morning and in the evening. And thus they can be benefited. But over exercise is harmful to body. If one takes over exercise, one can be affected severely. Therefore one needs to take exercise according to one's bodily ability and capability.

### **17. MY BIRTHDAY PARTY**

By birthday party I mean a celebration that is celebrated for one's birth anniversary. I am eager to celebrate my birthday. By arranging a party I celebrated my last birth anniversary. My friends, kith and kin, well-wishers and many others were invited to my birthday party. About two hundred guests were

invited to the party. A special cake was ordered. At the appointed time the guests came to our residence. I received them cordially. When I cut the cake with a knife, all began to sing, "Happy birthday to you." It seemed to me that I was the main attraction of the party. Pieces of cake, delicious food items like Khichuri, Payes, Pitha made by my mother were provided among the guests. The eating accompanied by a lot of gossiping and giggling went on. Cameras were begun to click on. After these, jokes were made. Then I said goodbye to my guests. After that I observed my birthday gifts and felt very happy. Truly speaking, the party was very enjoyable.

### **18. AIR POLLUTION**

Air is the most important element of our environment. By inhaling and exhaling fresh air, we can survive on earth. So, it can be regarded as the life. But it also becomes a killer when it is polluted. And it is polluted in various ways and means. Especially it is polluted by smoke. Man makes fire to cook food, makes bricks, melts tar for road construction and to do many other things. Fire creates smoke and pollutes the air. Railway engines and powerhouses create smoke by burning coal and oil. Mills and factories also emit a lot of smoke. Buses, trucks and cars use petrol and diesel. These too emit smoke. All these kinds of smoke pollute the air. By inhaling polluted air, we suffer from various fatal diseases like bronchitis, asthma, lung cancer and so on. We may lose our existence being attacked by these fatal diseases. So, it is our bounden responsibility to save air from pollution. Public awareness can be raised to decrease the production of all kinds of smoke. And then we can have an air pollution free environment.

### **19. MY FAVOURITE SPORTSMAN**

I play different kinds of games and sports like cricket, football, badminton, handball and so on. Of all games, I like cricket most. So my favourite sportsman is from the cricket world. He is Ashraf Haq, the youngest player of Bangladesh Cricket Team. In fact, I am his fan. He is a right-handed batsman. I like him for his outstanding performance and achievements. His batting style is excellent and attractive. He is not only a batsman but also a bowler and a good fielder. He has the records of acquiring a century at his initial test match in the least tender age. He is regarded as a "run-machine". He gives pleasure and gets pleasure in playing the game. Considering all sides, he is a good cricketer. I think a good future is waiting for him.

### **20. ARSENIC POLLUTION**

At present arsenic pollution is an anxiety of Bangladesh. In chemistry, arsenic is referred to as a violently poisonous white compound of brittle element. Now this element is detected to be present in large quantities in the tube-well water of the many districts of Bangladesh. It causes a kind of health hazard. Press reports on this matter are drawing attention of all classes of people to be aware of it and also to take all possible preventive measures. Drinking water polluted by arsenic causes many diseases like sores and stomachache troubles. So, urgently it is needed to be checked and teach people how to get rid of it. At present, an antidote is discovered to purify water polluted by arsenic. Besides, the World Bank has agreed to extend all possible helps to mitigate the arsenic problem in

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our country. So the Govt. should take necessary steps to check the arsenic pollution.

### **21. A MOONLIT NIGHT**

The night in which the moon shines brightly in the cloudless clear sky is generally known as moonlit night. A moonlit night is a remarkable occasion for a beauty seeker. It offers a very splendid and charming view. It is a night of exquisite beauty and joy. In a moonlit night the moon looks like a disk of silver. The moon bathes the world with her silvery light. The sparkling stars twinkle around the moon. Rivers, ocean, canals and ponds seem to laugh in the splendid moonlit night. The trees and creepers look bright in sparkling. The flowers glitter in the garden like pearls. Birds come out of their nests and fly about. Beasts come out and run to and fro. People of all ages amuse themselves in a moonlight night. They pass some hours in gossiping and telling story. It has a magical power of transporting us to a land of fairy and imagination. It arouses the poets of all languages to sing highly in a moonlight night. It loses the dullness of a night and thrills our hearts. It is a great pleasure and source of recreation for the people.

### **22. WATER POLLUTION**

Water is a very important element of human environment. It is a liquid substance. It is a compound of Hydrogen and Oxygen. It is an essential element of nature because it saves all kinds of view of the earth. Clean water is healthful but when it is polluted, it is very harmful. It can be polluted in many ways. It is polluted by waste and filth. Water is polluted by using chemical fertilizers and various insecticides of the land. When milis and factories throw their waste products into rivers and cnals, water become polluted. Again motor, launch, steamer pollute water by throwing oil. By drinking this polluted water, we often get sick and finally die. So we should prevent water pollution. Water can be purified by boiling it and using purified tablets. We cannot live without pure water. Above all, for a healthier and a happier life we should drink pure water.

### **23. THE 21ST FEBRUARY**

The 21st February is a red letter day in the history of Bangladesh. The Pakistani rulers wanted "Urdu will be the state language of Pakistan". But it is impossible to establish in the constitution. The 21st Februrary is a martyr day of our country. Every year the nation remembers this day with due respect and solemnity. On 17th November, 1999 the 21st February is dignified in the UNESCO conference. It is introduced to all as international Mother Language Day. About 188 states supported this proposal warmly. Every year all classes of people celebrate this day with honour. They go to the Shaheed Minar and keep flowers at the altar of Shaheed Minar to show tribute to the martyrs. Thus the significance of the day is great for the people of Bangladesh. However, the people of Bangladesh can never forget the 21st February. As a citizen everybody should love his or her country and mother tongue.

### **24. MY FAVOURITE POET**

I have read the poems of many Bengali poets. But Quazi Nazrul Islam is the most appealing to me. His poems, novels, stories, letters, songs and dramas have the greatest appeal to me. They inspire me with courage, hope and aspiration. I find my feelings and emotions expressed in his poems, songs and other writings. So, he is my favourite poet. He is the rebel and national poet of Bangladesh. He is one of the most famous poets of Bengali literature. When I go through his poem, I feel joy. Agnibina, Bisher Bashi, Jugabani, Rikter Bhadan etc. are my favourite readings. His works inspire all to fight against evils. His works inspired us during our liberation struggle. For this, he is favourite with all. Nazrul was born at Churulta in the district of Burdwan on the 11 Jaistha in 1306 Bs. His restless spirit did not allow him to stay at particular place. In his young age, he was found at school one time, with a music party at another time and later on when he was student of class X, he joined the warfront as a soldier on the side of the Allies, during the First World War in 1914. Nazrul was the first to write for the poor, the enslaved and the hungry. For this he suffered much. His writings direct us to the right goal of our life. He died in Dhaka on the 29th August in 1979 AD. He was laid to eternal rest beside Dhaka University Mosque.

### **25. VICTORY DAY**

The 16th December is a red letter day in the history of Bangladesh. On this day, we won victory at the cost of a bloody battle of nine months. We celebrated the 'Victory Day' in our college very gorgeously. Our teachers cordially helped us in the arrangement. On the 15th December, we decorated every corner of the college compound with green leaves, festoons and coloured papers. Adequate seating arrangements were made for the teachers and students. Under the guidance of our physical instructor and some other teachers we fixed the items. We started the celebration by hoisting the national flag. Immediately after this, the march past took place and the principal of our college took the salute. Then they sang the national anthem. We also arranged a discussion meeting and a cultural function. Both the teachers and the students took part in the discussion. Actually the day was very happy and enjoyable.

### **26. THE INDEPENDENCE DAY WE CELEBRATED**

The 26th March is a red letter day in the history of Bangladesh. It is regarded as our Independence Day. On this day, we pay rich tributes to the memory of the martyrs who laid down their lives for the sake of our independence. We celebrated the last Independence Day in our college very gorgeously. Our teachers cordially helped us in the arrangements. On the 25th March, we decorated every corner of the college compound with green leaves, festoons and coloured papers. Adequate seating arrangements were made for the teachers and students. Under the guidance of our physical instructor and some other teachers, we fixed the items. We started the celebration by hosting the national flag. Immediately after this the march past took place and the Principal of our college took the salute. Then they sang the national anthem. We also arranged a discussion meeting and a cultural function. Both the teachers and the students took part in the discussion. Actually the day was very happy and enjoyable.

**Every student must participate in the written test of 80 marks and two assignments of 20 (2×10) marks :**

**Marks Distribution of Written Examination**

1. Passage Comprehension (Three Types) = (Short questions, true or false, fill in the gaps, various items based on textual exercise)	3×5=15
2. Grammar (Five items) (all items will be taken from the text)	5 × 5 = 25
3. Letter Writing (only one) (There will be no alternative)	1×10 = 10
4. Dialogue Writing (only one) (There will be no alternative)	1×10 =10
5. Translation (from Bengali into English) (There will be no alternative)	1×10 =10
6. Paragraph (any one out of two)	1×10 =10
	Total Marks : 80

Written Test	= 80 Marks
Assignments (2)	= 20 (10×2) Marks
Total	= 100 Marks