

SSC English 2nd Paper Suggestion for 2024

Question No. 12 Writing CV with Cover Letter

1. Suppose, some Accounts Officer will be appointed in the Prime Bank. You are interested to be one. Now, write a CV with a cover letter for the post. *[BB-2023; MB -2023; All Boards-2018; CB -2015; JB-2015]*
2. Suppose, you are Rezwan/ Rezwana. You got your BA exam result last month. Recently you have seen a vacancy advertisement in 'The Prothom Alo' for the post of a 'Junior Officer' in ABC Bank. Now write a CV with a cover letter to the HR Manager for the post. Your CV should not exceed one page. *[CtgB-2023; RB-2023; DjB-2020; CtgB-2020; SB-2020; RB-2017; SB-2016]*
3. Suppose, you are Raihan/Raihana and you have passed B.Sc Hon's in Chemistry. You have seen a vacancy for the post of a Medical Representative in Square Medicine Company. Now write a CV with a cover letter for the post. Your CV should not exceed one page. *[CB-2023; DB-2022; DjB-2019; BB-2017; CtgB-2016]*
4. Suppose, you are Touhid Hasan/Tania Akter. You have passed HSC and taken a one-year diploma on computer. You have found a vacancy advertisement published in "The Daily Azadi" for the post of "A Receptionist" in Medical Centre Hospital, Chattogram. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. *[DjB-2023; DB-2017]*
5. Suppose, you are Rimon Khan/Rima Chowdhury. You have completed B.Sc Engineering and are looking for a job. You have seen a vacancy advertisement in "The Financial Express" for the post of a Software Engineer in "Golden Company Ltd". Now, make a CV with a cover letter for the post. Your CV should not exceed one page. *[JB-2023]*
6. Suppose, you are Rahim/Rahima of 12/12 Mirpur, Cumilla and you have passed BBA. Now, write a CV with a cover letter for the post of a Cashier to the GM, Pubali Bank, Dhaka. Your CV should not exceed one page. *[SB-2023; CB-2016]*
7. Suppose, you are Emon, you have obtained MA Degree from Dhaka University. ABC School is going to recruit some assistant teachers/teachers/English teachers. Now, write a CV with a cover letter for the post. Your CV shouldn't exceed one page. *[DB-2023; CB-2022; DjB-2022; DB-2020; JB-2019; CtgB-2019 & 2015; CB-2017; DjB-2015; RB-2015; SB-2015]*
8. Mind that, you are Tamim/Tamima. Your home district is Khulna. You have recently completed MBA from Dhaka University. You have found a job advertisement in 'The Daily Prothom Alo' that there, is a vacancy post for the position of Junior Marketing Officer in BD Textile Limited. Now, write a CV with a cover letter for the post. Your

CV should not exceed one page. [RB-2022]

9. Suppose, you are Habib/Habiba. You have passed HSC and got a diploma on computer operating. You have seen a vacancy advertisement in "The Daily Star" that the National ICT Research Center is going to appoint a Computer Operator. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. [BB-2022, JB-2022; DB-2019; SB-2017]
10. Suppose, you are Sajib and you completed MA in journalism. Now, write a CV/Resume with a cover letter for the post of a journalist in a reputed news agency. Your CV should not exceed one page.
11. Suppose, you are Farhan/Farhana. Your home district is Kurigram. You have recently passed SSC from Dinajpur Board. You have found a job advertisement in a National Newspaper that there is a vacancy post for the position of a salesman/junior sales officer in a manufacturing company. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. [MB-2022; SB-2019; BB-2019; RB-2016]
12. Suppose, you are Rubi. You have seen a vacancy advertisement in 'The Daily Prothom Alo!' for the post of Senior Officer in a private bank. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. [SB-2022; BB-2020; JB-2016]
13. Suppose, you are Raj in Ahmed/Rezwana Akter. You have completed HSC and are looking for a job. You have seen a vacancy advertisement in "The Daily Star" for the post of an "Office Assistant" of Berger Company Ltd. Now, make a CV with a cover letter for the post. Your CV should not exceed one page. [JB-2020; DB-2016]
14. Suppose, you are Shimul/Shaila and you have recently passed M.BA from the University of Dhaka. There is a vacancy advertisement for the post of Public Relation Officer in an Insurance Company in The Daily Star. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. [MB-2020; BB-2016]
15. Suppose, you are Mubarak. You have seen an advertisement in 'The Daily Star' that some design engineers are going to be appointed in Asian "Textile Limited. You want to apply for the post. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. [RB-2020]
16. Suppose, you are Mahmuda/ Mahmud of 2/3 Gulshan, Dhaka and have passed MSc in Computer Science. You have seen a vacancy ad for the position of an IT Officer in a mobile company. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. [JB-2017]
17. Suppose, you are Atik/ Atika. You have completed your M.A in Bangla. Then you have completed a 2 years diploma on Library Science. Recently you have seen a vacancy advertisement for the post of a Librarian in a renowned college. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. [DjB-2017 & 2016]
18. Suppose, you are Md. Saiful Bari and you have passed MSS in Mass Communication. You have seen a vacancy

ad for the post of an English news caster in a renowned Satellite TV Channel. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. [CtgB-2017]

19. Suppose, you are a class 9 student named Rizvi Khan. Your school needs a library assistant for its library. Now, apply for the post of library assistant with your CV.
20. Suppose, you are Arefin/Afi'in and you have recently completed M.A in English from the University of Dhaka. You have seen a vacancy advertisement in "The Daily Star" for the post of "Lecturer in English" of Bangladesh Cadet Colleges. Now, make a CV with a cover letter for that post addressing The Chairman, Governing Bodies of Cadet Colleges & Adjutant General, Bangladesh Army, Dhaka Cantonment, Dhaka. Your CV should not exceed one page.

Question-13 Writing Formal Letter

Academic and Official Letter

- 1. Write an application to the Headmaster of your school for setting up a multimedia classroom in the classroom.**
- 2. Suppose, you are the inhabitants of Polashpur under Homna Upazila, Cumilla. The main road of your locality is severely damaged. Now, write a complaint letter to the DC, Cumilla requesting him to take necessary steps for repairing the road immediately.** [DB-2023]
- 3. Suppose, you are Labib/Labiba. You are in Khulna Zilla School, Khulna. Your school has a common room but it lacks some facilities. Now, write an application to your Headmaster for increasing common room facilities.** [BB-2023; RB-2023; BB-2020, 2015 & 2009; JB-2017; SB-2017; DjB -2015; SB-2007]
- 4. Suppose, you are Sadman/Saima. You are a student of Polisha High School, Madarganj, Jamalpur. There is no canteen in your school. Now, write an application to the Headteacher of your school for setting up a canteen in your school campus.** [DjB-2023; All Boards-2018, DB, JB, BB-2016]
- 5. Suppose, you are Mohim/Mohima from the village Modhupur, upazila Patiya, district Chattogram. Recently, a flood has swept over your area and caused a great havoc. Now, write an application to the Deputy Commissioner of your district for relief and medical aid for the flood affected people of your area.** [CtgB-2022; DB-2020 & 2019; RB-2020; SB-2016]
- 6. Suppose, you are Mita/Mithu, a student of class X reading in Nurpur High School, Kushtia. There is a lack of quality books in your school library. Now, write an application to the Headmaster on behalf of the students of your school to increase the number of quality books in the library.** [DjB-2022; SB-

2022; BB-2022; MB-2020]

7. Suppose, you are Samir/Samira. You read in Jhalakathi Gaut. High School. The students of your class want to go on a study tour. So, you need permission of the Headteacher. **Now, write an application to the Headteacher of your school seeking permission to go on a study tour.** [CB-2020; JB-2020; SB, BB-2019; DjB-2016, RB-2016, DB-2015]
8. Suppose, you are Amin/Amina. You read in Shyamoli High School, Dhaka. The students of your school want to arrange a tree plantation programme in your school. **Now, on behalf of the students, write an application to the Headmaster of your school seeking permission to arrange a tree plantation programme.** [L?jB-2020]
9. Imagine, you are Anik/Anika. You are a student of Govt. Pilot High School, Faridpur. You are in section A in Class 10. Recently, your father has been transferred to Dhaka. You want to continue your study in this school. **Now, write an application to the Headteacher of your school for a seat in the school hostel.** [CtgB-2026]
10. Imagine, you are a student of River View High School, Khulna. You are Joy Ahmed/Joya Akhter. **Now, on behalf of the students of your school, write an application to the Headmaster of your school for taking necessary steps to set up a computer club.** [SB-2020 & 2003; CtgB-2019; DB, CB-2017; JB-2015; DjB, JB 2009]
11. Imagine, you are Adib/Adiba, of Madhupur High School. **Now, write an application to your Headmaster requesting him to open a "Debating Club" in your school compound.** [CB, JB-2019; RB-2017; BB-2017; CtgB-2016]
12. Imagine, you are studying at Rangpur Zilla School. Your father has recently been transferred to Jashore. Your father wishes to take you to the new place of his posting. **So, write an application to your Headteacher requesting him to issue you a transfer certificate.** [RB-2019]
13. Suppose, you are Habib/Habiba. You have passed the SSC examination this year from Collegiate High School, Barishal. You want to get yourself admitted into a college. So, you need a testimonial from your Headmaster. **Now, write an application to the Headmaster of your school for a testimonial.** [RB-2015; DB-2009, 2001, BB-2,007; SB-2008, 2005, 2003]
14. Suppose, you are Rabbi/Rabeya an SSC candidate of Ideal School and College, Dhaka. You and your classmates need some extra lessons on English grammar. **Now, write an application to your Headmaster**

on behalf of your, class requesting some extra lessons after your regular classes. [DjB-2019]

15. Suppose, you are Habib/Habiba of Bakultala High School, Chattogram. You need financial help to bear your educational expenses. **Now, write an application to the Headmaster of your school for help from the poor fund.** [CB-2016, 2015; RB-2004; DB-2003, 2001; JB-2003, 2001; SB-2001]

16. Suppose, you are Ruman/Ruma, a student of Pioneer High School, Rangpur. You are facing some problems in your school library especially the inadequacy of books essential for preparing notes. **Now, write an application to the Headmaster of your school praying for enhancing library facilities.**
[CtgB-2017]

17. Suppose, you are Nafiza of Govt. Jubilee High School, Sunaingaiji. You are a student of class IX. It is summer now. Load-shedding has been a usual fact in your locality. It hampers the daily activities seriously. **So, write a letter to the editor of a newspaper complaining against the frequent load-shedding in your locality.** [JB-2022]

18. Suppose, the prices of essential commodities are increasing day by day. It seems that nobody has any control over this situation. The prices are increasing in a free style. **Now, write an article for newspaper on this important issue.**

19. Imagine, you are Habib/Habiba of Jahapur Union, Kushtia. The main bridge over a canal of your locality has been badly damaged and it has not been repaired for a long time. All the people of your locality specially the old, children and women have to suffer terribly. **Now, write an application to the Chairman of your Union Parishad to repair the bridge immediately.**

Complaint Letter

20. Suppose, you are Karim/Kabita, one of the inhabitants of Dinajpur City Corporation. Recently the roads of your locality have been unusable due to heavy rainfalls and the sewerage drains are being hampered to flow to water. People and the school going students cannot go to their offices, shops, schools and other places. **Now, write a letter to the Mayor of your City Corporation complaining about the sufferings of the common people.**

[CB-2023]

21. Write a letter to the postmaster of Khulna Head Office complaining about irregular delivery of letters in your locality. [SB-2023]

22. Suppose, you have bought some books on general knowledge. But the books are damaged and have printing mistakes. **Now, write a letter to the publishing company "Diamond Publishing" complaining against it.**

[JB-2023]

23. Write a letter of complaint to the suitable authorities against the problem of antisocial activities in your locality. [CtgB-2023]
24. Write a letter to the Chief Operating Officer of Bangladesh Railway complaining about your missing goods. [DB-2022]
25. Write a complaint letter to the Headmaster to take proper steps for out-of-order computers. [RB-2022]
26. Write a letter to the Mayor of Dhaka City Corporation about insufficient water supply. [CB-2022]

Notice

27. Suppose, you are the Headmaster of Bangabandhu Secondary School, Safderpur; Kot-chanderpur, Jhenaidah. Your school will remain closed due to summer vacation from 3 June to 19 June. Now, write a notice about it. [MB-2023]
28. The Model Test Routine of your school needs to be published. Now, write a notice.
29. Write a notice as the Headmaster of your school informing the students to collect their SSC Admit Card for the upcoming examination.
30. Suppose the Annual Science Fair will be held in your school. Now write a notice about it asking students to submit their names and project in details.

Purchase Order and Response to an Order/Request

31. Suppose you are the teacher of an art school. You want to buy some art supplies for your school. But you do not have much time to visit the shop physically. You want to receive the items by a deliveryman. Now, write a purchase letter to the shop-keeper requesting to send some sports items.
32. Suppose you are an Admin.Executive of a renowned company. You need a catering service to provide lunch for your employees. You want the food delivered directly to your office. Now, write a request letter to the catering requesting them to supply the luncheon.
- ***33. Suppose you are Alamin Hossain. You want to buy some medical supplies from Beximco Pharmaceuticals Limited. You want to receive the products delivered by their representative concerns. Now, write a request letter to the sales manager of Beximco Pharmaceuticals Limited requesting him to supply some products.
- ***34. Suppose you are Arafat Khan. You want to buy some stationeries and books for PBS, Shantinagar, Dhaka. But you do not have much time to visit the purchasing house physically. You want to receive the books by post. Now, write a purchase letter to the manager of the purchasing house requesting

to send some stationery goods and books.

Response to an Order/Request

- ***35. Suppose, you are Omar Faruk, the manager of PBS, Shantinagar, Dhaka. You have got a purchase order from Arafat Khan some days before. **Now, write a confirmation letter responding to order of Arafat Khan.**
- ***36. Suppose, you are Nahid Hasan, the sales manager of Beximco Pharmaceuticals Limited. You have got a purchase order from Alamin Hossain some days before. **Now, write a confirmation letter responding to an order of Alamin Hossain.**

Question No.14 Writing Paragraph

- ***1. Write a paragraph on Dengue Fever. Or How to fight against it and face it. *IRB-2020*
- ***2. Write a paragraph on 'The Padma Multipurpose Bridge'.
- ***3. Write a paragraph on 'The Life of a Rickshaw Puller'. *[CtgB-2023; DB-20171*
- ***4. Write a paragraph on 'A Winter Morning'. *[BB-2023; DjB-203]*
- ***5. Write a paragraph about 'A Street Hawker'. *[CB-2,023; SB-2020; DB-2016]*
- ***6. Write a paragraph on 'Importance of Learning English'. *[JB-2023]*
- ***7. Write a paragraph on 'A Book Fair' you have visited recently. *[SB-2023; RB-2022; RB-2020; DB-2019, 2015; SB,DB, BB-2010; RB-2009; CB-2005; CtgB-2019, 2004]*
- ***8. Write a paragraph on 'Road Accident'/ 'Causes and Effects of Road Accident'. *[DB, CB-2020]*
- ***9. Write a paragraph on 'A Book Fair'. *[CtgB-2019]*
- ***10. Write a paragraph on 'The Life of a Farmer'.*[DjB-2019; SB-2019 & 2015; BB-2019; RB-2017 & 2016; CtgB-2015]*
- ***11. Write a paragraph on 'A School Magazine'. *[RB-2019; JB-2016; SB-2016]*
- ***12. Write a paragraph on 'A Traffic Jam You Experienced'. *[CB-2019]*
- ***13. -Write a paragraph on 'A Moonlit Night'. *[All Boards-2018]*
- ***14. Write a paragraph about 'A Day Labourer'. *[BX2017]*
- ***15. Write a paragraph on 'A Rainy Day'. *[RB-2019 (1st); JB-2015]*
- ***16. Write a paragraph on Food Adulteration'.

- ***17. Write a paragraph on 'Uses and Abuses of Mobile Phone'.
- ***18. Write a paragraph on 'Uses and Abuses of Facebook'.
- ***19. Write a paragraph on 'An Ideal Student', Or 'The Qualities and Duties of an Ideal Student'.
- ***20. Write a paragraph on 'Internet/Uses and Abuses of Internet'.
- ***21. Write a paragraph on 'Importance of Reading Newspapers'.

Question No. 15 Writing

Composition

- ***1. Newspaper is the mirror of the whole world. It provides us with all sorts of news and views. Write a composition within 250 words on "Importance of Reading Newspapers". *[DB-2020,-CtgB-2020,-BB-2020,-RB-2017]*
- ***2. Students are the future leaders of a society. They can contribute to the society not only with their education but also with other services. Write a composition on 'Students and Social Services'. *[MB-2020]*
- ***3. Nowadays, people are suffering from various diseases. If they take physical exercise everyday, they can enjoy a sound health. Now, write a composition on "The Importance of Physical Exercise". *[CB-2020; SB-2017]*
- ***4. Write a composition on "Satellite TV Channels and Our Young Generation". *[RB-2020]*
- ***5. People do many things as their hobby. You, as a student, may have a hobby. Now, write a composition on "Your Favourite Hobby". *[DjB-2020; JB-2020; All Boards-2018; CB-2016; BB-2016; CtgB-2015]*
- ***6. Write a composition on "Duties of a Student" within 250 words. *[SB-2020; JB-2019 & 2016; DB-2016]*
- ***7. Write a composition about "Your Aim in Life". *[DB-2019 & 2015; JB-2017 & 2015; RB-2015; DjB-2015]*
- ***8. Write a composition about "Computer". *[CB-2019; CtgB-2016]*
- ***9. Write a composition about "Wonders of Modern Science". *[RB-2019, 2016; SB-2019, 2015; DjB-2016]*
- ***10. Write a composition about "A Journey you Have Recently Enjoyed". *[DjB-2019; CB-2017; SB-2016; BB-2015]*
- ***11. Write a composition about "The Game You Like Most". *[CtgB-2019; DjB-2017]*

- ***12. Write a composition about "Tree Plantation". *[BB-2019 & 2017]*
- ***13. Write a composition about "The Spring in Bangladesh". *[DB-2017; CtgB-2017]*
- ***14. Write a composition on "Your Visit to a Historical Place".*[CtgB-2011; DjB-2009; SB-2006; CB-2005]*
- ***15. Write a composition about "A Memorable Day in Your Life".*[DjB-2010; RR-2005, BB-2005 & 2002; CtgB-2003]*
- ***16. Write a composition about "Population Problem in Bangladesh".
- ***17. Write a composition about "Your Childhood Memories".
- ***18. Write a composition about "Climate Change in Bangladesh".
- ***19. Write a composition on "Science in Everyday Life".