brac

English Writing and Style Guide

Introduction

This writing and style guide aims to provide a guide to writing and editing documents written by the staff on behalf of BRAC. It is a part of BRAC's branding toolkit, which enables our organisation's formal documentation to be presented consistently across all communications. **Our aim is to represent the mission, vision and values of BRAC through one voice.**

BRAC is now an international non-profit organisation. English is not a first language for the majority of our staff and volunteers. It is crucial for us to ensure that we communicate clearly and effectively, using consistent language, spelling and terminology.

This style guide sets up BRAC's preferred spellings and terminology, along with general guidance on English grammar, style and usage.

Lastly, remember to **keep it simple and to the point.**

Purpose of this style guide

The main objective of this style guide is:

♦ To provide an all-purpose guide to present BRAC consistently in written communications
♦ To ensure that the guide properly reflects modern usage and is fit for purpose, and so it should be updated as required
♦ To act as an arbiter when issues in use of language are raised

This guide is intended to be read online, where it can be cross-referenced. A PDF version is also provided for download, which can be printed out if a hard copy is required.

This guide does not tell you how to write – just how to be grammatically correct and how to ensure **consistency** across your own writing as well as that of others who are writing on behalf of BRAC.

BRAC's vision, mission and values

Our vision

A world free from all forms of exploitation and discrimination where everyone has the opportunity to realise their potential.

Our mission

Our mission is to empower people and communities in situations of poverty, illiteracy, disease and social injustice. Our interventions aim to achieve large scale, positive changes through economic and social programmes that enable women and men to realise their potential.

Our values

Innovation
Integrity
Inclusiveness
Effectiveness

Contents

1. Standard spelling

* Before you start writing, please make sure that the default language of your word document is set in **UK English**, the typeface is set in **Arial** and the font size is **11**

1.1 British spelling

The standard spelling used by BRAC is British. Alternative spellings, including American spelling, are acceptable only if they are part of a name or title (applicable for everyone except BRAC USA).
For example, **World Health Organization** and **Carter Center** should not be changed to the British spelling (British: **organisation** and **centre**). Note: Lists of common British spellings, terminologies and words ending in **-ize**, **-ise** or **-yse** are available in **Annex 2**.

Disclaimer: British English that uses the Oxford English Dictionary as a standard spelling format is different from the one that is commonly used. BRAC prefers to follow the British English commonly used in newspapers and universities.

1.2 Capitalisation

Proper capitalisation is important, but overcapitalisation should be avoided.

What's the difference?	
Title case*	**T**he dog's story
All capitals/ upper case	**THE DOG'S STORY**
Initial capitals	**T**he **D**og's **S**tory
Lower case	the dog's story

*Used by BRAC in headings and titles

DO NOT capitalise simple nouns.

> **Style guide tip:**
> **Avoid overcapitalising.** For example, if the word **Migrant** is capitalised in every sentence then why not **Client**, **Volunteer** or **Staff**?

- Please use initial capitals for proper nouns and names
  International Labour Organization
  Global Water and Sanitation Initiative
  BRAC Centre
  Millennium Development Goals

- Any committees, units, projects or teams SHOULD NOT be capitalised (not applicable for entities outside BRAC)
  programme coordinators' committee (PCC)
  skills training for advancing resources (STAR) project
  editing team

- Job titles should be in lower case
  the founder and chairperson, Sir Fazle Hasan Abed
  programme organiser (PO)
  (See **section 3.1** for more examples)

  Only use initial capitals when addressing someone with their titles or posts
  eg, **President Abdul Hamid**
  but not when phrased as the job description
  eg, **the Bangladesh president Abdul Hamid**.
  Use **the president** on subsequent mentions.

  Also, write **Chairperson Sir Fazle Hasan Abed**, but **the BRAC chairperson Sir Fazle Hasan Abed** and **the chairperson** on subsequent mentions.

- When mentioning BRAC programmes, divisions and departments, always write them in this manner:

BRAC Health, Nutrition and Population Programme (HNPP), or
BRAC's health, nutrition and population programme (HNPP), or
The health, nutrition and population programme (HNPP)

In subsequent mentions, use the abbreviation or write in lower case,
eg, **HNPP, the health programme**, or **BRAC's health programme**. (See **Annex 1** for programme names)

Other examples of when NOT to capitalise:
the Bangladeshi government
the government
international humanitarian law
popular theatre
community radio
village organisation (VO)
indigenous people
sub-district/ *upazila*
chairman
founder
executive director

· Capitalise words when referring to geographical places, countries, areas and regions
The Hague, the Middle East, the Netherlands, New York city, South Africa, Dhaka North

But use lower case for points of the compass
east, west, north, south, northern Dhaka, south-east Asia

Style guide tip:
Always keep the words *bhai* and *apa* in lower case while informally addressing in emails

1.3 Hyphens

Hyphens are better off when used sparingly. However, there are some cases where they must be used.
· Before a noun, not after it
The out-of-date information
The information is out of date
A 90-year-old woman
The woman is 90 years old

· Between a noun and past tense verb
tornado-affected area, **community-based** project, **arsenic-contaminated** water, **solar-powered** tool

· Anything with 'based/related'
Needs-based, labour-based, gender-related

· Spell out and hyphenate all fractions
One-third, two-fifths, five-sixths

· Hyphenate directions
North-east, south-west

· Hyphenate words with **anti-, non-, pro-**
Anti-poverty, **pro-**poor, **pro-**liberation, **non-**governmental organisation
Exceptions: **antibiotic, pro bono, prorate, etc**

· Hyphenate all nouns that are formed from prepositional verbs
At the end, the host rounded up the discussion
The discussion ended with a round-up by the host
Other examples: a **build-up**, a **get-together**, a **take-up**, a **set-up**, for **rapport-building**

Style guide tip:
Write **in charge,** NOT **in-charge**

- Hyphenate adjectives composed of two or more words
  Day-to-day problems, ten-year conflict, up-to-date information

- Use hyphens with short adverbs only, such as **well-, ill-, most-**
  Well-organised project, ill-advised action, most-watched

- Omit the hyphen with adverbs ending in **ly**
  The relatively expensive rehabilitation, the increasingly active youth programme

- The presence of a hyphen can change the meaning of some words and phrases:
  Represent (= act as, fill the place of, stand for)
  Re-present (= present again)
  Resort to (= turn to)
  Re-sort (= sort again)
  The little-used car (= the car is not used often)
  The little used car (= the small second-hand car)

30-odd people (= about 30 people)
30 odd people (= 30 people who are odd)

DO hyphenate	DON'T hyphenate
micro-nutrient	socioeconomic
socio-political	ultra poor
pre-primary	microfinance
two-thirds	microloan
scale-up (noun)	scale up (verb)
NGO-led	subcommittee
self-reliant	toolkit
hard-to-reach	fundraiser
14-year-old	case study
sub-district	psychosocial

1.4 Prefixes

- Use a hyphen to avoid doubling of the same vowel
  Re-elect, pre-empt, co-opt
  But **coordinate, cooperate, prearrange, readopt, coexist**

2. Standard usage

2.1 Punctuation

· **Apostrophes**
The apostrophe is used in English to indicate possession and that something is omitted or contracted.

Consider these four phrases, each of which means something different:
The programme officer's client's cows (refers to one programme officer and his/her one client)
The programme officer's clients' cows (one programme officer with lots of clients)
The programme officers' client's cows (more than one programme officer and their one client)
The programme officers' clients' cows (refers to more than one programme officer with lots of clients)

> **Style guide tip:**
> Write **women's empowerment**, NOT women empowerment

Use apostrophe for the possessive in words and names ending in **s**
eg, **Nafis', James'**

Plural nouns that do not end in **s** take an apostrophe and **s** in the possessive:
children's games, People's Republic of Bangladesh

> **Style guide tip:**
> Write **staff, training, work** and **suffering** NOT staffs, trainings, works, and sufferings

Use apostrophes in phrases such as **two days' time**, **12 years' imprisonment** and **six weeks' holiday**, where the time period (two days) modifies a noun (time), but not in **nine months pregnant** or **three weeks old**, where the time period is adverbial

· **Full stops**
Do not use full stops in abbreviations
UN, DFID, WHO, eg, ie, PO Box
Do not use full stops after titles and initials such as **Dr**, **Mr**, **Ms**, **Mrs**

> **Style guide tip:**
> DO NOT put full stops and space between initials
> eg, **Dr Md ATM Ashraful**

· **Comma**
The position of the comma can change the meaning of a sentence
However, we learnt it was going to be a slow process
However we learnt, it was going to be a slow process

Always put a comma before the word **which**, but not the word **that** (basically not like this sentence)
BRAC started a programme, which...
BRAC started a programme that...

Use a comma before **namely**, **that is**, **ie**, **for example**, **eg**, or **for instance** when they are followed by a series of items. Always use comma after **ie** and **eg**

Do not put comma after **such as** and **including**

Use commas after expressions of time when they begin a sentence
On 26 December 2004, the tsunami struck

Do not use a comma before '**and**' in lists
BRAC's programmes include health, education and microfinance

Putting comma before '**and**' is allowed in case of long lists and when there is a risk of changing the meaning

BRAC's programmes include health, education, human rights and legal aid services, and microfinance

· **Quotation**
Use double quotes at the start and end of a quoted section, with single quotes for quoted words within that section. Place full points and commas inside the quotes for a complete quoted sentence; otherwise the point comes outside

"Anna said: 'Your style guide needs updating,' and I said: 'I agree.' "

But: **"Anna said updating the guide was 'a difficult and time-consuming task'."**

· **Brackets**

Round brackets:
Use parentheses (round brackets) to clarify, to place an afterthought, or to add a personal comment
CEP's polli shomaj (a community-based organisation) creates awareness and organises the poor to claim their rights

If the brackets surround an entire sentence then the full stop at the end of the sentence stays within the brackets
(This is the procedure you should follow.)

If the brackets only surround part of the sentence, the full stop goes outside
This is the procedure you should follow (under normal circumstances).

Square brackets:
Square brackets are used in direct quotes when an interpolation [a note from the writer, not uttered by the speaker] is added to provide essential information.

Use them to signify an editor's note in a regular piece of writing. You can also use brackets to clarify or to revise a direct quote so that it appeals to your own writing.

Direct quote: **"We have been organising the poor since 1972."**
Formatted for an article: **Sir Fazle said, "[BRAC has] been organising the poor since 1972."**

· **Colons and semicolons**
Use a colon to separate a general statement from specifics, usually putting the general statement first.
Delegates distributed necessary relief items: blankets, stoves and hygiene parcels

Use a colon before a whole quoted sentence, but not before a quotation that begins mid-sentence
She said: "It will never work"
He retorted that it had "always worked before"
Colons are also used to introduce bulleted lists and numbered lists

Use a semicolon for antithesis or contrasts
The rich get richer; the poor get poorer

2.2 Italic texts

· **Italics**
Italics are used for foreign words and the titles of publications and journals. Use them sparingly if writing for the web. Always italicise Bengali and other non-English words, eg, *haor, upazila, char*

Exception: Names of BRAC's projects which are in Bengali

Use italics for the titles of books, newspapers and publications, journals, plays, radio and television programmes, and films. If the definite article (the) is part of the title, then this should also be italicised.
The Daily Star, The Economist, Tom and Jerry, Meena, Gone With the Wind

2.3 Time and dates

- 1am, 6:30pm; 10 o'clock last night but 10pm yesterday; half past two, a quarter to three, 10 to 11; 2hr 5min 6sec; for 24-hour clock, 00:47, 23:59; noon, midnight (not 12 noon, 12 midnight or 12am, 12pm)

> **Style guide tip:**
> DO NOT put any space in between the time and **am/pm;**
> DO NOT put any full stop in **am/pm**

- Use the British date format and not the American one (except for BRAC USA).

  Format dates in the following order and style:
  day, month and **year**
  2 May 2012 or **31 December 2013** (not 2nd May 2012 or 31st December 2013 or December 31, 2013)
  Note: **10.12.06** means **10 December 2006** in the UK and **12 October 2006** in the US

- Also, when writing about centuries spell out up to ninth century and use figures from 10th century onwards
  Seventh century
  21st century

2.4 Numbers, measurements and currencies

- **Numbers**
  Write out in full numbers up to nine. Use figures for numbers from 10 and above
  There were six health workers in the area
  We needed 12 more boat schools

  Use **words** for numbers nine and below and **figures** for numbers 10 and above, even if in the same sentence.
  There were five health workers and 56 people living in the area

> **Style guide tip:**
> Always write **'number'** (full form) in sentences instead of **'no'**.

> Exception: **'no'** can be used in charts and figures.

DO NOT write two numbers next to each other. It can be confusing if you write **10 13-year-olds**, so write one of them as a numeral, like **ten 13-year-olds**. Pick the number that has the fewest letters

Use comma in every three figures, eg, **100,000,000,000** and **1,500**

When writing in English, DO NOT use **lakhs** or **crore**, instead use **hundreds**, **thousands**, **millions** or **billions** (One billion = one thousand million, NOT one million million)

DON'T start a sentence with a numeral. If necessary, rewrite some sentences; eg, write **WASH reached 240,000 homes** instead of **240,000 homes were reached by WASH**

Write **%** in charts and figures only and '**per cent**' in copy

If the number is rounded or estimated, round it up, eg, **our work now touches the lives of over 135 million people**, instead of **our work now touches the lives of 135,000,000 people**

If referring to large numbers in a heading, use the abbreviation **m** for million and **bn** for billion, eg, **1m students graduated from BRAC schools**

> **Style guide tip:**
> DO NOT write '**She came 1st in her class**', but rather **'She came first in her class'.** This is applicable for numbers starting from one to nine.
>
> Exception: Write **Class 5**, NOT **Class five**

- **Measurements**

USE (British)	DO NOT USE (American)
Metres	Meters
Kilometres	Kilometers
Litres	Liters

Style guide tip:
In order to maintain consistency, always use **kilogram (kg)**. Convert the units to **kg** if provided otherwise.

If the figure is more than 900kg, you may use **tonne** or **metric ton** which is equivalent to 1,000kg.

Please note that this measurement is not the same as:
(US) 1 ton = 2000 pounds = 907kg
(Non-US) 1 ton = 2240 pounds = 1016kg

You can also use **hectare (ha), centimetres (cm), millimetres (mm)**.
DO NOT put full stops or spaces between a number and its measurement unit
The river was 15km from the village

- **Currency**
  Use figures for sums of money. The unit goes before the figure. (Note: use **BDT** not **Tk**; **USD** not **$**).
  The centre cost BDT 5 billion to build
  The centre cost USD 60,000 to build

2.5 Abbreviations and acronyms

Well-known abbreviations do not need to be written in full form
USA, UK, UNICEF, BBC, UN, WHO, ILO, DFID
In other contexts, use the full name with the abbreviation in round brackets in first mention, and use the abbreviation thereafter
Global Poverty Action Fund (GPAF), borga chashi unnayan prakalpa (BCUP)

Avoid the heavy use of acronyms and abbreviations by using words such as '**the programme**' or '**the organisation**' if it is clear what is being referred to

Use upper and lower case for abbreviations which can be pronounced
Interpol
Exception: **BRAC**

2.6 Place names

Cities and other places

- Use the standard English spelling, not the phonetic spelling
  Manikganj, NOT Manikgonj
  Bogra, NOT Bagura
  Exception: **Baniachong,** NOT Baniachang
  (See **Annex: 3** for a list example of BRAC-preferred spellings of Bengali place names)
- Use the new form of spelling in English for certain place names
  Beijing, NOT Peking
  Myanmar, NOT Burma

2.7 Using Bengali terms

- Use proper spellings while writing Bengali terms
  eg, **upazila shasthya kendra**, NOT **upozila shastho kendro**

- On a different note, always prefer English job titles instead of their Bengali versions. If, however, a Bengali job title cannot be avoided, write the English equivalent in a bracket.
  community health promoter - *shasthya shebika*
  community health worker - *shasthya kormi*
  BRAC's *shasthya kormi*s (community health workers) provide a door-to-door service
  (See **Annex: 4** for a list of examples of Bengali job titles in BRAC)

- Use proper spellings for Bengali place names. DO NOT write a spelling that just 'sounds right'. (See **Annex: 3**)
- When a BRAC term happens to be in Bengali, briefly explain it in brackets.
  polli shomaj (a community-based platform)
  meyeder jonnyo nirapod nagorikotto (MEJNIN), which means safe citizenship for girls

2.8 Collective nouns

A collective noun is the name of a number (or collection) of people or things taken together and spoken of as one whole.

- Use singular verb for all governments, companies, organisations and groups

  BRAC's governing body is…
  The United Nations is…
  Bangladesh is…
  The government has…
  The management is…

- For the word 'number' itself
  The number of BRAC clients is increasing by the hour
  But, **a number of villagers are prepared to relocate**

3. Miscellaneous

3.1 Top 10 mistakes

1.	Double spacing	DO NOT use double spacing after a comma or full stop. Always ensure single spacing. Use punctuation properly, especially the comma, to make the sentences more reader-friendly
2.	Overcapitalising headings	DO NOT overcapitalise headings, eg **Protecting migrants before departure**, not **Protecting Migrants Before Departure**
3.	Full stops in bullet points	Avoid full stops in bullet points, unless they are written in complete sentences
4.	Health care/ healthcare	Write **healthcare** (British), NOT **health care** (American) Exception: HNPP's **essential health care** programme. In the case of this programme, we must write **health care** because it is an official name, and write **healthcare** in running text
5.	Follow-up on/ follow-up with	**Follow up with someone**, NOT **follow up on someone** **Follow up on the case**, NOT **follow up with the case**
6.	Persons	DO NOT write the word **persons** in sentences. Although the word does not appear incorrect, it loses the essence of a sentence. Instead of writing **persons**, write **people**
7.	Phonetic spellings	While writing Bengali words/phrases, we usually tend to write in phonetic spellings. However, never mistake the pronunciation of **bh** with **v**, or of **ph** with **f** eg, **bhai** NOT **vai; phool** NOT **fool**
8.	Beneficiary	DO NOT use the word **beneficiary**, instead, write **clients**. Distinguish what each programme calls their programme participants: **clients** (microfinance), **students/ teachers** (education), **patients/ health promoters/ health workers** (health). For other programmes, write **programme participants** and **members**
9.	Gender sensitisation in professions	While writing about professions, avoid mentioning the person's gender unless the context demands it. In such cases, be gender sensitive and diplomatic. For example, instead of writing **women drivers**, write **drivers who are women** in first mention and simply **drivers** in subsequent mentions
10.	Capitalising designations	DO NOT capitalise designations such as officers, managers, directors, executive director and chairperson in sentences, unless they are being addressed by their titles eg, in press releases and other written documents, write in any one of the three formats: - **Present among the speakers was Asif Saleh, Senior Director, Strategy, Communications and Capacity, BRAC** - **Present among the speakers was the senior director of strategy, communications and capacity, Asif Saleh** - **Present among the speakers was the senior director of BRAC's strategy, communications and capacity** * BRAC promotes equality following its value of inclusiveness. Think, if we do not capitalise the words **driver** or *bua*, why should we do the same with **managers** or **directors**?

3.2 Simple rules of writing

Keep it simple with these elementary rules of writing:

· Never use a long word where a short one will do. Apply common sense – if you're talking about a topic like **supplementary nutrients**, then using the long word is applicable.
  But instead of writing phrases such as **supplementary workshops,** write **extra training (**eg, **She received an extra training to improve her leadership skills** instead of **She attended a supplementary workshop to improve her leadership skills**
  Use **difficult** or **hard** instead of **challenging**
  Write **use** instead of **utilise**

· If it is possible to cut out a word, always cut it out.
  eg, **badly injured** instead of very badly injured
  they received stipends instead of they have been given stipends
  Tip: Avoid using present continuous and past continuous tenses, eg, **has been, was doing, and use**

· Never use the passive where you can use the active.
  The community health promoter visited six malaria-affected families (active)
  Six malaria-affected families were visited by the community health promoter (passive)

· Never use a foreign phrase, a scientific word or a jargon if you can think of an everyday English equivalent.

· Avoid passive voice when possible and use active voice. Avoid run-on sentences. Make sentences as short, simple and to-the-point as possible.

· Always use single quotation marks unless you are quoting a person.

List of BRAC programmes, departments, units and divisions

- **Core programmes**:
  - BRAC Agriculture and Food Security Programme (AFSP)/ BRAC's agriculture and food security programme (AFSP)/ the agriculture programme
  - BRAC Community Empowerment Programme (CEP)/ BRAC's community empowerment programme (CEP)/ the community empowerment programme
  - BRAC Disaster, Environment and Climate Change (DECC)/ BRAC's disaster, environment and climate change (DECC)/ the DECC programme
  - BRAC Education Programme (BEP)/ BRAC's education programme (BEP)/ the education programme
  - BRAC Gender Justice and Diversity (GJD)/ BRAC's gender justice and diversity (GJD)/ the gender programme
  - BRAC Health, Nutrition and Population Programme (HNPP)/ BRAC's health, nutrition and population programme (HNPP)/ the health programme
  - BRAC Human Rights and Legal Aid Services (HRLS)/ BRAC's human rights and legal aid services (HRLS)/ the human rights and legal programme
  - BRAC Integrated Development Programme (IDP)/ BRAC's integrated development programme (IDP)/ the integrated development programme
  - BRAC Microfinance (MF)/ BRAC's microfinance (MF)/ the microfinance programme
  - BRAC Migration Programme/ BRAC's migration programme/ the migration programme
  - BRAC Challenging the Frontiers of Poverty Reduction – Targeting the Ultra Poor (CFPR-TUP)/ BRAC's targeting the ultra poor (TUP) programme/ the ultra poor programme
  - BRAC Water, Sanitation and Hygiene (WASH)/ BRAC's water, sanitation and hygiene (WASH) programme/ the WASH programme
  - BRAC Enterprises/ BRAC's enterprises/ the enterprises
  - BRAC Road Safety Programme/ BRAC's road safety programme/ the road safety programme

- **Support programmes, departments and units:**
  - BRAC Finance and Accounts/ BRAC's finance and accounts/ the finance and accounts
  - BRAC Human Resources Division (HRD)/ BRAC's human resources division (HRD)/ the HRD
  - BRAC Monitoring and Investigation/ BRAC's monitoring and investigation/ the monitoring and investigation
  - BRAC Procurement, Estate and Management Services (PEMS)/ BRAC's procurement, estate and management services (PEMS)/ the PEMS
  - BRAC Legal and Compliance (L&C)/ BRAC's legal and compliance (L&C)/ the legal and compliance unit
  - BRAC Internal Audit Department (IAD)/ BRAC's internal audit department (IAD)/ the internal audit department
  - BRAC Partnership Strengthening Unit (PSU)/ BRAC's partnership strengthening unit (PSU)/ the PSU

- BRAC External Auditors/ BRAC's external auditors/ the external auditors
- BRAC Advocacy for Social Change/ BRAC's advocacy for social change/ the advocacy programme
- BRAC Learning Division (BLD)/ BRAC's learning division (BLD)/ the learning division
- BRAC Communications/ BRAC's communications/ the communications department
- BRAC Information and Communications Technology (ICT)/ BRAC's information and communications technology (ICT)/ the ICT department
- BRAC Social Innovation Lab (SIL)/ BRAC's social innovation lab (SIL)/ the social innovation lab
- BRAC Research and Evaluation Division (RED)/ BRAC's research and evaluation division (RED)/ the RED
- BRAC Construction and Maintenance/ BRAC's construction and maintenance/ the construction and maintenance department

Annex: 2

Examples of British (v American) spelling

British	American
-our/-or	
Colour	Color
Flavour	Flavor
Honour	Honor
Labour	Labor
-re/-er	
Calibre	Caliber
Centre	Center
Metre	Meter
Litre	Liter
-ce/-se	
Defence	Defense
Licence	License
-ise/-ize (-isation, -ization)	
Organise/ organisation	Organize/ organization
Realise	Realize
Recognise	Recognize
-ogue/-og	
Analogue	Analog
Dialogue	Dialog
Catalogue	Catalog
-l/-ll	
Enrolment	Enrollment
Skilful	Skillful
Fulfil	Fulfill
Counsellor	Counselor
Other words	
Programme	Program
Cheque (noun)	Check (noun)
Plough	Plow
Diarrhoea	Diarrhea
Caesarean	Cesarean
Acknowledgement	Acknowledgment

> **Style guide tip:**
> The words **advisor** and **adviser** are both
> accredited by UK English. However, BRAC
> prefers using **advisor**, not **adviser**

Annex: 3

Examples of place names

Habiganj	Ajmiriganj
	Bahubal
	Baniachong
	Chunarughat
	HabiganjSadar
	Lakhai
	Madhabpur
	Nabiganj
Gazipur	Gazipur
	Kaliakair
	Kaliganj
	Kapasia
	Tongi
	Sreepur
Gopalganj	Gopalganj Sadar
	Kashiani
	Kotalipara
	Muksudpur
	Tungipara
Sunamganj	Bishwambharpur
	Chhatak
	Derai
	Dharampasha
	Duara Bazar
	Jagannathpur
	Jamalganj
	Sullah
	Sunamganj Sadar
	Tahirpur
	Dakshin Sunamganj
Manikganj	Daulatpur
	Ghior
	Harirampur
	Manikganj Sadar
	Saturia
	Shivalaya
	Singair

Annex: 4

Examples of a few of the Bengali terms and job titles widely used in BRAC

Programme	Terms
BRAC Community Empowerment Programme (CEP)	· Polli shomaj - a ward level institution of the poor, especially women · Union shomaj - union level federation of polli shomaj groups · Union parishad (UP) – union council · Ward shabha - ward meeting of union council officials · Pollikontho- a community radio station of CEP · Monobondhu- community-based psychosocial counsellors · Tothyobondhu- cadre of community-based infomediaries from polli shomaj members and popular theatre groups
BRAC Health, Nutrition and Population Programme (HNPP)	· Shasthya shebika (frontline community health worker) · Shasthya kormi (frontline community health worker) · Pushti kormi (nutrition promoter)
BRAC Education Programme (BEP)	· Medhabikash udyog (promoting talent scheme) · Chhatrabandhu (volunteer tutor programme) · Gonokendro/ multipurpose community learning centres (MCLC) - both are used. However, MCLC is widely used in donor reports · Deepshikha – a cultural competition programme participated by BRAC primary and pre-primary school students to promote their rhythmic and kinaesthetic skills · Meghe dhaka tara – a cultural competition participated by ADP girls