

Year Final Exam – 2020

E-Mail and Letter Writing

1. To the railway booking clerk asking him to reserve a seat.

From : mohibul@gmail.com
To : info@railway.gov.bd
Sent : Saturday, April 01, 2020;12:00pm
Subject : Reservation of Rail Ticket

Sir,

I need to visit Rajshahi from Dhaka on April 08, 2020 by the Rajshahi Express. It is very urgent. Hence, you are requested to reserve a first class ticket for me. I will pay the ticket fare on the day of departure.

Therefore, do me a favour by reserving a first class ticket for me and oblige thereby.

Regards
Mohibul Islam

2. To the director of travel agency to cancel a ticket.

From : tabassum@gmail.com
To :sasinternational@gmail.com
Sent :Sunday, February 10,2020;10:05 pm
Subject :Cancellation of a flight ticket

Sir,

I booked an air-ticket of 12 February, 2020 to visit Malaysia in Malindo Airlines yesterday. Due to some personal issues, I will not be able to board the flight. Hence, please do me a favour by cancelling the ticket (Number MA - 30521).You can also sell my ticket to someone else. I will contact with you soon for my next schedule of trip to Malaysia.

I will be highly grateful to you if you please let me know after cancelling the ticket .I hope that you will be co-operating in the same manner you did earlier and oblige thereby.

Regards
Tabassum Athai

3. To the manager of a bank for cancelling a cheque.

From : rimu@gmail.com
To : info@sonalibankrda.com
Sent : Monday, March 11, 2020; 10:30 pm
Subject : For cancelling a Cheque

Sir,

I have an account named as Rimu Akter in your esteemed commercial Sonali Bank. On Monday I issued an 'account payee' cheque, number 1012344 of taka twenty thousand to Ms. Dia Shaha. I need to cancel the cheque due to personal issues. I hereby request you not to deposit money to the payee's account from my account.

I will be highly grateful to you if you kindly cancel the cheque as soon as possible and oblige thereby.

With best regards

Rimu Akter

4. To the President of BELTA requesting him to give an opportunity for Training.

From : bdbelal123@gmail.com
To : presidentbelta@yahoo.com
Sent : Tuesday April 12, 2020; 8:15pm
Subject : To get an Opportunity for Training

Sir,

This is to inform you that I have come to know from a reliable source that Bangladesh English Language Teachers' Association (BELTA) is going to organize a teachers' training programme for English teachers. I am currently working as a lecturer at RDA Laboratory School and College. So, I would like to participate in the programme to enhance both my learning and teaching abilities.

I am looking forward to hearing from you. I will be pleased if you allow me to join the programme.

Regards

Md. Belal Hossain
Lecturer in English
RDA Laboratory School
and College, Bogura

Letter Writing

1. A letter about the importance of reading newspaper.

April 12, 2020
25, Mugda, Dhaka

Dear Ratri,

I hope you are well and I am also well by the grace of almighty Allah. I became very shocked when I have heard from mother that you are not interested in reading newspaper regularly.

I think it's really very bad for me because through daily newspaper you can keep yourself in close contact of everyday world which will help you to grow up as smart and intelligent boy. Similarly, you should bear in mind that newspaper is the store house of knowledge. So, the importance of reading newspaper beggars description. Again, the paper is not only for news but also for entertainment. It can provide you cartoons, puzzles, rhymes, poems, short-stories, paintings, jokes and many other entertainments. Moreover, it will help you to be thoughtful. From now, I hope you will read the daily newspaper regularly.

No more today.

Your loving sister
Borsha

2. Write a letter to your brother telling him to be serious with studies.

April 12, 2020
RDA, Bogura

Dear Sabbir

Hope you are well. I am also well. I am unhappy to know that you are not attentive with your studies. You should keep in mind that the good students are respected by all. So, be attentive with your studies. You have to make a good result in the examination. If you do not make a good result in the exam, you will not be able to get good job. Still you have time to do well in the exam. Be serious with your studies. Do not waste your time from today.

No more today.

Your loving brother
Saon

3. Write a letter to your younger brother advising him to take part in games regularly.

April 12, 2020

RDA, Bogura

Dear Ashik,

I hope you are fine in Dhaka. I am good here. I am sure that you are regular at College and studying well. Today, I want to tell you the importance of sports and games in your life and why you must participate in sports. Sports are very important in our life. Sports lead to physical development and increasing concentration ability of yours. It stimulates the brain and helps you to concentrate better in studies. Therefore, I advise you to take part in sports actively.

I hope you will participate in sports from now. All the best. Please write to me very soon.

Yours lovingly,

Rudra Mandal

4. Writing a letter to your younger brother telling him about how to improve in English.

April 12, 2020

RDA, Bogura

My Dear Raju

I received your letter two days ago. I am glad to know that you all are well. In the letter, you have wanted to know about how to improve in English.

You know that English is an international language. Nobody can succeed in life without knowing English well. To know English well is the demand of time now. To improve in English, you need to learn more words, their meaning and usage, the basic rules of grammar and sentence patterns. In this regard, you may read different kinds of English books and newspapers. You may hear English news. You may also speak English in your everyday life. I believe that by following all these things, you can improve in English.

No more today. Convey my best regard to parents and love to the younger.

Your brother

Rana