

## **Letter Suggestions**

1. You are living in a University residence, and you have a problem with the high levels of noise from a new campus restaurant which is open until midnight. Write a letter to the governor of the University. In your letter,
  - Complain about the situation
  - Say why this is a problem
  - And propose ways to reduce the noise
  
2. You are living in a city in a foreign country, and a friend from your home country is soon coming to visit you for several days. Write a letter to your friend,
  - Asking him or her to bring some things from home
  - Mention why you need them
  - Making arrangements to meet
  
3. You have received a bill from a mobile phone (or cell phone) company for international call charges relating to a time when you did not use your phone for international calls. Write a letter to the company,
  - Complaining about this
  - Giving your reasons
  - Asking for the bill to be changed
  
4. A friend who is planning to visit you has asked you to describe the most interesting and enjoyable things to do in the community where you currently live. Write an letter to your friend, telling them about these things. In your letter,
  - Say what these things are
  - Say why they are interesting/enjoyable
  - Suggest what you can do together

5. You wish to apply for a new college course, but you are unsure about the details of cost, duration, and subjects posted on the college website. Write an letter to the relevant person in admissions at the college, asking them to clarify these points for you. In this letter,
  - Say what your interest is
  - Explain why the website is unclear
  - Request the information that you need
6. You recently took a plane to a holiday in a foreign city, and on arrival, you found that your luggage was lost. You did not receive your luggage until the last day of your holiday. Write to the airline,
  - Complaining about this situation
  - Saying why it caused you problems
  - Seeking suitable compensation

### **Paragraph Suggestions**

1. A Person You Admire (Who & Why)
2. Your Favorite Movie (What & Why)
3. Your Favorite Book (What & Why)
4. Your First Day at University (Experience)
5. Music Industry of Bangladesh (Past vs. Present)
6. Use of Technology in Education (How it Benefits)
7. Online Classroom (Pros and Cons)
8. Deforestation (Problem & Solution)
9. Primary Education System in Bangladesh (Discussion)
10. A Travel to Remember (Experience)