

E-mail Writing

আমরা প্রতিদিন বিভিন্ন ধরনের ই-মেইল লিখি এবং পাঠাই। এগুলো বন্ধুত্বপূর্ণ, পেশাদার, জীবনবৃত্তান্ত, ইভেন্টের পরিকল্পনা ইত্যাদি হতে পারে। একটি কার্যকর ই-মেইল লেখা সত্যিই খুব গুরুত্বপূর্ণ।

How to get attention?

প্রাপককে আপনার ই-মেইল পড়তে দেওয়া গুরুত্বপূর্ণ; প্রাপক দ্বারা ই-মেইলটি লক্ষ্য করাও গুরুত্বপূর্ণ, এবং তারপর প্রাপক পড়া শেষ না হওয়া পর্যন্ত তাকে নিযুক্ত রাখুন। একটি কার্যকর ই-মেইল লেখার জন্য এখানে আপনার জন্য কিছু টিপস রয়েছে। একটি কার্যকর ই-মেইল লেখার জন্য পাঁচটি টিপস।

EMAIL STRUCTURE

Emails, both professional and personal, take on the same basic structure.

Greeting/How are you?

Paragraph 1: I'm writing because...

Paragraph 2: Could you...?

Paragraph 3: Thank you

Paragraph 4: Closing and Your Name



By following this structure you can make sure your email is short but clear.

Five tips for writing an effective E-mail

• Clear purpose

আপনার ই-মেইলের উদ্দেশ্য জানা গুরুত্বপূর্ণ। প্রাপকের পয়েন্ট সম্পর্কে নিশ্চিত হওয়া উচিত।

• Use the subject line wisely

একটি অর্থপূর্ণ, সহজবোধ্য বিষয় লাইন নির্বাচন করার জন্য সময় নিন যেখানে ই-মেইলের কারণ স্পষ্টভাবে বলা থাকবে।

• Make sure your identity

অনেক ক্ষেত্রে ই-মেইল উপেক্ষা করা হয় বা বাইপাস করা হয় কারণ প্রাপক, ই-মেইল প্রেরকের সাথে পরিচিত নয়। আপনার পুরো নামটি প্রেরক হিসাবে রাখা হয়েছে তা নিশ্চিত করার জন্য সময় নিন যাতে প্রাপক জানতে পারে আপনি কে। আদ্যক্ষর বা ডাকনাম ব্যবহার করা এড়িয়ে চলুন কারণ অনেক লোক এমন ই-মেইলগুলিকে উপেক্ষা করে যা সম্পূর্ণ নামে পাঠানো হয় না।

• Get to the point

আপনার ই-মেইলটি সংক্ষিপ্ত করুন।

সবাই ই-মেইল খোলাসা সাথে সাথে ই-মেইলটি কী নিয়ে লিখা তা জানতে চায়। একটি সংক্ষিপ্ত অভিবাদন এবং একটি কমা দ্বারা অনুসরণ করার পরে, নিশ্চিত করুন যে পরবর্তী কয়েকটি লাইনে বিশেষভাবে ই-মেইলের বিষয়ের সাথে সম্পর্কিত তথ্যগুলো জানতে পারে। যদি এটি অন্য ই-মেইলের উত্তর হয়, তাহলে মূল ই-মেইলে থাকা যেকোনো প্রশ্নের উত্তর অবিলম্বে দিন।

ই-মেইল রচনা করার সময় অপ্রয়োজনীয় শব্দ ব্যবহার করবেন না। ছোট বাক্য এবং অনুচ্ছেদগুলি দীর্ঘ বাক্যগুলির চেয়ে ভাল। একটি সক্রিয় বাচ্য ব্যবহার করুন যেমন "আমরা আজই আপনার অর্ডার পাঠাচ্ছি" এর পরিবর্তে "আপনার অর্ডার আজ আমাদের দ্বারা পাঠানো হবে"।

• Make it easy to read

বিভিন্ন কারণে যখন একটি ই-মেইলের পড়া যায় না, তার চেয়ে বিরক্তিকর আর কিছু নেই। কারণগুলো হল -

ভুল ব্যাকরণ বা বানান, বা অনুপযুক্ত ফন্ট এবং সংক্ষিপ্ত রূপের ব্যবহার, বা উজ্জ্বল রঙে বা সমস্ত বড় অক্ষরে লেখা একটি ই-মেইল। একটি ই-মেইল পাঠানোর সময় সঠিক বিন্যাস ব্যবহার করা সর্বদা শ্রেয়। আপনার ই-মেইলের উদ্দেশ্য জানা গুরুত্বপূর্ণ। প্রাপক পয়েন্ট সম্পর্কে নিশ্চিত হওয়া উচিত।

পাঠানোর আগে আপনার ই-মেইলটি চেক করুন, এবং ফরম্যাটিং সহজ রাখুন। অনুচ্ছেদের মধ্যে একটি ফাঁকা লাইন রাখুন।

Remember একটি ই-মেইল হল যোগাযোগের একটি ফর্ম; এটি শিল্পকর্মের অংশ নয়।

EMAIL PHRASES

Here are some good phrases you can use in your next professional email.

I hope you're well.

Hope your weekend was good!

If you could [insert action here],
that would be great.

I'm writing because...

I'm was wondering if... *

*This is great to use to introduce your question or reason
for sending the email.

Would you like me to [do an action]? (e.g.
attach a document, schedule a meeting, etc.)



Why e-mails are bypassed?

আপনি আপনার ই-মেইল পাঠানোর পরে, আপনি অনেক কারণে উত্তর নাও পেতে পারেন।

অনেক ক্ষেত্রে, গুরুত্বপূর্ণ ই-মেইলগুলি কখনও কখনও বাইপাস করা হয় কারণ প্রাপক কেবল বিষয়টি দেখে এবং সিদ্ধান্ত নেয় যে এটি পড়ার গুরুত্বপূর্ণ নয়, ই-মেইলটিকে পরে পড়ার জন্য একপাশে রাখে (যা পড়তে পারে বা নাও পারে)। ই-মেইলের মধ্যে তথ্য অপরিহার্য হলে এটি একটি সমস্যা হতে পারে।

ই-মেইলগুলিকে বাইপাস বা মুছে ফেলা এড়াতে শুধুমাত্র পাঁচটি মূল পয়েন্ট অনুসরণ করুন। আপনি প্রাপকের দৃষ্টি আকর্ষণ করবেন।

PROFESSIONAL EMAILS

Professional emails use formal language. Here are some good greetings and closings for your next professional email.

Greetings:

Hi Mr. Smith

Hello

Dear Mr. Smith

To Whom It May
Concern *

*This is great to
use if you don't
know the person's
name.



Closings:

Best

Best Wishes

Sincerely

Thanks

Suppose, you are Salma living at Lamabazar, Sylhet. You had gone to your friend's house recently and stayed there for a few days with them. Your friend's name is Ifti. Now, write an email to your friend thanking him for their hospitality.

To : ifti29@gmail.com

Subject : Thanking for hospitality.

Hi Ifti,

Yesterday I reached home safe and sound. Accept my cordial thanks for the warm hospitality given to me by you and your family members. It seemed to me that I was like a member of your family. So, I must thank all of you for your hospitality and entertainment. I shall be very happy if you pay a visit to our house during your next vacation. I am waiting for your arrival.

No more today. Please, convey my best regards to your parents.

Yours ever,
Salma

Suppose, you are Ishrak and your friend is Tamim who is living in 13B, Kalabagan, Dhaka. Now, write an e-mail to your friend describing what you intend to do after your SSC Examination.

To : tamim221@hotmail.com

Subject : My plan after SSC Exam.

Dear Tamim,

Hope that you are well by the grace of all mighty Allah. I am also well. In your last letter, You want to know how I shall spend my days after the S.S.C examination. I have made up my mind to do a course on "Communicative English". You know, I'm good at English grammar. My writing skill is not so bad but I'm still afraid of speaking in English. So, to improve my speaking and listening skills, my teacher suggested me to do the course. Please let me know how you want to spend your time.

Best wishes to you. No more today.

Your loving friend,
Ishrak

Suppose, your friend Farjana sent a present on your birthday, since she couldn't attend the party. Now, write a message thanking her for the present using her email address

To : farjana31@gmail.com

Subject : About your birthday present.

Hi Farjana,

I received the nice present that you had sent me. It would have been a great pleasure if you had joined my birthday ceremony. I missed you very much. I know you could not attend due to your illness but you have sent me a nice present. I have had a lot of presents on that day. But your one is the best of all. I offer my heartiest love to you.

Take care of yourself. We will meet very soon after your recovery.

Yours ever,

Mina

Suppose, you are Tanvir. Now, write an e-mail to your foreign friend named Nusrat telling her about narrating the scenic beauty of Bangladesh.

To : nusratnaj69@gmail.com

Subject : About narrating the scenic beauty of Bangladesh.

Dear Nusrat,

I received your letter yesterday. In your letter, you wanted to know about the natural beauty of Bangladesh. I am giving a short description of it. Bangladesh is enriched with natural beauty. Fruits and flowers are special gifts here. They have added beauty to the country offering their varied colours, sweet smell, and charm. The longest sea beach in the world, the biggest mangrove forest, the eye-catching tea garden of Sylhet, the series of hills at Chittagong, the Sundarbans, the St. Martins Island etc. are the famous tourist attractions in Bangladesh. From Kuakata, you can enjoy Sunrise as well as Sunset. It is impossible to describe a country in such a short letter. This can be better felt than described.

No more today. I am inviting you to pay a visit to my beloved country.

With love,
Tanvir

Suppose, you are Susan Smith. Now, write an e-mail Hiring Manager to get a job in the post of a Web Content Manager.

To : hiringmanager@company.com

Subject : Job Application : Susan Smith

Dear Hiring Manager,

I am writing to express my interest in the "Web Content Manager" position listed on MediaBistro.com. I have experience building large, consumer-focused health-based content sites. While much of my experience has been in the business world, I understand the social value of the non-profit sector and my business experience will be an asset to your organization.

My responsibilities included the development and management of the site's editorial voice and style. The editorial calendar, and the daily content programming and production of the website.

I look forward to hearing from you soon.

Sincerely,

Susan Smith

Susan Smith

123 Main Street

Any Town, CA 11121

Cell: 555-123-1234

Email: susan.smith@gmail.com

Board Questions

Suppose, you are Tanvir. Now, write an e-mail to your friend named Mou
Congratulations on winning the 1st prize in the debate competition.

To : mou69@gmail.com

Subject : Congratulations on winning the 1st prize in the debate competition.

Dear Mou,

I was extremely glad to know that you have won the first prize in the debate competition. I always knew your ability to speak fluently and effectively. It shows you have further sharpened your skill of arguing. Please accept my warmest congratulations on your phenomenal success.

I am looking forward to hearing from you. Give my regards to uncle and aunt.

Yours ever,

Tanvir

Suppose, you are Fawaz. Now, write an e-mail to your friend named Nishi about inviting her to join a picnic

To : nishi69@gmail.com

Subject : Invitation to join a picnic.

Dear Nishi,

Take my cordial love. Our school will be closed for summer vacation on Friday next. You will be glad to know that we are going to have a picnic on the 5th instant. We have decided to go to Sonargaon a place of great historical interest. It is also quite near to Dhaka. Two of our teachers will accompany us. We have already hired a nice bus. We wish to start at 7 a.m. from our school gate. We plan to spend the whole day there. There will also be arrangements for amusement. There will be singing and dancing before meals. We wish to spend a few hours sightseeing. It would give us much pleasure if you could join us. Please do join us.

No more today. I am looking forward to hearing from you.

Yours ever,

Fawaz

Suppose, you are Harry. Now, write an e-mail to your younger brother advising him to join multimedia class regularly.

To : rakib365@gmail.com

Subject : Advising to join multimedia class regularly.

Dear Rakib,

Take my cordial love. I hope you are keeping well. I am writing this letter for giving you some information about the multimedia classroom. Multi-media classrooms have different settings from traditional classrooms. In a multi-media classroom, there is a large screen in the front where lessons are taught through the slide show, pdf, video, etc. The teachers can give more opportunities to students to express their opinions and enjoy the course. Here students feel comfortable studying and sharing their knowledge. The importance of attending multi-media classes cannot be ignored anymore. So I suggest you attend multi-media classes in the school regularly.

I am looking forward to hearing from you. Convey my regards to parents.

Yours ever,

Harry

Suppose, you are Robi. You have a friend named Mim. Recently she has lost her father. Now, write a condolence message to her.

To : mim69@gmail.com

Subject : Condolence message.

Dear Mim,

I am so sorry for your loss. Your father was a wonderful person who will be so sorely missed. Please accept my condolences to both you and your family, and if there is anything I can don't hesitate to ask. Please don't give up your hopes. Remember that you are the elder daughter of your family. If you want to give up then just think about your mom once.

Stay strong and take care to your mom and youngers.

Yours ever,

Robi

Informal Letter

Informal Letter

What is letter?

Letter is one kind of writing or conversation that we post to another.

Let's see a letter.

Dhanmondi, Dhaka

January 16, 2022

Dear Reza,

I hope you are doing well. I know you are angry with me and I am apologizing for what has happened at your birthday party. I want you to forgive me.

I should have explained it to you earlier. That day, I was not in good mood. I was failed in one subject and I did not know how to face my parents. But, still, I should not behave like that. I hope you will understand my situation.

Please forgive me. I will wait for your response.

Yours truly,

Mondol

This is an informal letter.

Informal letter is basically written to friends, family, relatives, etc. In informal letter, we use casual manner

Contents of informal letter:

- Writer's address and date on the top right corner
- Date on the left below the address
- Greetings
- Introduction letter
- Body
- Conclusion
- Signature

Board Question

1. **Write a letter to your friend congratulating him/her on his/her brilliant success in the examination.**

Bashundhara R/A, Dhaka

11 January, 2015

Dear Zim,

Congratulations! I found yesterday through your letter that you have passed your SSC Examination with GPA 5.00. Everyone will be proud of you as it is not easy to score that big. It makes your college selection easier and also will help you in your future career. But all thanks to your hard work and planned study which will also inspire you in the future. My parents are also very pleased to hear about your result and they wish you good luck. We all invite you to visit our house as soon as possible. Everybody likes to meet you eagerly.

This is all for today. Convey my salam to your parents and best wishes for all. And do not forget to visit us and please send a letter before coming.

Yours ever,

Dipto

2. Write a letter to your friend describing the annual prize giving ceremony of your school.

Baludanga, Naogaon

22 February, 2010

My Dear Rumpa,

Today I am going to write about the prize-giving ceremony of our school as you wanted to know in your last letter. At our school, prizes are awarded based on a brilliant performance in various fields such as, education, games, cultural activities and also attendance.

On that day, the school ground was decorated with some hand made paper works and designs which were prepared by the students. There were galleries for guardians and guests. The DC of Naogaon was our honorable chief guest. The function began with the recitation content from the holy Quran. The students started to perform according to the categories. At the end of the events, the headmaster read out the name of the winners. Then the chief guest gave away the prizes to the winners and delivered a short but valuable speech regarding the students' future. Finally, the headmaster called it a day by thanking the chief guest and everybody present in the ceremony.

It was a memorable prize-giving ceremony for me as I got several prizes for the first time. Now, I am finishing here and hope to hear from you soon.

Yours ever,

Joty

3. Write a letter to your younger brother about the importance of reading newspaper/advising him to read newspaper.

Laxmipur, Rajshahi

12 December, 2019

My Dear Ratul,

I hope you are doing well by the grace of Almighty. I am very disappointed when I heard that you do not read the newspaper. You should know that it is the store house of knowledge and information and also a very easy source of knowledge as it delivers to our door every day. By reading newspaper you will be always aware about our country and also the other countries as well as you will know about the cultures and customs and manners of the people from different countries and as you are eager to study abroad it will help you. Newspaper also provides all sorts of entertainment related news such as sports, cinema, etc.

The radio and television cannot cover all the events or you may not have free time when they broadcast the news. But the newspaper has everything and you can read any time you want. So, I am strongly suggesting you to make reading the newspaper every day a habit.

Yours ever,

Rumpa

4. Write a letter to your friend thanking him for the nice birthday gift.

Uposhohor, Bogura

15 August, 2021

My Dear Mondol,

I have received your letter yesterday with the gift. And I have accepted your apology because of the valid reason. Though I am a bit angry on you for not attending my birthday party but in reality, birthday is not more important than exam. And the gift is special as it is one of my favorites one. I was also planning to keep a bird as I like birds very much. But all thanks to you I do not need to plan for that as you already have presented me a pair of cockatiels. And this pair is the uncommon one. Thank you very much for the precious gift. I will take good care of them.

Do not think that gift will cover your failure completely, so visit my place as soon as the exam is finished. Till then, take care.

Yours sincerely,

Reza

5. Write a letter to your friend telling him/her about how to improve in English/how to learn English.

Nikunjo-02, Dhaka

26 December, 2021

My Dear Sumit,

In your last letter you mentioned that you are a bit weak in English and now, I am going to give you some tips. Read carefully.

Improving skills in English is not something that cannot be achieved by memorizing but constant practice. There are four parts in English; reading, writing, listening and speaking. For reading smoothly you have to read a lot of books. It can be novel, tale or can be English newspaper. It will also help you to gather vocabulary which is very important for all four parts. Then, for writing, you can practice free hand writing. First, you can write by watching the text and then try it by yourself. You have to write a lot and every day. Next, it comes the listening part and the only solution for it is to listen a lot of English news and movies or someone who can speak proper English. Finally, you have to practice speaking. You can stand in front of a mirror while practicing speaking or you can practice with your friend. You can try your daily conversation with friends in English.

In the beginning, there will be many mistakes but do not give up. After a certain time, you will enjoy it and the mistakes will decrease. No more today. Waiting for your response.

Yours ever,

Tuhin

6. Write a letter to your friend telling him/her what you intend to do/your plan after the examination.

Beldar Para, Rajshahi-6000

17 September, 2020

My Dear Tuhin,

I am going to write you about my plan after the SSC examination as you wanted to know before.

After the examination, I am going to visit my village for some refreshment because I almost spend last six month studying restlessly. I want to spend time under the shadow of the trees beside the river to enjoy the fresh and clean air. Besides, as you know I am a bit village lover. So, I want to spend some time with villagers and observe their culture. I am also planning for farming. I want to experience everything related to the village life. And mostly, I am going to enjoy winter food as it will be winter after my exam.

This is all the plans till now. I will let you know if I add any other plan. And, also do not forget to write about your plan.

Loving yours

Mondol

7. Write a letter to your friend describing how you have spent the summer vacation.

Uttara, Dhaka

09 August, 2020

Dear Reza,

Sorry for the late replay. I was sick after coming from summer vacation.

As you know, we are going through a pandemic. So, this year summer vacation was a bit different than as usual. In this vacation, I joined a social club to help the helpless. We went to a campaign, where we tried to provide food and medicine to the helpless. Because of COVID-19, poor people are suffering much. They have no food, no medicine or any money. So, we gather some fund and with that we bought food and medicine so that at least, we can ease a bit of their pain. Though we took proper safety but some of us affected by COVID-19. We also have to look after them. It was a dangerous summer but at the end of the day it feels satisfying by helping others. That is why, I have decided, from now on I will help people most often.

This is all for now. There are more to tell you. Visit me soon, we can spend days discussing the vacation.

Yours affectionately

Nirjhor

8. Write a letter to your friend telling him the bad effects of smoking/advising him to give up smoking.

College Road, Rangpur

29 April, 2019

My Dear Nirjhor,

I have not received any letter from you for a long time. That is why, I am writing now. Besides that, I heard about your smoking.

I do not know the reason of your smoking but I can tell it will be no good for you. Though you know about all the side effects of smoking but, still I am going to remind you. Very first, think about your parents that how they will feel when they will know about your smoking. On the other hand, it is harmful for your health. Smoking is the main reason for many incurable diseases such as, cancer, bronchitis, etc. Nicotine and other harmful element from cigarettes not only harming your body but also harming the environment. So, I am requesting you to give up smoking.

I am looking forward to for a positive replay.

Yours beloved

Ikram

9. Write a letter to your younger brother advising him to take regular physical exercise/necessity of physical exercise.

Dhaka

25 December, 2020

Dear Ikram,

It seems you are not doing well and also not doing physical exercise. Mother told me in her last letter.

You are at your young age. This is a very important time for building a good stamina, physics and health. If you do not do that then it will affect you in the future. And the best way to keep good health and stamina, is physical exercise. It does not only increase stamina or keep body healthy; it also helps mentally. Physical exercise can be done in various ways such as, swimming, walking, Playing in the field, etc. You can achieve both pleasure and good health by doing these exercises. Physical exercise also keeps you away from many diseases.

Hope you understand the importance of physical exercise. Next time, I will give you some suggestion regarding exercise. Till then, Take care.

Yours elder brother,

Nirjhor

10. Write a letter to your friend inviting him to spend the summer vacation/winter vacation with you.

Banani, Bogura

25 February, 2022

My Dear Fahad,

I hope you are alright. I want you to visit my village in the next summer vacation. I invite you to spend a few days with me in my village. I hope you will enjoy your time there. My village is on the bank of a small river which is full to the brim in the rainy season. You can visit many places by boat then you will be able to enjoy the boat riding as well. We can arrange a campfire beside the river. We can also enjoy swimming and fishing in the river. You can take either bus or train to visit there and it will take only around two hours. You can invite your other friends as well.

Please let me know your answer and I am hoping you will accept my invitation. See you soon.

Yours ever,

Ikram