

ENGLISH FOR 8<sup>TH</sup> CLASS (APPLICATIONS)

colours.

Your affectionately,

X.Y.Z.

7- One of your friend promised to spend coming summer vacation with you. Write a letter reminding him his promise.

Following hints may give you some ideas but you are free to use your own ideas.

- Description of schedule of coming summer vacation.
- How the weather of the area would be at that time?
- Detail of places to be visited during vacation.

Ans. Examination Hall,

City A.B.C.,

June 6, 20\_\_

My dear Masood,

Assalam-o-Alaikum! All the schools of the Punjab province have closed for summer vacation. Last year you promised to come to me during the summer vacation. It is not very hot in Rawalpindi during the summer. Its nights are pleasant. Please do come. We shall see the places worth seeing in Islamabad. The Faisal Mosque and National Assembly buildings are very charming. We shall also pay a visit to Murree. It is very cool in summer. We shall have some photographs as a token of our love and friendship.

With best regards

Yours sincerely,

Roll No. X.Y.Z.

8- Write a letter to your friend congratulating him/her on his/her success in the examination.

Following hints may give you some ideas but you are free to use your own ideas.

- Description of the exam passed.
- What position has been gained in the exam.
- Conveyance of congratulation to parents also.

Ans. Examination Hall,

City A.B.C.,

May 18, 20\_\_

My dear Ali Raza,

Assalam-o-Alaikum! I have come to know about your success in the 7th class examination. You have passed the examination with good marks. You have got first position. It is a brilliant success. I congratulate you from the core of my heart. Please convey my congratulation to your father and mother.

With best wishes.

Yours sincerely

X.Y.Z.

9- Write a letter to your father asking him to send you some extra money to buy books.

Following hints may give you some ideas but you are free to use your own ideas.

- Why the extra money is needed?
- What is the amount needed?
- Is the amount required immediately?

Ans. Examination Hall,

City A.B.C.,

February 16, 20\_\_

My dear Father,

Assalam-o-Alaikum! I received your letter yesterday. I have to buy some books for which I need an extra money. Kindly send me rupees one thousand, immediately.

Pay my regards to mother and love to Aqsa.

Your loving son,

X.Y.Z.

10- Your mother is not keeping good health. Write a letter to your mother asking about her illness.

Following hints may give you some ideas but you are free to use your own ideas.

- Description of the illness of your mother.
- What she should do for an early recovery.
- Convey your worry and pray for her fast recovery.

Ans. Examination Hall,

City A.B.C.,

February 23, 20\_\_

Dear Mother,

Assalam-o-Alaikum! I have come to know that you are suffering from high fever. I am really worried about you. I am certain you are taking good care of your health. I pray to Allah Almighty for your early recovery. Please inform me about your present condition as early as possible.

With love to father and all at home.

Your loving son,

X.Y.Z.

## Applications

1- Your father has been transferred to another city and your family will be moving to that place as well. Write an application to the Headmaster/ Headmistress/ Principal of your school and request a school leaving certificate. Use correct punctuation, grammar and spelling.

Ans.



ENGLISH FOR 8<sup>TH</sup> CLASS (APPLICATIONS)

The Headmaster/ Headmistress / Principal,  
Government High School, Lahore.

Sir / Madam,

Most respectfully I beg to state that I have been a student of your school for the last 2 years. My father is a government officer. He has been transferred to Karachi. Now we are going to Karachi. My family will also move to Karachi soon. Therefore kindly grant me school leaving certificate.

I shall be very thankful to you.

Yours obediently,

X.Y.Z.

Class 8 (C)

Date: 05 April, 20\_\_.

2- Your father cannot pay your fee due to low income. Write an application to the Headmaster / Headmistress / Principal of your school for full fee concession.

Ans.

The Headmaster / Headmistress / Principal,  
Government Model High School, Faisalabad.

Sir / Madam,

Respectfully I beg to state that my father is a watchman. He gets a salary of Rs.6000/- per month. He has to support a large family of seven members. We are living from hand to mouth. It is very difficult for him to pay my fee. I am a regular, punctual, hardworking and brilliant student of your school. I have passed all examinations with credit.

In the light of the facts stated above, I request you kindly to grant me full fee concession and stipend of Rs.500/- per month.

I shall be very thankful to you for this favour.

Yours obediently,

X.Y.Z.

Class 8 (A)

February 27, 20\_\_.

3- You want to attend the marriage ceremony of your sister. Write an application to the Headmaster / Headmistress / Principal of your school to grant you leave for three days.

Ans.

The Headmaster/ Headmistress/ Principal,  
Government High School, Faisalabad.

Sir / Madam,

Most respectfully I beg to state that the marriage of my elder sister is being held on the

15th instant. I have to do a lot of work at home. Therefore, I cannot come to school for three days. Kindly grant me leave for 3 days from 14-2-20\_\_ to 16-2-20\_\_.

I shall be very thankful to you for this favour.

Yours obediently,

X.Y.Z.

Class 8 (B)

May 13, 20\_\_.

4- Write an application to the Headmaster/ Headmistress/ Principal of your school, to grant two days leave as you got sick due to cold.

Ans.

The Headmaster/ Headmistress/ Principal,  
Government High School, Multan.

Sir / Madam,

I have been suffering from fever since last evening. I could not sleep the whole night. Therefore, I cannot come school today. The doctor has advised me to take rest for two days. Kindly grant me leave for two days with effect from May 2, 20\_\_.

Thanking you.

Yours obediently,

X.Y.Z.

Class 8 (C)

May: 2, 20\_\_.

5- Write an application to the Headmaster/ Headmistress/ Principal for leave because you have an urgent piece of work to do at home.

Ans.

The Headmaster/ Headmistress / Principal,  
Government Model High School,

Samanabad, Lahore.

Sir / Madam,

Most respectfully, I beg to state that my father is going on pilgrimage to Mecca. I have to go to the airport to see him off. Kindly excuse my absence from school for today.

I shall be thankful to you for this act of kindness.

Yours obediently,

X.Y.Z.

Class: VIII

Date: January 5, 20\_\_.