Nepali

1. Business Letter
2. Letter head
3. Date
4. Rank
5. Name of the receiver
6. Address
7. Subject
8. Body
9. Sincerely yours
10. Manobadh (5 marks)

Sirshak:……………

Sithan: suthne kotha

Kal: (time)

Patra: (name)

Body

(samashya ko uthan in 1st paragraph)

{ kiryakalap: jhyal khulxa; pani khanxa; }

(samashya ko samadhan in 2nd paragraph)

{kripalap: sutxu;}

1. Bhab bistar (5 marks)

{3 paragraph}

1st paragraph: -

(Introduction of the line with the introduction of the poet and line’s main introduction)

2nd paragraph: -

(Body)

3rd paragraph: -

(Conclusion)