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৬ টি Application বা Letter শিখে লিখুন ২০০ টি Application বা Letter.

১ম ধাপ:- Auto Application বা Letter

প্রথমে আমরা শিখবো Auto অ্যাপলিকেশন বা লেটার। এই অটো অ্যাপলিকেশন শিখলে পরীক্ষায় যেকোনো ধরনের অ্যাপলিকেশন আসুক না কেনো আপনে তা লিখতে পারবেন। তো চলুন অটো অ্যাপলিকেশনটি শিখে নেই।

_____ (তারিখ)
 _____ (The Headmaster) _____ (School Name) _____ (স্থানের নাম) My
 dear

Friend/Father,

At first take my love / salam from the core of my heart. Now I don't know how you are now. I hope you are well by the grace of Almighty .Allah. I am also well. I am very glad/ shocked to write you some lines about _____ (এখানে যে বিষয়ে Letter লিখবেন সেই বিষয়ে 4-5 টি বাক্য লিখুন?) No more today. Convey regards to the elders and love to the little ones. You must take care of your health. With best wishes to you. I am looking forward to hearing from you very soon.

Yours ever,
 Class:
 Roll No-
 এখানে খাম হবে।

উপরের অ্যাপলিকেশন দ্বারা আপনে যেকোনো Application লিখতে পারবেন। আশা করি অন্তত ৬০-৭০% মার্ক পাবেন!

বি.দ্র:- তবে পরীক্ষায় কমন না পরলে উপরের নিয়মে Application লিখবেন। কারন এই নিয়মে লিখলে আপনে ফোল মার্ক পাবেন না। সর্বোচ্চ ৬০-৭০% মার্ক পাবেন।

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২য় ধাপ:- Visiting Application বা Letter.

কোনো জায়গায় পরিদর্শন বিষয় Application বা Letter হলে নিচের নিয়মে লিখবেন...?

1. Visiting book fair/trade fair/computer fair/ science fair/any fair
2. Visiting national memorial
3. Visiting baishakhi mela
4. Visiting zoo.
5. Visiting Cox's bazaar.
6. Historical place/ shat gambuj mosque

I went to — জায়গার নাম -----with my friends. Actually, -----জায়গার নাম always attracts me. I always want to visit it. It is a nice place. I saw many things there. I saw different kinds of people there. There was crowd. I also shared my views and ideas with others. The environment was very favorable. I moved here and there and tried to enjoy. After walking of long time I took rest for a while. I took some snacks. I saw -----যা দেখছি তা নিয়ে কিছু বাক্য .Nothing shocked me. The recent visit charmed me very much.

৩য় ধাপ:- কিছু করার হলে। যেমন:-

1. Early rising
2. Reading newspaper
3. Punctuality
4. Physical exercise
5. Morning walk
6. Attention to study
7. Having computer training
8. Learning English

As far as I have known, you are not aware of —(name). Do you know -----(Name) is very useful for all? It is a very important thing in our life. The importance of ——— (Name)-cannot be described in words. It helps us in many ways. It will be an unwise act not to give importance on it. Everybody should know the importance of Besides; it is an essential medicine for our life.----- (Name)makes our life happy and fruitful. Only by

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being conscious of it, one can easily be the beneficiary of---- ----(Name). Besides, you should think about it deeply. You should take it as habit.

৪র্থ ধাপ:- কোন কিছু না করা হলে। যেমন:-

1. Smoking
2. Drug addiction
3. Student politics
4. Evil /bad company
5. Eve-leasing

As far as I have known, you are not aware of ----(name). There are many bad effects of (name). The effects are too difficult to describe in a word. It causes serious harm to us. It is the store of another problem. It causes ---(name)(Name)problem, ---- (name)problem, ---- (name)problem etc. It results in ----(name)_ problem it will destroy your life. As a result, you cannot lead a peaceful life. It will take away your sound sleep. I am anxious about it. I hope you will keep yourself away from it.

৫ম ধাপ:- কাণ্ডকে দাওয়াত করতে হলে। যেমন:-

1. Marriage ceremony of.....
2. Birth day party of.....
3. A picnic.....

A study tour -----(name)is going to be arranged next Sunday. You will be glad to know that all my friends will attend it. So, I am inviting you to the -- ----- . If you join, I will be very glad and enjoy the -----very well. I am waiting for you.

৬ষ্ঠ ধাপ:- কাউকে অভিনন্দন জানাতে। যেমন:-

1. Hospitality
2. Birthday gift.
3. Brilliant success

I congratulate you heartily on your -----(name). Really it is a matter of great satisfaction to me. My joy knows no bounds. I will never forget it. It will remain ever fresh in my heart. I was highly charmed at this. It will be a great pleasure for me if you visit me shortly. Congratulation to you once again.

৭ম ধাপ:- কোন দিবস উদযাপন নিয়ে। যেমন:-

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profound(Name) the early morning, the teachers and the students took out a procession under the guidance of the principal to' celebrate this day. After that the students arranged a cultural function at the college auditorium. Many students performed patriotic and traditional songs and danced with traditional instruments. The college campus was decorated colorfully. There was a discussion meeting. The principal presided over the function. Man guests were invited. The speakers spoke on the topics. They also spoke about the history and the importance of the day. ---.A drama was also staged on the importance of the day .At last, at 3 p.m. the principal declared the end of the function by thanking all.