3. **Suppose, you are Bakul, a student of Khulna Zilla School. You are interested to go on a study tour. Now write an application to the Headmaster of your school seeking permission to go on a study tour.** (শিক্ষা সফরে যাওয়ার অনুমতি চেয়ে প্রধান শিক্ষকের নিকট দরখাস্ত।) *[DB '15, '13; RB '16; JB '20; CB '20, '07; SB '19, '14; BB '19; DjB '16]*

Ans.

15 January 2021

The Headmaster
Khulna Zilla School

Subject : Prayer for permission and monetary assistance to go on a study tour.

Sir,

I, on behalf of the students of class X, have the honour to state that we would like to go on a study tour on 25 January. We have decided unanimously to go to Bagerhat, a famous place of historical (ঐতিহাসিক) interest. As a part of our study tour we want to see the historical Shat Gambuj Mosque, Mazar and Dighi of Saint Khan Jahan Ali. There is a good reason to choose the place as it is recently (সম্প্রতি) declared as a World Heritage Site by the UNESCO. In order to know the history of the place, two of our senior teachers have agreed to accompany us. In order to meet the expenditure, we need a monetary assistance from you, too.

I, therefore, expect that you would be kind enough to permit us to go on this study tour and oblige thereby.

Obediently yours,
Bakul
(Cultural prefect)

6. **Suppose, you booked a ticket from a travel company. But due to some unavoidable circumstance you have to cancel your fixed journey. Now write an e-mail to the Manager of the travel company to cancel the ticket booked for you.** (মনে কর, তুমি একটি পরিবহন কোম্পানি থেকে একটি টিকিট সংরক্ষণ করেছিলে। কিন্তু অনিবার্য কারণবশত তোমার নির্ধারিত যাত্রা বাতিল করতে হচ্ছে। তাই এখন তোমার সংরক্ষিত টিকিট বাতিল করতে পরিবহন কোম্পানির ব্যবস্থাপকের নিকট একটা ই-মেইল লিখ।)

Ans.

To : aktravels@gmail.com

Subject : Regarding cancellation of a booked ticket

Dear Sir,

I would like to inform you with a bit sorrow that I booked a ticket for a Dhaka bound chair coach. But due to some unavoidable circumstances, I cannot go to Dhaka on the fixed date. That is why I have to cancel the ticket. The ticket is of the coach no 55, on the 20th June. And the seat booked for me is E-4. As I am informing the issue two days before, I can expect it to be done without any complexity.

Hope, you will consider my case and cancel my ticket and inform me of the confirmation.

Thanking you
Tazim Tanvir
Altapol, Keshubpur
Cell phone-019xx xxx xxx

12. **Imagine, you are Sumon/ Sumona, a student of Jamalpur Zilla School, Jamalpur. There is no canteen in your school. The students have to stay for a long time in the school. So they need Tiffin. Now, write an application to your Headmaster on behalf of the students for setting up a canteen in your school.**
(বিদ্যালয়ে ক্যান্টিন স্থাপনের জন্য শিক্ষার্থীদের পক্ষ থেকে প্রধান শিক্ষকের নিকট দরখাস্ত।)
[Combined Board Exam '18; DB '16, '11; RB '12, '07; JB '16, '12; CB '13, '11; CtgB '14, '09; BB '16, '14; DjB '10]

Ans.
13 March 2021

The Headmaster
Jamalpur Zilla School, Jamalpur

Subject : Request for setting up a canteen.

Dear Sir,
We, the students of your renowned schoo, have the honour to draw your kind attention to the fact that there is no canteen in our school. We have to stay for a long time in the school. Passing this long period without tiffin is very difficult. If the students can't have some snakcs in the tiffin period, they get feeble and consequently can't concentrate on lesson. Besides, it also may cause vearious stomach diseases like gastic and ulcer. For want of a canteen many students take unhyegenic food from road-side which is also very harmful to health. Most often the students get sick taking food from outside the school. As morning shift in our school starts at 7:00 am, many students have to come to school without breakfast. If there was a canteen in the school, they could have some food from there.
We, therefore, pray and hope that you would take initiative to set up a canteen in our school as soon as possible and thus mitigate the above mentioned problem.

Sincerely yours
Sumona Akter
On behalf of the pupils of your school