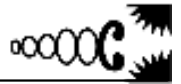




## Email Writing



আধুনিক যোগাযোগ মাধ্যম হিসেবে Email গুরুত্বপূর্ণ ভূমিকা পালন করছে। এটি দ্রুত ও কম খরচে যোগাযোগের একমাত্র মাধ্যম। বর্তমানে অধিকাংশ ব্যক্তি তার বন্ধু-বান্ধব ও আত্মীয় স্বজনের সাথে যোগাযোগের জন্য এই মাধ্যমের সহায়তা নেয়। এমনকি বিভিন্ন ব্যবসায়িক প্রতিষ্ঠানও যোগাযোগের মাধ্যম হিসেবে Email কে অগ্রাধিকার দেয়।

অনেক শিক্ষার্থী Email লেখার কথা শুনলে ঘাবড়ে যেতে পারে। কিন্তু ঘাবড়ানোর কিছু নেই। কারণ বিভিন্ন চিঠিপত্র লেখার ক্ষেত্রে পূর্বে যে নিয়ম অনুসরণ করা হত, Email এর ক্ষেত্রেও ঠিক একই নিয়ম অনুসরণ করতে হবে। শুধুমাত্র Subject এর পূর্বে সামান্য পরিবর্তন আছে। মনে রাখতে হবে, Email হল বিভিন্ন চিঠিপত্র বা document পাঠানোর মাধ্যম মাত্র। অর্থাৎ পূর্বে আমরা Post Office এর মাধ্যমে বিভিন্ন চিঠিপত্র বা ডকুমেন্ট পাঠাতাম কিন্তু এখন তা Computer এর মাধ্যমে Compose করে Email এর সহায়তায় এক মুহূর্তের মধ্যে তা অন্যের কাছে পাঠাতে পারি। Personal Email সাধারণত informal letter- এর চেয়েও বেশি informal। এখানে 'Dear X' এর পরিবর্তে 'X', 'Hi', 'Hi X', 'Hello X' ইত্যাদি লেখা হয়। একটি Informal Email এর বিভিন্ন অংশ লক্ষ কর :

### Sender's Copy

new address

- To: islamjakir@yahoo.com \*
- Cc: sumon@yahoo.com \*
- Bcc: sagor8787@yahoo.com \*
- Subject : new address
- Hi Jakir
- Good to hear from you.

How about 20 or 21 July?

I am working like crazy - still a lot to do around the house. Also signed up for a creative writing course - don't laugh!

Enjoying the village - very interesting world this, but there are times when they talk a language I don't understand.

New address etc. below
- Yours
- Robin
- 24 Tripura lane  
Ruma, Thanchi  
Bandarban

Pictures.jpeg (200kb)

Send

7:19 PM  
06/06/2017

Reference : Practical English Usage- Michael Swan

### Number অনুযায়ী ব্যাখ্যা

- এখানে যার কাছে Email করা হবে তার Email আইডি লিখতে হবে। যেমন : islamjakir@yahoo.com
- CC : Carbon copy (Secondary recipient)-একই Email যদি বিভিন্ন ব্যক্তির কাছে পাঠাতে হয় তবে তাদের Email আইডি এক এক করে লিখতে হবে। অন্যথায় কিছু লিখতে হবে না।

3. BCC : Blind carbon copy (Tertiary recipient)-এক্ষেত্রে তৃতীয় কোনো ব্যক্তির নিকট ইমেইল পাঠানো হয়। তৃতীয় ব্যক্তিটি কে তা প্রথম ও দ্বিতীয় ব্যক্তি দেখতে পায় না। সফটওয়্যারভিত্তিতে তৃতীয় ব্যক্তি প্রথম ও দ্বিতীয় ব্যক্তির email address দেখতে পারে।
4. এখানে কোন বিষয়ে Email করা হচ্ছে তা লিখতে হবে। মনে রাখবে বিষয় সংক্ষেপে লিখতে হবে।
5. সম্ভাষণ লিখতে হবে।
6. মূল চিঠি
7. বিদায় সম্ভাষণ
8. নাম ও স্বাক্ষর
9. কোনো অতিরিক্ত File যুক্ত করতে হলে এখানে করতে হয়।
- উল্লেখ্য Sender কে From ও Date লিখতে হয় না। কারণ এটি স্বয়ংক্রিয়ভাবে Receiver এর নিকট পৌঁছে।
- Receiver যদি Email টি print করে তবে তা নিম্নের format এ print হয়। লক্ষ কর, sender যদিও From ও Date ব্যবহার করেনি তবুও receiver এর print copyতে তা স্বয়ংক্রিয়ভাবে যুক্ত হয়েছে।

### Receiver's Printed Copy

Subject : new address

From : Robin Ahmed (robinhood@yahoo.com)

To : islamjakir@yahoo.com;

Date : 06/06/2017 7:20 PM

Hi Jakir

Good to hear from you.

How about 20 or 21 July?

I am working like crazy-still a lot to do around the house. Also signed up for a creative writing course-don't laugh!

Enjoying the village-very interesting world this, but there are times when they talk a language I don't understand.

New address etc. below

Yours

Robin

24 Tripura lane

Ruma, Thanchi

Bandarban

### Personal (informal) Email Format

Adam,

Dear Adam

Dear Adam,

Dear Mr. Turner,

Dear Mr. Turner

Or

Hi, Adam,

Hello, Mr. Turner.

Very informal

The greeting in a personal email is not that important but follow the punctuation here at least. It also depends on the relationship between the people too much to give clear rules. There is also a Korean email style that is influenced by the Internet. Overusing !!!! and --- is common in emails from Korean students. Do not use Hi!!! or Bye~~ when emailing foreign Professors. It looks childish.

Period only after beginning with "Hi"


Comma after Hi or Hello,

Body of email .....

Take care, Bye, See you tomorrow, Love, etc. many closings are possible.

## Informal Email with example

### Example 1: A personal mail

	To...	joan.smitth@company.com
Send	Cc...	
Account	Bcc...	
Subject :		Thank you - Assistant Account Executive Interview

Dear Ms Smith,

It was very enjoyable to speak with you today about the assistant account executive position at the Smith Agency.

The job seems to be an excellent match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,

Jane Jones

---

Jane Jones  
janejones@gmail.com  
(555) 555-5555

**Source: English Grammar & Composition (Textbook) – NCTB**

### Example 2 : An informal/ personal mail

To:	sjbogard@twindle.com
Cc:	
Subject: Thank you!	
Insert: Attachments Photos Videos	
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">             Taken: 10 / 10           </div> <p>Hi Susan</p> <p>Thank you very much for the birthday present. I really need a new computer game, so it is perfect. You're very kind. :)</p> <p>How are you? Good luck in your exams. I hope you pass with good marks.</p> <p>Speak soon.</p> <p>Tom xx</p>	
Send	Save Cancel

**Source: British Council**

Personal Email সাধারণত informal letter- এর চেয়েও বেশি informal। এখানে 'Dear X' এর পরিবর্তে 'X', 'Hi', 'Hi X', 'Hello X' ইত্যাদি লেখা হয়।

অনেক শিক্ষার্থী প্রশ্ন করে যে Real email এ যে box থাকে ঠিক সেভাবে box করে লিখতে হবে কিনা। এক্ষেত্রে কোনো box করতে হবে না।

## Informal Email

- 01** Write an email to your friend informing him about your preparation for the exam.

[JB '17]

To : lamia2000@yahoo.com

Subject : preparation for the exam

Hi, Lamia

How are you? Hope that you are fine. In your last email you wanted to know about my preparation for the coming examination. My preparation in all subjects except English is good. I am trying my best to prepare myself for the exam.

Pray for me. With best wishes to you.

Your best friend

Nadia Islam

- 02** Suppose, your friend got first prize on a debate competition. Now, write an email congratulating him.

[CtgB '17]

To: adiat15@gmail.com

Subject: congratulation

Dear Adiat

I received your email just a few minutes ago. We all are going very well. I am very glad to know about your recent success on a debate competition where you got first prize. My parents are also happy after hearing this. Please accept my heartiest congratulations on this glorious achievement. In fact, your hard work and your splendid performance bring you success every time.

That's all for today. Convey my regards to your parents. My best wishes for your bright future.

Yours ever,

Shayan

- 03** Write an email to your friend inviting him to join a picnic.

[SB '17]

To: keya\_1996@gmail.com

Subject: invitation

Hi, Keya

How are you? I am passing my days quite well. Our college will be closed for winter vacation on Thursday next. You will be glad to know that we are going to have a picnic on the 15<sup>th</sup> instant. We have decided to go to Patenga Sea Beach, Chittagong. I hope we will have a nice time if you join us.

No more today. Convey my best regards to your parents and love to the youngers.

Yours ever

Mahi

- 04** Suppose, you are Rina and your friend is Tony. Now, email your friend thanking him for his sending you a birthday gift.

[BB '17]

To : tony\_bashabd@yahoo.com

Subject : thanks for birthday gift

Hi, Tony

I hope that you are fine. Yesterday you did not attend my birthday party but sent a nice gift. It would add to my pleasure if you came.

However, your gift has given me immense joy. As you are my best friend I shall always keep the gift with care.

Thanks a lot. Take care.

Yours ever

Rina

- 05** Suppose, you are Sumon. Your email ID is sumon\_2001@yahoo.com. You have a friend named Rahat. His email ID is rahat\_2001@gmail.com. **Now email him inviting to attend your birthday party.**

To: rahat\_2001@gmail.com

Subject: invitation

Hi, Rahat

How are you? I'm passing my days quite well. You'll be very glad to hear that I'm going to celebrate my birthday on 15 March. I'll be very happy if you arrive in Comilla by 14 March. I know you are busy with your studies but my birthday party will remain incomplete (অসম্পূর্ণ) if you don't participate.

No more today. Please convey my best regards to your parents and affection to your younger sister. May Allah bless you.

Yours  
Sumon

- 06** Write an email to your friend about your aim in life.

To: momin\_2009@yahoo.com

Subject: aim in life

Hi, Momin

Thanks for your email. You have asked me about my aim in life. Of course, I have my own aim in life.

My aim in life is to be a doctor. There are many reasons for choosing this profession (পেশা). The poor village people of our country suffer from various diseases. But there is no qualified doctor to serve them. They have to depend on the quacks (হাতুড়ে ডাক্তার). Many people meet premature (অকাল) death. So, I have decided to serve the people of my country through the profession of a doctor. After obtaining the MBBS degree I shall go back to my village to serve the villagers. Even I have a plan to set up a charitable (দাতব্য) dispensary.

No more today. Pray for me so that I may achieve my goal. My best regards to your parents.

Your loving friend  
Sonia

- 07** Write an email to your father requesting him to send you some money to buy books.

To: jahid\_64@gmail.com

Subject: money for buying books

My dear father

Please accept my salam first. I hope that you are well by the grace of Almighty Allah. You know that I have been promoted to the next higher class. Our new class has already been started. That's why I have to buy some new books for the new class. I need some 1500/= taka to buy the books. If you send the money by post as early as possible it will be much helpful for me. Please bless me so that I can build up a successful career.

With best regards to mother and love to younger brother and sister.

Yours affectionately  
Sayeed

- 08** Write an email to your friend describing the prize giving ceremony of your college.

To: jahangir\_01714@gmail.com

Subject: prize giving ceremony

Hi, Jahangir Alam

Thanks for your email. I'm very glad to know that you are keenly interested to know about the prize giving ceremony of our college. I'm giving a short description of it. Last week the prize giving ceremony

of our college was held. It was a very enjoyable and interesting one. It was held in our large college auditorium. The chief guest took his chair at the right time. At 4 p.m. the ceremony began. Our Principal read out the annual report. The winners received prizes from the chief guest by turns. I personally got two prizes for good result and modesty. The ceremony was finished with a cultural function. Really it was a cheerful ceremony.

Love to you and all of your family.

Yours ever

A. Mannan Hawlader

**09 Write an email to your friend congratulating him/her on his/her brilliant success.**

To: nasir25@yahoo.com

Subject: congrats

Hi, Nasir

Your letter is just to my hand. I am very much glad at your excellent result in the SSC examination. I offer my heartiest congratulation on your brilliant success. I am very much pleased with your result. I knew that you would cut an excellent figure in the SSC examination. But I was really in some doubt whether you could do such outstanding result. However, the result will inspire you to make further brilliant success.

With best wishes to you and your parents.

Your loving friend

Anis

**10 Write an email to your friend thanking him whose home you have visited recently.**

To: nasir25@yahoo.com

Subject: thanks

Hi, Nasir

Love to you. I hope you are fine. However, just a note to tell you about the fine time at your home. Rafi and I were so pleased to meet your family and they made us really welcome.

I'll never forget climbing the mountain and bathing in the fountain. My legs ached for days, but it was worth remembering those fantastic views!

We're both at work now and very busy. However this weekend we're going to decorate the spare room. So I hope you'll come and visit us soon.

Your friend

Ibrahim

**11 Write an email to your friend Badhon congratulating him on his grand success in software programming competition 2017.**

To : badhon\_sahamirpur@yahoo.com

Subject : congratulations!

Hi, Badhon

I am very glad to know that you have won the first prize in the software programming competition 2017 organized by Notre Dame College, Dhaka. The news had caused our joy a lot.

I personally congratulate you on this grand achievement. Congratulations and very well done!

Take care. With best wishes to you.

Your bosom friend

Salam

- 12** Suppose, your examination is near, but your preparation in English is not good. **Request your friend through email to help you by sending a suggestion on this subject.**

To : anirban\_shantinagar@gmail.com

Subject : request for suggestion

Hi, Anirban

How are you? I am OK. But my annual examination is knocking at the door. I have taken good preparation on all other subjects except English. However, I am always weak in English. Even this year my preparation in English is not good. I am anxious about my English exam.

So my dear friend, I entreat you to send a suggestion on English as soon as possible, please help me.

Your friend

Zahid

- 13** Suppose, you are Munira and your friend is Labonnya. Your friend borrowed a book from you. But your examination is near. **Now write an email to your friend to return the book.**

To: labonnoya\_2010@gmail.com

Subject: returning the book

Hi, Labonnya

How are you? I hope that you are fine by the grace of the Almighty Allah. I'm also fine. I think you have already finished reading the book that you borrowed from me last month. My examination is knocking at the door. That is why, I'm badly in need of the book. Please send the book as quickly as possible.

No more today. Pray for me. Best wishes to you.

Yours ever

Munira

- 14** Write an email to your father informing him of your result that has been published recently.

To : jahidulislam@gmail.com

Subject : result

Dear father

Take my salam. Today I am very happy. My half yearly exam's result has been published today. You will be glad to know that I have stood first in the examination. Pray for me so that I can continue my study attentively and cut a good figure in the next exams.

With best regards to mother and love to younger brother and sister.

Yours affectionately

Anik

- 15** Write an email to your pen friend asking him/her to visit Bangladesh.

To : edward12@yahoo.com

Subject : invitation to visit our country

Hi, Edward

I hope you are well. It is late autumn in Bangladesh. Gentle breeze is blowing from the north. The fields are covered with paddy. I am inviting you to come to my beautiful country. Bangladesh is endowed with many historically important places. The Lalbagh Fort of Dhaka is a reminiscent of Mogul architecture, The National Museum at Shahbagh will tell you many things of our glorious days. The Liberation War Museum will let you know about people's sacrifice and our glorious victory in the war of 1971.

No more today. You are cordially invited to Bangladesh once again. And wherever you are, live happily and peacefully.

Your friend

Robi

- 16** Write an email to your friend inviting him to attend the wedding ceremony of your elder brother/sister.

To: ahmedsharif@yahoo.com

Subject : invitation

Hi, Sharif

How are you? I hope that you are fine. I am passing my days in business. Because the wedding ceremony of my elder sister will be held on 17 instant. You are heartily requested to attend the ceremony. Converse with you on meeting. Till then bye.

Yours ever

Ashik

- 17** Write an email to your younger brother advising him to be regular in studies.

To : mahfuz-2001@gmail. com

Subject : be regular in studies

Hi, Mahfuz

How are you? I hope that you are fine. From mother I have heard that you are not attentive to your study. You are wasting your valuable time by playing and making fun with your friends. It's not good at all. You have to study attentively to make a good result in the coming exam. I hope you will start to study regularly.

No more today. Take care.

Your elder sister

Sweety

- 18** Write an email to your father about your progress in studies and preparation for the exam.

To : monirahmed@gmail.com

Subject: about studies

My dear father

Take my salam. I have come to know that you are anxious about my progress in studies and preparation for the coming examination. I request you not to be anxious. I am going on well with my studies. I have learnt the answers to all important and probable questions. Now my revision is going on. You will be glad to know that this is my second time revision. I hope I shall do very well. Now I need blessings of you and mother. Convey my regards to mother. I am fine.

With best regards to you.

Yours affectionately

Nayeem

- 19** Write an email to your friend about the experience of visiting the Shat Gambuj Mosque.

To: farjanabobi@gmail.com

Subject: visiting the Shat Gambuj Mosque

Hi, Farjana

How are you? I'm passing my days quite well. You will be very glad to know that recently I have paid a visit to the Shat Gambuj Mosque. I enjoyed the terrific beauty of the mosque. I also visited the Majar of Khan Jahan Ali and Ghora Dighi. I spent there more than four hours. Really it was a great experience for me. If you do not visit the place, you will not be able to imagine how nice the mosque is.

No more today. Best wishes to you.

Yours ever

Mahi



**20 Write an email to your friend narrating the sufferings of the flood affected people.**

To: rahmanaminur@yahoo.co.uk

Subject: sufferings of flood affected people

Hi, Amin

We are now miserably suffering from a severe flood across the country. As you have been living in London for a couple of years, I have felt it a duty to inform you.

Our sighs and sorrows know no limit. Specially poor people are suffering much.

Do something if you can.

Your friend

Anupam

**21 Write an email to your pen friend informing him about the experience of visiting a book fair.**

To: sakira\_2011@yahoo.com

Subject : visit to a book fair

Hi, Sakira

How are you? I hope that you are fine. Today I am going to inform you about my experience of visiting a book fair. Last week I visited a book fair. There were hundreds of book stalls. I spent there more than 3 hours. I bought some books including a book of short stories written by Hasan Azizul Hoque with his autograph. Really I enjoyed the visit very much.

Let me know how you are passing your days. Write you again. Till then, bye.

Your friend

Din- Islam

**22 Suppose you have a pen friend. He/She wants to know about your country. Now write an email to him/her describing about your country and its natural beauty.**

To : John\_anderson\_nyork@yahoo.com

Subject : a beautiful country

Hi, John

Thank you for email. You wanted to know about Bangladesh, our country.

Bangladesh is a secular and democratic republic. It gained independence from Pakistan in 1971 through a bloody war.

Our country has an area of 1,47,570 square kilometres. About 160 million people live here.

Ours is a poor country. Most of the people live below poverty line. Besides natural calamities like flood, drought and cyclone hamper our economic progress.

However, ours is also a country of extraordinary natural beauty. It is adorned with green fields and innumerable rivers. It is a land of six seasons. The natural landscape changes with the advent of each new season. We shall be very glad if you come. So please try to come here.

Take care.

Sincerely yours

Rahat

**23 Write an email to your mother about how you physically feel after recovery from an ailment.**

To : sharmin\_islam74@gmail.com

Subject : my physical condition

Dear mother

How are you? I suffered from cold and fever for about a week. Now I have recovered.

I missed my classes through the whole week. That's why I am sad. But I have no physical problem anymore.

I hope to see you soon in the coming vacation. With love and respect.

Your son  
Bakul

- 24** Suppose you are going to participate in a debate competition. Your topic is "Creative question pattern makes students dependent more on guides than textbooks". Your elder brother who is a student of Dhaka University is a renowned debater. **Now write an email to him requesting him to send you necessary information through email.**

To : abir\_dhaka@yahoo.com

Subject : information for debate

Dear brother

How are you? I am fine.

My college is going to arrange a debate competition this week. I have been selected to participate in it. The topic is "Creative question pattern makes students dependent more on guides than textbooks".

As I have had no experience in debate, I seek your help earnestly this moment. Please send me necessary information on the topic through email. Please do it for me, brother. Take my salam.

Your brother  
Akash

- 25** Suppose your friend has become seriously ill. He has been hospitalized. Your examination is very near. So it is not possible for you to visit him in the hospital. **Now send an email of sympathy to your sick friend in hospital.**

To : nazrul\_haq97@yahoo.com

Subject : your illness saddens me

Hi, Nazrul

I have come to know that you have dengue fever and been hospitalized. This news has made me sad.

I could have come to visit you but unfortunately my annual examination is very near. Due to this unavoidable circumstances, I am unable to come.

Therefore, I apologise. But don't worry. As you have been hospitalized in time, you will soon come round. I pray for your recovery. Come round and relieve us all from anxiety.

With best wishes.

Your friend  
Fahim

- 26** Inform your friend through email about the harmful effects of Ebola Virus and its remedy.

To : mizan@yahoo.com

Subject : about Ebola virus

Hi, Mizan

How are you? I hope that you are well. Today I am going to tell you about Ebola virus. Ebola virus was first discovered in Congo in 1976. It is a fatal disease. Many people died of Ebola in Africa. The patient who is affected with Ebola suffers from fever, severe headache, muscle pain, weakness, fatigue, diarrhoea, vomiting, abdominal (stomach) pain and unexplained hemorrhage (bleeding). The recovery from Ebola depends on good supportive clinical care and the patient's immune response. To prevent us from Ebola, we should practice careful hygiene. We should wash our hands with soap and water and keep ourselves away from the contact with an infected person's blood.

No more today. Write to me.

Yours ever  
Mintu

**27 Write an email to your friend about the annual sports of your college.**

To: fahimahmed@gmail.com

Subject: annual sports

Hi, friend

Thank you for your email about the annual sports of your college. The annual sports of our college also came off yesterday. It was a very pleasant occasion.

The field was colorfully decorated. The UNO was the chief guest. Our Principal presided over the function. The chief guest made a short speech and inaugurated the function. The events began. There were twenty events. About one hundred boys were the participants. I was one of them. The winners shook hands with the chief guest and took the prizes with greetings. Then the president made his concluding speech and the function ended.

I am closing here with best love to you.

Yours ever

Nadim

**28 Write an email to your father describing your exam.**

To : islamjakir@yahoo.com

Subject : about exam

Dear Abbu

I hope that you all are well. I have just returned from exam hall that was my last exam of this term. I have done well in all my subjects and hope to get A in all the subjects. I was slightly afraid of English, because I was feeling ill on that day. But thanks to Allah, I could do well in that subject. However, I hope to come home the next week. What about mother and apu?

Take care of your health.

Your loving son

Sujon

**29 Write an email to your friend describing a historical place.**

To : mohiuddinjaniju@gmail.com

Subject : a visit to the Taj Mahal

Hi, Mahi

I hope that you are well and good. I returned home yesterday from a visit to India. I went to visit Agra with my parents and uncle. I passed there about a week. It's my pleasure to inform you that I was able to see the beauty of the magnificent Mughal monument Taj Mahal with my own eyes. The beauty of the Taj is in a word beyond description. The construction of the Taj was a token of love, the eternal feeling of humans in the form of a monument. However, the pattern, structure, design and overall setting of this beautiful building catch a spellbound effect to the onlookers. However, we also visited many other places surrounding it. No more today.

Yours ever

Milon

**30 Write an email to your friend describing about your extended family.**

To : shimul\_sharmin@gmail.com

Subject : my family

Hi Sharmin

Hope you are fine. I am OK. You have wanted to know about my family. My family is an extended & large one. We live along with my grandparents, uncles, aunts and cousins. There are at least 20 members in my family. Yet we live together in peace. Thank you for showing interest.

Take care.

Yours ever

Sinha

**31 Write an email to your friend asking him to give up the habit of taking drugs.**

To : masum\_billah@yahoo.com

Subject : giving up drug

Hi, Masum

Hope you are well. I have heard that you have recently been addicted to drugs. It is really unexpected. Drug addiction leads a person to physical and mental destruction. It is a curse on the society. So you have to give up this habit. In a week's time, I want to hear that you have given it up. Wish you all the best.

Yours ever  
Sumon

**32 Write an email to your friend showing sympathy for his father's death.**

To : amiya\_rahman@gmail.com

Subject : 'do not break down, my friend'

Hi, friend

I am sorry to hear that your father has passed away. He was a noble and benevolent person indeed. I respect and honour such a good man.

Yet what can we do? As a law of nature, man must die. We all have the same fate in this world. So do not grieve too much. It will tell upon your health and you will not be able to do your duties properly.

No more today. Keep patience. Take care.

Your bosom friend  
Amin

**33 Write an email to your friend congratulating him for his good performance in a cricket match.**

To : sajjibhasanjoy@gmail.com

Subject : greeting for good performance

Hi, Sajib

How are you? I hope that you are fine. Really my joys knew no bounds when I heard from Jasim that you scored a century in the last cricket match against Palakhal Rustom Ali College cricket team. Congratulations for playing a match winning innings. I hope you will be able to continue such type of performance in the next matches.

Best of luck. Take care.

Yours ever  
Mahi

**34 Compose an email to your friend greeting him/her happy new year.**

To : shayon\_wari@gmail.com

Subject : happy new year

Hi! Shayon

"Happy New Year". I wish you a happy and joyous new year. I hope the New Year will bring good luck to your life.

Lovingly yours  
Sakib

**35 Suppose you are Susana. You performed in a school programme on the Victory Day. Now send the video clips to your friend Natasha through email and ask for her comments.**

To : natasha\_chowdhury@gmail.com

Subject : video clips

Hi, Natasha

I hope that you are well. Recently on the Victory Day, our college has arranged a cultural programme. I participated in the events of recitation and Tagore song and won the second and the third prize respectively.

I have sent some video clips of the programme to you. I hope you will like these clips. Please let me know of your appreciations of the clips in your next email.

No more today. Take care.

Your bosom friend  
Susana

- 36** Imagine you are Rimon. You are going to visit Cox's Bazar the next month. Your friend Jasim wanted to know about this charming place. **Now send an email to your friend telling him about Cox's Bazar and inviting him to join you.**

To : jasim\_kishoregonj@yahoo.com

Subject : Cox's Bazar

Hi, Jasim

How are you? I am fine. I have already informed you that I am going to visit Cox's Bazar the next month. You have wanted to know about that place. How can I tell you? I have not yet seen that place. To the best of my knowledge, it is a famous tourist spot as Cox's Bazar sea beach is the longest one in the world.

Please join us. That will give you a real experience of the place and also increase our pleasure. So I earnestly request you to join our team. Awaiting your decision.

Your loving friend  
Rimon

- 37** Write an email to your younger brother describing him the importance of ICT knowledge.

To : nayeemislam@gmail.com

Subject : importance of ICT knowledge

Hi, Nayeem

Thank you for your email. You have wanted to know the importance of ICT knowledge from me. I have realized that you know almost nothing of ICT. But you cannot keep pace with modern day life without it.

ICT means 'Information and Communication Technology'. It is mainly related to computer system. With the use of a computer, you can easily store any information, you can communicate with others through email, facebook and twitter. You can search through wikipedia for any general knowledge. In fact, computer and ICT have brought a revolution in communication system around the world. So you should not keep aloof from it. Try to know about ICT and computer from now on.

No more today, with best wishes.

Your brother  
Tonmoy

- 38** Write an email to your friend describing the co-curricular activities of your college.

To : nazimhossain@gmail.com

Subject : co-curricular activities

Hi, Nazim/ Najma

Thanks for your email. You wanted to know about the co-curricular activities of our college. Here is a brief description of co-curricular activities of our college.

As a part of co-curricular activities our college includes debate, publication of magazine, cultural activities such as singing, dancing, games and sports etc. Co-curricular activities help us to foster good will. They teach students to be polite, modest, gentle, loyal, diligent and persevering. They also tighten the bondage of friendship and brotherhood among the students. This is why, our college authority gives much emphasis on co-curricular activities as our routine work in the college.

No more today. Write to me about the co-curricular activities of your college.

Your loving friend  
Monir/Monira

**39 Write an email to your friend telling him/her about the benefits of reading newspaper.**

To : aminislam@yahoo.com

Subject : benefits of reading newspaper

Hi, Amin/Amina

I am very glad to receive your email. You wanted to know about the benefits and importance of reading newspaper. Many thanks for such an email.

Reading newspaper has a lot of benefits. If you read newspaper regularly, you can know what happens around the world. Reading newspaper will make you a conscious and good citizen. It will increase your general knowledge and will develop your vocabulary. Newspaper tells you about market price, job opportunities, lost and found things and advertisements. You can know weather report and views of important people as well as policy of the Government. Remember one thing, never read newspaper leaving your lessons.

I am fine. With love to you.

Yours ever

Sumon/Sumona

**40 Suppose you are Reba of Jhenidah and your friend Shefa lives in Jessore. Now write an email to your friend about the person who helps the needy.**

To : shefahaque@gmail.com

Subject : a noble man

Hi, Shefa

How are you? I hope that you are well. I am fine too. You have written that you are bothered by a needy relative. She always disturbs you and presses you for financial help.

I shall tell you of a person of our neighbourhood. He is very kind and helps the poor and the distressed. Everyone here loves and respects him.

It is an age of economic instability. Anyone can become poor any time. So an aid to the poor is always praiseworthy. As you are well off, you can easily help your needy friends and relatives. We all should follow that kind and generous man.

No more today. Be in happiness.

Your ever

Reba

**41 Your younger brother does not know the importance of physical exercise. Now, write an email to him describing the importance of physical exercise.**

To : towhidul@gmail.com

Subject : importance of physical exercise

My dear brother

I am very glad to know that you are regular in studies. But I am worried about your health because you are often suffering from different complaints. In order to keep in good health you should take physical exercise. I am writing a few words about its importance.

Physical exercise is good for us in a number of ways. It helps our muscles and nerves to work properly. It helps to breathe more deeply and get more oxygen into our lungs. The person who takes physical exercise can eat enough and does not have any indigestion. It helps the blood to circulate all over the body properly.

Regular physical exercise with proper food and rest can help a man to build good health and maintain it. So I am advising you to take exercise. I hope you will follow my advice.

I am well. With best love to you.

Your elder brother

Saif

- 42** Suppose you have a friend named Habib. He is not very much interested in computer subject. **Now write an email to him describing the importance of learning computer.**

To : habibmondal@gmail.com

Subject : importance of learning computer

Hi, Habib

Take my love. I have come to know that you do not know much about computer. You cannot compose anything or send email or even chat on facebook. I am worried that you are not interested in this subject.

Computer is very important in our daily life. It does benefit to us in many ways. It is used in research, printing works, composing books and translating literary works. If you know how to use a computer, you can compose anything you need, get a printout, store photos and songs, send messages to others and even chat with others just staying at home.

There is a proverb "Better late than never." You have not yet learnt about computer but opportunities have not ended. So break a leg!

No more today, wish you all the best.

Your friend

Kabir

- 43** Imagine you are Sourav/Raya of 105 Mirpur Road, Dhaka. One of your friends is very weak in English. **Now, write an email to your friend Nabil/Raka telling him/her about how to improve English.**

To : nabilahmed@yahoo.com

Subject : how to improve English

Hi, Nabil

I am glad to receive your email. You wanted to know about the way of improving English. So I am telling you how to improve your English learning.

You must read this subject regularly. You have to learn vocabulary and their uses. You should know the basic rules of grammar. They will help you make correct sentences. Besides, you should practise the four language skills—listening, speaking, reading and writing. Without practising these four skills, you can never learn a foreign language. I want you to follow my advice.

Take care

Your loving friend

Sourav/ Raya

- 44** **An email to your friend describing how to use internet.**

To : bashirahmed@gmail.com

Subject : how to use internet

Hi, Bashir

Thanks for your email. You wanted to know about the method of using internet. I am writing you about it.

At first, start the computer. Then connect the modem with the computer. Now a red light will be seen in the modem which will later turn to blue, The blue light indicates that internet is on. Then run the search engine (like Mozilla Firefox) to get entrance into Internet software. You can do various useful tasks like sending email, chatting, knowing something from encyclopedia, listening music or watching movies through internet.

That's all. No more today. Take care.

Yours ever

Shakil

**45 Write an email to your younger brother about the importance of learning English.**

To : sujankhan@yahoo.com

Subject : importance of learning English

Hi, Sujan

My love to you. I came to know that you have got very poor marks in English in your examination. I have observed that you are not keen to learn English. The importance of learning English is immense.

English is an international language. It is the official and state language of many countries of the world. At present it has become the main medium of communication. You cannot hope to communicate with the other countries or with the foreigners without knowing English. Getting a good job now totally depends on the knowledge of English. Books on advanced learning, science and technology and literature are also published in English. So if you want to keep pace with the modern world, you ought to learn English and put more emphasis on it.

No more today. More when we will meet.

Your loving sister

Amita

**46 Write an email to your friend about the duties and responsibilities of a good citizen.**

To : tapashpal@gmail.com

Subject : duties and responsibilities of a good citizen

Hi, Tapash

Thanks for your email. You wanted to know about the rights and responsibilities of a good citizen.

A good citizen fulfills his role as a citizen following the rules of his state. He/ She contributes to the society with his/her consciousness and knowledge. He/ She must be well behaved and should work for the country's welfare. A good citizen is very important to make peaceful society and he/she is respected by all. That's why, we all should try sincerely to be good citizens.

With best wishes.

Your friend

Sabuj

**47 Write an email to your friend about your experience of a train journey.**

To : shafiqahmed@gmail.com

Subject : experience of a train journey

Hi, Shafiq

I hope that you are hale and hearty by the grace of Almighty Creator. Yesterday I had a train journey from Mymensingh to Dhaka. I am giving you a short description of my experience.

The train was the Padma Express. I had a very comfortable seat beside a window. So I could enjoy the sights outside. The sun was setting then. I was charmed to see its beauty at dusk. The train was moving very fast. The houses and trees at a distance appeared to be running forward with the train. But the things near the train seemed to be running fast backward. I enjoyed the beauty very deeply. After two hours' journey we arrived at Kamalapur.

That's all for today. With best wishes.

Yours sincerely

Jahangir Alam Siddique

**48 Suppose you celebrated Pahela Baishakh in your college premises. Now write an email to your friend describing how you celebrated Pahela Baishakh.**

To : munnakhan@gmail.com

Subject : shuvo noboborsho

Hi, Munna

Yesterday we celebrated Pahela Baishakh in our college premises. The whole campus was in a festive mood.



Early in the morning we went to the college. We all entered the auditorium. Our Principal delivered a short speech. Then a cultural programme was held. Students performed songs of Lalan, Tagore and Nazrul. Some recited poems on Pahela Baishakh. I was one of them. A play named 'Dakghar' was also staged.

Then at noon, a feast was arranged. Thereafter our teachers led us to a rally. The programme came to an end at about 5 pm. We returned home with a memorable experience.

That's all. I expect you will write to me about how you celebrated the Bangla New Year in your college.

Take care.

Your friend

Labonyo

**49 Write an email to your pen friend about your native village.**

To : robertherri@gmail.com

Subject : my native village

Hi, Robert

I am very happy to have your email. You wanted to know about my village. I am really very glad to learn this. Now, I am going to tell you about my sweet and beautiful village where I live in.

The name of my village is Domogram. It is very close to Bogra town. There are about four thousand people in my village. Most of the villagers are farmers. There are few jobholders and businessmen in our village.

There are a primary school, a post office, a madrasha and a free medical centre in our village. We live in this village in peace and harmony with all.

No more today. Wish you all the best.

Yours ever

Taufiq/Taufiq

**50 Write an email to your friend inviting him to spend the summer vacation with you in your village home.**

To : azadmahmood@gmail.com

Subject : invitation

Hi, Azad

Our examination is over. Our college has been closed for the summer vacation. I think your college is also closed now. I have decided to spend the summer vacation in our village home. I want to take you with me. If you come, I shall be very glad. You will be glad to know that our village stands by a small river. We will bathe and catch fish in this river. Besides there are lots of fruitful trees in our village home. We will bring down fruits from different trees. I believe everything of our village will give you much pleasure. Don't miss it.

No more today. With best wishes to you.

Yours ever

Md Kamaluddin

**51 Write an email to your friend telling him about your recent visit to Paharpur.**

To : aman-ewu@gmail.com

Subject : a visit to Paharpur

Hi, Aman

Hope you are fine. Today I am writing you to share my experience, which I have gathered from visiting the Paharpur Buddhist Vihara. Last Friday, we went to Paharpur from our college. It is 200 kilometers northwest of Dhaka. It is also known as Somapura Mahavihara. It is an ancient Buddhist monastery. This monastery-city represents a unique pattern of art of that time. While roaming around the area I felt that I have reached at that time. Before evening we started back to our college.

I will never forget this day. No more today. Take care of yourself.

Yours ever

Rifat

**52 Write an email inviting your friend to come to visit the Sundarbans.**

To : hasib\_kishoreganj@yahoo.com

Subject : invitation

Dear Hasib

Hope you are well. I am fine.

I have heard that your SSC examination is over. Probably you're now thinking how you should spend this free time. Why not make this opportunity into some good job that you'll remember forever?

So don't hesitate to come at first to our house in Khulna. We together will go to visit the Sundarbans. There we'll come in close contact with wild life and nature. Don't think of your security, the forest administration will have a look over it.

So, please come and make your holidays into some fruitful ones.

Take care.

Your friend

Bappi

**53 Suppose you are Mita. Sweety is one of your friends. She wants to know about all rounder Shakib Al Hasan. Write an email to your friend telling her about our all rounder, Shakib Al Hasan.**

To : sweety\_4244@gmail.com

Subject : all rounder Shakib Al Hasan

Hi Sweety

How are you? I got your email yesterday. This time your email hurt me so much. You used so many harsh words towards our all rounder Shakib Al Hasan. Do you know, in 2011, he became the world's top-ranked Test all-rounder? He is currently placed second at ICC Test Championship All-Rounder Ranking. At the age of 22 years he was appointed vice captain of Bangladesh National Cricket Team, in 2009. He is considered to be the best cricketer Bangladesh has ever seen.

I hope this email will change your thought towards our all rounder Shakib Al Hasan.

Best regards to your parents.

Yours

Mita

**54 Suppose, you are Mukta. You are very glad to hear the news of 3G mobile network. You want to share your feelings with your friend Rikta. Now write an email about 3G network.**

To : rikta\_1000@yahoo.com

Subject : 3G mobile network

Dear Rikta

How are you? Hope you are well. Today I am in a good mood. Do you know that our area will be under 3G network coverage very soon?

It will make our life more easier. We will be able to access the Internet at very high speed. It will allow us for advanced technology, multimedia services and large network capacity. It also will enable video calls.

No more today. Write me what you think in regard to 3G mobile network. Best regards to your parents.

Yours ever

Mukta

**55 Write an email to your friend telling him about taking food in a Chinese restaurant.**

To : redwan\_jamil@gmail.com

Subject : dinner in a Chinese restaurant

My dear friend

Thank you for your email. I am glad to know about your interesting experience of attending a wedding party.

I am also telling you about my experience of a dinner in the Canton Restaurant in Kushtia. It is a luxurious restaurant in the heart of the town. The environment inside the restaurant is very charming.

We were four in number. At first, soup was given. It was very tasty. Then other items were served. The menu consisted of chicken fry, fried rice, lobster, mutton and vegetables. Every item was sufficient for us. We ate to our heart's content. Their service was excellent. That's all for today. I am fine. With best love to you.

Yours ever  
Nishad

**56 Write an email to your younger brother advising him not to adopt unfair means in the examination.**

To : arifahmed@yahoo.com

Subject : unfair means in the examination

Hi, Arif

I'm very happy to know that you have made up yourself for the coming exam. I know that you are a brilliant student. But there is a bad tendency among the students not to study but to adopt unfair means in the exam hall. I know that you are different from them, still I would like to warn you not to adopt unfair means. The students who pass the exam by means of unfair means cannot succeed in the long run. They become a burden for the country. They have no chance to avail themselves of the competitive world. I wish your brilliant result as well as bright future.

Give my salam to mother.

Yours ever  
Momin

**57 Write an email to your friend informing him what lessons were you taught in the class yesterday.**

To : babul26@gmail.com

Subject : An interesting English class

Dear Habib

How are you? I feel sorry for your illness. Yesterday our English teacher Mr. Akramuzzam conducted a very interesting class on voice change. His explanation on every rule of changing sentences from active to passive was interesting. He made the item very easy to us. Now I have no problem in changing voice. It would be great if you attended the class. However, there is a good news for you that sir will conduct another class on the same topic for the absent students.

Hope you get well soon. Take care.

Yours ever  
Tamim

**58 Write an email to your brother informing the importance of group study.**

To : arafat\_920@gmail.com

Subject : importance of group study.

Dear Arafat

How are you? I am well. It is good to hear that you have done well in your examination. I think you could have done much better. In this case you should try for group study. Group study means studying and sharing opinions with others. You can study altogether with your friends or classmates and share your views and knowledge with each other. I can assure you that this will help you even more to do well in your examination.

What about father and mother? Write to me as soon as possible.

Your loving sister.  
Tina

## Formal Email writing

**[বিঃদ্র:** NCTB Format অনুযায়ী ইংরেজি ১ম পত্রে Informal Letter/Email থাকার কথা। কিন্তু ২০১৭ সালের বোর্ড পরীক্ষায় Informal Email এর পাশাপাশি Formal Email আসায় অনশীলনের জন্য কিছু Formal Email সংযোজন করা হলো।]

### Formal Email Format

Use this format for professional purposes, for writing to professors, and for applications and resumes.

The diagram illustrates the evolution of email salutations through a series of examples and callouts:

- Dear Professor Kim**: A formal salutation.
- Or**: A transition word.
- Dear Mr. Turner**: A formal salutation with a title.
- Callouts:**
  - From "Dear Professor Kim": "Use Dear not Hi, in formal email, NO Punctuation after Dear"
  - From "Or": "Colon: No space between the word before and the colon: 'Dear Mr. Turner:'"
  - From "Dear Mr. Turner": "Always CAPITALIZE names."
  - From "Dear Mr. Turner": "These days punctuation is getting simplified, especially in the business world. If it is routine email and not a formal business letter on paper then no colon is also appropriate."

Body of email .....

Sincerely,

Or

Yours truly,

Adam Turner  
Director  
English Writing Center  
Hanyang University

Sincerely, and other closings are followed by a comma. The name should be on the next line or skip one line. If it is a business letter on paper then you should skip four lines because your handwritten signature should be between the "Sincerely" and your name.

Notice that the second word is not capitalized.

No commas between titles and the end of an signature line if possible.

## Formal Email with example

### Example 1: An official email

Mail Address Book Calendar Preferences

Send Cancel Save Draft Add Attachment Spell Check Signature Options

To: Team Members

Cc:

Subject: Changes to Agenda

Times New Roman 3 (12pt) § ¶

Dear colleagues,

The following items will be on the agenda for our meeting on Friday:

- Changes to protocol
- New software installation
- Email monitoring policy

Failure to provide additional items by tomorrow will result in delay of the issue until proper, timely submissions are made.

~Margo

Note: অনেক শিক্ষার্থী প্রশ্ন করে যে Real email এ যে box থাকে ঠিক সেভাবে box করে লিখতে হবে কিনা। এক্ষেত্রে কোনো box করতে হবে না।

### Tips for writing Formal Email

1. If you know the name of the person you're writing to, use Mr for a man and Ms for a woman.
2. Start by saying why you are writing or what you are responding to.
3. Use indirect questions such as I would be grateful if you could ... to ask for information politely.
4. Use words like firstly, secondly and finally to order your points.
5. Use this standard phrase to finish a formal letter or e-mail.
6. If you've begun the email with dear and the name of the person, finish with yours sincerely. If you have used dear sir or madam, finish with yours faithfully.

### Formal Email

- 01** You are interested in studying English in the UK. Read the advertisement below which you saw in an international magazine. Now, write an email to Jane Black

## Central School of English

Come and study English at our school!

- Two-week courses for all levels
- Highly qualified, experienced teachers
- Reasonable prices
- Accommodation with host families
- Extensive social programme

For further information contact Jane Black :  
j.black@central-school.co.uk

	11:15	
Cancel	New Message	Send

To : j.black@central-school.co.uk

Subject : English courses

Dear Ms Black

I am writing in response to the advertisement I saw for your English school in 'World Teens Today' magazine. I am interested in doing one of your courses and I would be grateful if you could provide some further information.

Firstly, it says in the advertisement that the courses are two weeks long. Would it be possible to do a three-week course? I would also like to know how much your courses cost exactly.

Secondly, your advert mentions accommodation with host families. Could you tell me if I would be staying on my own with the host family or if there would be other students staying there as well?

Finally, I have a question about the social programme. Would you mind sending me more details about this? I am very keen on sport and I would like to know if there are any sports activities included in the social programme.

I look forward to hearing from you.

Yours sincerely

Lili Song

- 02** Suppose, you are a foreign student and you want to get information regarding admission in a university in Bangladesh. **Now, compose an email to the Admission Section of a university asking them about admission procedure for the foreign/overseas students.** [CB '17]

To : jnu.admission@gmail.com

Subject : For information regarding admission procedure for the foreign/overseas students

The Admission Officer  
Jagannath University  
Dhaka

Dear Sir

My name is Raihanul Islam. I am from Afghanistan. I have come to Bangladesh for getting admission in a university in order to study English. For this purpose (উদ্দেশ্য), I need to know some information (তথ্য) about admission procedure (কার্যপদ্ধতি) in your institution for the foreign students.

If you help me, I would be highly grateful (কৃতজ্ঞ). I am looking forward to hearing from you.

Sincerely yours

Raihanul Islam

- 03** Suppose, you want to buy a DVD player. **Now, compose an email to the Samsung Electronics Bangladesh asking the sales officer to send you a DVD player that you have chosen on their website.**

To : samsung.idb@gmail.com

Subject : An order for DVD player (Model no. DCT589)

The Sales Officer  
Samsung Electronics Bangladesh  
IDB Bhaban, Agargaon  
Dhaka

Dear Sir

I want to buy a DVD player and for this purpose I have gone through your website today. I am amazed (বিস্ময়ভিত্ত) to see so many model of high quality DVD player in your website. From the available model I want to buy DCT589. Please, send me the product along with the money receipt (রসিদ) and other necessary document (দলিল) to the following address.

I hope Samsung Electronics Bangladesh will always support me and send (প্রেরণ করা) me the best product on due time.

Thanking you

Rajib Roy  
15/c, Rankin Street, Wari, Dhaka-1203  
Contact: 01714xxxxxx  
Email: rajibroy@gmail.com

- 04** Suppose, you are Jakirul Islam. You study in a local college. You want to get admission at Old-Trafford Catholic College, Manchester. **Now, compose an email to the concerned authority asking for the admission information to the college.** [JB'16]

To : info.oldtca@gmail.com

Subject: For Admission Information

The Admission Officer

Old-Trafford Catholic College  
Old-Trafford, Manchester, England

Dear Sir

I want to get admission in your college. Would you please inform (অবহিত করা) me how I could apply for the admission to your college? Please send me detailed (বিস্তারিত) information regarding (সম্পর্কে) the procedure (কার্যপালি), tuition fees, college rules etc.

I am looking forward to hearing from you.

Thanking you

Jakirul Islam  
13, Rampura, Dhaka-1000  
Bangladesh

- 05** Suppose, you are Mohiuddin Jilani. You have seen a job opportunity in Kazal Brothers Limited. The company has asked to submit a detailed CV along with a cover letter to the Managing Director for the post of Senior Executive (English) to job\_kbl@gmail.com. **Now, apply for the post with a CV through the mentioned email address.**

To : job.kbl@gmail.com

Subject : Application for the post of Senior Executive (English)

Attachment : CV- Mohiuddin Jilani

The Managing Director  
Kazal Brothers Limited  
24, Purana Paltan  
Dhaka-1000

Dear Sir

I have come to know that your company has asked for applicants (আবেদনকারী) for the post of Senior Executive of English. In response, I am applying for the post. I am attaching (সংযুক্ত করা) my CV for your convenience (সুবিধা).

I am looking forward to hearing from you.

Sincerely yours

Mohiuddin Jilani

- 06** Suppose, you are a student of the Department of English, Dhaka University. You want to attend a seminar on language study organised by Bangla Academy on 07 to 11 August 2017. **Compose an email to the Director requesting him to give you an opportunity.** [CtgB '16]

To : belta14@gmail.com

Subject: For permission (অনুমতি) to attend a seminar on language study

The Director  
Bangla Academy  
Dhaka  
Dear Sir

I have come to know that Bangla Academy is going to organise (আয়োজন করা) a seminar on language study from 07 to 11 August 2017. I like to attend the programme to enrich (সম্প্রদ করা) my knowledge and skill (দক্ষতা) in English language.

I will be highly pleased if you give me the opportunity to attend (যোগদান করা) the seminar.

Thanking you

Robi Saha

- 07** Suppose, you want to participate in The Inter Debate Competition by a National Daily. **Compose an email to the editor requesting him/her for sending you the guidelines and other detail regarding the competition.**

To : ittefaq.bd@gmail.com

Subject : For detailed information about the Inter Debate (বিতর্ক) Competition

The Editor  
The Daily Ittefaq  
Kazla, Jatrabari  
Dhaka

Dear Sir

I have come to know from the advertisement (বিজ্ঞাপন) of your daily that an Inter Debate Competition is going to be held very soon. But I think that the advertisement is not provided with all the information (তথ্য). So, I am requesting you to send me detailed information.

I am looking forward to hearing from you.

Thanking you

Anayet Karim  
Block-E, Mohammadpur  
Dhaka

- 08** Suppose, you are an inhabitant of the village of Kulia in Parulia Union in the district of Satkhira. The roads of your village have been damaged during the recent (সম্প্রতি) flood. **Now, write an email to the Chairman of your Union Parishad for repairing the damaged roads.**

To : chairman.kuliaunion@gmail.com

Subject : For repairing the damaged (ক্ষতিগ্স্ত) roads

The Chairman  
Parulia Union Parishad  
Debhata, Satkhira

Dear Sir

I am an inhabitant of the village of Kulia in the Parulia Union of Satkhira district. I would like to inform you that the main road of our village has been badly (মারাত্মকভাবে) damaged by the recent flood. As a result, water remains standing here and there. It is very difficult for us to go along the damaged roads. Students as well as the people of our area are the worst sufferers. People often fell down and get hurt.

So, I hope that you would take immediate actions to repair the damaged (ক্ষতিগ্স্ত) roads especially the main (প্রধান) road.

Thanking you

Rajib Roy  
Parulia, Satkhira

- 09** Suppose, you are an inhabitant of Sultanpur, a village under Satkhira Sadar Upazila, Satkhira. The villagers suffer a lot for want of proper medical care. **Now, write an email to the UNO to set up a charitable dispensary for the villagers as soon as possible.**

To : uno.sat@gmail.com



Subject : To set up a charitable (দাতব্য) dispensary

The UNO

Satkhira Sadar Upazila

Satkhira

Dear Sir

I am an inhabitant of Sultanpur under Satkhira Sadar Upazila and I would like to draw (আকর্ষণ করা) your kind attention (মনোযোগ) to the following fact. You know Sultanpur is a big village. About seven thousands people live in this village. Every year the village goes under water and people suffer from various diseases. Due to lack of qualified (যোগ্যতাসম্পন্ন) doctor, every year a lot of people die for want of proper (যথাযথ) treatment (চিকিৎসা সেবা). Besides, most of the villagers are poor and landless (ভূমিহীন). So, they cannot go to the private doctors. In these circumstances, I would be grateful (কৃতজ্ঞ) if you could take all out steps to set up (স্থাপন করা) at least a charitable dispensary for the villagers.

Thanking you

Robi Saha

Sultanpur, Satkhira Sadar Upazila

Satkhira

- 10** Suppose, you are Rasel, an inhabitant of Sutrapur Police Station. At present anti-social activities are rampant in your locality. **Now, write an email to the Officer in Charge of the Police Station to take action against them.**

To : ps.sutrapur@gmail.com

Subject : Steps against anti-social (অসামাজিক) activities in our locality.

The Officer in Charge

Sutrapur, Dhaka

Dear Sir

I am an inhabitant of Dholaikhal under Sutrapur police station. I would like to inform you that several groups of miscreants (দুর্বৃত্তরা) of this area are engaged (নিয়োজিত) in anti-social activities like hijacking, gambling, drinking and drug addiction.

You are earnestly (আগ্রহ সহকারে) requested to take steps against (বিরুদ্ধে) these anti-socials.

Sincerely yours

Rasel

- 11** Suppose, you are Mainul Haque. You want to know about a computer. **Now, write an email to the computer shop manager asking for information of a computer.**

To : floralimited@gmail.com

Subject: For information of a computer

The Manager

ABC Computers

IDB Bhaban

Agargaon, Dhaka

Dear Sir

I have learnt from an advertisement (বিজ্ঞাপন) published in the Prothom Alo on the 18<sup>th</sup> February 2017 that you are launching a new computer in the market. But you have not given sufficient (যথেষ্ট) information. I need detail (বিস্তারিত) information about the uses, functions (কাজ) and the price of the computer.

Waiting for your reply (উত্তর) at the earliest.

Yours sincerely

Mainul Haque

- 12** Suppose, small pox has broken out in your locality, Bagmamudali at Munshigonj town in an epidemic form. **Now, write an email to the Chairman of your Municipality for immediate vaccination in your locality.**

To : chairman.munshigonj@gmail.com

Subject: For launching vaccination (টিকাদান) programme

The Chairman

Bagmamudali, Munshigonj

Dear Sir

On behalf of the inhabitants of Bagmamudali of Munshigonj town, I would like to inform you that small pox has broken out in our locality at an epidemic form and has already taken away several lives. Most of the people have not been vaccinated as yet and the local Health Department is callous (উদাসীন) about this matter.

I would, therefore, request you to consider the matter seriously (মারাত্মকভাবে) and take immediate (তৎক্ষণিক) and necessary (প্রয়োজনীয়) measures (পদক্ষেপসমূহ) for vaccinating the people of the locality (অত্র ল).

Yours faithfully

Rupom

On behalf of the people of Bagmamudali

- 13** Suppose, you are a student of Notre Dame College, Motijheel, Dhaka. **Now, write an email to the Principal of your college for a seat in the college hostel.**

To : principal.notredamecollege@gmail.com

Subject : Prayer for a seat in the college hostel

The Principal

Notre Dame College

Motijheel, Dhaka

Dear Sir

I am a student of class XI in your college. Recently (সম্প্রতি) my father has been transferred (স্থানান্তরিত হয়েছে) to Chittagong. Our family will also shift there next month. Then I will have no residence in Dhaka. But I am determined (সংকল্পবদ্ধ) to continue my studies at your college. So, I am in great need of a seat in your college hostel.

So, I hope your kindness will be enough to grant me a seat in your college hostel and oblige thereby.

Sincerely yours

Monzur Morshed

Class: XI, Roll No: 01

- 14** Suppose, you bought a Sony tape-recorder from the Bashundhara outlet a few days ago. Unfortunately it turns out to be defective. **Now, compose an email to the outlet Manager to replace the product.**

To: sony.bashundhara@gmail.com

Subject: Complain about tape-recorder

Attachments: Receipt of purchase -187kp

The Sales Officer

Sony

Bashundhara City, Dhaka

Dear Sir

I am writing to complain (অভিযোগ করা) about a new tape-recorder. I bought it from your outlet on 16 May 2017. It is not working properly. The sound system seems defective (ত্রুটিপূর্ণ). Since I bought it only a few days ago, I hope there will be no problem to replace (পরিবর্তন করা) it. I am attaching a scanned copy of the receipt (রসিদ) of purchase (ক্রয়).

I hope you will take immediate (তৎক্ষণিক) action in this regard and send me a new tape-recorder to the following address.

Thanking you

Rajib Roy

15/C, Rankin Street, Wari, Dhaka-1203

Contact: 01714xxxxxx

**15 Write an email to the Director of the British Council for being a member of its library.**

To : director\_bcd@gmail.com

Subject : Membership of the library

Dear Sir

I'm a student of Dhaka Residential Model College and going to sit for the HSC examination next year. I'm an ardent reader of foreign books and have come to know that you have a very rich library providing good books. So I want to be a member of this library.

Hence I request you to inform me of necessary procedures in the way of becoming a library member. Please help me.

Sincerely yours

Akramuddin Ahmed

East Basabo, Dhaka

**16 Suppose, you want to open a savings account in the Sonali Bank but you don't know the procedure. Now, write an email to the manager of the Sonali Bank for instructions to open a bank account.**

To : managersonalibank@gmail.com

Subject : For instructions to open a bank account

The Manager

Sonali Bank Ltd

Wari, Dhaka -1203

Dear Sir

I would like to draw your kind attention to the fact that I want to open a savings account in your branch (শাখা) of Sonali Bank Ltd but I don't know the procedure (কার্যপদ্ধতি) to open a bank account. So, I would be highly benefited (উপকৃত হওয়া) if you instruct (উপদেশ দেওয়া) me how to open a savings account.

I am looking forward to hearing from you.

Thanking you

Md. Jahidul Islam

**17 Suppose, you have offered to make a tour to Cox's Bazar and you want to know more about the tour. Now, write an email to the Director of Bangladesh Parjatan Corporation asking details of a tour.**

To : parjatancorporation@gmail.com

Subject : Details of a tour

The Director

Bangladesh Parjatan Corporation

Dhaka

Dear Sir

You have offered a tour (ভ্রমণ) to the Cox's Bazar sea beach (সমুদ্র সৈকত) in the Daily Star on 27.10.2016. I need to know details of the schedule and essential formalities (আনুষ্ঠানিকতা) of the tour.

You are therefore requested to inform those details.

Yours sincerely

Amit Rahman