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55. Write a letter to your friend how he can play his role in keeping his surrounding environment clean.	760
56. Write a letter to your younger brother describing him the importance of ICT knowledge.	760
57. Write a letter to the parents of your friend expressing your condolence on the tragic death of your friend in an accident.	760

Email Writing

Informal Email.....761-787

01. Write an email to your friend informing him about your preparation for the exam.	764
02. Write an email to your friend congratulating him on his getting first prize on a debate ecompetition.	764
03. Write an email to your friend inviting him to join a picnic.	764
04. Email your friend thanking him for his sending you a birthday gift.	764
05. Write an email inviting your friend to attend your birthday party.	765
06. Write an email to your friend about your aim in life.	765
07. Write an email to your father requesting him to send you some money to buy books.	765
08. Write an email to your friend describing the prize giving ceremony of your college.	765
09. Write an email to your friend congratulating him/ her on his/ her brilliant success.	766
10. Write an email to your friend thanking him whose home you have visited recently.	766
11. Write an email to your friend Badhon congratulating him on his grand success in software programming competition 2017.	766

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.	767
13. Write an email to your friend to return your book.	767
14. Write an email to your father informing him of your result that has been published recently.	767
15. Write an email to your pen friend asking him/her to visit Bangladesh.	767
16. Write an email to your friend inviting him to attend the wedding ceremony of your elder brother/ sister.	768
17. Write an email to your younger brother advising him to be regular in studies.	768
18. Write an email to your father about your progress in studies and preparation for the exam.	768
19. Write an email to your friend about the experience of visiting Shat Gambuj Mosque.	768
20. Write an email to your friend narrating the sufferings of the flood affected people.	769
21. Write an email to your pen-friend informing him about the experience of visiting a book fair.	769
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.	769
23. Write an email to your mother about how you physically feel after recovery from an ailment.	769
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.	770
25. Write an email of sympathy to your sick friend in hospital.	770
26. Inform your friend through email about the harmful effects of Ebola Virus and its remedy.	770
27. Write an email to your friend about the annual sports of your college.	771
28. Write an email to your father describing your exam.	771
29. Write an email to your friend describing a historical place.	771
30. Write an email to your friend describing about your extended family.	771
31. Write an email to your friend asking him to give up the habit of taking drugs.	772
32. Write an email to your friend showing sympathy for his father's death.	772
33. Write an email to your friend congratulating him for his good performance in a cricket match.	772
34. Compose an email to your friend greeting him/her happy new year.	772
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.	772
36. Write an email to your friend telling him about Cox's Bazar and inviting him to join you.	773
37. Write an email to your younger brother describing him the importance of ICT knowledge.	773
38. Write an email to your friend describing the co-curricular activities of your college.	773
39. Write an email to your friend telling him/her about the benefits of reading newspaper.	774
40. Write an email to your friend about the person who helps the needy.	774
41. Write an email to your younger brother describing the importance of physical exercise.	774
42. Write an email to your friend describing the importance of learning computer.	775
43. Write an email to your friend Nabil/Raka telling him/her about how to improve English.	775
44. An email to your friend describing how to use internet.	775
45. Write an email to your younger brother about the importance of learning English.	776
46. Write an email to your friend about the duties and responsibilities of a good citizen.	776
47. Write an email to your friend about your experience of a train journey.	776
48. Write an email to your friend describing how you celebrated Pahela Baishakh.	776
49. Write an email to your pen friend about your native village.	777
50. Write an email to your friend inviting him to spend the summer vacation with you in your village home.	777
51. Write an email to your friend telling him about your recent visit to Paharpur.	777
52. Write an email inviting to your friend to come to visit the Sundarbans.	778
53. Suppose you are Mita, Write an email to your friend to tell her about our all rounder, Shakib-Al Hasan.	778
54. Write an email to your friend about 3G network.	778
55. Write a email to your friend telling him about taking food in a Chinese restaurant.	778
56. Write an email to your younger brother advising him not to adopt unfair means in the examination.	779
57. Write an email to your friend informing him what lessons you were taught in the class yesterday.	779
58. Write an email to your brother informing the importance of group study.	779

Formal Email.....780-787

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	781
02. Compose an email to the Admission Section of a university asking them about admission procedure for the foreign/overseas students.....	782
03. 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.....	782
04. Compose an email to the concerned authority asking for the admission information to the College.....	782
05. Apply for the post with a CV through the mentioned email address.	783
06. Compose an email to the Director requesting him to give you an opportunity.....	783
07. Compose an email to the editor requesting him/her for sending you the guidelines and other detail regarding the competition.	784
08. Write an email to the Chairman of your Union Parishad for repairing the damaged roads.	784
09. Write an email to the UNO to set up a charitable dispensary for the villagers as soon as possible.	784
10. Write an email to the Officer in Charge of the Police Station to take action against them.	785
11. Write an email to the computer shop manager asking for information of a computer.....	785
12. Write an email to the Chairman of your Municipality for immediate vaccination in your locality.	786
13. Write an email to the Principal of your college for a seat in the college hostel.	786
14. Compose an email to the outlet Manager to replace the product.	786
15. Write an email to the Director of the British Council for being a member of its library.....	787
16. Write an email to the manager of the Sonali Bank for instructions to open a bank account.....	787
17. Write an email to the Director of Bangladesh Parjatan Corporation asking details of a tour.....	787

Describing Graphs/ Charts/ Maps.....788-824



Describing Graphs/ Charts :

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