



Write to Make Aware

New Vocabulary: Feature, Find out, Relative, Description, Communication, Aware, Publish, Receiver, Formal, Surrounding.

15.1 Look at the pictures given below. Then, ask and answer the following questions in pairs:

নিচের ছবিগুলো দেখো। এরপর নিজেরা একে অন্যকে নিচের প্রশ্নগুলো করো।



To
The Principal
Natore Public School
Rajshahi

Subject: Request for sick leave.

Respected Madam
With due respect, I state that, I am a student of class 7th (B) in your school. I am suffering from fever since last night. The doctor had advised me to take 4 days rest.

I therefore request you to grant me 4 days leave from 09/12/2023 to 12/12/2023.

Yours obediently
Maisa Malina
Roll no: 03
Class: 7
Section: B



- How many items are in the picture? What are they?
- Have you ever written any letter to anyone? If yes, what did you write?
- Have you ever written an application to your teacher? If yes, why did you write?
- Do you read newspapers? What do you read in the newspaper?

15.2 In groups discuss and then fill in the following table with appropriate information. One example is given for you.

দলগতভাবে আলোচনা করো এবং নিচের টেবিল পূর্ণ করো। তোমাদের জন্য একটি সমাধান করে দেওয়া হলো।

Questions	Personal letter	Application	News articles
To whom do we write?		Headteacher	
Why do we write?	to congratulate a friend		To make someone aware of any issue
What do we write?			

15.3 In groups read the following notes on personal letters, applications, and news articles. Then, find out the features of the given application, letter, and news article in activity 15.1.

দলগতভাবে ব্যক্তিগতপত্র, দরখাস্ত এবং খবরের প্রতিবেদন সংক্রান্ত নিচের নোটগুলো পড়ো। এরপর অ্যাকটিভিটি ১৫.১ এ আবেদনপত্র, চিঠি ও প্রতিবেদনের কী কী বৈশিষ্ট্য নিয়ে আলোচনা করা হয়েছে তা খুঁজে বের করো।

Informal/ personal letter:

Personal letters are written to friends, family, and relatives. We write personal letters to thank, invite, request, reply to another letter, etc. To write a good personal letter, we have to follow the 5 steps given below:

1. Heading: Write the date and your address.
2. Greeting/Salutation: Say hello to the receiver (e.g., Dear Luna)
3. Body: Write your message with a description.
4. Closing: Say goodbye (e.g., Your friend)
5. Signature: Write/sign your name.

Formal/Official letter:

Formal letters are mainly written for official communication. Formal letters are written to request and/or ask for something or to know/collect information. We write formal letters to authorities, seniors, colleagues, etc. There are 7 parts of a formal letter. These are-

1. Date: write the date (e.g., March 28, 2022)
2. Address of the receivers: Write a complete address (e.g., The Head Teacher)
3. Subject: Write the reason for writing the letter
4. Salutation: Address the receiver formally. (e.g., Dear Sir/ Madam)
5. Body: Write the message clearly using formal language
6. Closing: End the letter formally (e.g., Best regards)
7. Signature: Write your name and address

News article:

A news article is a piece of writing that is written to be published in a newspaper or magazine.

If we want to write an article for a newspaper/magazine, we have to keep in mind the following things:

1. Write a short heading (e.g., Stand for humanity)
2. Write in the first person
3. Express your point of view
4. Use paragraphs to make the text clear and easy to understand.
5. Use other people's thoughts and opinions about the subject
6. Include facts about what has happened using the 5 Ws: what, where, when, who, why, and how.

15.4 In groups, identify the features of the personal, formal letters and newspaper articles and share them with the class.

দলগতভাবে আবেদনপত্র, চিঠি ও প্রতিবেদনের কী কী বৈশিষ্ট্য নিয়ে আলোচনা করা হয়েছে তা খুঁজে বের করো ও ক্লাসের সবার সাথে শেয়ার করো।

15.5 Look at the following table. The left column shows some problems/issues of your everyday life. And the words in the box refer to the authorities to whom you will write for help. Now, in pairs /groups write in the next column whom you will write to for each problem.

নিচের টেবিলটি লক্ষ্য করো। বামপাশের কলামে বেশ কিছু সমস্যার কথা উল্লেখ করা হয়েছে। দলগতভাবে বা জোড়ায় জোড়ায় ডানপাশের ফাঁকা কলামে উপরের বক্স থেকে উপযুক্ত প্রাপক নির্বাচন করে টেবিল পূর্ণ করো।)

News Office (The Editor), Head teacher, Mayor, Chairman, UNO (Upazila Nirbahi Officer), Teacher

Problems/challenges	The receivers
i. Supply of clean drinking water in school	
ii. Traffic jam in front of the school	
iii. Sound pollution	
iv. A playground	
v. Bullying/ Mocking in the school	
vi. Need extra English class	

15.6 In groups let's find our problems and decide whom to write to. To do the task, follow the steps given below.

দলগতভাবে আমাদের কিছু সমস্যা খুঁজে বের করো এবং সেটা সমাধানের জন্য কার কাছে পত্র লেখতে হবে তা শনাক্ত করো।

- Go to the texts (My dream school, Save our home, etc.)
- Make a list of the problems/issues that have been discussed in these texts.
- Now decide in groups whom you will write to solve these problems/ issues.
- Finally, decide which format of a letter you will use. (e.g., personal, formal letter, or newspaper articles)

Now, present your letter/ newspaper articles to the class.

15.7 In groups, find a problem from your surroundings and then, write an application/letter/ news article to solve it.

দলীয়ভাবে আমাদের চারপাশের কিছু সমস্যা খুঁজে বের করো এবং তা নিরসনের জন্য আবেদনপত্র/চিঠি/ প্রতিবেদন রচনা করো।