

LESSON 03

LETTER WRITING

1. Suppose, you are Kamal, living at Khilgaon, Dhaka. Recently, you have enjoyed the world cup cricket-2015. Now, write a letter to your friend Jamil about the world cup cricket 2015. (মনে কর, তুমি কামাল, ঢাকার খিলগাঁও বাস করছ। সাম্প্রতিককালে তুমি বিশ্বকাপ ক্রিকেট-২০১৫ উপভোগ করেছ। এখন, তোমার বন্ধু জামিলকে বিশ্বকাপ ক্রিকেট-২০১৫ সম্পর্কে একটি চিঠি লেখ।)

10/1-A, Meradia
Khilgaon, Dhaka
April, 2016


Dear Jamil,

My best wishes to you. Hope, you had a good time in the last few weeks. How did you enjoy the cricket world cup 2015? I want to tell you that it was the best tournament I have ever witnessed (দেখা) in my life. My beloved country Bangladesh showed its excellent (চমৎকার) performance in this tournament. Though I was not in all that optimistic (আশাবাদী) view about their performance as the condition (অবস্থা) of Australia and New Zealand was not favourable for team like us. But they showed their courage to fight against powerful test playing nations. Our pace bowlers were excellent especially Rubel and Taskin. What a performance it was from Mahmudullah against England and New Zealand! But unfortunately (দুঃখজনকভাবে) we had to surrender against India due to some bad umpiring. I vehemently (প্রবলভাবে) protest such injustice done against our team. What's your opinion (মতামত)? Please share your feeling in your next letter. Hope to receive your letter soon.

Bye

Yours ever,

Kamal

From Kamal 10/1-A, Meradia Khilgaon, Dhaka		To Jamil Hajiganj Chandpur
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2. Suppose, your friend Robi lives at Santhia, Pabna and you are Kanchan of Dhaka. Your friend doesn't know the bad effects of smoking. Now, write a letter to him describing the bad effects of smoking. (মনে কর, তোমার বন্ধু রবি পাবনার সাথিয়ায় বাস করে এবং তুমি ঢাকার কান্চন। তোমার বন্ধু ধূমপানের খারাপ প্রভাব সম্পর্কে জানে না। এখন, ধূমপানের খারাপ প্রভাবের বর্ণনা দিয়ে তাকে একটি চিঠি লেখ।)

10/1-A Moghbazar,
Dhaka
16 October, 2016

Dear Robi,

I am shocked (মর্মান্বিত) to hear that you are not having good time in family. From a reliable (বিশ্বস্ত) source I came to know that you have become a smoker (ধূমপায়ী). Listen, you have to understand your responsibility of being the eldest son of your parents. I think, you are sensible enough to realise (বুঝতে পারা) what is good and what is bad. Is smoking good for health? It causes many fatal diseases like cancer, heart attack, bronchitis, etc. It also damages our lungs. Smoking has a bad impact (প্রভাব) on non-smoker staying around smokers. Doctors advise (উপদেশ দেওয়া) patients not to smoke as it is harmful for health. Cigarette contains nicotine, an oily substance in tobacco that is hazardous (বিপদজনক) to one's health. So I request you to give up (ত্যাগ করা) this bad habit of smoking.

Your lovingly,

Kanchan

[✉ Draw an envelope]

- 3. Suppose, you are Masud of Dhaka. Recently you have spent your summer vacation at your friend Roney's village home. Now, write a letter to your friend thanking him for his hospitality.** (মনে কর, তুমি ঢাকার মাসুদ। সাম্প্রতিককালে তোমার বন্ধু রনির গ্রামের বাড়িতে তুমি গ্রীষ্মের ছুটি কাটিয়েছে। এখন, তার আতিথেয়তার জন্য ধন্যবাদ জানিয়ে তোমার বন্ধুকে একটি চিঠি লেখ।)

40/1 New Elephant Road

Dhaka

3 June, 2016

Dear Roney,

Receive my best wishes. Today I will tell you something that you deserve (যোগ্য হওয়া). I have spent my summer vacation in your house. I never imagined (কল্পনা করা) to have such kind hospitality (আতিথেয়তা) from you. Your family and you really showed your utmost affection (স্নেহ). You know that I lost my mother at an early age. I'll never forget your mother's motherly love to me. Unfortunately I didn't meet your father as he was in tour (ভ্রমণ). Your brother and sisters are all very cordial (আন্তরিক). For all these I'd like to thank you from the core of my heart (অন্তরের অন্তঃস্থল থেকে).

No more today.

Masud

[✉ Draw an envelope]

- 4. Suppose, you are Mehdi of Dhaka. Last week you alongwith your family members visited the zoo at Mirpur. Now, write a letter to your friend about your visit to the zoo.** (মনে কর, তুমি ঢাকার মেহেদী। গত সপ্তাহে তোমার পরিবারের সদস্যদের নিয়ে তুমি মিরপুর চিড়িয়াখানায় বেড়াতে গিয়েছিলে। এখন, চিড়িয়াখানায় বেড়াতে যাওয়া সম্পর্কে তোমার বন্ধুকে একটি চিঠি লেখ।)

145 Arambagh, Dhaka

17-02-2016

Dear Rana,

Hope, you are well by the grace (কৃপায়) of Allah. Last week I alongwith my parents visited the zoo. Because my youngest brother Tomal insisted (পীড়াপীড়ি করা) us on visiting the zoo. After reaching the zoo, at first we went to the cage in which there were three big snakes. They seemed to be asleep (ঘুমন্ত). Then we turned our eyes (চোখ ফেরানো) from them to the shed in which the monkeys began to chatter (কিচমিচ শব্দ করা). My youngest brother liked these clever animals. We spent at least half an hour in front of the shed. I also liked their performance of jumping from one bar to another. We turned away from them to the place of a cage of the tiger. This time my younger brother was afraid of this particular animal. Then we saw deer of attractive (আকর্ষণীয়) looks. We also saw gorilla. We saw birds of various colours and shapes as well. Then we took light refreshment (হালকা খাবার) when we found the shops of food. After that we left the zoo as it was getting dark out there. It was a nice outing (বাইরে ভ্রমণ) for my family indeed.

No more today.

Yours ever,

Mehdi

[✉ Draw an envelope]

- 5. Suppose, your father is Md. Salimuzzaman of Shahjadpur, Sirajgonj and you are Jasim of 70 Hatirpul, Dhaka. In the last examination you could not do well in English. So you need the help of a tutor to improve in this subject. Now, write a letter to your father for engaging a tutor for you immediately.**

(মনে কর, তোমার বাবা মোঃ সলিমুজ্জামান সিরাজগঞ্জের শাহজাদপুরে থাকেন এবং তুমি জসিম ৭০ হাতিরপুল, ঢাকায় বাস কর। গত পরীক্ষায় তুমি ইংরেজিতে ভালো করতে পারনি। তাই এই বিষয়টিতে উন্নতির জন্য তোমার গৃহশিক্ষকের সাহায্য দরকার। এখন, তোমার জন্য তাড়াতাড়ি একজন গৃহশিক্ষক নিযুক্ত করার জন্য তোমার বাবাকে একটি চিঠি লেখ।)

70 Hatirpul, Dhaka

18 July, 2016

My Dear Father,

I am very glad to inform (জানানো) you that the results of our last examination has been published. My performance in all subjects except (ব্যতিত) English is very good. I am very much worried about (চিন্তিত) English and I need the help of a tutor (গৃহশিক্ষক). I also ask advice (উপদেশ) from you regarding English. Please engage a tutor to help me.

My best regards to you and mother and love to the youngers.

Your loving son,

Jasim

[✉ Draw an envelope]

- 6. Suppose, you are Jihan of Chittagong and your friend is Soheli of Netrokona. You are mentally upset for some days on account of a bus accident that you witnessed**

a few days ago. Now, write a letter to your friend describing the accident. (মনে কর, তুমি চট্টগ্রামের জিহান এবং তোমার বন্ধু নেত্রকোনার সোহেল। কয়েকদিন আগে তুমি যে বাস দুর্ঘটনা দেখেছ, তার জন্য মানসিকভাবে ভেঙ্গে পড়েছ। এখন, দুর্ঘটনার বর্ণনা দিয়ে তোমার বন্ধুকে একটি চিঠি লেখ।)

Chittagong
7 November, 2016

Dear Sohel,

Your letter is just to hand. Hope you all are well. Now I am going to tell you about an accident that took place (ঘটেছিল) before me a few days ago and for which I am very much upset (বিপর্যস্ত).

On that day I was going to New Market. I was on a rickshaw which was waiting for a signal to go ahead. Suddenly I heard a crashing sound (পতনের শব্দ) behind me. I looked at the spot (ঘটনাস্থল) and saw a gloomy scenery. It was a broken bus which was struck by a truck. I saw several people lying on the road who were stained (রঞ্জিত করা) with blood. It was a terrible (ভয়ানক) sight. Nobody expects to see a sight like it. I am very much upset till now.

Best compliments to your parents.

Your loving friend,

Jihan

[✉ Draw an envelope]

- 7. Suppose, you are Hanif of Mirzapur, Tangail and your friend is Milon of Shibaloy, Manikgonj. You are going to arrange a picnic soon. You like to invite your friend to join the picnic. Now, write a letter to your friend inviting him to the picnic.** (মনে কর, তুমি মির্জাপুর, টাঙ্গাইলের হানিফ এবং তোমার বন্ধু শিবালয়, মানিকগঞ্জের মিলন। তুমি শীঘ্রই একটি বনভোজনের আয়োজন করতে যাচ্ছ। তোমার বন্ধুকে তুমি বনভোজনে আমন্ত্রণ করতে চাও। এখন, তোমার বন্ধুকে পিকনিকের আমন্ত্রণ জানিয়ে একটি চিঠি লেখ।)

Mirzapur, Tangail
15 January, 2016

Dear Milon,

I have received your letter in time (যথাসময়ে). I hope you are quite well. Today I am giving you a good news. You will be glad to know that we are going to arrange (আয়োজনা করা) a picnic (বনভোজন) on the 20th January. We have selected (নির্বাচিত করা) Sonargaon as our picnic spot which is also a historical (ঐতিহাসিক) place. We have already taken all preparations for the programme. We have hired a bus. All our friends are going to join the picnic. Our teachers will also attend (অংশগ্রহণ করা) the picnic. I invite you to join us. Your presence will add pleasure to us. We shall start from our school compound (প্রাঙ্গণ) at 9 am. So, contact us and try to be present (উপস্থিত) in time.

We are waiting for your kind arrival in the picnic.

Ever yours,

Hanif

[✉ Draw an envelope]

- 8. Suppose, your friend Ansar is not attentive to his studies. It seems, he is planning to adopt unfair means in the exam. Now, write a letter to your friend advising him not to adopt unfair means in the exam.** (মনে কর, তোমার বন্ধু আনসার পড়াশোনায় মনোযোগী নয়। মনে হচ্ছে, সে পরীক্ষায় নকল করার পরিকল্পনা করছে। এখন, পরীক্ষায় নকল না করার উপদেশ দিয়ে তোমার বন্ধুকে একটি চিঠি লেখ।)

20, Azimpur, Dhaka

15 April, 2016

Dear Ansar,

Hope, you are well by the grace of Allah. I have come to know about your activities from a reliable source (বিশ্বস্ত সূত্র). It is a matter of great regret (পরিতাপ) that you often go out and remain outside home even at night. Your annual exam is knocking at the door. But you are not attentive to your study at all. Therefore, it seems to me that your lack of interest (আগ্রহের অভাব) in study indicates that you are planning to adopt unfair means (নকল করা) in the exam. This is extremely suicidal. If you have such planning to commit, you will kill your future surely. In future whenever you face a viva (মৌখিক পরীক্ষা) of any kind of job, you will not be able to answer questions. Thus you will be disallowed to get any job. So from now on, be serious and get prepared for the coming exam.

No more today.

Yours ever,

Kamrul

[✉ Draw an envelope]

- 9. Suppose, your friend is Anwar of Benapole, Jessore and you are Akhter of Barisal. Now, write a letter to your friend consoling him on his mother's death.** (মনে কর, তোমার বন্ধু আনোয়ার বেনাপোল, যশোর বাস করে এবং তুমি বরিশালের আকতার। এখন, তোমার বন্ধুর মায়ের মৃত্যুতে তাকে সান্তনা দিয়ে একটি চিঠি লেখ।)

Barisal

13 February, 2016

Dear Anwar,

I am very shocked (মর্মান্বিত) to hear the news of your mother's death. The news came to me just like a sudden (আকস্মিক) and unexpected event. It is very hard to believe (বিশ্বাস করা) that your mother is no more on the earth. I am greatly shocked at her death in such a premature (অপ্রাপ্তকাল) age. I can't forget that she was very affectionate (স্নেহময়ী) to me.

It is very difficult for me to console (সান্তনা দেওয়া) you in such a situation. The loss of your mother is irreparable. May Allah give you the strength (শক্তি) to bear such a loss. I also pray to the Almighty that her soul may rest in peace.

Yours ever,

Akhter

[✉ Draw an envelope]

10. Suppose, you are Shima of Dhaka and your friend is Toma of Satkhira. She has secured the first place in the class in the annual exam. Now, write a letter of congratulation to your friend. (মনে কর, তুমি ঢাকার শিমা এবং তোমার বান্ধবী সাতক্ষীরার তমা। সে বার্ষিক পরীক্ষায় প্রথম স্থান অধিকার করেছে। এখন, তোমার বান্ধবীকে অভিনন্দন জানিয়ে একটি চিঠি লেখ।)

105, Shantinagar

Dhaka

10 January, 2016

My Dear Toma,

Just after getting up from bed, I came to know that you made a brilliant result in the annual examination. The news came to me as a shower (ধারা) of joy. Congratulations (অভিনন্দন) on your brilliant success. You are really worthy (যোগ্য) of this result. I spread out the news of your brilliant success to my friends and relatives (আত্মীয়). You have rightly achieved (অর্জন করা) the glorious (গৌরবজনক) result. We are proud of you. May Allah help you to achieve success in future too.

Convey my best regard to your parents and love to the youngers.

No more today.

Sincerely yours,

Shima

[✉ Draw an envelope]

11. Suppose, you are Chapal of Gabtoli, Bogra and your friend is Niru of Pabna. The marriage ceremony of your elder sister will come off on the 10th of next month. You intend to invite your friend to participate in the function. Now, write a letter inviting him to attend the ceremony. (মনে কর, তুমি বগুড়া, গাবতলীর চপল এবং তোমার বন্ধু পাবনার নিরু। তোমার বড় বোনের বিবাহ অনুষ্ঠান পরবর্তী মাসের ১০ তারিখে হবে। তুমি চাও তোমার বন্ধু অনুষ্ঠানে অংশগ্রহণ করুক। এখন, অনুষ্ঠানে উপস্থিত থাকার জন্য তাকে নিমন্ত্রণ জানিয়ে একটি চিঠি লেখ।)

Gabtoli, Bogra

28 July, 2016

My Dear Niru,

I am very much delighted (আনন্দিত) to inform you that the marriage ceremony of my elder sister will come off on the 10th of the next month. We have invited (আমন্ত্রণ জানানো) our relatives. I have invited some of my close friends and they have agreed (রাজি হওয়া) to join the programme. I cordially (আন্তরিকভাবে) invite you in this ceremony. My parents have also reminded (স্মরণ করিয়ে দেওয়া) me to invite you. They will be happy to get you in our midst. I hope you will reach our house at least two days before the ceremony. I need your help in many tasks. Your absence (অনুপস্থিতি) will make me unhappy. So, please don't miss the programme.

I shall be waiting for you. With best regards to your parents.

Your loving friend,
Chapal

[✉ Draw an envelope]

- 12. Suppose, you are Runa of Rajshahi and your friend is Dina of Shibgonj, Narsingdi. Your friend wanted to know about how you spent your summer vacation. Now, write a letter telling him about the matter.** (মনে কর, তুমি রাজশাহীর রুনা এবং তোমার বন্ধু নরসিংদী শিবগঞ্জের দিনা। তোমার বন্ধু জানতে চেয়েছে গ্রীষ্মের ছুটি তুমি কিভাবে কাটিয়েছো। এখন, তাকে এই বিষয়ে জানিয়ে একটি চিঠি লেখ।)

Rajshahi

11 August, 2016

Dear Dina,

I have received your sweet note. You have wanted to know how I spent (অতিবাহিত করা) my summer vacation. Now I am describing it.

I enjoyed my summer vacation in our village home. My grandparents live there. They were very glad to get me in their midst (মধ্যে) after a long time. Our village is a very nice place. It stands on the bank of a river. Everyday I used to go to take bath in the river with my cousins. I swam in the river. There is a large orchard (ফলের বাগান) in front of our village home. Mangoes, jackfruits, coconuts, black berries, bananas are available (সহজলভ্য) there. We roamed (ঘোরাঘুরি করা) there everyday and ate these fruits at our heart's content (সন্তুষ্টি). We also played various outdoor games. In a word, I enjoyed very much there spending the vacation.

Write to me soon about you.

No more today.

Your loving friend,

Runa

[✉ Draw an envelope]

- 13. Suppose, you are Sheena of Pabna and your friend is Meena of Bogra. Now, write a letter to your friend inviting him to join your birthday party.** (মনে কর, তুমি পাবনার শীনা এবং তোমার বন্ধু বগুড়ার মিনা। এখন, তোমার বন্ধুকে তোমার জন্মদিনের অনুষ্ঠানে আমন্ত্রণ জানিয়ে একটি চিঠি লেখ।)

Pabna

16 April, 2016

Dear Meena,

My love to you. Hope you are well. You will be glad to know that I am going to be thirteen on Monday next. My parents will arrange (আয়োজন করা) a birthday party. All arrangements have been completed (সম্পূর্ণ হওয়া). I invite you to join my birthday party. I will be very happy to get you here in our midst.

Please do not miss the party.

No more today.
Sincerely yours,
Sheena

[✉ Draw an envelope]

14. Suppose, you are Emon of Sirajgonj and your brother Sumon is of Mohammadpur High School, Dhaka, staying at the school hostel. He is careless about his studies. Mixing with bad companies, he is going astray. So, write a letter advising him to be serious about his studies.

(মনে কর, তুমি সিরাজগঞ্জের ইমন এবং তোমার ভাই সুমন ঢাকা মোহাম্মদপুর উচ্চ বিদ্যালয়ের ছাত্র, বিদ্যালয়ের হোস্টেলে থাকে। সে তার পড়ালেখায় উদাসীন। খারাপ সঙ্গের সাথে মিশে, সে বিপদগ্রামী হচ্ছে। তাই তার পড়ালেখার বিষয়ে আন্তরিক হতে উপদেশ দিয়ে তাকে একটি চিঠি লেখ।)

Sirajgonj

8 August, 2016

My dear Sumon,

I received a letter from mother last Monday. She has written that you are careless (অমনোযোগী) about your studies. I also have learnt that you are keeping bad companies. So I am worried about your future.

Sumon, it is known to all that time and tide (স্রোত) wait for none. So you should be very sincere about your studies. Student life is the seed time of man's life. But you are wasting this time. So give up your bad companies (সঙ্গ) and go to the reading table. Make yourself a worthy (মূল্যবান) citizen of this country.

I am quite well. With love to you.

Your loving brother,

Emon

[✉ Draw an envelope]

15. Suppose, you are Monir of Natore and your friend is Amir of Sirajgonj. Now, write a letter telling him about your future plan.

(মনে কর, তুমি নাটরের মনির এবং তোমার বন্ধু সিরাজগঞ্জের আমির। এখন, তোমার ভবিষ্যৎ পরিকল্পনার বিষয়ে জানিয়ে তাকে একটি চিঠি লেখ।)

Natore

9 July, 2016

Dear Amir,

Thanks for your letter. I hope you are well. You have written that you are interested to know my future (ভবিষ্যৎ) plan. Now I am telling you about my future plan of life.

Like other boys I also have a future plan and I am trying hard to make my plan a success (সফলতা). You know that I like to be a student of science and my plan is to be a doctor. The people of our country suffer from various kinds of diseases (রোগ) and they do not get proper treatment (যথাযথ চিকিৎসা). So I have made up my mind to be a doctor and stand beside them. I will try to give them proper treatment.

With best regards to your parents.

No more today.
Sincerely yours,
Monir

[✉ Draw an envelope]

- 16. Suppose, you are Swapon of Uttara, Dhaka and your friend is Ripon of Farmgate, Dhaka. Your friend once borrowed a book named 'Discovery Communicative English Grammar' from you. Now, write a letter to your friend asking him to return the book quickly.** (মনে কর, তুমি ঢাকা উত্তরার স্বপন এবং তোমার বন্ধু ঢাকা ফার্মগেটের রিপন। তোমার বন্ধু একদা তোমার থেকে “ডিসকভারি কমিউনিকিটিভ ইংলিশ গ্রামার” নামে একটি বই ধার নিয়েছিল। এখন, বইটি দ্রুতভাবে ফেরত চেয়ে তোমার বন্ধুর কাছে একটি চিঠি লিখ।)

Uttara
20 July, 2016

Dear Ripon,

I have not received any letter from you for a long time. I hope you all are well by the grace of Almighty. By the by, can you remember (স্মরণ করা) that you borrowed (ধার নেওয়া) a book from me named “Discovery Communicative English Grammar”? You borrowed it a month ago and you have not returned (ফেরত দেওয়া) it yet. You know that my examination is knocking at the door. I feel the necessity (প্রয়োজনীয়তা) of this book to prepare (প্রস্তুত) well for the English exam. So please, send me the book as early as possible. You can take it afterwards if you need.

With best regards to you all.

No more today.
Sincerely yours,
Swapon

[✉ Draw an envelope]

- 17. Suppose, you are Sharif of Kushtia. Your younger brother Shafiq reads in Govt. Laboratory High School and stays in Dhaka. He does not read newspaper daily. Now, write a letter to your younger brother advising him to read newspapers.** (মনে কর, তুমি কুষ্টিয়ার শরীফ। তোমার ছোট ভাই শফিক গভ. ল্যাবরেটরি হাই স্কুলে পড়ে এবং ঢাকায় থাকে। সে প্রতিদিন খবরের কাগজ পড়ে না। এখন, তোমার ছোট ভাইকে খবরের কাগজ পড়তে উপদেশ দিয়ে একটি চিঠি লেখ।)

Kushtia
20 September, 2016

Dear Shafiq,

I have not received any letter from you for a long time. I hope you are quite (সম্পূর্ণভাবে) well. I have come to know that you do not read newspaper at all. It is not a good habit. You should remember (স্মরণ করা) that if you do not read newspaper, you will be detached (বিচ্ছিন্ন) from the current world. Without reading it, you cannot keep pace with the modern

world. You will lack in general knowledge. I advise you to start reading newspapers from today. This will increase your general (সাধারণ) knowledge and connect you with the current world. Besides, reading newspaper will broaden your outlook. Try to read the articles written by the famous (বিখ্যাত) writers which will enrich (সমৃদ্ধ করা) your overall knowledge. So, don't forget (ভুলে যাওয়া) to read newspapers regularly.

I am waiting for your reply with the news of your progress.

No more today.

Sincerely yours,

Sharif

[✉ Draw an envelope]

18. Suppose, you are Shammy of Dhaka, and your friend is Porna of Rajshahi. Recently you have enjoyed reading a book. Now, write a letter to your friend about the book that you have read lately. (মনে কর, তুমি স্যামি ঢাকায় থাকো, এবং তোমার বন্ধু পর্ণা রাজশাহী থাকে। সম্প্রতি তুমি একটি বই পড়ে খুব উপভোগ করেছো। এখন, তুমি সম্প্রতি যে বইটি পড়েছো সেই সম্পর্কে জানিয়ে তোমার বন্ধুকে একটি চিঠি লেখ।)

25 Shahbag, Dhaka

30 July, 2016

Dear Porna,

I have received your letter in time. I am happy to know that you are quite well. Today I am writing you about a book I have read lately (সম্প্রতি). It is a very interesting (মজার) book. The name of the book is "The Merchant of Venice". It is written by the great English playwright William Shakespeare. It is a drama (নাটক). The story of the book is excellent (চমৎকার). It centres round a Jew named Shylock and a merchant (বনিক) named Antonio. Some other characters are Bassanio, Portia and so on. I have enjoyed (উপভোগ করা) reading the book. I could not leave (বাদ দেওয়া) it before finishing (শেষ) it. Whenever you get the book near your hand, try to read it. I think you will get much pleasure (আনন্দ).

With best regards to your parents and love to all.

No more today.

Sincerely yours,

Shammy

[✉ Draw an envelope]

19. Suppose, you are Abir, a student of Rajbari Zilla School. Recently you have been to your village home and visited a village fair. Now, write a letter to your friend Mahin describing him about the village fair. (মনে কর, তুমি আবির, রাজবাড়ী জিলা স্কুলের একজন ছাত্র। সম্প্রতি তুমি তোমার গ্রামের বাড়ীতে গিয়েছিলে এবং একটি গ্রাম্য মেলা পরিদর্শন করেছিলে। এখন, তোমার বন্ধু মাহিনকে গ্রাম্য মেলা সম্পর্কে বর্ণনা দিয়ে একটি চিঠি লেখ।)

20 April, 2016

My Dear Mahin,

Your letter is just to hand. I hope you are passing your time happily (আনন্দের সাথে). Recently, I have visited a village fair and now I am telling you about it.

You know that every year a village fair is held in our village on the occasion (অনুষ্ঠান) of Pahela Baishakh. This year the festival (উৎসব) was arranged gorgeously (আড়ম্বরপূর্ণভাবে) in our locality for seven days. I got an opportunity (সুযোগ-সুবিধা) to visit the fair. I visited there with my cousins. The fair was decorated beautifully. There were many shops in the compound (প্রাঙ্গণ). People of different professions displayed their handmade (হাতে তৈরি) articles in their shops. There were toys, clay dolls, sweets, utensils, fancy goods, different types of handicrafts (হস্তশিল্প), balloons, etc in the fair. A lot of people came to visit the fair. Specially the children gathered there in cheerful mood. A circus party and a Jatra Dal were also displaying their shows. The fair became the meeting place of all avenues of people. I enjoyed the fair very much.

I hope to visit the fair next time with you. Write to me soon.

With best regards to all.

Your loving friend,

Abir

[✉ Draw an envelope]

20. Suppose, you are Mithu of Moghbazar. Your younger brother is Rony. He is reading in Khulna Zilla School. You came to know that he is very weak in English. Now, write a letter to him advising the importance of learning English. (মনে কর, তুমি মগবাজারের মিঠু। তোমার ছোট ভাই রনি। সে খুলনা জিলা স্কুলে পড়ে। তুমি জানতে পেরেছ সে ইংরেজীতে খুব দুর্বল। এখন, ইংরেজী শেখার শেখার গুরুত্ব সম্পর্কে উপদেশ দিয়ে তাকে একটি চিঠি লেখ।)

Moghbazar

12 August, 2016

My Dear Rony,

I received your letter in time. I am very sorry to know that you are very weak (দুর্বল) in English and you are indifferent (উদাসীন) to learn it. You should bear in mind that English is an international language. We use English to communicate (যোগাযোগ করা) with the people of other countries. It has become an official language in most of the countries. All the international (আন্তর্জাতিক) organizations (সংস্থা) run their activities through English. If you want to get higher education, you have to know English well. Without being fluent (স্পষ্ট) in speaking English, you cannot expect a good job. Actually, English has proved (প্রমাণিত) its necessity in every avenues (ক্ষেত্রে) of our life. So, spend much time to learn English.

Write to me soon about your progress.

No more today.

Your brother,

Mithu [✉ Draw an envelope]

21. Suppose, your elder brother Tuhin is at his working place at Shaheb Bazar, Rajshahi. You are Jakir of 23/3 Gulshan, Dhaka. Your mother is ill. Now, write a letter to your elder brother informing him of your mother's illness. (মনে কর, তোমার বড় ভাই

তুহিন, রাজশাহীর সাহেব বাজারে তার কর্মস্থলে। তুমি জাকির, ঢাকার ২৩/৩ থাকো। তোমার মা অসুস্থ। এখন, তোমার বড় ভাইকে মায়ের অসুস্থতার কথা জানিয়ে একটি চিঠি লেখ।)

23/3 Gulshan, Dhaka

5 February, 2016

My Dear Brother,

I do not get any letter from you for a long time. I hope you are hale and hearty. I like to inform you that our mother has been suffering from fever (জ্বর) for a long time. We are very much worried (চিন্তিত) for her. The doctor has advised (উপদেশ দেওয়া) us to take her to hospital for treatment (চিকিৎসা). So you need to come home immediately (শীঘ্রই).

With best regards to you.

No more today.

Your affectionate brother,

Jakir

[✉ Draw an envelope]

22. Suppose, your father is Md. Jamir Uddin of Pabna and you are Manik living in a mess at 16 Central Road, Dhaka. Now, write a letter to your father for money. (মনে

কর, তোমার বাবা মোহাম্মদ জামির উদ্দিন পাবনায় থাকেন এবং তুমি মানিক ঢাকা সেন্ট্রাল রোড, এ ১৬, মেস থাকো। এখন, তোমার বাবাকে টাকার জন্য একটি চিঠি লেখ।)

16 Central Road, Dhaka

15 January, 2016

My Dear Father,

I hope you all are well by the grace of Almighty. I am okay. You know that the result (ফলাফল) of our Annual Examination has been published (প্রকাশিত হওয়া) and I have been promoted (উন্নতি হওয়া) to Class VII.

Our teachers have advised (উপদেশ দেওয়া) us to buy the books for Class VII. So I need about 2000 Taka for this purpose (উদ্দেশ্যে). Please send the money as early as possible.

My best regards to you and mother and love to the youngers.

Your loving son,

Manik

[✉ Draw an envelope]

23. Suppose, you are Hassan of S. M. Hall and your brother is Reza of Jummapara, Rangpur. Your brother is suffering from fever. He is indifferent to his health. Now, write a letter to your younger brother advising him to take care of his health. (মনে কর, তুমি এস,এম হলের হাসান এবং তোমার ভাই রেজা রংপুর জুম্মাপাড়া থাকে। তোমার ভাই জ্বরে ভুগছে। সে তার শরীরের প্রতি উদাসীন। এখন, তোমার ভাইকে স্বাস্থ্যের প্রতি যত্নশীল হতে উপদেশ দিয়ে একটি চিঠি লেখ।)

S. M. Hall

12 August, 2016

My Dear Reza,

I received your letter yesterday. From your letter, I came to know that you are suffering from fever. It is not a new problem (সমস্যা) for you because you suffer from illness very often. It seems you are indifferent to your health. You should keep in mind that health is wealth (সম্পদ). If you do not possess a sound health, you will not be able to concentrate (মনোযোগ দেওয়া) on your study. Moreover, an unhealthy (অস্বাস্থ্যবান) man can never be happy. I advise you to consult (পরামর্শ করা) a doctor immediately (শীঘ্রই). Besides, you should maintain a disciplined life. You must take proper food, enough rest and adequate (পর্যাপ্ত) sleep. Then you can enjoy a healthy life. I hope you will take much care of your health from now on. I pray to Allah for your quick recovery.

Your loving brother,

Hassan

[✉ Draw an envelope]

24. Suppose, you are Akash of Zigatala, Dhaka and your friend is Nayan of Mymensingh. Your hobby is stamp collecting. Now, write a letter to your friend telling him about your hobby. (মনে কর, তুমি ঢাকা, জিগাতলার আকাশ এবং তোমার বন্ধু ময়মনসিংহের নয়ন। তোমার শখ ডাকটিকিট সংগ্রহ। এখন, তোমার শখ সম্পর্কে জানিয়ে তোমার বন্ধুকে একটি চিঠি লেখ।)

Zigatala, Dhaka

20 October, 2016

My Dear Nayan,

Your letter is just to hand. I hope, you are hale and hearty. You have wanted to know about my favourite (প্রিয়) hobby. Now I am telling you about it.

Every person has a hobby (শখ) of his own. I also have one. My favourite hobby is stamp collecting. I have already (ইতোমধ্যে) collected more than three thousand stamps of forty countries. I have made several albums with those stamps. They look interesting (মজার). They also help me to know about the society (সমাজ) and culture (সংস্কৃতি) of the countries which they belong to. I like to show you all of them. Still I am trying to collect more stamps. If you have any, please send them to me. It will be my pleasure (আনন্দ).

I hope, you are coming soon to see my collections.

Lovingly yours,

Akash

[✉ Draw an envelope]

25. Suppose, you are Ricky of Dhaka and your friend Gail of Australia. He wants to know about your recent visit to a book fair. Now, write a letter to your friend describing him about a book fair.

(মনে কর, তুমি ঢাকার রিকি এবং তোমার বন্ধু অস্ট্রেলিয়ার গেইল। সম্প্রতি তোমার একটি বইমেলায় বেড়াতে যাওয়া সম্পর্কে সে জানতে চায়। এখন, একটি বইমেলা সম্পর্কে বর্ণনা দিয়ে তোমার বন্ধুকে একটি চিঠি লেখ।

House-25, Road-5,
Dhanmondi-15,
Dhaka
21 February, 2016

My dear Gail,

It is quite long time since I heard from you. I am fine here and hope the same for you by the grace of Almighty. In your letter you showed (দেখিয়েছে) your interest (আগ্রহ) to know the book fair that I visited last week. On the last 20 February I went to Ekushey Boi Mela held at Bangla Academy. I am always fond of reading books. So I paid a visit to purchase (ক্রয় করা) some books and to show respect (সম্মান) towards language martyrs (শহীদ). About two hundred stalls were there. All sorts of books such as fictions, novels, dramas, poems and books of medicine, engineering, politics, history, general knowledge, etc were brought for display (প্রদর্শনী) and sale in Ekushey Boi Mela. The book fair became crowd especially in the evening. Both male and female customers gathered (জড়ো হওয়া) in Ekushey Boi Mela. There were different writers of the books in the fair. There was also a stall where famous novelist (উপন্যাসিক) Emdadul Haque Milon was present. Afterwards (পরবর্তীতে) I enjoyed a cultural programme. In fact, I enjoyed (উপভোগ করা) my visit to the Ekushey Boi Mela. Please convey my regards to your parents and others.

No more today.

Yours loving friend,

Ricky

[✉ Draw an envelope]