

## Question Type-13

## • E-mail

## E-mail

1. An e-mail to the railway Station Manager asking him for booking a ticket for you.
2. An e-mail to your father informing him about your preparation for SSC Examination.
3. An e-mail to your younger brother congratulating him for his brilliant result.
4. An e-mail to the manager requesting him to send you a Membership Form.
5. An e-mail to your father in Singapore telling him about your result in your SSC Exam.
6. An e-mail requesting him to visit your house during the Eid vacation.
7. An e-mail to the editor requesting him for sending you the guidelines and other information of the competition.

## E-mail কী?

ই-মেইল হলো ইলেকট্রনিক মেইল এর সংকীর্ণত রূপ। এটি আসলে এক ধরনের চিঠি। ই-মেইল পাঠাতে এবং গ্রহণ করতে ই-মেইল ঠিকানা প্রয়োজন। বর্তমানকালে যোগাযোগের বেগে ই-মেইল গুরুত্বপূর্ণ ভূমিকা পালন করছে। ই-মেইল এর মাধ্যমে Text, Picture, Audio এবং Video মুহূর্তের মধ্যেই প্রেরণ এবং গ্রহণ করা যায়।

## E-mail এর কাঠামো :

E-mail এর বিভিন্ন অংশ ব্যাখ্যাসহ দেওয়া হয়েছে। মনোযোগ সহকারে পড়ো।

তুমি যে ই-মেইল ঠিকানায় বার্তাটি পাঠাতে চাও তা এখানে লিখবে। → To:

Carbon copy-এর সংকীর্ণত রূপ Cc। যদি তুমি একই বার্তা একাধিক ব্যক্তির কাছে পাঠাতে চাও তাহলে এই বাক্সে তুমি তার বা তাদের ই-মেইল ঠিকানা লিখবে। → Cc:

Blind carbon copy-এর সংকীর্ণত রূপ Bcc। একই বার্তা কারা পেয়েছে তা যদি মূল গ্রাহককে না জানাতে চাও তবে তুমি এটি ব্যবহার করতে পারো। → Bcc:

তোমার ই-মেইলের মূল বিষয়টি তুমি এখানে লিখবে। → Subject:

যদি তুমি তোমার ই-মেইল বার্তায় কোনো ডকুমেন্ট যেমন: CV, Picture, Audio এবং Video file সংযুক্ত করতে চাও, তোমাকে 'Attach Files' চিহ্নিত ঘরটি ব্যবহার করতে হবে। →

ই-মেইলের মূল অংশটি এখানে লিখবে। →

'Send' বাটন-টিতে ক্লিক করলে মুহূর্তের মধ্যেই কাস্টমাইজড ঠিকানায় তোমার ই-মেইল বার্তাটি পৌঁছে যাবে। →

## E-mail লেখার সহজ Tips :

1. ই-মেইল আনুষ্ঠানিক বা অনানুষ্ঠানিক হতে পারে।
2. সম্মানসূচক অভিবাদন যেমন : Dear Sir/Madam এবং আন্তরিক অভিবাদন যেমন : Your sincerely, Yours faithfully ইত্যাদি ব্যবহার করা যায়। কিন্তু যদি ঘনিষ্ঠ ব্যক্তির কাছে লেখা হয় তবে এই রকম আনুষ্ঠানিক ধরন ব্যবহার করা হয় না।
3. ই-মেইল বার্তাটি সংকীর্ণত ও সুনির্দিষ্ট হয়। ই-মেইল বার্তাটি পাঠানোর আগে ভুল হয়েছে কিনা তা পরীক্ষা করে নেওয়া উচিত।

1. Suppose, you will go to Dhaka to attend the marriage ceremony of one of your cousins. So you want to book a train ticket for a fixed day. **Now, write an email to the railway Station manager asking him for booking a ticket for you.**

To : railwaybookingdha@gmail.com

Cc :

Bcc :

Subject : **Ticket booking**

Dear Sir,

I would like to **inform** (জানাতে) you that I have **planned** (পরিকল্পনা করেছি) to go from Chittagong to Dhaka by train on the 7th **instant** (এই মাসের). I need a ticket of the Subarna Express. I request you to keep a **second class** (দ্বিতীয় শ্রেণির) ticket for me.

Thanking you

Rohan Chowdhury

212, Port Colony, Chittagong

Phone No : 0192.....

2. Suppose, you are Sumon. You are going to appear at the SSC examination. **Write an email to your father informing him about your preparation for SSC Examination.**

To : kashem@yahoo.com

Cc :

Bcc :

Subject : **Preparation for SSC Examination.**

Dear Father,

At first take my salam. I am very **glad** (খুশি) to receive your letter. I **assure** (নিশ্চয়তা দিচ্ছি) you that you need not think so much about my studies. I am preparing very well for the SSC examination.

Well, you will be **delighted** (আনন্দিত) to know that I have got GPA5 in the test examination. I have already **completed** (শেষ করেছি) my revision.

**Convey** (পৌঁছে দিত) my salam to mother. Pray for me.

Your affectionate son,

Sumon

3. Suppose you are Rafi and you live in Dhaka. Your younger brother is Bappi who lives in another city. Recently, you have informed that he has scored a brilliant result in his annual examination. **Now, write an email to your younger brother congratulating him for his brilliant result.**

To : bappi@gmail.com

Cc :

Bcc :

Subject : **congratulations for brilliant result.**

Dear Bappi,

I've just received your message. I'm very happy to know that you've got GPA 5 in your JSC Exam. **Congratulations** (অভিনন্দন) for your **brilliant** (অসাধারণ) result. I hope you'll do better in future.

Go ahead. I **bless** (আশির্বাদ করি) you from my heart. With best wishes your elder brother,

Rafi

4. Suppose Bangladesh Foundation has an advertisement in the national dailies to form a young learner's group. **Now, write an email to the manager requesting him to send you a Membership Form.**

To : ylgbd@yahoo.com

Cc :

Bcc :

Subject : **Request for sending a membership form.**

Dear Sir,

From your **advertisement** (বিজ্ঞাপন) published in the Daily Star on 5 July 2015 I have come to know that you are going to form a Young Learner's Group. I am **eagerly** (আগ্রহের সাথে) interested to join in such activity.

I have read the prospectus of Bangladesh Foundation. The goal and objectives of this organization attracted me very much. So, I want to take part in forming (গঠনে) the organization.

I request you to send me a Membership Form and conditions for **installing** (স্থাপন করার) the group.

Thanking you,  
Shafi

5. **Write an email to your father in Singapore telling him about your result in your SSC Exam.**

To : shahin@gmail.com

Cc :

Bcc :

Subject : **SSC result.**

Dear Father,

Hope that you are **in good health** (সু-স্বাস্থ্য). You will be glad to know that I have done well in the SSC examination. I have got GPA 5 by the **grace** (কৃপায়) of Almighty Allah. I am very much **excited** (আনন্দিত). But if you were here I would be more happy.

Take care of you health. No more today. With best regards.

Your loving son,  
Mahin

6. Suppose, you are Jahir living in Pabna. Your friend Shahrukh Kabir is going to have an Eid vacation next month. **Now, write an e-mail requesting him to visit your house during the Eid vacation.**

To : skabir2000@yahoo.com

Cc :

Bcc :

Subject : **Request to visit our house.**

Dear Shahrukh,

Accept my **cordial** (আন্তরিক) love. Hope you are well.

Friend, I would like to invite you to **pass** (কটানোর জন্য) few days with me in my village during the **ensuing** (আসন্ন) Eid vacation. You will be able to enjoy the wonderful natural beauty here. Here in the river Chitra you can enjoy boating and taking a **thrilling** (রোমাঞ্চকর) bath with great pleasure. My parents will be **highly** (অত্যধিক) glad to **have you** (তোমাকে পেয়ে) amongst us. Hope, I am getting a good news from you very soon.

Yours loving  
Jahir

7. Suppose, you want to participate in the Inter-School Debate Competition-2016 organized by The Daily Prothom Alo, one of the leading national dailies in Bangladesh. **Now, write an e-mail to the editor requesting him for sending you the guidelines and other information of the competition.**

To : office@prothom-alo.info

Cc :

Bcc :

Subject : **Request to inform details about the Inter School Debate Competition-2016.**

Dear Sir,

I would like to inform you that I want to **participate** (অংশগ্রহণ) in the Inter-School Debate Competition-2016 **organized** (আয়োজিত) by The Daily Prothom Alo. But while I was going through the daily, I **found** (দেখতে পেলাম) that all types of information **were not provided** (দেওয়া হয়নি). Firstly the entry fee of the competition was not mentioned. Secondly, the topic of debate was not provided too. I will be highly **delighted** (খুশি) if you make a reply through e-mail informing me about these **matters** (বিষয়/ব্যাপারগুলো) in detail.

Respectfully  
Shahriar Mahmud