

Question Type-11

• Informal Letter

1. A letter to your friend thanking him for the present you have got.
2. A letter to your friend describing the picnic.
3. A E-mail to your friend telling him/her what you intend to do after S.S.C. examination.
4. A letter to your friend about the importance of learning English.
5. A letter to your friend about how you spent summer vacation.
6. A letter to your friend about your favourite game.
7. A letter to your friend thanking for his/her hospitality.
8. A letter to your friend describing 'The Annual Sports Day' 'Prize Giving Ceremony'.
9. A letter to your friend inviting him to the marriage ceremony.
10. A letter to your friend congratulating him/her for his/her brilliant success.
11. A letter to your friend describing the bad effects of smoking.
12. A letter to your friend describing the necessity of reading newspapers.
13. A letter to your younger brother advising him not to adopt unfair means in the exam.
14. A letter to your friend consoling him/her at his/her father's sudden death.
15. A letter to your pen-friend about Bangladesh and her people.
16. A letter to your friend inviting him to join the picnic.
17. A letter to your friend inviting him/her to attend your birthday party.
18. A letter to him describing how you have passed your last winter vacation.
19. A letter to your friend describing your country.
20. A letter to your friend advising him how to improve / develop his skill in English.
21. A letter to your father informing him about your preparation for the SSC examination.
22. A letter to your friend describing the uses of internet.
23. A letter to your friend describing the food and food habit of Bangladesh people.
24. A letter to your friend about the train journey you have made recently.
25. A letter to your friend describing the village fair.
26. A letter to your friend describing the summer vacation.
27. A letter to your friend informing about your aim in life.
28. A letter to your friend describing the importance of physical exercise.
29. A letter to your friend describing the co-curricular activities of your school.
30. A letter to your friend describing the street accident.
31. A letter to your brother telling him to be serious with studies.
32. A letter to your friend describing your village.

Letter লেখার কাঠামো :

Letter-এর অংশগুলোকে ৬ ভাগে ভাগ করা হয়েছে। যথা :

Date

 January 15, 2017

Greeting

 Dear Ismail,

Body

It is very cold in Dhaka now. Our school is closed today. Father and I will go to buy some warm clothes. I want to buy a warm cap. I can wear it in the evenings when I go out. How are you? Write soon.

Superscription

Closing

Your friend,
Kajol

Name

From
Kajol
4/E, Azimpur
Dhaka

To
Ismail
27/B, Banani
Bogra

Stamp

চিঠি লেখার সময় অবশ্যই এই ৬টি অংশ মাথায় রাখতে হবে।

❑ Letter লেখার সহজ Tips :

- Heading –এ তারিখ ও পত্র লেখকের ঠিকানা দিতে হবে।
- Salutation –এ সম্পর্ক অনুযায়ী ভাষা ব্যবহার করতে হবে Dear father/Mother/Dear Sumon/ Sumona ইত্যাদি। (Word গুলোর প্রথম অবর বড় হাতের হবে।)
- Body –তে মূল বক্তব্য প্রয়োজনমত সংক্ষেপে তুলে ধরতে হবে। সুবিধামত একাধিক প্যারা হতে পারে।
- Closing –এর ভাষা হবে সম্পর্ক অনুসারে your loving son/daughter/ your friend ইত্যাদি।
- Signature –অংশে পত্র লেখকের নাম লিখতে হবে।
- Superscription অংশের বামপাশে পত্র লেখকের নাম-ঠিকানা এবং ডানপাশে পত্র প্রাপকের নাম-ঠিকানা লিখতে হবে।

1. Suppose, you are Himon and you live in a city. Your close friend Muhit lives in another city. Recently, your birthday party has been celebrated and you have got a nice birthday present from Muhit. **Now, write a letter to him thanking him for the present you have got.**

32, Dhaka Road, Chittagong
10 January 2017

Dear Muhit,

It's a great pleasure **to have** (পাওয়া) your nice gift. What a wonderful surprise it is! I **jumped** (লাফ দিয়েছি) into joy when I got the **present** (উপহার). A box full of chocolates **has charmed** (মুগ্ধ করেছে) me a lot. Once I told you that I love chocolates. You remembered it so long! I'm impressed. However, I missed you as you could not attend my 15th birthday party. I also know you were on **emergency duty** (জরুরি দায়িত্বে). But it's clear that a good friend can never forget his friends' **memorable events** (স্মরণীয় মুহূর্তে).

I'm leaving my writing today. Convey my best regards to your parents.

Your loving friend,
Himon

* Draw an envelope and write full addresses.

বেত্রবিশেষে নাম ও ঠিকানা পরিবর্তন হতে পারে।

2. Suppose, you are Akash. Recently, you along with your classmates enjoyed a picnic at a historical place. **Now, write a letter to your friend Nelay describing the picnic.**

Jessore
10 February 2017

Dear Nelay,

I've received your letter just now. In your letter, you've wanted to know about our picnic. Now I'm going to describe you the picnic which we enjoyed last week.

Our school **arranges** (আয়োজন করে) a picnic every year. This year is not **exceptional** (ব্যতিক্রম). As Bagerhat is a **historical** (ঐতিহাসিক) place, we choose it for the picnic. Our bus left Jessore for Bagerhat at 8 am. At noon we reached our **destination** (গন্তব্য). After taking refreshment, we visited the Mazar of Khan Jahan Ali. He is the **founder** (প্রতিষ্ঠাতা) of the Bagerhat city. The lake near the Mazar and natural beauty charmed us very much. We became pleased to see the crocodiles in the lake. Then, we returned to our picnic spot and had our meals. We held a cultural programme at the spot. After that we went to visit the historical Shatgombuj Masjid. **The architectural beauty** (স্থাপত্যশৈলী) of the Masjid **enchanted** (মুগ্ধ করেছিল) us. In the evening, we left for Jessore. I'll never forget this picnic. It would be more enjoyable if you attended the picnic.

No more today (আজ আর নয়). Please convey my best regards to your parents.

Yours ever,
Akash

* Draw an envelope and write full addresses.

3. Suppose, you are Karim. Your friend Sumon Wants to know what you intend to do after SSC examination. **Now, Write a letter to your friend telling him/her what you intend to do after S.S.C. examination.** [DJB '11]

Pallabi, Mirpur
Dhaka
01 April 2017

Dear Sumon,

Take my love and best wishes. I have received your letter. In your letter, you have wanted to know what I **intend** (ইচ্ছা পোষণ করি) to do after the SSC examination. I am glad to tell you a few lines about the same.

We live in the **age of technology** (প্রযুক্তির যুগে). In this age, a person who doesn't know how **to operate** (পরিচালনা করতে) computer, cannot **prosper** (উন্নতি) in life. As my exams are finished, I have decided to learn about computer. I will admit myself into a computer training centre and **spend** (কাটাতে) my free time in learning how to operate computer, e-mailing, internet browsing etc. If we have no computer knowledge, we cannot **cope with** (তাল মেলাতে) the modern age. So you may also take the opportunity.

No more today. Stay well and write to me about your intention (ইচ্ছা).

Yours ever,
Karim

* Draw an envelope and write full addresses.

4. Suppose, you are Sujana. Your friend Rumana wants to know about the importance of learning English. **Now, write a letter to your friend about the importance of learning English.**

Mirpur, Dhaka
April 10 2017

Dear Rumana,

Thank you for your letter. You wanted to know about the importance of learning English. Today I will tell you **the same** (একই বিষয়).

English is an international language. We cannot communicate with the other **corner** (পার্শ্ব) of the world without English. All international seminars and **discussions** (আলোচনা) are held in English. Any good job is **hardly possible** (কমই সম্ভব) without English. Books on higher studies are also written in English. To be a good doctor, a good teacher, a good engineer, one must have a good knowledge in English. So I **advise** (উপদেশ দেই) you to learn English to make life successful.

No more today. Write me about the importance of learning Mathematics.

Yours ever,
Sujana

- * Draw an envelope and write full addresses.

5. Suppose, you are Shahin. Your friend wants to know about how you spent the last summer vacation. **Now, write a letter to your friend about how you spent summer vacation.**

Azimpur, Dhaka
30 June 2016

Dear Friend,

Yesterday I got your letter. You asked me to write about how I spent the last summer vacation. I am writing the same.

Our school was closed for fifteen days **on account of** (কারণে) the last summer vacation. I **left** (ছাড়ি) the hostel and came back home. **During** (সময়ে) this vacation, I tried to improve my knowledge in my school subjects. Morning was **the only time** (একমাত্র সময়) when I could read. Mid-day was very hot. So, study was not possible then. In the evening, I sang songs and played some indoor games. In this way, I spent almost all the days of the summer vacation. Only for two days I went to my village to visit Grandma. I could not do any social service during this vacation because I was weak in Mathematics and tried to **make up** (পূরণ করা) my weakness.

No more today. Write me about how you spent your summer vacation.

Yours ever,
Shahin

- * Draw an envelope and write full addresses.

6. Suppose, you are Rahim/Rahima. Your friend is Hasan/Hasina. He/she wants to know about your favourite game. **Now, write a letter to your friend about your favourite game.**

Mirpur, Dhaka
01 January 2017

Dear Hasan,

Thank you for your letter. You **wanted** (চেয়েছিলো) to know about my **favourite** (প্রিয়) game. Everybody loves to play. I also like games and sports. The name of my favourite game is cricket. I like to play and watch cricket very much. Now it is a common and popular game in the world. The game **is played** (খেলা হয়) between two teams of eleven players on each side. It teaches us **discipline** (শৃঙ্খলা) and unity. It **keeps** (রাখে) our body fit and **ensures** (নিশ্চিত করে) the **refreshment** (সতেজতা) of mind. I want to be a good cricketer in future. I play it with my friends in the afternoon.

No more today. Write me about your favourite game.

Yours ever,
Rahim

- * Draw an envelope and write full addresses.

7. Suppose, you are Kamal/Kona and you live in a city. You have a friend named Atik/Rimi who lives in a village. Recently, you have visited your friend's village home. **While staying** (থাকার সময়) his/her home, he/she showed **heartiest** (আন্তরিক) **hospitality** (আতিথেয়তা). **Now, write a letter to your friend thanking for his/her hospitality.**

Uttara, Dhaka
11 March 2016

Dear Atik,

I've **returned** (ফিরেছি) home **safely** (নিরাপদ). Though I'm at my home, my mind is at your home. It's impossible for me to forget those days.

I knew that the people of Bangladesh are hospitable. I've realized the **fact** (সত্য) after visiting your home. At first, when I got down from the train, I was **surprised** (অবাক) seeing you at the station. Then I remember your family members' hospitality. Your younger sister welcomed me with flowers. Your brother gave me a chair to sit on. Within a short time your mother came with different kinds of cakes and fruits. How **delicious** (সুস্বাদু) the cakes were. In the evening your father came from market with meat and sweet. I'll never forget your heartiest hospitality.

No more today. Please visit my home with your parents as early as possible. We're eagerly waiting for you.

Your loving friend,
Kamal

* Draw an envelope and write full addresses.

8. Suppose, you are Sumon and you **study** (পড়াশোনা করো) at a village school. Your friend Raju studies at a city school. **Recently** (সম্প্রতি) 'The Annual Sports Day' of your school has been observed. **Now, write a letter to your friend describing 'The Annual Sports Day'/'Prize Giving Ceremony'.**

Bogra
29 January 2017

Dear Raju,

I'm happy **receiving** (পেয়ে) your letter. In your letter you have wanted to know how I have enjoyed 'The Annual Sports Day' of our school. I'm now going to **describe** (বর্ণনা) it with **great pleasure** (মহা আনন্দে).

The ceremony (অনুষ্ঠানটি) held in our school campus a few days ago. Our school **was decorated** (সাজানো হয়েছিল) very beautifully on the sports day. A large **stage** (মঞ্চ) was built in our school field. The ceremony was presided over by our honourable Headmaster. With the **recitation** (তেলাওয়াত) from the holy Quran, the function began at 10 a.m.

Most of the sports events were held before the sports day. Race high jump, long jump and pillow (বাঁশি) changing were left for the day of the ceremony. After completing these events, the prize giving ceremony started. The honourable Headmaster **delivered** (দিয়েছিলেন) a short speech. Then he **gave away** (বিতরণ করেন) prizes among the winners. Our sports teacher helped him **in this regard** (এই বিষয়ে). My joys **knew no bounds** (সীমা ছিলো না) when I received my prizes. I was called three times for prizes. The day is one of the memorable days of my life.

No more today. Write me about your annual sports day.

Your loving friend,
Sumon

* Draw an envelope and write full addresses.

9. Suppose, you are Nabil/Nabila. Your friend is Sakib/Sakiba. Your elder sister's marriage ceremony is going to be held next week. **Now, write a letter to your friend inviting him to the ceremony.**

Malibag
Dhaka-1207
24 July 2017

Dear Sakib,

Many days **have past** (কেটে গেছে) we did not meet each other. But it is the right time for us. I am glad to **inform** (জানাতে) you that the marriage ceremony of my elder sister has already been fixed. It is going to **be held** (অনুষ্ঠিত হবে) next week. You will also be glad to know that it is going to take place at our residence. I request you to come **earlier** (আগে আগে). I have planned to decorate the **wedding spot** (বিবাহের জায়গা) nicely. You will be happy to know that some of our friends will also come **to attend** (যোগ দিতে) the ceremony.

I shall be happy if you kindly join the function. My parents will also be very glad to find you. I hope you will come soon.

Yours ever,
Nabil

* Draw an envelope and write full addresses.

10. Suppose, you are Eva. Shafina is your friend. **Write a letter to your friend congratulating on her brilliant success.**

Savar, Dhaka
30 May 2015

Dear Shafina,

I received your letter **just a few hours ago** (মাত্র কয়েক ঘণ্টা আগে). I can't but make an **unbound** (সীমাহীন) joy and pleasure when I have known your result. **To secure** (অর্জন করা/পাওয়া) GPA 5 in the S.S.C. examination is not a matter of joke. You have made a great result that I have **desired** (চেয়েছিলাম). All of your friends and relatives must be proud of your brilliant result. Please accept my heartiest congratulation on your brilliant success. All of my family members are also happy. I am sure, this result **will encourage** (উৎসাহিত করবে) you to do better in your higher studies.

It will create **unique** (অনন্য) pleasure for us if you come to our house. No more today. With best wishes and love.

Yours ever,
Eva

* Draw an envelope and write full addresses.

11. Suppose, you are Faisal and you live in a village in Gazipur. Your friend is Fahim who lives in a city. Recently, you have been informed that your friend has become a smoker. **Now, write a letter to your friend describing the bad effects of smoking.**

Gazipur
10 November 2015

Dear Fahim,

A few days ago, I talked with our friend about you. It's a matter of great **regret** (পরিতাপ) that you've started smoking after mixing with some **evil companies** (অসৎ সংস্থা). I'm really very **shocked** (শোকাহত).

You know well about the dangers of smoking. Yet, I want to **remind** (মনে করানো) you the **serious** (মারাত্মক) harmful effects of smoking. Smoking is highly **injurious** (বিতর্ক) to health. It causes (ঘটায়) many serious diseases. Even it causes the **fatal** (ভয়াবহ) disease cancer. Heart disease, lungs disease, asthma, bronchitis etc. **affect** (বিত্তিগ্রস্ত করে) a smoker and gradually leads him to death. Besides, **severe** (মারাত্মক) bad smell of smoke is highly **irritating** (জ্বালাতনকর) and disgusting for the non-smokers. Especially, children are dangerously affected by smoking.

Please **give up** (ত্যাগ করো) smoking as soon as possible. I hope you'll stop smoking **for good** (চিরতরে).

No more today. Please visit my home when you've free time.

Yours ever,
Faisal

* Draw an envelope and write full addresses.

12. Suppose, you are Farhana. You read daily newspaper. Samin is your friend. **Now, write a letter to your friend describing the necessity of reading newspapers.**

Mirpur, Dhaka
01 January, 2016.

Dear Samin,

I received your letter yesterday. Thank you for your letter. I am well. I hope you are also well **by the grace** (অনুগ্রহে) of Allah. I am glad to tell you a few lines about the **necessity** (প্রয়োজনীয়তা) of reading newspaper.

A newspaper is a **store house** (তথ্য ভান্ডার) of knowledge. It is the **mirror** (আয়না) of the **current** (চলমান) world. By reading newspaper, we can **enrich** (সমৃদ্ধ করা) our knowledge on various fields. By reading it, we can learn the information on science, education, literature, agriculture, sports and games, arts and culture. So, everybody should read newspaper.

No more today. **Stay well** (ভালো থেকে) and write to me about the necessity of learning computer.

Your loving friend,
Farhana

* Draw an envelope and write full addresses.

13. Suppose, you are Apu and your younger brother is Topu. He is indifferent to his study and tries to copy other's answer at the exam hall. **Now, write a letter to your younger brother advising him not to adopt unfair means in the exam.**

Mirpur, Dhaka
20 July 2015

Dear Topu,

I received mother's letter yesterday. I am **upset** (হতাশ) to know that you are **indifferent** (উদাসীন) to your study and try to **copy** (নকল করা) other's answer at the exam hall. Now I am giving you some advice about **unfair means** (অসদুপায়) in the examination.

Copying answer at the exam hall is an **offence** (অপরাধ). I do not support it. It **degrades** (কমিয়ে দেয়) the standard of education. If you **adopt** (অবলম্বন করো) unfair means, you will not achieve (অর্জন করা) proper knowledge. So you **will suffer** (ভুগবে) in the future. I hope that you will never adopt copying at the exam hall. You should also be **attentive** (মনোযোগী) to your study.

No more today. With best wishes and love.

Yours elder brother,
Apu

* Draw an envelope and write full addresses.

14. Write a letter to your friend Karim/Karimon living at Agrabad, Chittagong consoling him/her at his/her father's sudden death.

Agrabad, Chittagong
02 February 2016

Dear Karim,

I am very shocked hearing that your father is **no more** (বৈচে নেই). I could never think that he **would leave** (হেঁড়ে যাবেন) us at this time. No **words of consolation** (সান্ত্বনার বাণী) can give you any **comfort** (শান্তি) at this moment. Man is **mortal** (মরনশীল). Today or tomorrow everybody must die. With the course of time, you and I will also die. My heart began to cry when I read about the **untimely** (অসময়ে) and sudden **demise** (মৃত্যু/প্রস্থান) of your father. It is a great loss for you. I don't have any language to console you. Let's pray to Allah for his **departed** (বিদেহী) soul.

Your loving friend,
Sabina

* Draw an envelope and write full addresses.

15. Suppose, you are Sumon. Your pen-friend wants to know about Bangladesh and her people. Now, write a letter to your pen-friend about it.

20, Mirpur,
Dhaka, Bangladesh
24 July 2017

Dear John,

I received your letter yesterday. You wanted to know about Bangladesh- the people, their habits and culture and the important places of our country. Now I am giving you a short description of these.

Bangladesh is a small but beautiful country. About 80 percent people live in the villages. Most of the people of our country are Muslims. **Besides** (এছাড়াও), there are Hindus, Buddhists, Christians and **Tribes** (উপজাতি). The hospitality of our people are **world famous** (বিশ্ব বিখ্যাত). Here the people **entertain** (আপ্যায়ন করে) their guests heartily. Most of the people of our country **wear** (পরে) lungi and shirts. The people **observe** (উদ্‌যাপন করে) various festivals like Pahela Baishakh, Nabanna Utsab etc. Bangladesh is known as the **darling** (প্রিয়) child of nature. It is a country of scenic beauty. The Sundarbans, the forests of **hilly** (পাহাড়ি) districts, the tea gardens of Sylhet and Cox's Bazar sea beach are the important **tourist spots** (পর্যটন কেন্দ্র) of our country.

No more today. Write about your country. Wish you all the best.

Yours ever,
Sumon

* Draw an envelope and write full addresses.

16. You have arranged a picnic. The venue has already been selected. Some students of your class will participate. Now, write a letter to your friend inviting him to join the picnic.

27, Basabo, Dhaka
24 March 2017

My dear Hasan,

Hope that you are well. From your last letter I **have come to know** (জানতে পেরেছি) that your examination is **over** (শেষ) and **so is ours** (আমাদেরটাও).

Well, we are going on a picnic to Kuakata on 29 March. We all are **interested** (আগ্রহী) to take you with us. We shall do many things and enjoy many sights and sounds on the way to picnic. If you are with us, we will enjoy the picnic greatly. So, I do **invite** (আমন্ত্রণ করছি) you to join the picnic.

More when we meet. Love to all of your family members.

Yours ever,
Shuvo

* Draw an envelope and write full addresses.

17. Suppose, you are Dip/Dipa, a student of class 8. You are going to observe your birthday on 10 December. You will arrange a tea party. Now, write a letter to your friend, Farhan/Farhana inviting him/her to attend the party.

52, Gulshan, Dhaka
22 March 2017

Dear Farhana,

Hope that you are **quite** (পুরোপুরি) fine by the grace of Allah. It is long since we met for the last time.

Now there is an opportunity for you to pay me a visit. I am happy to inform you that my birthday **anniversary** (বার্ষিকী) is **knocking at the door** (সম্মিলিত). On the occasion of my fourteenth birthday my parents are going to arrange a party. They have told me to invite all of my friends. I do **expect** (প্রত্যাশা করি) you in the party. Your **presence** (উপস্থিতি) will make me highly glad. Your **participation** (অংশগ্রহণ) is also necessary for making the party more enjoyable and successful.

Convey my best **regards** (শ্রদ্ধা) to uncle and aunt and **affection** (স্নেহ) to the younger sister. I look forward to meeting you.

Yours ever,
Dipa

* Draw an envelope and write full addresses.

18. Imagine, you have wonderfully passed your last winter vacation. It gave you much pleasure and enjoyment. Your friend Harun is interested to know how you have passed it. **So, write a letter to him describing how you have passed your last winter vacation.**

435/A, Port Colony, Chittagong
01 March 2017

Dear Saiful,

Hope this letter will find you **hale and hearty** (সুস্থ্য-সবল). In your last letter you have showed your interest to know how I passed my last winter vacation. Well, for your interest, I am writing to you.

I have passed this vacation **delightfully** (আনন্দের সাথে). I went to the countryside and enjoyed the sights and sounds of **nature there** (সেখানকার প্রকৃতি). I ate different kinds of seasonal fruits too. I drank fresh **date-juice** (খেজুর রস). Going to the riverside, I enjoyed the sunset. I **took part** (অংশ নিয়েছি) in various village games during the winter season. Really, I passed the last winter vacation with great joy and delight.

Love to you and respect to your parents. Write to me how you have passed your winter vacation.

Yours ever,
Shafi

* Draw an envelope and write full addresses.

19. Suppose, you are Sagor. You have a pen friend in the USA. Now, write a letter to your friend describing your country.

Dhaka, Bangladesh
1 January 2016

Dear John,

Hope you are well. I am also well. You wanted to know about my country. I am giving a short description about it.

The name of my country is Bangladesh. It is small but beautiful. It became **independent** (স্বাধীন) in 1971. It's **area** (আয়তন) is 1,47,500 square kilometers. A lot of people live here. It has many big rivers. Our land is very **fertile** (উর্বর). The farmers grow a lot of **crops** (শস্য) here. We also grow many fruits. **Jackfruit** (কাঁঠাল) is our national fruit. The **water lily** (শাপলা) is our national flower. Our mother language is Bangla. There are many tourist spots in our country. We have the largest sea beach in the world, Cox's Bazar. People of different religion live here peacefully.

No more today. Write to me about your country very soon.

Your friend,
Sagor

* Draw an envelope and write full addresses.

20. Suppose, you are Sumya. Nusrat is your friend who is weak in English. Now, write a letter to your friend advising him how to improve / develop his skill in English.

Mirpur, Dhaka
30 July 2016

Dear Nusrat

At first take my compliments and love. I think you are well with the grace **the almighty** (সর্বশক্তিমান). I am also well. You know, English **is used** (ব্যবহৃত হয়) almost all over the world. If you wish to have higher education in any subject you must know English well. **So far** (যত দূর) as I know you are not **so good** (এতো ভালো) in English. I am going to advise how you can improve your English skill.

By listening, speaking, reading and writing, you can **improve** (উন্নতি করা) your English. I advise you to read English newspaper and listen to English news bulletin regularly. Read English story books and novels. Keep a notebook and **write down** (লিখে রাখো) every new word you **come across** (পাও). Then write down its meaning **consulting** (মিলিয়ে) dictionary. And finally try to speak English as much as you can. If you **follow** (মেনে চলো) these **instructions** (নির্দেশনা) you will surely improve. So try hard to improve your English.

Yours ever,
Sumya

* Draw an envelope and write full addresses.

21. Suppose, you are Karim. Your SSC exam is knocking at the door. Now, write a letter to your father informing him about your preparation for the SSC examination.

Azimpur, Dhaka
15 January 2017

Dear Father,

Take my Salam. Hope, **you all** (আপনারা সবাই) are well by the grace of almighty Allah. I am also well. I could not write to you for a long time. I was busy with my SSC preparation. Today I will inform you about the preparation. You will be glad to know that I **stood first** (প্রথম হয়েছি) in the final Model test of our school. You know I could not do very well in the pre-test examination. But after it was over, I began to study more seriously. I have got 80% marks in the tests. Now, no subject is hard to me. Every day I read around 12 hours. Every morning I check what I learnt the **previous** (আগের) day through writing. I just **place** (রাখি) the questions on the table and write the answers within a fixed time. After that I myself **assess** (মূল্যায়ন করি) them with the help of the answers **prepared earlier** (আগে থেকে তৈরী করা) by my subject teachers. The practice help me so. I hope that I will fulfill your expectation in the **coming** (আসন্ন) examination. Now I am quite hopeful of having my SSC result with GPA 5. Pray for me and tell my mother for the same.

Convey (পৌছে দিও) my Salam to mother and love to Samin.

Your affectionate daughter
Samia Rahman

22. Suppose, you are Jamil. Your friend, Sharif, wants to know about the use of internet. Now, write a letter to your friend describing the uses of internet.

Dear Sharif,

I have received your letter. But I am sorry that I could not answer your letter **in time** (সময়মত). You wanted to know about how to use internet. Here I am going to write something about it. Today internet is one of the most important part of our daily life. It is one of the latest **wonders** (বিশ্বায়) of the modern information technology. It has a wide range of information giving system. All sorts of information is available on the Internet. We can find various information like education, sports, general knowledge, etc. within a few minutes. We also can communicate with one another on internet by sending e-mail. In modern age, you cannot go ahead without having the knowledge of internet.

No more today. I will tell you more when I meet you.

* Draw an envelope and write full addresses.

Yours ever
Jamil

23. Suppose, you are Zakir. Robert is your friend who lives in the USA. Now, write a letter to your friend describing the food and food habit of Bangladesh people.

Dhaka, Bangladesh
1 January 2017

Dear Robert,

I have received your letter just now. You have wanted to know about the food and the food habit of the people of our country. I am glad to tell you a few lines about the same.

In Bangladesh, people are **used to** (অভ্যস্ত) taking three meals a day, breakfast lunch and dinner. They are fond of rice, fish, vegetables and pulses. People usually eat rice and one or two **curries** (বোলা) for both lunch and dinner. There are large varieties of fish in our country. But Hilsha is the most popular of all fishes. We have also different types of fruits including mangoes, Jackfruits, Bananas etc. We have different kinds of pithas during the winter season.

Actually we are fond of eating.

No more today, I shall be very happy if you let me know about the food habit of the people of your country.

Yours ever,
Zakir

* Draw an envelope and write full addresses.

24. Suppose, you are Mim. Mun is your friend. Recently you have made a train journey. Now, write a letter to your friend about the train journey you have made recently.

Bashabo, Dhaka
25 February 2017

Dear Mun,

I have received your letter just now. In your letter, you have wanted to know about my train journey. Now I am describing you the same.

Last month I made a train journey with my friends from Dhaka to Chittagong. We **bought** (কিনেছিলাম) three tickets and got into the train at 6am. It was an inter-city train. I sat beside a window. Through the window, I saw many trees, houses, green fields, rivers, jungles, people etc. All those things made my mind fresh. Everything seemed to be running **swiftly** (দ্রুত) in the opposite direction. I also enjoyed the **mild jerking** (মৃদু ধাক্কা) of the train. Really it was a great journey in my life.

No more today, convey my regards to your parents and love to your younger brother.

Your loving friend,
Mim

* Draw an envelope and write full addresses.

25. Suppose, you have visited a village fair recently. Your friend, Munna, is very much eager to know about the fair. Now, write a letter to your friend describing the village fair.

Surjamoni, Mathbaria
April 28, 2016

Dear Munna,

I hope, you all are safe and sound by the grace of Allah. I received your letter last week. In the letter, you wanted to know about the **recent** (সাম্প্রতিক) fair that was held in my village. Now I am writing you the same.

The fair was held on the **bank** (তীর) of a river. It lasted for a week. There were almost one hundred stalls in the fair. The circus party, magic show and puppet show were the main attractions of the fair. I with some of my friends visited the fair and enjoyed it very much. Toys, dolls balloons and various kinds of sweetmeats were sold there. Actually, it is a great source of **recreation and amusement** (আনন্দ-বিনোদন) to the villagers.

No more today. Convey my salam to your parents and love to your youngers.

Your loving friend,
Shuvo

* Draw an envelope and write full addresses.

26. Suppose, you are Siyam. Your friend is Monir. Your School is closed due to summer vacation. Now, write a letter to your friend describing the summer vacation.

Arambag, Dhaka
15 May 2016

Dear Monir,

I am very glad to inform you that our first Semester Examination is over and our summer vacation has already been started. I think you are in the same condition. So, friend, let us enjoy this vacation together.

I have **already** (ইতোমধ্যে) decided to spend this vacation at my village home which is situated by the river Meghna in a charming place with natural beauty. I know you have been **longing** (চাচ্ছি) for a long time to enjoy village life for some days. So, come up without any delay. There, we will bath, swim and fish in the river and **row boat** (নৌকা চালাবো). We will also eat different fresh fruits and enjoy different village cultures. My parents also want you to come with me.

No more today. Waiting for you.

Yours ever,
Siyam

* Draw an envelope and write full addresses.

27. Suppose, you are Arman. Your intimate friend Taimur is eager to know about your aim in life. Now, write a letter to your friend informing about your aim in life.

Shahbug, Dhaka
10 March 2016

Dear Taimur,

I hope you are well by the grace of Allah. I have received your letter just now. In your letter, you have wanted to know about my **aim** (লক্ষ্য) in life. Now I am telling you the same.

The aim of my life is to be a doctor. You know that most of the poor people suffer from many diseases. They cannot take proper **treatment** (চিকিৎসা) due to having **lack** (অভাব) of money. I have a dream to serve them **free of cost** (বিনামূল্যে) after being a doctor. After obtaining M.B.B.S degree, I shall come back to my own village and open a dispensary there. However, I am very much **confident** (আশাবাদী) that I would reach my goal.

No more today. Let me know about your aim in life. Convey my best regard to your parents and love to the youngers.

Yours
Arman

* Draw an envelope and write full addresses.

28. Suppose, you are Alam. Your intimate friend Shakil who is indifferent to the importance of physical exercise. Now, write a letter to your friend describing the importance of physical exercise.

Farm Gate, Dhaka
05 January 2016

Dear Shakil,

I hope you are well by the grace of Allah. I have received your letter just now. In your letter, you have told that you are indifferent to the importance of physical exercise. I am writing you a few lines about it.

You are a **brilliant** (মেধাবী) student but you are indifferent to your health. So you **often** (প্রায়ই) look gloomy. Remember **sound** (সুস্থ) mind lives in a sound body. If you cannot keep in good health, all the activities of the world **will seem** (মনে হবে) to be meaningless and dull to you. Despite having lots of wealth, an unhealthy person cannot enjoy his life. If you start physical exercise, your limbs and muscles will start to grow properly. Besides, physical exercise will increase your **digest** (হজম) power and help proper **circulation** (চলাচল) of blood. Your **nerves** (স্নায়ু) will also function properly. As a result, you will be able **to avoid** (এড়িয়ে চলতে) diseases. This will also make you more active and more attentive to your study. You will shortly start to look **cheerful** (উৎফুল্ল), lively and smart.

So, I advise you to start physical exercise **immediately** (স্নায়ু) and continue routinely side by side your academic study.

Yours ever,
Alam

* Draw an envelope and write full addresses.

29. Suppose, you are Rumi. Your friend Sumi is eager to know about the co-curricular activities of your school. Now, write a letter to your friend describing the co-curricular activities of your school.

Bandar, Narayanganj
25 December 2016

Dear Sumi,

I am happy to receive your letter. In the letter, you requested me to tell you about the **co-curricular** (সহ-শিক্ষা) activities of our school. I gladly accept your request.

Ours is **renowned** (বিখ্যাত) for its extra-curricular activities. We have **enough scope** (যথেষ্ট সুযোগ) to take part in these activities. We have a debating club and I am an active member of the club. Last year, our school became champion in the Inter School Debate Competition. We also have an English Language Club to practice English. There are a skilled football team, a cricket team and a hockey team in our school. Boys have two game periods each week. Besides annual sports arrangement, our school takes part in different inter district sports competitions. However, our students have a long **tradition** (ঐতিহ্য) and **reputation** (সুনাম) in scouting. Every year our school arranges study tour. An annual magazine named 'Notun Surja' is published from our school. We also publish a wall magazine named 'Rupashi Bangla' on the occasion of the 21st February. I also want to know about yours.

Looking forward to your reply. With best compliments to you.

Yours ever,
Rumi

* Draw an envelope and write full addresses.

30. Suppose, you have recently witnessed a serious road accident. Write a letter to your friend describing the street accident.

Motijheel, Dhaka
10 March 2017

Dear Nasir,

Hope you are well. I am not well because I have **witnessed** (দেখেছি) a serious street accident. Here, I am giving you a **brief** (সংক্ষিপ্ত) description of it.

Yesterday I was going to Sadarghat. The road was busy. There was a heavy jam of vehicles. Suddenly, the jam **disappeared** (অদৃশ্য হলো). All the **vehicles** (যানবাহন) were going quickly. I heard a bang. I looked behind and saw a **crowd** (ভিড়) of people. A boy of twelve years was run over by a truck. When he was crossing the road, the truck loaded with goods was coming from the opposite **direction** (দিক). The driver failed to control the speed of the truck and ran over the boy. The boy died on the spot.

No more today. Be careful while crossing road.

Yours ever
Monir

* Draw an envelope and write full addresses.

31. Suppose, your younger brother is indifferent to studies. Now, write a letter to your brother telling him to be serious with studies.

Tongi, Gazipur
22 July 2015

Dear Ratan,

Hope you are well. I am also well. But I am **unhappy** (অশুশি) to know that you are not attentive with your studies. You could not obtain good marks in the last exams. You should keep in mind that the good students are loved by all. So, be attentive with your studies. You have to make a good result in the next exams. Unless you can do well in the exam, you will not be able to get admission into a good college. **Still** (এখনো) you have time to do well in the exam. Be serious with your studies. Do not **waste** (অপচয়) your time.

No more today. Take Care.

Your loving brother,
Manik

* Draw an envelope and write full addresses.

32. Suppose, you are Sumon. Your friend Sujan who is eager to know about your village. Now, write a letter to your friend describing your village.

Atmul, Bogra
1 May 2016

Dear Sujan,

Hope you are well. I am also well. In your last letter, you wanted to know about my village. Now, I am giving you a short description about the same.

My village is not a big one but very beautiful. It is by the side of a river. The natural **scenery** (দৃশ্য) of the village is very **charming** (মনোমুগ্ধকর). There is a high school, two primary schools and a market in our village. My village has many flower gardens. The villagers love one another. They live **in peace** (শান্তিতে). I am proud of my village.

No more today. Write to me about your village.

Your loving friend,
Sumon

* Draw an envelope and write full addresses.