


**UNIT  
02**
**Ques. No.-11****Writing E-mail/Letter/Application****Informal Letter/E-mail**

যেকোনো Informal Letter-কেই E-mail হিসেবে উপস্থাপন করা যায়। নিচের উদাহরণটি ভালোভাবে লক্ষ কর।

Imagine, you are Kaspia/Kaspian of 12, Mirpur Road, Dhaka. One of your friend is very weak in English. Now, write a letter/ e-mail to your friends Rosmin/Rosmina telling him/ her about how to improve English.

<b>Informal Letter</b> 12, Mirpur Road Dhaka 14 February 2025	<b>Informal E-mail</b> To : Rosmina Tanu <rosmina@gmail.com> Subject : About how to improve English
<p>My dear Rosmina</p> <p>Have my heartiest love. I have not heard from you for long. I do not know how you are now. Of course well, aren't you? Through Rased I think, to do well in the exam you have to improve your English knowledge. Respecting this you can follow the following words of mine.</p> <p>First, you have to widen the stock of vocabulary (শব্দসম্ভার). Then grammatical rules in English should be mastered. Here you may pursue the basic grammatical rules. You have to attend English classes regularly. In school you can take special coaching if needed. You have to put emphasis (গুরুত্ব) on thorough reading, writing, listening and speaking. In this case, one should follow the communicative method of learning English language. English spoken course sometimes is lucrative for mastering this method easily. Hope you are feeling ease hearing me. I am stopping here saying you to depend on His mercy (দয়া). Tender my regards to your parents and love to the youngers.</p> <p>Ever yours Kaspian Ahmed</p>	<p>My dear Rosmina</p> <p>Have my heartiest love. I have not heard from you for long. I do not know how you are now. Of course well, aren't you? Through Rased I think, to do well in the exam you have to improve your English knowledge. Respecting this you can follow the following words of mine.</p> <p>First, you have to widen the stock of vocabulary (শব্দসম্ভার). Then grammatical rules in English should be mastered. Here you may pursue the basic grammatical rules. You have to attend English classes regularly. In school you can take special coaching if needed. You have to put emphasis (গুরুত্ব) on thorough reading, writing, listening and speaking. In this case, one should follow the communicative method of learning English language. English spoken course sometimes is lucrative for mastering this method easily. Hope you are feeling ease hearing me. I am stopping here saying you to depend on His mercy (দয়া). Tender my regards to your parents and love to the youngers.</p> <p>Ever yours Kaspian Ahmed</p>

বি.দ্র. ই-মেইল-এর ক্ষেত্রে প্রদত্ত নাম অনুসরণ করে (eg. example@gmail.com) ই-মেইল ঠিকানা উল্লেখ করা বাঞ্ছনীয়। এছাড়া, British Style-এ Informal Letter-এর Heading ডানপাশে থাকলেও Informal E-mail-এর ক্ষেত্রে সমতুল্য বিষয়গুলো বামপাশে (left range) উল্লেখ করতে হয়। এছাড়া, E-mail এবং Letter উভয় ক্ষেত্রে Subscription ও Signature অংশটিও left range-এ থাকবে এবং Body অংশে কোনো indent টানা যাবে না। তাছাড়াও আরও কয়েকটি বিষয়ে খেয়াল রাখতে হবে যা নিম্নরূপ—

- ▶ প্রদত্ত নাম অনুযায়ী প্রাপকের (To) নমুনা E-mail ঠিকানা লিখবে।
- ▶ শুধুমাত্র E-mail-এর জন্য Subject উল্লেখ করবে।

**Formal Letter/E-mail**

Formal Letter ও Formal E-mail-এর মধ্যে সামান্য উপস্থাপনাগত পার্থক্য ব্যতীত বিশেষ কোন পার্থক্য নেই। যে পার্থক্যটুকু বিদ্যমান তা শুধুমাত্র মাধ্যমের কারণে হয়ে থাকে। Formal Letter-এর মাধ্যম হচ্ছে কাগজ, কলম, আর ই-মেইলের মাধ্যম হচ্ছে Computer। তবে, পরীক্ষায় যেহেতু দুটো বিষয়কেই কাগজে-কলমে উপস্থাপন করতে হয় সেহেতু সাধারণ যে পার্থক্যটুকু দাঁড়ায় তা নিম্নরূপ—

নিচে American Style-এ Formal Letter ও E-mail-এর সাধারণ Format দেখানো হলো—

Formal Letter (Academic)	Formal E-mails (Academic)
প্রথমে তারিখ ↓ 22 August 2025	প্রথমে প্রাপকের E-mail ID ↓ To : zaman_2025 @yahoo.com
এরপর প্রাপকের পদবী, ঠিকানা ↓ The Headteacher .... School, Dhaka	এরপর Subject ↓ Subject : Request for Transfer certificate
এরপর Subject ↓ Subject : Request for Transfer certificate	
উপরোক্ত পার্থক্যটুকু ব্যতীত Subject থেকে পরবর্তী সকল অংশ Formal Letter কিংবা E-mail-এর ক্ষেত্রে একই।	

নিচের উদাহরণটি ভালোভাবে লক্ষ্য করো :

Write an application/E-mail to the Headmaster of your college for seeking permission to stage a drama in the college auditorium.

14 February 2025 The Principal SRSC College Subject : Prayer for permission to stage a drama in the school auditorium	To : headmaster_isc@gmail.com Subject : Prayer for permission to stage a drama in the school auditorium
Sir We, the students of your college, beg most respectfully to state that our year final examination is over. Now, we are very interested to stage the drama 'Shadhinata', on the occasion of our great Victory Day in our college auditorium. We, therefore, hope that you would be kind enough to permit us to stage the drama and oblige thereby. Yours obediently Ratul On behalf of the students of class IX.	Sir We, the students of your college, beg most respectfully to state that our year final examination is over. Now, we are very interested to stage the drama 'Shadhinata', on the occasion of our great Victory Day in our college auditorium. We, therefore, hope that you would be kind enough to permit us to stage the drama and oblige thereby. Yours obediently Ratul On behalf of the students of class IX.

### Points to Ponder over!

- উপরের Complaint Letter-টি American style-অনুসরণে left range-এ লেখা হয়েছে এবং প্রতিটি part-এর মাঝে যথেষ্ট space রাখা হয়েছে। পরীক্ষার 7টি Part-এর প্রত্যেকটির উপর-নিচে অন্তত; ½ ইঞ্চি space রেখে লিখতে হবে।
- পরীক্ষার উত্তরপত্রে পত্রের উপরে ও বামপাশে পর্যাপ্ত margin রাখা অত্যাবশ্যিক।
- Date লেখা হয়েছে '23 April 2025 (এক্ষেত্রে কোথাও কমা হবে না, BrE) যা ভিন্নরূপেও লেখা যায়। যেমন— April 23, 2025 (এক্ষেত্রে কমা হবে, AmE) কিংবা 23/04/2025 (এভাবে তারিখ লেখার প্রচলন খুবই কম)।  
লক্ষণীয় যে, April-কে সংক্ষিপ্তরূপে Apr. কিংবা অন্যান্য মাসের ক্ষেত্রে এরূপ সংক্ষিপ্তরূপ লেখা গ্রহণযোগ্য নয়। এমনিভাবে Subject-কে সংক্ষিপ্তরূপে Sub. লেখাও অগ্রহণীয়।
- পরীক্ষায় পত্রটি মূলতঃ অনুযায়ী সহজ ভাষায় বাড়তি কোন তথ্য ব্যতীত এক পৃষ্ঠায় লেখা উত্তম।
- Complaint letter-এ কোনো সংক্ষিপ্ত শব্দরূপ (contraction) ব্যবহার করা যাবে না।
- Recipients designation ও Address, Subject, Salutation, Subscription এবং Signature অংশে কমা/ ফুলস্টপ ব্যবহার না করাই ভালো। আর ব্যবহার করলে সকল স্থানেই করতে হবে।



## Part-A Writing Informal Letters

## Sample Informal Letters

1. Suppose, you are Abir. You have a pen-friend named Zim who lives in Australia. He wants to know about the anti-discrimination student movement in Bangladesh. Now, write a letter to him about it. (বাংলাদেশে বৈষম্যবিরোধী ছাত্র আন্দোলন সম্পর্কে বিদেশী বন্ধুকে পত্র লিখ।)

Ans.

22/A West Dhanmondi  
Dhaka

11 October 2025

Dear Zim,

I hope you're doing well! I'm excited to tell you about the anti-discrimination student movement in Bangladesh, which has made a huge impact on our society.

The movement initially began with students rallying for merit-based opportunities. They wanted to end the unfair quota system, which often limited opportunities for qualified students by reserving a large portion of jobs and university seats for specific groups. As this student-led protest grew, people from all walks of life began to join, seeing it as a stand against systemic discrimination and inequality.

Over time, the movement evolved from focusing solely on quota reforms to challenging the government's authoritarian actions. The protests became a call for a more democratic and fair system, with the movement finally demanding that the fascist government step down. In the end, it wasn't just about students' rights but about justice and equality for all. The unity between students and the general public showed the strength of a united front against discrimination.

Let me know if you want to hear more details!

Best wishes,  
Abir

2. Suppose, you are Sabina Yasmins/Sahin living in Subidbazar, Sylhet. You have a friend in Sunamgonj named Maliha Afrin/Milon. Now write a letter to your friend describing how you have celebrated the last 21<sup>st</sup> February in your school. (বিদ্যালয়ে ২১ ফেব্রুয়ারি পালনের বর্ণনা দিয়ে বন্ধুকে পত্র।) [RB '24]

Ans.

25 February 2025

Subidbazar, Sylhet.

Dear Milon,

I received your letter yesterday. You wanted to know how did I celebrate the 21st February this year. Now I am describing about it,

The function was started at 12.01 a.m. We decorated our school's Shaheed Minar beautifully with flowers. The day's programme started with national anthem and the patriotic songs were also sung by our teacher and students. We were bare-footed and went to the Shaheed Minar. We put on a black-batch. The national flag was kept half-mast. We offered the flower wreaths on the Shahis Minar in honor of Language Martyrs. We also kept ourselves one minute silent to respect them. A seminar was held in the afternoon.

No more today.

Sincerely yours,  
Sahin.

3. Suppose, you are Tarun/Tanima and your friend is Raima/Rupom. Write a letter to your friend describing what you intend to do after your SSC Examination. (এস.এস.সি. পরীক্ষার পরের পরিকল্পনা সম্পর্কে জানিয়ে বন্ধুকে পত্র।) [DB '11; RB '11, '06; JB '19, '11, '06; CB '24, '19, '16, '13; CtgB '08; SB '16, '11; BB '19, '10, '06; D/B '19, '09]

Ans.

107, Station Road, Cumilla  
6 April 2025

Dear Rupom,

Thank you very much for your letter. In your letter you have wanted to know what I like to do after the SSC examination. Here I am writing a few lines about it.

I shall not have to attend school during the next two or three months. I will be absolutely free. But that does not mean that I want to sit sluggishly during this period. I will go to my village. The purpose is to make the villagers aware of environmental problems.

The village where I want to go is in the middle of a forestland, but the saddest thing is that because of increasing population, the villagers are cutting down the trees. They are making more space for houses and farming. You will be surprised to hear that in this way they have already destroyed half of the forest.

Going there I will try to organize the villagers in order to take some necessary steps against cutting down the forestland. How do you think about my ideas?

Write to me as soon as possible. Convey my best regards to your parents.

Ever yours

Tarun

4. Suppose, you are Tanim/Tania. You are studying in Bakulpur High School where you enjoy a lot of co-curricular activities. Now write a letter to your friend Nafiz/Nafiza studying in Rupgonj Ideal School about the co-curricular activities of your school. (জীবনের পরবর্তী ধাপে সহশিক্ষা কার্যক্রমের গুরুত্ব জানিয়ে ছোট ভাই/বোনকে পত্র।)

[DB '17, 08; RB '19; CrgB '24]

Ans.

Bakulpur, Chandpur

6 May 2025

Dear Nafiz,

Your sweet note of the 5th instant anchored the shore of my heart as it bore the news of your winning the first prize in the Inter School Debating Competition. In the letter you also wanted to know about the co-curricular activities of our school. Surely I'll be happy to notify you regarding the co-curricular activities of our school.

You know Bakulpur High School, I read in, is a renowned school in Chandpur District. In addition to providing quality education, it offers an extensive range of co-curricular activities. Here in our school there are a debating club, a computer club, a musical association and a sports association. We have a great opportunity to develop our potentiality participating in these co-curricular activities. We often arrange debating competition, sports competition and musical competition which the students enjoy to a great extent. You will be glad to know that I regularly participate in the cultural activities of the school. I like to perform in stage drama. I also take part in music show. If you come to my house, I will take you to my school and you will be fascinated seeing the extra-curricular activities of our school.

With best wishes,

Tanim

5. Suppose, you are Anuvob/Anuva. You have a pen friend named Javan who lives in the USA. He wants to know about your country. Now, write a letter to your friend describing your country. (পত্রমিতাকে বাংলাদেশ সম্বন্ধে পত্র।)

[DB '07; CB '17; SB '17, 08; BB '15; DjB '24]

Ans.

Oxford Mission Road, Barishal

08 March 2025

Dear Jovan,

How do you do, my dear? Ok? I hope so. A few days ago you wrote a letter to me which is yet unanswered for my some technical problems. In your letter you expressed a heart felt and exalted devotion to know about my darling motherland and her people. Now be mindful and pay heed to the following fact.

Bangladesh is a South Asian country with a tiny area and a big population. The people here are of various creeds, castes, customs. The riverine country, Bangladesh, is a natural fair of natural goods such as forest land, running rivers, sea beach, hilly areas, stagnant beel, jheel etc. The natural sequences surrounding and embracing our land are a panorama of vision. The Sunderbans and Kuakata sea beach of South Bangla, Cox's Bazar sea beach of south eastern most zone of Bangladesh, the river basin of the Padma, the Meghna and the Jamuna—all these are the hoarders of pictorial quality of a poet's brush. You can see here acres of meadow or grass land, innumerable fields across the meadow, countless gleaners gleaning in the fields during the harvesting season, juice oozing from the date top during the winter, minstrels or bards wandering about in villages and hamlets in our agro and village based country. Six seasons, prevalent in Bangladesh, are a newer experience for you respectively.

Flood often visits my Bangladesh mine due to her geographical position or stand and climatic condition. In fact, natural disasters perform here like a brutal step mother.

Despite manifold natural adversities we are heading as a independent nation towards world standard respecting education, culture, solidarity, state policy and parity between men and communities. Oh yes, the people of our country are extraordinarily amiable. We have laid down our lives for language and liberty of state and idea.



You, therefore, cannot blow away our sense of fraternity, solidarity and unity. We are not as white as you in complexion but trying with our level best to be as civilised as you. I am putting an ending mark now and you are ardently expected to be our tropical land during the next dry season.

Your friend,  
Anuvob

6. Suppose, you are Roushan/Roushanara living at 114/B, Sadar Road, Barishal. Your younger brother does not take physical exercise at all. Now, write a letter telling him the importance of taking physical exercise. (শরীর চর্চার প্রয়োজনীয়তা জানিয়ে ছোট ভাইকে পত্র।)

[DB '20; CB '09; CtgB '23; SB '19; Djb '17]

Ans.

114/B Sadar Road, Barishal

18 May 2025

Dear Abir,

I have come to know from one of your friends that you are not interested in physical exercise. It's not good at all. Because physical exercise has a great value. The importance of physical exercise is very great in our practical life. It helps us keep our body fit for work. It keeps us agile. To maintain good health, we need some sorts of physical exercise. Playing games like football, cricket etc can perform that task. Physical exercise helps our muscles and nerves to work properly. They help to breathe more deeply. It prevents constipation, improves appetites (ক্ষুধা) and digestion of food. They ensure sound health.

I hope that you would realise the importance of physical exercise in student life and do physical exercise.

No more today. Best wishes to you.

Your brother  
Roushan

7. Suppose, you are Sayem/Samia. You have a friend, named Masud/Masuda. Your friend has recently sent you a nice birthday gift on the occasion of your 16th birth anniversary. Now, Write a letter to your friend thanking him/her for sending you the nice birthday gift. (জন্মদিনের চমৎকার উপহারের জন্য ধন্যবাদ জানিয়ে বন্ধুকে পত্র।)

[RB '20, '17; SB '20; BB '17; Djb '10]

Ans.

Chattogram,

18 March 2025

My Dear Masuda,

Thank you so much for the prestigious present you sent me on the occasion of my 16<sup>th</sup> birthday.

I had long been thinking of buying an edition of 'Oxford Advanced Learner's Dictionary' by Hornby. It seems to me a miracle that you could read my mind and sent me just the book I wanted eagerly. I have got a lot of presents on my birthday, but yours is the best. Father is loud in praise of your choice. In fact, it is a nice dictionary as it contains not only the meanings of the words, but also their different usages which we need to learn English.

However, I must say that though your present pleased me very much, I would have been happier if you were yourself present here on the occasion.

I missed you very much.

Yours ever,  
Samia

8. Suppose, you are Himel/ Himu and live at the hostel of Vidyamayee Govt. Girls' High School, Mymensingh. Your village home is at Narayankhola, Modhupur, Tangail where your parents live. Now, write a letter to your mother telling her about your hostel life. (তোমার ছাত্রাবাস জীবনের বর্ণনা দিয়ে মাকে পত্র।)

[RB '23; JB '20]

Ans.

Room No-105

Vidyamayee School Hostel

10 February 2025

My dear Mother,

Hope, you are safe and sound by the grace of almighty Lord. I am also well by His grace. However, from your last letter I have come to learn that you are eager to know about my hostel life. Now I am writing about it.

Our school hostel is a two storey building. It is south facing. So southern breeze enters almost every room. I stay at first floor. My room No. is 105. It is very spacious. I stay with other two students. They are very



friendly. We help one another in time of need. In the afternoon we play different games and sports like football, cricket, badminton. By this, we get a golden opportunity of taking physical exercise. Moreover, we take physical exercise regularly getting up early in the morning. We also gossip with each other and pass our leisure amusingly. In a word, our hostel life is full of joy and enjoyment.

Don't worry about me. My study is going on well. There are two teachers staying at our school hostel. They are very cooperative. They help us in our studies when needed. In short it's my hostel life.

I must finish here. Convey my salam to father and love to Rumi and Rakib.

Your loving daughter

Himu

9. Suppose, you are Rupam/ Afsana living at Muradpur, Chattogram. Your friend is Rana/ Rina who lives at College Road, Rajshahi. He/She wanted to know how you spent your last summer vacation. Now, write a letter to your friend describing your experiences during the summer vacation. (গ্রীষ্মকালীন অবকাশ কীভাবে কাটিয়েছে সে অভিজ্ঞতার বর্ণনা দিয়ে বন্ধুকে পত্র।) [CtgB '17; BB '20]

Ans.

Muradpur, Chattogram

June 17, 2025

Dear Rana,

How are you? I hope, you are hale and hearty by the mercy of almighty Allah. I am also fine by His grace. From your last letter I have come to learn that you are interested to know how I spent my last summer vacation. Getting summer vacation I actually went to my native village. I caught fish from our pond with my hands. I picked up ripe mangoes from our gardens. I tasted them to my heart's content. I also picked up jackfruits and took them abundantly. I played hide and seek, football, cricket, hadudu with my cousins and got much enjoyment.

My grandparents entertained me with special dishes. They took care of me very cordially. In fact, I was heartily amused and amazed in the last summer vacation. If you were with me, I would also be more entertained.

No more today. Convey my regards to dear uncle and aunt and love to Rupa.

Yours ever

Rupam

10. Imagine that one of your school friends is in England for six months. He/ She is having some troubles with the new place and the new food. Write a letter advising him/ her on how to adjust the new place and the new food. (নতুন স্থানে খাপ খাইয়ে নেয়ার পরামর্শ জানিয়ে বন্ধুকে পত্র।) [DB '04]

Ans.

Sutrapur, Dhaka

14 February 2025

Dear 'X',

At the beginning of the letter, take my cordial love. Hope that you are well by the grace (দয়া) of almighty Allah. I am also well by His grace. However, from your last letter I came to know that you are having some troubles with the new place and the new food. Friend, new thing is a new experience. As the new place is unknown to you, try to be known to it. Then you can gather a lot of experience. At first, you can't adjust yourself with the new place. Gradually, you can adjust yourself with the new place and environment.

Similarly you can adjust yourself with the new food gradually. That's to say, when you are habituated (অভ্যস্ত) in taking those foods, you can adjust yourself with those very easily. Of course, it will take some time. Have patience (ধৈর্য্য). Don't be anxious.

No more today. Convey (জানানো) my best regards to your parents and my love to your younger sister.

Yours lovingly

'Y'

11. Suppose, you are Sohan/Sohana of 9, Mymensingh Road, Dhaka-1000. Recently you have enjoyed a picnic. Your friend Nahid/ Nahida of 71/C, Broad Lane, Khulna wants to know about the picnic. Now, write a letter to your friend telling him/her how you have enjoyed the picnic. (বনভোজনের অভিজ্ঞতা জানিয়ে বন্ধুকে পত্র/ ই-মেইল।) [DB '19; JB '04; CB '10, '06; SB '12; BB '08; Djb '20, '12]

Ans.

9, Mymensingh Road,

Dhaka-1000

20 March 2025



Dear Nahid

I received your letter on the 10th instant. I am sorry for not replying to it earlier. In your letter you wanted to know about the picnic that I had made with my friends at a place of historical importance. Here I am giving you a description of the picnic. I along with my friends made a plan to visit Sonargaon. On February 20, we started from Dhaka by bus at 8 a.m. We reached the spot at 10 a.m. We took necessary food and drinks with us. Reaching there at first we took our breakfast and then started to see the ancient places. To memorise the moment I took some photos. As I have the experience about the place I guided my friends to show the relics. We spent the whole day at the site of the picnic and enjoyed ourselves. After sunset we came back to Dhaka by bus. Actually, we spent a happy moment and its impression (ধারণা) will be everlasting on my mind. No more today. Please write to me as early as possible.

With best regards

Sohan

12. Suppose, you are Sayem/ Samia. You and your parents went to Chattogram by train a few days ago. You wish to share this new experience with your friend Abrar/ Anika. Now, write a letter to your friend sharing the experience of the train journey that you made. (বন্ধুকে রেল ভ্রমণের অভিজ্ঞতা জানিয়ে পত্র।)

[Combined Board Exam '18; CtgB '06; SB '04]

Ans.

3 Srish Das Lane,  
Sutrapur, Dhaka.

19 February 2025

Dear Anika,

Your letter of the 18th instant is to hand. I am very glad to know from your letter that you are hale and hearty. Anyway, today I'll share an experience of a thrilling train journey with you that I underwent accompanying my parents few days ago. We went to Chattogram by train to visit my uncle living there. On the appointed day we went to the Kamalapur Railway Station at 7:00 am. The train left the station duely. I sat on my seat. I felt thrilled (রোমাঞ্চিত) and excited when the train sped up and everything seemed to me to be moving and jolting. Not only this, it seemed to me that everything was going on along with the train. It made me much more excited and thrilled. At last, our train reached the destination (গন্তব্য) at 2:00 pm. I hired a porter to carry my luggage and gave him some wages. And that was my first train journey in my life.

No more today. More when we shall meet each other. Convey my best regards to your parents and love to the youngsters.

Yours ever

Samia

13. Imagine, you are Shamim/ Shamima living at Kalitola Road, Bogura. You have a pen friend Vicky who lives at 22 Park Street USA. She wants to know about Bangladesh. (পত্রমিতাকে বাংলাদেশ সম্বন্ধে পত্র।)

[DB '07; CB '17; SB '17, 08; BB '15]

Ans.

Oxford Mission Road, Barishal

08 March 2025

Dear Vicky,

How do you do, my dear? Ok? I hope so. A few days ago you wrote a letter to me which is yet unanswered for my some technical (কারণগরি) problems. In your letter you expressed a heart felt and exalted devotion to know about my darling motherland and her people. Now be mindful and pay heed to the following fact.

Bangladesh is a South Asian country with a tiny area and a big population. The people here are of various creeds, castes, customs. The riverine country, Bangladesh, is a natural fair of natural goods such as forest land, running rivers, sea beach, hilly areas, stagnant (নিষ্কল) beel, jheel etc. The natural sequences surrounding and embracing our land are a panorama of vision. The Sunderbans and Kuakata sea beach of South Bangla, Cox's Bazar sea beach of south eastern most zone of Bangladesh, the river basin of the Padma, the Meghna and the Jamuna-all these are the hoarders of pictorial quality of a poet's brush. You can see here acres of meadow (শস্যক্ষেত) or grass land, innumerable fields across the meadow, countless gleaners gleaning in the fields during the harvesting season, juice oozing from the date top during the winter, minstrels (চারণ কবি) or bards wandering about in villages and hamlets in our agro and village based country. Six seasons, prevalent in Bangladesh, are a newer experience for you respectively.

Flood often visits my Bangladesh mine due to her geographical position or stand and climatic condition. In fact, natural disasters perform here like a brutal step mother.



Despite manifold (বহুমুখী) natural adversities we are heading as a independent nation towards world standard respecting education, culture, solidarity, state policy and parity between men and communities. Oh yes, the people of our country are extraordinarily amiable. We have laid down our lives for language and liberty of state and idea. You, therefore, cannot blow away our sense of fraternity, solidarity and unity. We are not as white as you in complexion but trying with our level best to be as civilised as you. I am putting an ending mark now and you are ardently expected to be our tropical land during the next dry season.

Your friend,  
Shamima

14. Suppose, you are Mollick/Mollicka. You have recently visited a new place with some of your friends and family members. Now, write a letter to your friend Asif/Asifa who lives in another city, describing your experience of the visit. (একটি নতুন স্থান ভ্রমণের অভিজ্ঞতা জানিয়ে বন্ধুকে পত্র।) [RB '16]

Ans.

Shamanagar, Satkhira

20 February 2025

My dear Asifa,

Take my heartest (আন্তরিক) love at first. You haven't written to me for about two months. However, this writing is to inform you of a pleasing tour that I along with some of my friends and family members made last week. The tour was to grand city. Dhaka We enjoyed the place very much. Now I would like to share my feelings and experience with you. You know one of my brothers lives in the city of Dhaka. He had been requesting me to go to Dhaka to visit the city. So last week I decided to go to Dhaka. We went to Dhaka by bus and my brother received me at the Gabtali Bus Terminal. From the next day we started visiting different places in Dhaka city with my brother. He was in fact our guide. He took us to many important places in the city. First of all, we visited the National Memorial at Savar. Then I was astonished (বিস্মিত হওয়া) visiting the 'Jatya Sangsad Bhaban' because of its architectural beauty and vast compound. In the afternoon we visited National Shaheed Minar and National Museum. The next day we went to the National Zoo at Mirpur, Lalbag Fort and some other places. We also visited newly built flyover at different places in Dhaka. We also visited some historical places in Old Dhaka such as Star Mosque, Ahsan Monjil, Lalbag Fort, Hosni Dalan etc. Vesting these places we not only enjoyed much but also gathered a lot of experience. This tour to Dhaka will remain ever fresh in my mind. No more today, Best regards (শ্রদ্ধা) to your parents and also love to the youngers.

Yours ever

Mollicka

15. Suppose, you are Raton/Ratna living at Nutun para, Natore. The annual prize giving ceremony of your school was over. You got a prize for your better result. Now, write a letter to your friend Tasin/Tasnia who lives at Hospital Road, Pabna describing the annual prize-giving ceremony of your school. (বিদ্যালয়ের বার্ষিক পুরস্কার বিতরণী অনুষ্ঠানের বর্ণনা দিয়ে বন্ধুকে পত্র।) [DB '23, '13; RB '10; JB '23, '16; SB '23]

— interest of your friend. — time and place of the ceremony. — the beginning of the ceremony. — giving prizes. — stage drama.

Ans.

Nutun Para, Natore

24 May 2025

My dear Tasnia,

Take my love from the core of my heart. I hope, you are all right. I am also well. You wanted to know about the prize giving ceremony of our school. Now I tell.

Last Sunday, 20 May was the annual prize giving ceremony for academic result and sports. The function was very colourful. It was held on our school playground. In order to celebrate the day the authority (কর্তৃপক্ষ) concerned decorated the school premises (প্রাঙ্গণ) with colourful flags and festoons. The function began with the reciting from the holy Quran. The youth and sports minister was invited as the chief guest. I got a prize for better result in the Test Examination. Many students got prizes. After finishing the prize giving ceremony the drama of William Shakespeare 'As You Like It' was staged. We enjoyed it much. No more today.

Convey my compliments to your parents and love to the youngers.

Yours loving

Ratna



16. Suppose, you are Arif/ Arifa living at 3/A, Tikatuli, Dhaka. Your cousin Sumon/Sumona lives at 13/3, Ibrahimpur, Jashore. Now, write a letter to your cousin requesting him/her for staying a few days with you during the summer vacation. (বন্ধুকে একসাথে গ্রীষ্মের ছুটি কাটাবার নিমন্ত্রণ জানিয়ে পত্র) [BB '16]

Ans.

3/A, Tikatuli, Dhaka

18 March 2025

Dear Sumona,

Your sweet letter has anchored the shore of my heart.

I came to know that your school will be closed for the summer vacation from the 25<sup>th</sup> March. I would like to give you a proposal for spending a few days during the with us in Dhaka. After a long confinement in the routine life, you will feel happy in Dhaka. If you come, we'll visit many important places in Dhaka. You know there are some historical place in Dhaka such as Ahsan Monjil, Lalbag Fort, Star Mosque, Chotto Katara. Boro Katara and so as. We way gather a lot of experience by visiting these places. Besides, my parents will be very glad to have you with us. Please do come.

Your loving friend,

Arifa

17. Imagine, you are Kaspia/Kaspian of 12, Mirpur Road, Dhaka. One of your friends is very weak in English. Now, write a letter to your friends Rosmin/Rosmina who lives at Patiya, Chattogram, telling him/her about how to improve English. Use the following clues : (ইংরেজিতে দক্ষতা বৃদ্ধির পদ্ধতি জানিয়ে বন্ধুকে পত্র i) [DB '15; JB '09; SB '07; BB '05]

— Stock of vocabulary — Grammatical rules — Attending English classes regularly — Special coaching — How to practice speaking English.

Ans.

12, Mirpur Road, Dhaka

14 February 2025

My dear Rosmina,

Have my heartiest love. I have not heard from you for long. I do not know how you are now. Of course well, aren't you? Through Rased I have come to learn that you have cut a sorry figure in the last Test Examination. The obstacle (প্রতিবন্ধকতা) to good figure is your weakness in English, I think. To do well in the exam you have to improve your English knowledge. Respecting this you can follow the following words of mine.

First, you have to widen the stock of vocabulary (শব্দসম্ভার). Then grammatical rules in English should be mastered. Here you may pursue the basic grammatical rules. You have to attend English classes regularly. In school you can take special coaching if needed. You have to put emphasis (গুরুত্ব) on thorough reading, writing, listening and speaking. In this case, one should follow the communicative method of learning English language. English spoken course sometimes is lucrative for mastering this method easily.

Hope you are feeling ease hearing me. I am stopping here saying you to depend on His mercy (দয়্য). Tender my regards to your parents and love to the youngsters.

Ever yours

Kaspian

18. Suppose, you are Nasim/Nasima of 50 Kazalshah, Sylhet-3100. You have a best friend named Salam/Salma who lives at 30, Pallabi, Ali Para, Sunamgonj-3070. S/he is a chain smoker. You know that smoking is a bad habit and it causes many fatal illness. Now, write a letter to your friend advising him/her to give up smoking. Use the following clues : [SB '15]

— How you know the matter (তুমি ব্যাপারটি কিভাবে জানলে) — how many substances a single puff of cigarettes contains (সিগারেটের একটানে কত উপাদান থাকে) — harmful substances (ক্ষতিকর উপাদানসমূহ) — the effects of nicotine (নিকোটিনের প্রভাব) — which elements cause cancer (কোন উপাদান ক্যান্সার ঘটায়) — chronic bronchitis (খাসনালীর প্রদাহ) — dangerous habit (কু অভ্যাস)

Ans.

50 Kazalshah, Sylhet-3100

10 March 2025

My dear Salam

I am very sorry that you have not written to me for quite a while. It is not at all proper for a friend like you. But I got your news yesterday from your mother's letter. Aunt wrote that you smoke a lot of cigarettes.

Last week when I met you, I observed one thing that you had become a heavy smoker of cigarette. It seems to me that you look like a chain smoker. But my friend! You must know the dangers of smoking. So, why are you taking such a harmful thing? Do you forget that? Look, I tell you—



Smoking does a lot of harm. A single puff of cigarette smoke contains 15 billion particles of substances which are very dangerous for health. The most harmful substance in cigarette smoke is nicotine, Methyl, Alcohol, Carbon monoxide, Formaldehyde, Arsenic, Benzopyrene and several other acids. Nicotine contracts the blood vessels and causes blood pressure leading to heart attack. Benzopyrene, arsenic and tobacco cause cancer. The bad effect of smoking leads to chronic bronchitis. Excessive smoking may lead a person to premature death. Such are the fatal effects of smoking. I suggest you to give up smoking just now and never to indulge in such dangerous habit again. Do give up smoking, if you love yourself.  
I am well. Hope this finds you quite hale and hearty.

Your loving friend  
Nasim

19. Imagine, you are Nafis/Nafisa of College Road, Rangpur and recently you have visited your friend Nabila's house at Asian Highway, Chattogram. You have been very much charmed by the warm hospitality of your friend. Now write a letter to your friend thanking her for her hospitality. (বন্ধুর বাড়িতে বেড়ানোর সময়কার উষ্ণ আতিথেয়তার জন্য ধন্যবাদ জানিয়ে পত্র।) [DB '06; CB '23, '11; CtgB '11; SB '10; BB '13]

Ans.

College Road, Rajshahi  
18 March 2025

Dear Nabila,

I reached home safely (নিরাপদ) yesterday evening, as apparently I had no trouble on my way home. I shall never forget the last few days I spent in your midst. How much care with all the warmth of your heart you all took of me! How solicitous (উৎকর্ষিত) and affectionate your parents were! It will be an act of ingratitude (অকৃতজ্ঞতা) on my part if I do not mention the name of your youngest brother, Nafis. Didn't you see how ready he always was for me? I deem, I was the pivot and attraction (আকর্ষণ), for your whole family revolved round me in those few days. How do I forget the recollection (স্মৃতি) of those days I was with you? The memory of my short stay will remain ever fresh in me.

Allow me, my dear friend, to convey my heartfelt thanks to you all for your friendly hospitality (আতিথেয়তা). It is really uncommon nowadays.

With best regards to your parents and love to the juniors especially my best wishes for brother Arifa.

Yours ever  
Nafisa

20. Imagine you are Sumon/Sumona of 177, Broad Lane, Chattogram. Recently you have gone to a study tour from your school. Now, write a letter to your friend Adib/Adiba who lives at 8/9, Creative Road, Kadirganj, Rajshahi, telling him/her about the tour. Use the following clues. (শিক্ষা সফরের অভিজ্ঞতা জানিয়ে বন্ধুকে পত্র।) [DB '10]

— date of the tour — place of the tour — mode of transport — things you have seen and enjoyed — knowledge gained

Ans.

177, Broad Lane, Chattogram  
30 March 2025

Dear Adib,

How are you and your family members? Hope all are well and hearty by the grace of the Almighty. Today I am writing to you to share a very interesting experience (খুব মজার অভিজ্ঞতা) that I have recently experienced. Actually, I am taking about the recent study tour organised by our school authority. We went to the study tour on the 28<sup>th</sup> instant of this month. The spot selected for the tour was Cox's Bazar Sea shore (সমুদ্র সৈকত). We hired two luxurious buses for transport. Our journey started at 8 in the morning. Some of our teachers including our class teacher accompanied us in the tour. We took some dry food prepared for the tour. We reached Cox's Bazar about two hours later. Reaching at the sea shore we got astonished. Specially I was so wondered (বিস্মিত হওয়া) as it was my first visit to the sea beach. We have seen a lot of people who gathered there in many groups. Some were bathing in the blue water and some were roaming to and fro with a joyous mood. After roaming (ঘোরাফেরা করা) for about a hour, we were asked to take a snap. Then we took a bath in the sea water. Our teachers told us not go so far in the water. After that our teachers decided to have lunch. We were taken to a hotel named 'Hotel Sea Girls' for lunch. It was really an aristocratic (অভিজাত) one. We enjoyed various sea fishes there. After lunch we took some rest and at the late afternoon we again went to the sea beach to enjoy the sunset scene. It was really a great wonder for us to see the sun setting into the water. The sun seemed to be diving into the sea. After that we went back to our bus and started our return journey. At 9.30 pm we reached Chattogram and returned home soon. It was really a memorable event (স্মরণীয় ঘটনা) in my life.

No more today. Hope you will write me soon.

Yours ever  
Sumon



21. Imagine you are Arif/Arifa of 7 Dhanmondi, Dhaka. Recently you went on a picnic to Kuakata. Now write a letter to your friend Salam/Salma who lives in Sylhet describing the picnic. Use the following clues : (কুয়াকাটায় বনভোজনের অভিজ্ঞতা জানিয়ে বন্ধুকে পত্র ।) [CtgB '04]

(a) date of the picnic (b) name of the place (c) sights and sounds (d) knowledge you got (e) enjoyments and excitement

Ans.

7 Dhanmondi, Dhaka

1 April 2025

Dear Salam,

Hoping you to be quite well by the grace of Almighty Allah. I am also well. Friend, you'll be glad to know that recently (সম্প্রতি) I went on a picnic to Kuakata. On March 11, I along with my friend went there by the arrangement of Bengal Tour Company. After a seven and half an hour bus journey we reached there. When we arrived there it was midday. After taking some rest we began to observe the sights and sounds of the sea-beach Kuakata. We heard the roar of the sea. In the meantime the sun was began to set. Seeing the scene of setting sun I was just dumb (বোবা). It seemed to me an unearthly scene. The next morning we went to the same place and surprisingly we observed the sun was peeping (উকি দেওয়া) on the same place that it lost another day. The scene will remain in my mind as a lifetime experience. I did not find it easy before telling my experience to you. If you had joined our picnic, surely it would have increased our pleasure. Hoping to join another picnic like this with you.

No more today. Best regards to your parents and love to the youngers.

Yours ever

Arif

22. Imagine, you are Rana/Rani of 25 B.K. Road, Khulna. The annual sports of your school have recently been held. You were one of the participants and became champion. Now, write a letter to your friend, Mishu who lives at K.N. Avenue, Bogura, describing the sports day of your school. Use the following clues : (স্কুলের 'স্ট্রীডা দিবস' সম্বন্ধে জানিয়ে বন্ধুকে পত্র ।) [DB '09: CtgB '05]

— date of the occasion. — place where it was held. — decoration and arrangement. — guests. — events of games. — your personal achievements. — distribution of prizes. — your personal feelings.

Ans.

25 B.K. Road, Khulna

24 March 2025

My Dear Mishu,

I have some happy news to inform you. Last Monday, 21 March was the annual sports day of our school. It was held on our school playground. In order to celebrate the day the authorities concerned (সংশ্লিষ্ট) decorated the school premises with colourful flags and festoons. There was a nice stage in honour of the invited guests.

The Youth and Sports Minister was invited as the chief guest. Different events (খেলা) took place in the sports programme like race, long jump, high jump, sack race, cock fight and so on. I participated in three events- 100 metre sprint, 500 metre race and relay race. I won the first prize in the sprint and our team came out first in relay race. So I have two more medals to add to my trophies. I also became champion on that day.

I felt really excited getting the award (পুরস্কার) from the minister. Everyone was appreciating (প্রশংসা করা) me clapping their hands. It was really a remarkable day for me.

No more today. Write to me soon.

Yours ever

Rana

23. Suppose, you are Arif/Arifa from Patuakhali. You have a friend named Masud/Masuda living at 9, Station Road, Dhaka. He/She is a student of class X but he/she is not interested at all to learn English. Now, write a letter to him/her about the importance of learning English in all stages of life. (জীবনের সকল ক্ষেত্রে ইংরেজি শিকার গুরুত্ব সম্পর্কে জানিয়ে বন্ধুকে পত্র ।) [SB '13]

Ans.

Patuakhali

12 March 2025

Dear Masud,

I am happy to learn that you have cut very good figure in every subject except English in the half yearly examination. Hearing it, I talked to your English teacher over phone. He informed me that you are quite deficient in English and you are not interested in learning English. It is very disappointing. You know that English is an international language. Wherever you go, you need English and the importance of English in our



day to day life is indescribable in words. English is used in every sector. International community and business world use English to communicate across national borders. Today, more than 80% of all the information in the world's computer is in English. So organizations frequently need employees who are adept in English. It is true that English helps one to get good jobs and better salaries. So I advise you to be serious in learning English. No more today. Take care of your health.

Your friend  
Arif

24. Suppose your name is Rabi/Rubina. You have a pen-friend in London named James/Jenifer. He/She wants to know about Bangladeshi food. Now write a letter to him/her describing the foods and the food-habits of the people of Bangladesh. (পত্রবন্ধুকে বাংলাদেশের খাদ্য ও খাদ্যাভ্যাস সম্বন্ধে জানিয়ে পত্র।)

[RB '07; CB '05; SB '06; BB '09]

Ans.

10 R.K. Mission Road  
Dhaka, Bangladesh  
14 March 2025

Dear James,

Have my love. I am in receipt of your 6<sup>th</sup> instant letter in which you have wanted to know about Bangladeshi food. Now I am giving you a pen picture of this.

Bangladesh is an agro-based country of South Asia where rice and fish are available. Rice is our staple food. It is said that we are 'mache bhate Bangalee' who possess ponds abundant (পরিপূর্ণ) with fish, shed full of cows and granary full of rice. Bangladesh is a country of rivers abundant with fishes of various species. We eat pantha bhat with hilsa as well. There are a lot of herbal foods in our country. These foods come from different vegetables and fruits. Hence these are natural foods. We raise livestock (গবাদিপশু) and eat their flesh cooking usually and on some occasions. We mainly take three square meals daily. During breakfast city dwellers (বাসিন্দা) generally eat bread, fried egg, fried vegetables, biscuits, tea etc. But the villagers at the same time mainly eat pantha bhat to which you are introduced in one of my former letters. The villagers can enjoy fresh vegetables that is almost impossible for the town people. Now the town people are bending to the fast food that is common in your country. A large amount of our people nowadays eat biriani, polao and the like. Khai, muri and chira are well known to our village people. A little portion of our people is bending to Thai and Chinese restaurant at present. Infact the worldwide influence (প্রভাব) of globalisation has already began to level the uneven food habit across the world. But we Bangalee have been forwarding so long with food and food habit that originated with our age-old and prestigious culture.

I am putting an ending mark here.

Hope you all are hale and hearty in your family. I perhaps am coming to visit London soon.

Your friend  
Rabi

25. Imagine, you are Taufiq/Taufiq of village Domogram, Upazilla Kahaloo, Dist. Bogura. You have a pen-friend named Robert who lives at 12, Derriford Road, Plymouth PL G8 HB, UK. Now, write a letter to him about your native village. Use the following clues : (পত্রবন্ধুকে নিজের গ্রাম সম্বন্ধে জানিয়ে চিঠি।) [CB '07]  
— Location of the village — People and their occupation — Condition of the villagers — Educational institutions — Natural scenery — Why famous.

Ans.

Domogram, Kahaloo  
Bogura, Bangladesh  
14 February 2025

Dear Robert,

Hearty love to you. How are you? OK? So I hope. I am the same as well. Last month you wrote to me that you want to know about my native village. Now be mindful and hark. My village, Domogram, is in the southern part of Bogura district. It is on the skirt of a vast beel named Beel Gorallia. There are ten thousands people in my village. My village is mainly based on agriculture. Most of them are farmers, many of them are educated and several of them are gracing some high posts of govt. There is block system irrigation (সেচ) in the village. There are around one hundred poultry firms, fifty looms and some other cottage industries in the village. The condition of the villagers is satisfactory in most fields. You will find no man living under poverty line in my village though Bangladesh is a developing country now. This information is surely surprising you. Friend, no wonder that we are forwarding to cope with (সমান তালে চলা) you in the era of globalisation. You are under EU, but we are under NAM, SAARC, OIC etc. Our village is having the modern amenities (সুবন্দোবস্ত) of town life.



In our village there is a number of educational institutions; college, two high schools, four primary schools, a junior high school, a KG school and three madrasahs. There have also a revenue office, a hospital, three banks and three NGOs in my village. The natural scenery is an extraordinary (অসাধারণ) dimension of the village. On both sides of the pitched roads of my village there is a panorama of green file of trees.

For various reasons my village is name and fame bearing. Dhiraz Bhattacharya, a great cinema hero, a police inspector, a litterateur, the great poet Barrister Michael Madhusudan Datta and Monoz Basu, a famous literary giant—all are the icons of my village.

I am saying you good bye now. Tender my wishes to your parents, brothers, sisters and other family members.

I am your

Taufiq

26. Suppose, you are Anamika/ Anik living in Munshigonj. Your friend, Tonima/ Tunu who lives in Manikgoanj has lost her/his father last week by a road accident. Now, write a letter to your friend expressing your condolence at her/his father's death. (বন্ধুর পিতার মৃত্যুতে শোক জানিয়ে পত্র।) [BB '12, '07]

Ans.

Munshigonj

13 August 2025

My dear Tonima,

I have just received your letter. Through the letter I have come to know that you have recently lost your father by a road accident. It is very sad to me.

I am sure that you are now broken hearted. I have also got very upset. My heart has been filled with sorrows hearing this news. I don't find any view to console (সান্তনা দেওয়া) you. It is no doubt very pathetic.

I am sharing utmost pains with you. But I suggest you not to be very upset. You know that man is born to die. As like/as other creatures (প্রাণীকুল) man is also mortal. No one lives for ever. Each of us has to go back to the eternal Creator. You should believe confidently that Allah is almighty, the only is born of life and death and no human being will be helpless there. As Muslims we ought to exercise our religious faith. Try to avoid sad feelings, wish peace for the departed soul of your father and move onto your daily work.

No more words today. With ardent sympathy (সহানুভূতি) to you and your family.

Yours ever

Anamika

27. Suppose, you are Ratan/Ratna of Kandirpar, Cumilla. You are going to observe your birthday on the 15th April, 2014. You have decided to invite some of your friends. Now write a letter to Kamal, one of your friends, who lives in Chattogram and invite him to attend the party of your birthday. (জন্মদিন উপলক্ষে আয়োজিত অনুষ্ঠানে নিমন্ত্রণ জানিয়ে বন্ধুকে পত্র।) [DB '05; JB '12]

Ans.

Kandirpar, Cumilla

10 April 2025

Dear Kamal,

Perhaps you remember that my birthday comes off on 15 April. This is going to be my last birthday celebration in Cumilla as we will be living in Khulna from next month because of my father's transfer. So mother is going to celebrate the occasion in a grand (মর্যাদাপূর্ণ) manner. Many of our friends and relatives are coming to the party. I hope it will be a great day for me. But I cannot think of anything without you. So please do come, Kamal. I will be expecting you.

With love.

Yours ever

Ratna

28. Imagine, you are Nitu/Zishan of 105, Santinagar Road, Dhaka-1200. One of your bosom friends named Rahim/Ruma, who lives at 86, Sobani Ghat, Sylhet, is eager to know about your aim in life. Now, write a letter to your friend about your aim in life. Use the following clues : (জীবনের লক্ষ্য বা উদ্দেশ্য জানিয়ে বন্ধুকে পত্র।)

[SB '05]

— reason of choice — How to fulfil — Importance.

Ans.

105, Shantinagar Road

Dhaka-1000

10 March 2025

Dear Ruma,

Thank you for your letter in which you have wanted to know about my aim in life. In this letter I want to tell you about the aim of my life.

You know that the distressed (দুর্দশাগ্রস্ত) people of our country die without proper medical care. This is because there is a great shortage of doctors in our villages. I have, therefore, made up my mind to be a doctor to serve these unfortunate rural folks. I do not like to earn money to be rich but to live somehow retaining the manner and character unstained (কলঙ্কমুক্ত).

Please write to me about your aim in life.

Yours ever

Nitu

## Part-B Writing Informal E-mails

### Sample Informal E-mails

1. Suppose, you are Akash/Bristy of Bogura and your friend is Santo/Prokriti who lives in Jashore. Now, write an email to your friend about your progress of studies for the SSC examination. (বন্ধুকে সমাপ্ত এসএসসি পরীক্ষার প্রস্তুতির খবর জানিয়ে পত্র।) [DB '24]

Ans.

To : santo\_2007@gmail.com.

Subject : About my preparation for the SSC examination

Dear Santo,

Hope you are hale and hearty by the grace of almighty Allah. I am also well by His blessings.

From your last email I have come to learn that you are eager to know my preparation for the coming SSC examination. You know, I am very weak in Mathematics. To remove my weakness in this subject, I got direct help from our Math teacher Nazmul Haque. On the contrary, English is my interesting subject. I have no problem in this subject as I always get your help. Besides, my preparation for other subjects is also quite good. I prepared hand notes for Bangla, General science, Islamic studies. I got the hand notes examined by my honourable school teachers. They encouraged me to study well. In fact, my overall preparation for the examination is pretty well. Therefore, you should not be concerned over the fact.

Pray to Almighty Allah so that I can keep a sound mind in a sound body.

Yours ever

Akash

[N.B.: উপরোক্ত Email-টি বাবা-মা, বড় ভাইকে উদ্দেশ্য করেও লিখতে বলা হতে পারে। সেক্ষেত্রে, সম্বোধন ও ভাষার ব্যবহারে সতর্কতা অবলম্বন করতে হবে।]

2. Suppose, you are Sara/Juha. You have a friend called Saba/Wasif who always cuts a sorry figure in the exam. But she/he wants to do well in the exam. She/he wants suggestions from you to overcome the problem. Now, write a email to Saba/Wasif suggesting her/him in this regard. (পরীক্ষায় কম নম্বর পাওয়ার সমস্যা সমাধানের পরামর্শ দিয়ে বন্ধুকে ইমেইল।) [JB '24]

Ans.

To : saba\_1172@gmail.com.

Subject : Suggestions to do well in the exam.

Dear Saba/Wasif,

I hope this email finds you well. I understood from your email that you have been feeling frustrated exam results, but I'm here to offer some suggestions to help you overcome this situation and your performance.

Firstly, create a study schedule that allocates sufficient time for each subject and stick to it consistently. Practice active learning techniques such as summarizing, teaching the material to someone else. Make use of resources available to you, such as textbooks, lecture notes, online tutorials, and past exam papers practice solving problems and answering questions under exam conditions to familiarize yourself with the format and pacing. Moreover, prioritize self-care during the exam preparation period. Reach out to your teachers, classmates or tutors if you are unable to understand any concept.

I hope that with dedication, perseverance, and the implementation of these strategies, you can of course improve your exam result. No more today. See you soon.

Best regards,

Sara/Juha



3. Suppose, you are Fahim/Fahima. Anika, one of your friends has made a brilliant result in SSC Examination. Now, write an e-mail congratulating her on her brilliant success. (পরীক্ষায় দীর্ঘবীয়া সাফল্য অর্জন করার অভিনন্দন জানিয়ে বন্ধুকে পত্র।) [DB '12; RB '15, '12, '08; JB '08; CB '12, '08; CtgB '15, '10, '07; SB '24, '09; BB '11, '06, '04; DjB '13]

Ans.

To : anikanb@gmail.com

Subject : Congratulating on your brilliant result in the SSC exam

Dear Anika,

First my hearty love to you. I know very well that now you are in an euphoric environment for causing the miracle of having GPA-5 in the last S.S.C Examination. As your nearest kins man I am no less joyous as well. With a heart full of eagerness I congratulate you on your brilliant success. I think you have graced your school, school teachers, relatives, neighbours and above all your hopeful parents. Now you have bid fair to be a great woman in future. May God keep your remaining path of life handicap free. Take admission into an esteemed college. With a further congratulation I am pausing here.

With best regards to your superiors and love to the youngers.

Yours ever

Fahima

4. Suppose, you are Sabuj/Sathi living in Chattogram. You know that road accidents are now daily occurrences in our country. It takes a heavy toll of life. Now, write a email to your friend Sagor/Nadi about the causes and effects of road accidents and how to solve this problem. (সড়ক দুর্ঘটনার কারণ ও ফলাফল সম্পর্কে বন্ধুকে ই-মেইল) [BB '24]

Ans.

To: sagor\_2013@yahoo.com

Subject : Causes and effects of road accidents

Dear Sagor

I received your yesterday. In your letter you mentioned about a road accident that you witnessed. I feel sorry for your condition.

Actually road safety in our country is in a pitiable state. The number of road accidents is increasing day by day. As a result, a number of unnatural deaths take place almost every day and several become physically handicapped or permanently disabled. Most accidents happen due to reckless driving. People in their hurry don't care to follow the traffic signals. The pedestrians tend to cross the roads from anywhere they want and are in turn hit by speeding vehicles. The truck drivers, generally drunk, the young rash scooterists—all add to the number of road accidents. A few strict steps like imposing heavy fines and forfeiting the license of the offenders could stop the people from going wild on the road. Authorities need to be more stringent in issuing driving licenses. Constant checking and vigil are required.

I hope the concerned authorities and the general public will see the gravity of the matter and adopt some measures.

No more today. Write to me soon and take care.

Sincerely yours

Sabuj

5. Suppose, you are Abid/Abida, Naveed is your younger brother. You have heard that he is keeping some evil companions nowadays. Now, write an email to your younger brother advising him to avoid evil company. (অসৎ সঙ্গ ত্যাগ করার জন্য উপদেশ দিয়ে ছোটো ভাইকে ইমেইল।) [MB '24]

Ans.

To: naveed99@gmail.com

Subject : Avoid your evil company for a bright future!

My dear Naveed,

I have received an alarming letter from father that you are not regular in studies. Your progress report of last month collected from your institution was not satisfactory at all. Your score in the final examination has shocked us greatly. He has also written that you are mixing with bad companions. Our family has an excellent background of education. Now, the present financial condition of our family is not so good.

My dear brother, remember that time and tide wait for none. So, I tell you to be quite serious to your studies. To face the challenge of life you must take proper education. It is the proper time for you to achieve education. In student life as you sow, so you will reap. So, you should study hard and you must give up evil companies but you can mix with good companies. Therefore I hope that you will follow my advice.

No more today. With love to you all.

Yours elderly,

Abid.

6. Suppose, you are Ayan/Anni. You live in B-3/Gopalpur, Haji Mohammad Mohosin Road, Pabna. Your friend is Farhan/Farhana who is living in 13/B, Purana Paltan, Dhaka-1216. Now, write an e-mail to your friend describing a road accident you have recently witnessed in your town. (ভয়াঙ্কর সড়ক দুর্ঘটনা দেখার অভিজ্ঞতা জানিয়ে বন্ধুকে ইমেইল।) [DJB '22; Letter : CtgB '12]

Ans.

To : farhany2k@gmail.com

Subject : About a road accident

Dear Farhan,

Hope, you are safe and sound by the grace of Almighty Allah. I am also well by His blessings. However, you definitely know street accident frequently (ঘন ঘন) occurs in our country. As a result, valuable lives and liabilities are lost. Last week, I have watched a terrible (ভয়াঙ্কর) street accident at the point of Malibag. You might have read it in the newspaper as it was published in the Daily Janakantha the following day. It took place at 4.00 pm. A bus coming from Tongi pushed a rickshaw from behind. Then and there the innocent rickshaw puller stumbled down on the street. The pedestrians (পথচারি) stood around him and got very excited at this. They seized the bus driver and beat him mercilessly (নিষ্ঠুরভাবে). Then the police came to the spot and saved him from public reaction. The police investigated the spot and seized the bus.

I felt very grieved at the unnatural death of the poor fellow. I could not even sleep at that night. Now I feel light informing you of the dreadful accident.

Please be careful while passing through any street.

With best wishes to you.

Your loving friend

Ayan

7. Imagine, you are Salam/Salma. Robin/Runa is your best friend. You are going for a picnic. Now, write an email to your friend inviting him/her to join the picnic with you using his/her email address. (বনভোজনে যাবার নিমন্ত্রণ জানিয়ে বন্ধুকে ইমেইল।) [SB '22; DJB '23; Letter : RB '13; JB '10]

Ans.

To : robin07@gmail.com

Subject : To join a picnic

Dear Robin,

I received your letter yesterday, I have known that your Annual Examination has ended. Our Test Examination also ended. Some of my classmates have decided to go on a picnic at Rangamati on Friday next. Our Bengali teacher Prof. Kalam Mahmud will also accompany us. On Friday at 7 O'clock in the morning, we shall start for Rangamati from our college by a mini bus. We shall take all necessary food stuff, utensils (সাজ সরঞ্জাম) and musical instruments with us. We shall spend (অতিবাহিত করা) the whole day at the site of the picnic and enjoy ourselves freely. After sun-set we shall come back to Chattogram by the same bus. We shall be very glad if you accompany (সঙ্গ দেওয়া) us. I am sure, you will have a nice time with us. Do come to our college early in the morning on Friday. Please bring your camera with you.

I am quite O.K. Give my regards to your parents.

With love and best wishes.

Your loving friend

Salam

8. Suppose, you are Tomal/Toma. Your father is Abu Sayeed and he lives in the USA. He wants to know about your preparation for the SSC examination. Now, write an e-mail to your father informing him about your preparation for the SSC examination. (তুমি তোমার এস.এস.সি পরীক্ষার প্রস্তুতির কথা জানিয়ে তোমার বাবাকে একখানা ইমেইল লিখ।) [BB '22; DJB '16]

- Or, Suppose, you are Robin/Jerin and you are living in the hostel far away from your home. Your parents are anxious about your preparation for the forthcoming SSC exam. Now, write an email to pacify them regarding your preparation for the exam. (মনেকর, তুমি একজন এস.এস.সি পরীক্ষার্থী। তোমার পরীক্ষা অতি নিকটে। এখন, পরীক্ষার জন্য তোমার প্রস্তুতি কেমন, তা জানিয়ে তোমার বাবা'কে একটি ই-মেইল লেখ।) [CtgB '22; DJB '15]

Ans.

To : Mannan <mrmannan77@gmail.com>

Subject : About my preparation for the SSC Examination

My dear father

Hoping you to be hale and hearty by the grace of almighty Allah. I am also well by His blessings.



In your last mail you wanted to know about my preparation for the coming SSC examination. You know, I am very weak in Mathematics. To remove my weakness in this subject, I got direct help from our Math teacher Nazmul Haque. On the contrary, English is my favourite subject. I have no problem in this subject as I always get your help. Besides, my preparation for other subjects is also quite good. I prepared hand notes for Bangla, General science, Islamic studies. I got the hand notes examined by my honourable school teachers. They encouraged (অনুপ্রাণিত করা) me to study well. In fact, my overall preparation for the examination is pretty well. Therefore, you should not be concerned (উদ্বেগ হওয়া) over the fact. Pray to Almighty Allah so that I can keep a sound mind in a sound body.

Yours ever  
Toma

9. Suppose, you are Tazim. One of your cousins lives in Cumilla Cantonment. Now, send an e-mail informing him of the outing you have enjoyed recently. (মনে কর, তুমি তাজিম। তোমার এক চাচাত ভাই কুমিল্লা সেনানিবাসে থাকে। এখন সম্প্রতি তুমি যে প্রমোদ ভ্রমণ করেছ সে সম্পর্কে জানিয়ে তাকে একটি ইমেইল তৈরি কর।)

Ans.

To : famim\_2014@gmail.com

Subject : About our recent outing.

Attach : Image-1, Image-2, Image-3, Image-4, Image-5, Image-6.

Dear Famim,

Thanks a lot for your e-mail. You have wanted to know about our recent picnic. Our destination was Kuakata. You know it is one of the best places for outing. We went there by a hired bus. Though the journey was a long one, none of us felt bored. We enjoyed the sunset and sunrise scene from the same spot. It was really an excellent enjoyment. We walked along the shore barefooted and roamed here and there in joy. I took pictures of different moments of our experience. Some of these are sent here. Please find them and pass your comments on the snaps.

Yours ever

Tazim

Panjia, Jashore, 7950

10. Suppose, one of your friends borrowed one of your important books. Your exam is near at hand now. So you need the book urgently. Now, write an e-mail to your friend asking him to return the book in no time. (মনে কর, তোমার এক বন্ধু তোমার একটি গুরুত্বপূর্ণ বই ধার নিয়েছিলেন। তোমার পরীক্ষা দোরগোড়ায়। এখন বইটি তোমার জরুরি ভিত্তিতে প্রয়োজন। এখন, তোমার বন্ধুর কাছে বইটি অনতিবিলম্বে ফেরত চেয়ে একটি ই-মেইল লিখ।)

Ans.

To : ria\_nick@yahoo.com

Subject : Please return my book.

Dear Ria,

You know my final exam is knocking at the door. I have to revise all my subjects in a very short time. You borrowed one of my grammar books. That book is very necessary for me at the moment. I think, you have read the topics you needed. Please send me the book immediately. Hope, you will take it considerably.

With love,

Sumaya

11. Inform your mother through e-mail how you physically feel after recovery from an ailment. (অসুস্থতা কাটিয়ে উঠার পর শারীরিকভাবে কেমন অনুভব করছ তা তোমার মাকে ই-মেইলের মাধ্যমে জানাও।)

Ans.

To : <razia@hotmail.com>

Subject : About my physical condition

My sweet Mum

I am in receipt of your e-mail of December 16. You have enquired of my health condition. You need not worry for this, mum. Now I am totally fit for taking part in classes. Doctor advises me to take balanced diet and light exercise and I am doing so. Please convey this news to dad.

Your loving son

Jony

12. Send a letter of advice to your younger brother by using his e-mail address to be regular in his studies. (ছোট ভাইকে নিয়মিত পড়াশুনা করার উপদেশ দিয়ে ই-মেইলের মাধ্যমে একটি পত্র পাঠাও।)

[MB '23]

Ans.

To : <zihad@yahoo.com>

Subject : To be regular in studies

Dear Zihad

Best wishes to you. Hope you are quite well. I have learnt from a reliable source that you have recently become a bit inattentive to your studies. It is also reported that you spend so much time in loitering with some bad friends. What can be more distressing to me than this? You should know that life is not a bed of roses. It is a constant struggle against all odds. The proverb goes "As you sow, so you reap." This is the seed time of your life. You will get harvest in proportion to the care you take of your land. Proper education and formation of character can only lead you to succeed in life. There is no alternative to it. I would henceforth want to hear that you have shunned all your summer friends and have become cautious as to your future. You know, father will be greatly shocked if he hears it. However, I hope you would follow my advice and act accordingly. No more today. Send a reply soon. I shall meet you shortly. With best affection and love.

Your brother  
Jony

13. Suppose, you are Samin/Samina living at Rupnagar, Narayanganj. You have a friend named Joy/Joya living at Sonapur, Chattogram. He/She does not read the newspaper daily. Now, write an e-mail to him/her describing the importance of reading newspaper. (নিয়মিত সংবাদপত্র পাঠের গুরুত্ব সম্পর্কে বন্ধুকে পত্র)

[RB '22; JB '22; JB '13; CtgB '16, '13, '09; MB '20]

Ans.

To : joyarahman@gmail.com

Subject : Importance of reading newspaper

Dear Joya,

Take my love and affection. Hope, you are hale and hearty by the grace of almighty Allah. I'm also well by His blessings. From your last letter I have come to know that you are interested to know about the benefits of reading newspaper. Actually newspaper is the storehouse of knowledge. By reading newspaper, you can know political, economic, social, cultural and meteorological affairs of home and abroad. You can know current affairs of the whole world. You can widen your outlook and orientation by going through newspaper. In fact, you can enter every branch of knowledge only by reading newspaper.

That's all today. Write to me whenever you can manage time. Take care of your health.

Yours ever  
Samina

14. Suppose, you are Habib/Habiba of Dhaka. You have a friend named Neel/Nila who lives in Jamalpur. Your elder sister's wedding ceremony is going to be held next week. Now, write an e-mail to your friend inviting him/her to attend the wedding ceremony. (মনে কর, পরবর্তী সপ্তাহে তোমার বড় বোনের বিবাহ অনুষ্ঠান অনুষ্ঠিত হতে যাচ্ছে। ই-মেইলের মাধ্যমে তোমার বন্ধুকে অনুষ্ঠানে উপস্থিত হবার নিমন্ত্রণ জানাও।)

[MB '22]

Ans.

To : <neel@gmail.com>

Subject : Request to attend the marriage ceremony

My dear Neel

The marriage ceremony of my elder sister, Mahmuda, is going to be held on Friday, the 30th instant. So I shall be very glad to have you in our midst on this happy occasion. My parents also expect you in our midst very much. The bridegroom's party will reach our house at 7:00 p.m. on the 30th. I should, therefore, request you to come to our house at least a day before the said party reaches our house. We shall be very happy to have you with us and we shall be very sorry if you fail to turn up at the right time.

More when we shall meet together. I am eagerly awaiting your arrival in time.

Thanking you  
Habib

15. Read the following advertisement that came out in 'The Daily Star' dated 3<sup>rd</sup> March.

Wanted a Bangladeshi pen-friend, a  
boy or a girl, interested  
in travelling and reading comics.

Write to :

Miss Sophia Erno  
31 Ellius Road  
London N.W. 12



Now, write an e-mail to your pen-friend intimating. (পত্রবন্ধু হওয়ার আহ্বান জানিয়ে একটি ইমেইল পাঠাও।)

- (i) How you got her name and address.
- (ii) Why you want to have a pen friend.
- (iii) The name of your institution and the class you read in.
- (iv) Something about your background i.e. yourself, family, hobby etc.

Ans.

To : sophi@yahoo.com

Subject : Pen-friend proposal

My Dear Sophia,

I have got your name and address from the advertisement that came out in 'The Telegraph' dated 3<sup>rd</sup> March 2016.

You have wanted Bangladeshi pen-friend interested in travelling and reading comics. This advertisement has drawn my attention as I am also interested in these two things. Of course, it is not possible to travel everywhere in the world but we can have pen-friends all over the world, collect news from them and be intimate to them.

Now let me give some details about myself and my family background. I read in class X in Holy Cross School, Dhaka. My favourite hobby is reading comics. My father is a teacher. But, I think, you respect this noble profession.

However, I am eager to have a sketch of your family and yourself by return of post. Anticipating a long-drawn and pleasant friendship.

I remain,

Yours sincerely

Nila

16. Write an e-mail to a friend who is lying under treatment in a hospital. (হাসপাতালে চিকিৎসাধীন কোন বন্ধুকে ইমেইল পাঠাও।)

Ans.

To : milu@yahoo.com

Subject : Sorry for the Accident

My Dear Milu,

I have only just heard from your mother that you have broken your leg by a motor accident and you have been lying in bed in the Dhaka Medical College Hospital for a week. I am very sorry. If I had known, I should have written before. However, I am glad to know that the leg is not to be amputated. It is a case of simple fracture and you are now much better. I hope you will soon be all right and join us again as smart and jolly as you were. As soon as you can, please write to me and let me know how you are.

Yours ever

Shamim

17. Suppose, you are Sadik/ Sadika. Your friend is Ruhul/ Rahela. Your birthday party will be arranged on the next week. Now, write an e-mail to your friend for attending to your birthday party. (জন্মদিন উপলক্ষে আয়োজিত অনুষ্ঠানে অংশগ্রহণ করতে তোমার বন্ধু রহিম/রহিমাকে দাওয়াত দিয়ে ই-মেইল।)

Ans.

To : ruhul@gmail.com

Subject : Invitation to attend the birthday party

Dear Ruhul

This e-mail will find you hale and hearty. I am well by the grace of the almighty Lord. However, you know, my birthday is on 10th December. And I am going to observe my birthday as usual. You never miss to attend my birthday party. This year you will also take part in the party without fail. I will earnestly be waiting for your participation. I believe, you will not frustrate me.

No more here, more when you will come to attend the party. Take care of your health.

Yours ever

Sadik

18. Suppose, you are Nahin/Nabina. You have a friend named Joy/ Joya. Now, write an e-mail to your friend wishing him/her "Happy Birthday". You may send the e-mail to johan@gmail.com. (জন্মদিনের শুভেচ্ছা জানিয়ে বন্ধুকে ই-মেইল।)

Ans.

To : johan@gmail.com

Subject : Wishing you "Happy Birthday."

Dear Johan

First I would like to wish you happy birthday. May this very day bring you much more happy moments. It is also a tragedy for me to wish you without getting in touch physically. You know, I have been attending my ailing mother in the hospital for last four days. But, don't worry for me. Enjoy yourselves with all present at your birthday party. Wishing you again—

Yours ever

Nahin

19. Suppose, you are Shishir. Bindu is your friend who lives in Rajshahi. Your friend is eager to know about the importance of learning computer. Now, write an email to your friend about the importance of learning computer. [BB '23]

Ans.

To : bidnu@gmail.com

Subject : Importance of learning computer

Dear Bindu,

Hope you are fine by the grace of the Almighty. I'm also fine. Yesterday I have got my personal computer. Now I'm going to write about that.

In fact, it is the age of computer. Modern life is totally dependent on computer. It helps with the study too. We can learn about the outside world and new discoveries from a computer. It is used in research and analysis, printing and composing books. It is used in running planes and trains, in calculating accounts and in diagnose of diseases. In professional level computer literacy is a must. So we need to learn computer to remain updated and also for our future benefit.

That's all for now. Convey my regards to your parents.

Yours

Shishir

### Part-C Writing Formal Letters (Application)

1. Suppose, you are Shuvo/Sova, a student of class IX. Your school is a reputed school but there is no canteen in your school. Now, write an application to the Headmaster of your school for setting up a canteen in your school.

[Combined Board '18; DB '24, '16, '11; RB '12, '07; JB '16, '12; CB '13, '11; CtgB '14, '09; BB '24, '16, '14; Djb '10]

Ans.

13 March 2025

The Headmaster

Jamalpur Zilla School, Jamalpur

Subject : Request for setting up a canteen.

Dear Sir,

We, the students of your renowned school, have the honour to draw your kind attention to the fact that there is no canteen in our school. We have to stay for a long time in the school. Passing this long period without tiffin is very difficult. If the students can't have some snacks in the tiffin period, they get feeble and consequently can't concentrate on lesson. Besides, it also may cause various stomach diseases like gastric and ulcer. For want of a canteen many students take unhygienic food from road-side which is also very harmful to health. Most often the students get sick taking food from outside the school. As morning shift in our school starts at 7:00 am, many students have to come to school without breakfast. If there was a canteen in the school, they could have some food from there.

We, therefore, pray and hope that you would take initiative to set up a canteen in our school as soon as possible and thus mitigate the above mentioned problem.

Sincerely yours

Shovo

On behalf of the pupils of your school

2. Suppose, you are Samin, a student of Rupnagar School. You are interested to go on a study tour. Now, write an application to the Headteacher of your school seeking permission to go on a study tour.

[DB '15, '13; RB '24, '16; JB '20; CB '20, '07; SB '19, '14; BB '19; Djb '16; MB '24]

Ans.

15 January 2025

The Headmaster

Rupnagar School

Subject : Prayer for permission and monetary assistance to go on a study tour.



Sir,

I, on behalf of the students of class X, have the honour to state that we would like to go on a study tour on 25 January. We have decided unanimously to go to Bagerhat, a famous place of historical (ঐতিহাসিক) interest. As a part of our study tour we want to see the historical Shat Gambuj Mosque, Mazar and Dighi of Saint Khan Jahan Ali. There is a good reason to choose the place as it is recently (সম্প্রতি) declared as a World Heritage Site by the UNESCO. In order to know the history of the place, two of our senior teachers have agreed to accompany us. In order to meet the expenditure, we need a monetary assistance from you, too.

I, therefore, expect that you would be kind enough to permit us to go on this study tour and oblige thereby.

Obediently yours,

Samin

(Cultural prefect)

3. Suppose, you are Nabil/Nabila of City Model High School, Khulna. There is a library in your school but the facilities are not sufficient. Now, write an application to the Headmaster requesting him for increasing library facilities.

[JB '24; CB '09; CtgB '17; SB '24; BB '22; Djb '22, '14]

Ans.

11 June 2025

The Headmaster

City Model School, Khulna

**Subject :** Request for enhancing library facilities.

Sir,

With due honour I beg to state that we, the students of your school, have been suffering greatly for want of necessary books in the library. It is urgent to take fresh note on some subjects but the number of books available in the school library is not enough for preparing notes. Besides, the sitting arrangements in the library is not satisfactory. There are not enough chairs and tables or benches for our sitting in the library.

Under the circumstances, I pray and hope that you would kindly take steps to provide necessary books and making sitting arrangements as early as possible and oblige thereby.

Your most obedient pupil

Nabil

Class-X; Roll no.-03

On behalf of the students of your school.

4. Suppose, you are Milon/Mili, a student of Pragati Bidya Niketon, Jhenidah. Your school needs a multimedia classroom with internet facilities, as technology is an integral part of modern education. Now, write an application to your Headmaster on behalf of all the students of the school requesting him to take necessary steps for setting up a multimedia classroom with internet facility in your school. [CB '24]

Ans.

10 April 2025

The Principal

Pragati Bidya Niketon

Jhenidah

**Subject :** Application for providing multimedia facilities in the classrooms

Sir,

We, the students of class XI, would like to draw your kind attention to the fact that we feel the necessity of multimedia classroom with internet facilities in our classrooms. As it is the age of information technology, a multimedia classroom can make teaching and learning more effective and enjoyable for both the students and the teachers. Multimedia learning is a form of learning supported by different sources of information such as, text, graphic, animation, audio, and video, etc. Multimedia applications are used to improve the learning process and increase the interaction between students and teachers. Besides, this technology allows the user to be an active participant, rather than a spectator. With the help of multimedia, the teachers can give more opportunity to students to express their opinion and enjoy the course. To cope with the present world the importance of multimedia classroom cannot be denied anymore. In absence of a multimedia classroom we will lag behind in the race of acquiring up-to-date knowledge.

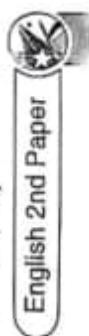
We, therefore, expect that you would be gracious enough to provide multimedia classroom with internet facilities in the classrooms.

Sincerely yours,

Milon

Class-XI; Roll-3

On behalf of the students of class XI



5. Suppose, you are Munna/Munni, a student of Govt. M.C. Academy, Sylhet. You don't have a computer club in your school. Now, write an application to your Head teacher to set up a Computer Club.

[DB '17, '12; JB '15, '13, '09; CB '17; CtgB '24, '19; SB '20; DJB '09]

**Ans.**

13 March 2025

The Headmaster  
M.C. Academy, Sylhet

**Subject :** Request for setting up a Computer Club in the school.

Dear Sir,

I, on behalf of the students of your school, have the honour to state that we are keenly interested in computer. Though many students of Science Group have taken computer as their main subject, they have no scope to practise computer. Other students also want to be familiar with this revolutionary invention. But our school has not yet taken steps for setting up a computer club. We are also badly in need of an Internet connection in computer as Bangladesh has entered the computer era and access to internet.

I, therefore, hope that you would be kind enough to take steps for setting up a computer club to widen the horizon of our knowledge.

Yours sincerely,

Munna  
Class X

Section A (Science); Roll No.-1

6. Suppose, you are Rabeya/Rubel. You are studying in Rangpur Zilla School, Rangpur. You and some of your friends need some extra classes on English Grammar. Now, write an application to your Headmaster requesting him to arrange some extra classes after regular classes.

[DJB '24, '19]

**Ans.**

2 January 2025

The Headmaster  
Rangpur Zilla School  
Rangpur

**Subject :** Application for arranging some extra classes on English

Dear Sir,

We have the honour to state that we are going to sit for the SSC examinations next year. We have only about two months' time in hand until the commencement of the examination. We are going on well with other subjects but most of us did worse in English in the previous school tests.

Besides, scheduled classes are not sufficient for those of us who are weak in English. It would be a great help for us if you arrange some extra classes on English to remove our weakness in this particular subject. We believe that our strength in English will lead us to good results.

We, therefore, hope that your honour would be kind enough to realize our problem and take necessary steps immediately for the arrangement of extra classes on English for the laggards.

Yours sincerely

Rabeya

On behalf of the students of SSC examinees

7. Imagine, you are Sadik/Sadika. You are a student of Sonapur High School, Rangpur. You are in section 'A' in class Ten. Recently your father has been transferred to Dhaka. You want to continue your study in this school. Now, write an application to the Headteacher of your school for a seat in the school hostel.

[RB '13; JB '07; CB '12; CtgB '20; SB '13, '09; BB '08; DJB '12]

**Ans.**

10 March 2025

The Headmaster  
Sonapur High School  
Rangpur

**Subject :** Application for a seat in the school hostel

Sir,

I have the honour to invite your kind attention to the fact that I am a student of class X in your school. My father is a govt. employee. Recently he has been transferred from here to Dhaka. So whole of my family will shift to his working place soon. Besides, we have no relatives here with whom I can stay and continue my study in my dream school. As a result my study is at stake now. So I urgently need a seat in the school hostel to carry on with my study in your school.



I, therefore, pray and hope that you would kindly allot me a seat in the school hostel to ensure my study in your school and oblige me thereby.

Yours Sincerely

Sadik

Class (X)

Section-A: Roll No-3

8. Suppose, you are Amin/Amina. You read in Shyamoli High School, Dhaka, The students of your school want to arrange a tree plantation programme in your school. Now, on behalf of the students, write an application to the Headmaster of your school seeking permission to arrange a tree plantation programme. [DJB '20]

Ans.

20 June 2025

The Headmaster  
Shyamoli High School  
Dhaka

**Subject :** Application for seeking permission to arrange a tree plantation programme.

Sir,

We, the students of your renowned school, would like to state that ours is a big school in this area. We have a big playground and some fallow land in our school compound. But it is a matter of great regret that there are a few trees here. Trees have a great impact on climate and nature. The govt. has taken tree plantation programme to ensure a cool and healthy climate in our country. We can co-operate with the govt. by planting trees in the fallow lands in our school compound especially in our locality. So we want to arrange a three-day tree plantation programme.

Therefore, we hope and expect that you would be kind enough to give us permission to arrange a tree plantation programme and oblige thereby.

Yours obediently

Amin Ahmed

On behalf of the students of Shyamoli High School

9. Imagine, you are Arif/Arifa, a student of Motijheel High School, Dhaka. Recently, your father has been transferred from Dhaka to Cumilla. Now, write an application to the Headmaster of your school for a transfer certificate. [RB '19, '14; JB '10; CB '14; SB '10; BB '13]

Ans.

10 March 2025

The Headmaster  
Motijheel High School, Dhaka

**Subject :** Request for a transfer certificate

Dear Sir

I would like to inform you that I am a student of class-X of your school. My father is a government employee. He has recently been transferred from Dhaka to Cumilla. Our family has already been shifted to the new place of posting of my father. I have no relatives in Dhaka to stay here. Moreover, my father has no ability to keep me in the school hostel. So I have no alternative left but to move with my family.

In the circumstances, I, therefore, hope that you would kindly issue me a transfer certificate so that I can continue my studies in another school.

Sincerely Yours

Arifa Rahman

Class X, Roll-7

10. Suppose, you are Habib/ Habiba, a student of Bakultala High School, Chattogram. Your father is a poor government employee. You have three school going brothers and sisters. Your father is unable to bear your educational expenses after maintaining a large family. As such, you need a full free studentship/ a financial assistance to continue your studies. Now, write an application to the Headmaster praying for a full-free studentship/ a financial assistance from the students' welfare fund of the school. [CB '16, '15; CtgB '15]

Ans.

11 August 2025

The Headmaster  
Bakultala High School, Chattogram

**Subject :** Application for a full-free studentship/a financial assistance from the students' welfare fund

Sir

I would like to lay before you the following facts for your kind consideration.

My father is a poor government employee. He has to support our large family of 5 members by the small salary.

I have three school going brothers and sisters. It is impossible for him to bear my educational expenses after maintaining the family. So I need a full-free studentship/ a financial assistance to continue my studies.

In the circumstances stated above, I fervently request you to grant me a full-free studentship/ a financial assistance from the poor fund of your school and thus enable me to continue my studies.

Sincerely yours

Hasan Ahmed Habib

Class-IX; Roll No.-11

11. Suppose, you are Habib/ Habiba of Collegiate High School, Barishal. You appeared at the S.S.C Examination in 2025 and secured G.P.A-5. You require a testimonial for admission into a college. Now, write an application to the Headmaster of your school for a testimonial.

[DB '09; RB '15, '10; JB '14; CB '10; CtgB '12; SB '08; BB '11]

Ans.

10 June 2025

The Headmaster

Collegiate High School

Barishal

**Subject :** Application for a testimonial

Sir

I beg most respectfully to state that I had been a student of your school. I passed the SSC Examination from your school in 2025 and obtained G.P.A:-5 or A<sup>+</sup>. My roll no. is 253783 and Reg. no. is 176263. I got A<sup>+</sup> in all subjects. I also took active part in games and sports. Now I intend to get myself admitted into a college. So I need a testimonial.

I, therefore, pray and hope that you would be kind enough to issue me a testimonial with reference to my academic records, character and other activities and oblige me thereby.

Sincerely yours

Habibur Rahman Habib

Roll No. 253783

Reg. No. 176263

Science-Group

12. Suppose, you are Arif/Arifa, a student of Kushtia Zilla School. You are interested in learning debate. But there is no debating club in your school. Now, write an application to the Headmaster of your school for opening a debating club in your school campus,

[RB '17; '08, JB '19; CB '19; CtgB '16; BB '17]

Ans.

10 January 2025

The Headmaster

Kushtia Zilla School

Kushtia

**Subject :** Application for setting up a Debating Club.

Sir,

I, on behalf of the students of your school, would like to state that we want to open a debating club in our school. There are many students who are interested in debating. But they do not get enough scope to develop their latent talent for want of a debating club.

May we, therefore, expect that you would be kind enough to grant our prayer and set up a debating club as early as possible and oblige thereby.

Yours obediently

Arifa Nasreen,

Class (X), Roll-02

On behalf of the students of Kushtia Zilla School.



13. Suppose, you are Bakul, a student of Khulna Zilla School. You are interested to go on a study tour to a place of historical interest. Now, write an application to the Headmaster of your school seeking permission to go on a study tour. (ঐতিহাসিকভাবে প্রসিদ্ধ কোন স্থানে শিক্ষা সফরে যাওয়ার অনুমতি চেয়ে প্রধান শিক্ষকের নিকট দরখাস্ত।)

[DB '15, '13; RB '16; JB '20; CB '20, '07; SB '19, '14; BB '19; DJB '16]

15 January 2025

The Headmaster  
Khulna Zilla School

**Subject :** Prayer for permission and monetary assistance to go on a study tour.

Sir,

I, on behalf of the students of class X, have the honour to state that we would like to go on a study tour on 25 January. We have decided unanimously to go to Bagerhat, a famous place of historical (ঐতিহাসিক) interest. As a part of our study tour we want to see the historical Shat Gambuj Mosque, Mazar and Dighi of Saint Khan Jahan Ali. There is a good reason to choose the place as it is recently (সম্প্রতি) declared as a World Heritage Site by the UNESCO. In order to know the history of the place, two of our senior teachers have agreed to accompany us. In order to meet the expenditure, we need a monetary assistance from you, too.

I, therefore, expect that you would be kind enough to permit us to go on this study tour and oblige thereby.

Obediently yours,

Bakul

(Cultural prefect)

14. Suppose, you are Labib/Labiba. You read in Rangpur Zilla School, Rangpur. Your school has a beautiful common room but it lacks modern facilities. Now, write an application to your Headmaster for increasing common room facilities. (কমনরুমের সুযোগ-সুবিধা বৃদ্ধির আবেদন জানিয়ে প্রধান শিক্ষকের নিকট দরখাস্ত।)

[DB '14; JB '17; CtgB '11; SB '17, '07; BB '20; '15, 12, '09; DJB '15]

25 February 2025

The Headmaster  
Rangpur Zilla School

**Subject :** Application for increasing common room facilities.

Sir,

I have the honour to invite your kind attention to the fact that our school common room does not have modern facilities. In proportion to the number of students indoor facilities are quite insufficient. Many of us have to keep idle in gossiping during the off period or leisure time. There are only a daily newspaper and a carom board in our common room. If there are more than one newspaper and some magazines, we can pass our off time by reading those. We also need some more playing instruments.

May I, therefore, pray and hope that your honour would be kind enough to provide us more common room facilities and oblige thereby.

Yours obediently

Labib

On behalf of the students of  
Rangpur Zilla School

15. Suppose, you are Nahiyon/ Nahiya of Ruppur Model High School. Your school has no common room. For want of a common room, the students spend their leisure aimlessly. Now, write an application to your Headmaster for opening a common room in your school campus. (কমনরুম খোলার আবেদন জানিয়ে প্রধান শিক্ষকের নিকট দরখাস্ত।)

[DJB '17]

22 June 2025

The Headmaster  
Ruppur Model High School, Jashore

**Subject :** Request for opening a common room.

Sir,

We, the students of your renowned (স্বনামধন্য) school, would like to state that there is no common room in our school. For want of common room the students waste their leisure /tiffin period. We have been facing much inconveniences (অসুবিধা) for want of a common room. We can organize debating club in the common room. Moreover, we can enjoy various cultural functions occasionally in a common room with our teachers. It may be used for many purposes.

So, we fervently (আকুলভাবে) hope that your honour would be kind enough to open a common room in our massive school building so that we may fulfil our recreational and cultural activities there and oblige thereby.

Yours obediently

Nahiyan

On behalf of the students

Ruppur Model High School

16. Suppose, you are Habib/ Habiba, a student of Bakultala High School, Chattogram. Your father is a poor government employee. You have three school going brothers and sisters. Your father is unable to bear your educational expenses after maintaining a large family. As such, you need a full free studentship/a financial assistance to continue your studies. Now, write an application to the Headmaster praying for a full-free studentship/a financial assistance from the students' welfare fund of the school. (ছাত্রকল্যাণ তহবিল থেকে আর্থিক সাহায্য/বিনা বেতনে অধ্যয়নের চেয়ে আবেদন।)

[CB '16, '13; CtgB '13]

11 August 2025

The Headmaster

Bakultala High School, Chattogram

**Subject :** Application for a full-free studentship/a financial assistance from the students' welfare fund

Sir

I would like to lay before you the following facts for your kind consideration.

My father is a poor government employee. He has to support our large family of 5 members by the small salary.

I have three school going brothers and sisters. It is impossible for him to bear my educational expenses after maintaining the family. So I need a full-free studentship/ a financial assistance to continue my studies.

In the circumstances stated above, I fervently request you to grant me a full-free studentship/ a financial assistance from the poor fund of your school and thus enable me to continue my studies.

Sincerely yours

Hasan Ahmed

Class-IX; Roll No.-11

17. Imagine, you are Salam/Salma and you are a student of River View High School, Rajshahi. You want to go on an excursion to the Sundarbans, one of the biggest mangrove forests in the world and a world heritage site. Now, on behalf of the students of your school, write an application to the Headmaster of your school for permission to go on an excursion. (সুন্দরবনে শিক্ষা সফরে যাওয়ার অনুমতি চেয়ে প্রধান শিক্ষকের নিকট দরখাস্ত।)

[JB '11; BB '10; Djb '11]

15 April 2025

The Headmaster

River View High School, Rajshahi

**Subject :** Application for permission to go on an excursion to the Sundarbans

Sir

With due respect and humble submission I beg to state here that we, the students of your school are very much willing to go on an excursion (শিক্ষা সফর). We have decided to go on an excursion to the Sundarbans, the biggest mangrove forest (বাদা বন) in the world and a World Heritage Site (বিশ্ব ঐতিহ্য অঞ্চল) declared by the UNESCO. We think it would help us gather first hand knowledge about the flora and fauna (জীবজগৎ) of the biggest mangrove forest of the world.

We, therefore, hope that you would be kind enough to permit us to go on an excursion to the Sundarbans.

Yours sincerely

Salma (Cultural Prefect)

On behalf of the students of your school

On behalf of the students

18. Suppose, you are Sumon/Sumona. You are a student of class ten of Sunapur High School. Your father is a government employee. He has been transferred to Rupnagar in Rangpur district. You have come to Rupnagar with your father. You want to get yourself admitted into Rupnagar High School. Now, write an application to the Headmaster of Rupnagar High School praying for admission into his school. (প্রধান শিক্ষক বরাবর ভর্তির আবেদন।)

[JB '08]

13 March 2025

The Headmaster

Rupnagar High School

Rupnagar, Rangpur

**Subject :** Request for admission



Dear Sir

With due respect and reverence I like to expose here that my father is a police officer. Recently he has been transferred to Rupnagar of Rangpur district from Bogura. Our family has already been shifted there. I left my old school in Bogura. Now I would like to get myself admitted to your famous school. For your kind consideration it may be mentioned here that I was all along the first boy in my class.

In addition, my transfer certificate and other particulars have been enclosed along with the application.

It is, therefore, hoped that you would be kind enough to get myself admitted to your renowned school at class ten and help me to continue my studies properly.

Yours obediently

Sumon

19. Suppose, you have to come to school crossing a big canal. During the rainy season it creates a great problem for you to come to school. You want to have a bridge over the canal. Now, write an application to the Deputy Commissioner of your district to construct a bridge over the canal. (খালের উপর সেতু নির্মাণের জন্য জেলা প্রশাসকের নিকট আবেদন।)

[CtgB '07]

12 February 2025

Deputy Commissioner  
Jashore

**Subject :** Request for constructing a bridge

Dear Sir

I, a student of Vabodah High School in the village of Chechori under Keshabpur Upazilla of Jashore district, humbly lay before you the following fact for your benign conscience.

Vobadah is a low lying locality which is austere affected by flood and water clogging during the rainy season every year. Almost all roads become clammy in this season. Like other school going boys and girls I have to walk to school ignoring such a natural adversity. I bear this phase as a natural fate. But a canal which I have to cross everyday while going to school is replete with water in the rainy season. Again boats are not available there as well. It is additionally noted that all the people irrespective of child, young and old face an acute situation during the rainy season. Helping hand from you is the only remedy of this problem, I draw.

I, therefore, on behalf of the people of the locality, hope that your honour would be gracious enough to construct a bridge over the canal to relieve me along with the other sufferers.

Sincerely yours

Munim Tajwar

On behalf of the villagers

20. Write an application to the Headmaster of your school asking for permission to open a Cultural Club in your school premises. (সাংস্কৃতিক সংঘ খোলার অনুমতি চেয়ে প্রধান শিক্ষকের নিকট দরখাস্ত।)

18 December 2025

The Headmaster  
Dhaka Residential Model College  
Dhaka

**Subject :** Request for opening a cultural club

Sir

We, the students of your school, would like to draw your attention to the fact that we want to open a cultural club in our school premises. There are many promising students in our school. They are interested in practising various cultural activities like, singing, acting, reciting, dancing etc. But there is no scope in our school to do these for want of cultural club. If we had such a club, we would practise these in our leisure period.

May we, therefore, expect that you would be kind enough to grant our request and oblige thereby.

Your obediently,

The students of

Dhaka Residential Model School and College, Dhaka.

21. Suppose, you are the inhabitants of Polashpur under Homna Upazila, Cumilla. The main road of your locality is severely damaged. Now, write a complaint letter to the DC, Cumilla requesting him to take necessary steps for repairing the road immediately.

[DB '23; CB '23]

**Ans.**

17 April 2025

The Deputy Commissioner  
Cumilla District  
Cumilla

**Subject :** Application for repairing the damaged roads

Sir,

I, on behalf of the inhabitants of Polashpur under Homan Upazila, Cumilla, have the honour to draw your kind attention to our sufferings caused by the damaged roads of the village Palashpur.

The people of this village are suffering greatly for the damaged roads. Thousands of people move to Umarpur through the roads. As the roads are badly damaged by the recent flood, no vehicle can ply on them. Even walking on foot at night has become dangerous, as there are big holes at different points of the roads. Hundreds of students go to and come back from schools and colleges daily along the roads. About three months have passed but the roads have not been repaired yet. So, now it is very essential to repair the roads for the greater welfare of the villagers.

In the circumstances, I would request your honour to take immediate steps to repair the damaged roads and remove the untold sufferings of the villagers.

Faithfully yours,

Rajib Ahsan

On behalf of

The people of Palashpur

22. Suppose, you are Nadir/Nadira, a student of Nurpur school. There are lack of common room facilities. Now, write a complaint letter to the Headmaster of your school to increase common room facilities as soon as possible.

[DB '14; RB '23; JB '17; CtgB '11; SB '17, '07; BB '23, '20, '15, 12, '09; Djb '15]

Ans.

25 February 2025

The Headmaster

Nurpur School

Subject : Application for increasing common room facilities.

Sir,

I have the honour to invite your kind attention to the fact that our school common room does not have modern facilities. In proportion to the number of students indoor facilities are quite insufficient. Many of us have to keep idle in gossiping during the off period or leisure time. There are only a daily newspaper and a carom board in our common room. If there were more than one newspaper and some magazines, we could pass our leisure time by reading those. We also need some more playing instruments.

May I, therefore, pray and hope that your honour would be kind enough to increase common room facilities and oblige thereby.

Yours obediently

Nadira

On behalf of the students of

Nurpur School

23. Suppose, you have bought some books on general knowledge. But the books are damaged and have printing mistakes. Now, write a letter to the publishing company "Diamond Publishing" complaining against it.

[JB '23 • Test Exam : Mohammadpur Preparatory School & College, Dhaka-2022]

Ans.

July 26, 2025

The Manager (Sales)

Diamond Publishing

17/C Banglabazar

Dhaka – 1100

Subject : Complaint about the defective books

Dear Sir,

I had purchased some books on general knowledge from your online store. I received the parcel of books today. But to my utter surprise, most of the books are found defective. Most of the books are damaged and having printing mistakes. Pages of some books are torn and binding is loose. Even pages of some books are missing. I hope you'll take immediate step to change the books.

I am attaching herewith the photographs of the list of the books I purchased and the receipt of the payment.

Thank you in advance

Sincerely yours,

Signature

Sabrina Yeasmin



24. Suppose, you are an inhabitant of Rahimanagar under Chandpur district. Your locality is badly affected by antisocial activities like eve-teasing, hijacking and taking drugs. Now, write a letter to the Superintendent of Police of your district complaining against the fact. [CrB '23]

Ans.

15 April 2025

The Superintendent of Police  
Chandpur District  
Chandpur

**Subject :** Complaint to stop antisocial activities

Sir,

I, on behalf of the residents of Rahimnagar under Chandpur District, would like to request you to look into the ongoing antisocial activities in this area. Rahimnagar has always been reputed for its peaceful neighborhood. But recently some miscreants are commonly seen sitting in the tea stalls even in front of the society gate. They often take drugs and tease the girls. They are also found involved in mugging innocent people. Extortion and snatching have become a very common affair in this locality. Stalkers are seen wandering in front of the school creating panic among the girls. In a word, they have become a nuisance for the whole society. They must be stopped and brought to book soon.

I, therefore, request you to take necessary steps to stop these miscreants so that the people of the locality can live and move as freely as before.

Yours faithfully,

Ahmadul Haq

(On behalf of the people of Rangpur)

25. Suppose, people of your area have to suffer a lot because of irregular delivery of letters. Now, write a complain letter to the postmaster of Jashore head post office, Jashore. [SB '23]

Ans.

8 May 2025

The Postmaster  
Jashore Head Post Office  
Jashore

**Subject :** Complaint against the irregular delivery of the letters

Respected Sir,

I am writing this letter of disappointment due to very poor and irregular service of the postman in our area. The postman of our area is very irregular and not punctual at all. The people in our locality are facing inconvenience due to it. Most of the time our urgently required document we are waiting for is delivered late by him. Also, sometimes the delivery of the letter is occurred on the wrong address.

We have made a request to change the postman of our locality, but the action has not taken yet on. So, now I am making a humble request to you that please solve our problem of irregular delivery of letters as soon as possible.

Thanking you.

Yours truly

Kamal Hossain

26. Imagine, you are Kamrul/Kanta, a student of class X reading in Rajnagar High School, Dhaka. There is a canteen in your school but the facilities of the canteen are not enough. Now, write a complaint letter to your Headmaster, on behalf of the students, about the insufficient facilities of the canteen. [DJB '23; MB '22]

Ans.

22 March 2025

The Headmaster  
Rajnagar High School  
Dhaka

**Subject :** Regarding insufficient facilities in the school canteen

Sir,

I, on behalf of the student of your school, have the honour to bring to your kind notice that the facilities of our school canteen are insufficient. The foods made in our school canteen is not up to the mark. Students come to the school from different places of the city. Most of them cannot carry their tiffin. So, they have to take tiffin in the school canteen. But, regrettably it is seen that the environment of the canteen is not neat and clean. The

foods made and supplied here are not healthy and hygienic at all. Rahter, almost rotten and unhealthy foods are provided here that often cause severe food-poisoning.

In this circumstance, we cannot but avoid tiffin in the school canteen and remain hungry for long hours.

So, we therefore, hope and pray that you would kindly take proper steps so that the students of your school may have healthy and hygienic canteen service and thus oblige us thereby.

Yours obediently

Kamrul Hasan

On behalf of the students of

Rajnagar High School, Dhaka

27. Suppose, you are Sami/Sara living in Sylhet. You went to Dhaka by train yesterday. You lost your goods while going to Dhaka. Now, write a letter to the Chief Operating Officer of Bangladesh Railway complaining about your missing goods. [DB '22]

Ans.

21 November 2025

The Chief Operating Officer

Bangladesh Railway

**Subject :** Complaint for missing goods

Sir,

I have the honour to draw your kind attention that I started for Dhaka at 7 am by Upaban Express from Sylhet. I booked four packets of goods as luggage. But to my utter regret, the packets were not available after the train had arrived at Dhaka. Booking authorities were duly informed of it immediately.

I, therefore, earnestly request you to take necessary legal steps to find out the missing goods at the earliest.

Yours sincerely

Sami Khan

Sutrapur, Dhaka

28. Suppose, you are Munir/Mita, a student of Joypara High School, Manikganj. Your School has some computers for the students. But it is very sorry to say that most of the computers are out of order. So, the students cannot get proper facilities for practice. Now, write a complained letter to the Headmaster to take proper steps about this immediately. [RB '22]

Ans.

12 February 2025

The Headmaster

Joypara High School, Manikganj

**Subject :** About solving problems in computer lab

Sir

We, the students of your school, have the honour to draw your kind attention to our computer lab. The school has bought some computers and set up a computer lab for the students. But most of those computers have been out of order for a few months. So, despite having computers, the students cannot get enough practice and consequently are lagging behind in this modern world. We need to be updated and for that we need computers.

Under these circumstances, we request you to take immediate steps in this matter so that your students can keep up with the rest of the world.

Yours obediently

Rafia Haque Mita

On behalf of the students of

Joypara High School, Manikganj

29. People of all sections have to suffer a lot because of load shedding. The economic frame of the country is going to be weak for it. Now, write a complain letter to the editor of a newspaper about the problem of frequent load-shedding over the country. [JB '22]

Ans.

09 July 2025

The Editor

The Bangladesh Times

1, DIT Avenue

Dhaka



Dear Sir,

I would highly appreciate you if you would allow me to express my opinion on the following national issue in the columns of your esteemed daily.

Yours ever.

Ahammad Hossain, Ghorashal.

#### Load-shedding

Load shedding is a vital issue of the country. The necessity and demand of the present electricity consumption is much more than its total production. For this shortage of electric supply, the PDB cuts down its supply in some areas for an indefinite period, which incurs heavy loss. As there is frequent power failure, production in the mills and factories is being disrupted. It also causes economic instability.

The teachers, students and people in the offices have to face a very difficult situation when there is power-cut. Besides, where the power failure is all around, anti-socials and thieves get chance to indulge themselves in different crimes.

People of every walk of life have repeatedly complained to the relevant authorities but no response is obtained. Now we draw the attention of the government to look into the matter and ensure the regular and normal supply of electricity everywhere in the country.

30. Suppose, you are an inhabitant of Mymensingh City, Mymensingh. The people of your locality suffer greatly due to insufficient water supply. Now, write a letter to the Mayor complaining about insufficient water.

[CB '22]

Ans.

15 June 2025

The Mayor

Mymensingh City Corporation

Dhaka

**Subject :** Regarding insufficient water supply

Sir,

I, on behalf of the inhabitants of Mirpur, Dhaka, have the honour to invite your kind notice to the fact that water supply in our area has recently become very insufficient. WASA hardly supplies sufficient water in our locality. Moreover, as it is summer now, everybody feels the necessity of water. Unfortunately, we hardly have sufficient water for cooking, bathing and washing our clothes. Hence the sufferings of all the people know no bounds. Sometimes, even the marginal inhabitants have to buy water at a high rate.

I, therefore, hope that you would be kind enough to take proper steps so that WASA supplies us with sufficient water in our locality.

Yours faithfully

Hasanul Haq

(On behalf of the inhabitants of Mymensingh City)

31. Suppose, your village is badly affected by the recent flood. The people have been suffering severely due to lack of food and shelter. Now, write an application to the UNO for the relief goods for the affected people.

[DB '20; '19, '07; RB '09; CtgB '22, '13, '10; SB '16 D/B '13]

Ans.

14 August 2025

The UNO

Tajumuddin, Bhola

**Subject :** Request for relief goods for flood affected people

Sir,

I, the inhabitant of the village Dalalkandi of Chandpur Union under your Upazila, would like to approach you the following fact in the hope of getting your benign consideration.

Now Dalalkandi village is inundated with violent flood. Most of the kacha houses have come down to the ground level. The owners of these houses are already homeless. Roadside is their residence. The men of the paka houses have taken shelter on their house tops. Some of them have been town dwellers. A lot of people are suffering from want of food, clothing, pure drinking water, medicine etc. Besides, under the heap of a great havoc they are seeing anything dim. Again, various kinds of epidemic diseases have broken out (প্রাদুর্ভাব হওয়া) like cholera. The old men afflicted with flood have become half dead.

Under above circumstances, I beseech that you would be considerate enough to provide with needful relief goods for the above mentioned famished victims of accursed flood.

Faithfully yours

Tanim Hossain

On behalf of the people of Dalalkandi village

32. Suppose, you are Arafat/Arefa, a student of class X reading in Rajshahi High School, Rajshahi. There is a lack of quality books in your school library. Now, write an application to the Headmaster on behalf of the students of your school to increase the number of quality books in the library. [MB '20; SB '22]

Ans.

20 April 2025

The Headmaster

Rajshahi High School

Rajshahi

**Subject :** Request for increasing the number of quality books in the library.

Sir,

With due honour we, the students of your school, would like to draw your kind attention to the fact that we have been suffering greatly for the lack of quality reference and helping books in the school library. It is very necessary to take notes on some subjects for our exam preparation, but the books available in the library are not suitable or enough for making standard notes.

Under the circumstances, I hope and expect that you would kindly take necessary measures to provide necessary quality books in our school library as soon as possible.

Your most obedient student

Arafat Haque Mithu

Class-X, Roll No.-01

On behalf of the students of your school.

### WRITING CV

33. Suppose, you are Habib/Habiba and you have recently obtained MBA from Cumilla University. You have seen a vacancy advertisement in 'The New Nation' that a renowned private company is going to appoint an Assistant Marketing Officer. Now, write a CV with a cover letter for the post. [DB '24]

Ans.

#### Cover Letter

February 27, 2025

Human Resources Manager

Grameenphone

GPHOUSE Basundhara

Baridhara, Dhaka-1229

**Position sought :** Assistant Marketing Officer

Dear Sir,

I am writing in response to your advertisement in "The New Nation" dated 25 February 2025. The position requirements and my skills are a perfect match.

As you will see on my enclosed CV, I have the related educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm's success.

I can promise that meeting with me will not be a waste of your time — and I will make myself available at your convenience, during or outside of normal business hours.

I look forward to hearing from you.

Sincerely

*Habib*

(Habib)

- Enclosure(s): (a) A complete CV of mine  
(b) Attested copies of all certificates and transcripts  
(c) Attested copies of 2 passport size photos  
(d) Attested photocopy of National ID Card  
(e) Experience certificate of my present employer



## CV/Résumé

## Curriculum Vitae

Of

Md. Habib

Email: habib09@yahoo.com

Contact: 017161xxxxx

**Objective Profile** : To obtain a Mid-level Management position in Marketing.  
: I am a flexible and experienced marketing administrator with excellent time management skills.

**Present address** : 25 Dakshin Dania, Dhaka-1216

**Permanent address** : House #35; Binodpur; Rajshahi City

**Personal details** :

Father's Name : Md. Rahad Jajwar

Mother's Name : Momena Afrin

Date of Birth : 09.10.2000

Gender : Male

Nationality : Bangladeshi by birth

NID No. : 292xxxxxxx

Marital Status : Single

Blood Group : A+(ve)

**Educational qualification** :

Name of Exam	Subject	Board/ Institution	Year of Completion	Result (GPA/CGPA)
MBA	Marketing	Cumilla University	2023	CGPA-3.20
BBA	Marketing	Cumilla University	2022	CGPA-3.10
HSC	Business studies	Cumilla Board	2018	GPA-5.00
SSC	Business studies	Cumilla Board	2016	GPA-5.00

**Experience** : Executive, Marketing, Omicon Telecom, since July 2023 till date

- ◆ Work as Marketing Executive
- ◆ Doing extensive marketing works
- ◆ Giving updates to the Marketing Manager
- ◆ Doing market analysis

**Relevant skills** : Language : Fluent in English  
Computer : Advanced computing skill

**Interests** : Gardening, playing cricket, cooking

**References** : a. Prof. Hamidur Rahman  
Business Faculty, Dhaka University  
Mobile : 013xx xxx xxx  
b. Asheq Raja  
GM, Dhaka Bank  
Mobile : 016xx xxx xxx

To my best of knowledge, the information stated above is true and accurate.

.....  
(Full name and signature of Applicant with date)

34. Suppose, you are Samira/Shamim and you have passed B.Sc (Hons) Chemistry. You have seen a circular for the post of a Medical Representative in a renowned company. Now, write a CV with a cover letter for the post.

[DB '22; RB '24; CB '23; CtgB '16; BB '17; DjB '19]

Ans.

Cover Letter

10 June, 2025

The Manager  
HR and Admin Department  
Square Pharmaceuticals Ltd.  
48, Mohakali  
Dhaka-1212

**Subject** : Application for the position of a Medical Representative.

Dear Sir,

I am writing in response to your advertisement published in "The Daily Star" dated 8 June 2025. The position requirements and my skills are a perfect match.

As you'll see on my enclosed Curriculum Vitae, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm's success.  
I am available for interview for the next three weeks.

Sincerely,

Samira  
(Samira)

Enclosure(s) : (a) A complete CV of mine  
(b) Attested copies of all certificates, transcripts and experience certificate  
(c) Attested copies of 2 passport size photos  
(d) Attested photocopy of National ID Card

### CV/Résumé

#### Curriculum Vitae Of Samira

E-mail : samira2001@gmail.com

Phone : 8913318, Mobile : 01713 .....

**Career Objective** : Building up career in the field of Medical Representative.

**Present address** : House-15, Road-03; Sector-4, Uttara, Dhaka

**Permanent address** : House 45, Block-B, Halishahar, Chattogram

#### Personal Information

Father's name : Md. Afzal Ahmed

Mother's name : Romela Ahmed

Date of birth : 10 December 2001

Nationality : Bangladeshi

Religion : Islam

Gender : Female

NID No. : 197xxxxxxxx

Marital Status : Unmarried

Blood Group : O+(ve)

#### Educational qualification

Name of Exam	Subject/Group	Board	Year of Completion	Result
BSc (Hons)	Chemistry	University of Dhaka	2023	CGPA-3.2
HSC	Science	Chattogram Board	2019	GPA-5.00
SSC	Science	Chattogram Board	2017	GPA-5.00

**Experience** : Medical Representative, ASCO Pharma Ltd. from May 2023 till date.

**Capabilities** : (a) Capable of riding motorcycle and possess a valid driving licence  
(b) Capable of convincing medical practitioners for prescribing good medicines

**Relevant skills** : (a) Computer Skills :  
♦ Microsoft office package, PPT, Excess  
♦ Telemarketing sales  
(b) Language skill :  
♦ Fluent in both spoken and written English

**References** : Available upon request

To my best of knowledge, the information stated above is true and accurate.

.....  
(Full name and signature of Applicant with date)

35. Suppose, you are Rashed Ahmed/Rasheda Rahman and after graduation you have completed a course on computer. You have seen a vacancy advertisement for the post of a Computer Operator in an organization. Now, write a CV with a cover letter for the post.

[DB '15; RB '19; JB '24; CB '20, '19; CIGB '22; BB '22 '15; DJB '24]

Ans.

16 March 2025

General Manager  
Human Resource Department  
Flora Limited  
48 Gulshan, Dhaka-1212

**Position sought** : Computer Operator

#### Cover Letter



Dear Sir

From your advertisement published in The Daily Star on 14 March 2025, I came to know that you are going to recruit some computer operators in your reputed company. The position requirements and my skills are a perfect match.

As you'll see on my enclosed CV, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm's success.

In the circumstances stated above, I hope that you would be kind enough to give me the opportunity to face the interview to prove my competence for the post.

Yours faithfully

*Rashed Ahmed*

(Rashed Ahmed)

Enc. CV

### CV/Résumé

#### Curriculum Vitae

Of

**Rashed Ahmed**

E-mail : rashed@gmail.com

Mobile : 017xx xxx xxx

**Objective** : I want to excel in this field with hard work, perseverance and dedication.  
**Profile** : I am an outgoing and articulate diploma holder with work experience in relevant field.  
**Present Address** : 420, Shyamipur; Dhaka-1236  
**Permanent Address** : C/O Nazrul Islam; 6/A Muhuripara R/A; Chattogram  
**Personal Details** :  
 Father's name : Nazrul Islam  
 Mother's name : Hosne Ara Nahid  
 Marital status : Unmarried  
 Nationality : Bangladeshi  
 Date of Birth : 05-07-2000  
 Blood group : O+  
 Religion : Islam

#### Education

Name of Exam/ Degree	Subject/ Group	Board/ Institution	Year of Completion	Result (GPA/CGPA)
B.Sc	Science	National University	2022	CGPA 3.6
HSC	Science	Chattogram Board	2018	GPA 4.80
SSC	Science	Chattogram Board	2016	GPA 4.55

**Training** : 6 Month Course in "Microsoft Office Prgaomme" from NYDASA, Chattogram

**Work Experience** : I have been working as an operator in Flora Ltd since 2018 till date.

**Computer Skill** : MS Word, MS Excel, MS powerpoint, Typing (55 per minute)

**Interests** : Watching movies & playing.

**References** : 1. Md. Abdul Jabber Managing Director  
 Alien Computers  
 Mobile : 018xx xxx xxx  
 2. Ashraf Hossain General Manager  
 Omicon Infotech  
 Mobile : 019xx xxx xxx

To my best of knowledge, the information stated above is true and accurate.

.....  
 (Full name and signature of Applicant with date)

36. Suppose, you are Rimon/Rima of 40/A Station Road, Dinajpur. You have completed MBA from a renowned university. You have seen a vacancy advertisement in a reputed newspaper for the position of a Public Relation Officer in a Life Insurance Company. Now, write a CV with a cover letter for the post. Your CV should not exceed one page. [CB '24; BB '16; MB '20]

Ans.

#### Cover Letter

18 February 2025

The Managing Director  
 Dhaka Insurance  
 10/C Motijheel, Dhaka

**Subject** : Application for the post of a Public Relation Officer

Dear Sir,

I am highly interested seeing your advertisement published in the 'Daily Star' on the 15th instant and would like to be considered for the post. The position requirements and my skills are a perfect match. In my enclosed CV I have shown my educational background and track records which you are searching for the post.

Copies of other necessary documents are enclosed together with my CV for your kind consideration. I hope to hear from you soon and to be given the opportunity to present myself at an interview.

Sincerely,

Rimon

(Rimon)

- Enclosure(s) :
- (a) Curriculum Vitae
  - (b) Attested copies of all certificates, transcripts and experience certificate
  - (c) Attested copies of 2 passport size photos
  - (d) Attested photocopy of National ID Card

**CV/Résumé**

**Curriculum Vitae**

**Of**

**Rimon**

Contact no. : 0193 .....

E-mail: rimon421@gmail.com

- Career Objective** : To gain experience as a Public Relation Officer with the ultimate goal of becoming a country representative.
- Present address** : 9, Puraṇa Paltan, Dhaka-1000
- Permanent address** : C/O Late Abdul Jalil; 41/2 Station Road, Dinajpur
- Personal details** :
- Father's Name : Imtiaz Karim
  - Mother's Name : Rubana Karim
  - Date of Birth : 10 October 2000
  - Marital Status : Unmarried
  - Religion : Islam (Sunni)
  - Gender : Male
  - Nationality : Bangladeshi (by birth)
  - Home District : Khulna

**Educational qualification :**

Name of Exam/ Degree	Subject/ Group	Board/ Institution	Year of Completion	Result (GPA/CGPA)
Diploma	Tourism	Bangladesh Hotel Management & Tourism Training Institute	2024	CGPA 3.20
MBA	Management	University of Dhaka	2023	CGPA 2.80
BBA	Management	University of Dhaka	2022	CGPA 2.82
HSC	Science	Dhaka Board	2018	GPA 4.50
SSC	Science	Dhaka Board	2016	GPA 4.50

- Capabilities** : Reading, writing, speaking in both English and Bangla.
- Work experience** : Working as a Public Relation Officer in Airtel since 2023 Hard working.
- Computer Skills** : Capable of using-Microsoft office full package, Internet browsing
- References** :
- 1 Abdullah Jahangir  
AGM  
Padma Bank  
23/2 Motijheel C/A, Dhaka  
Mobile : 019xxxxxxxxx
  - 2 Dr. Amin Ahmed  
Professor  
Dept. of Political Science  
Dhaka University  
Mobile : 017xxxxxxxxx

To my best of knowledge, the information stated above is true and accurate.

.....  
(Full name and signature of Applicant with date)

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37. Suppose, you are Omal Barua. You have recently passed HSC. You have found a job advertisement in a national newspaper that there is a vacant post for the position of a Salesman in a manufacturing company. Now, write a CV with a cover letter for the post.

[CtgB '24; SB '19; MB '22]

Ans.

Cover Letter

28 February 2025

The Human Resource Manager  
Akij Group.  
House-35, Road-3/B  
Dilkusha-2, Dhaka.

**Subject :** Application for the post of a Salesman

Dear Sir,

In response to your advertisement published in "The Daily Ittefaq" dated February 26, 2025, I offer myself as a Salesman in your reputed company. The position requirements and my skills are a perfect match.

As you'll see on my enclosed résumé, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm's success.

I look forward to hearing from you in due course.

Sincerely,

*Omal Barua*

(Omal Barua)

Enclosure(s) : (a) A complete CV of mine  
(b) Attested copies of all certificates and transcripts  
(c) Attested copies of 2 passport size photos  
(d) Experience certificate of my present employer

CV/Résumé

**Curriculum Vitae  
Of  
Omal Barua**

E-mail : omalbarua8@yahoo.com

Contact No.: 01911088.....

**Career Objective** : Building up career in the field of sales in a reputed company.  
**Capabilities** : ♦ To work under pressure  
♦ To achieve sale target  
♦ Promoting products  
**Present address** : 23/A Purbo Nakhal Para, Dhaka  
**Permanent address** : Village- Durgapur, Upazila- Ulipur, District- Kurigram  
**Personal Information** :  
Father's name : Raj Barua  
Mother's name : Kalpana Barua  
Date of birth : 09.07.2006  
Nationality : Bangladeshi by birth  
Religion : Buddhist  
**Educational qualification** :

Name of Exam	Group	Board	Year of passing	Result
HSC	Humanities	Dinajpur Board	2024	GPA-4.8
SSC	Humanities	Dinajpur Board	2022	GPA-5.00

**Work Experience** : Working as a salesman in Orion Group since 2024

**Other training** : a. Basic Computer course, 2023  
b. Spoken English Course, 2023

**References** : Md. Bodiuzzaman  
Assistant Professor  
Northern University  
Cell Phone : 01711-xxxxxx

To my best of knowledge, the information stated above is true and accurate.

.....  
(Full name and signature of Applicant with date)

**Part-D Writing Formal E-mails**

**Sample Formal E-mails**

1. Suppose, you want to buy an e-book. Now, compose an e-mail to Bismilla Electronics, Dhaka asking the Sales Officer to send you the e-book you have chosen on their website. (মনে কর, তুমি একটি ই-বুক কিনতে চাও। এখন তোমার পছন্দের একটি ই-বুক পাঠানোর অনুরোধ করে বিসমিল্লাহ ইলেকট্রনিক্স, ঢাকা-এর বিক্রয় কর্মকর্তার নিকট একটি ই-মেইল লিখ।)

**Ans.**

To : sales\_ccbismillahbd@yahoo.com

**Subject :** An order for an e-book.

Dear Sir,

It would be pleasant to be an online customer of your renowned enterprise.

Today while browsing your webpage, I have found some models of e-book. And one of those (hot-1-Tw60) has charmed me much. So now I would like to have this product. Please, send me the product along with the receipt and other necessary documents.

Hope, your renowned company will support me sending the best product on due time.

Thanking you

Tanvir Kabir Romeo

786, Panjia, Jashore

Cell phone-017xx xxxxxx

2. Suppose, you want to go a tour abroad on holidays. Now, write an e-mail to the Manager of a travel agency asking him to send you details of holidays abroad. (মনে কর, তুমি ছুটিতে দেশের বাইরে ভ্রমণে যেতে চাও। এখন একটি ট্রাভেল এজেন্সির ব্যবস্থাপকের কাছে ছুটিতে বিদেশ ভ্রমণের বিস্তারিত জানতে চেয়ে একটি ই-মেইল লিখ।)

**Ans.**

To : globaltour@gmail.com

**Subject :** Seeking information about a tour abroad

Dear Sir,

I like to inform you that I want to make a outdoor tour during the coming summer vacation with your renowned travel agency. I will go to Kathmondu and stay there for five days. I would like to start my journey on 15 July 2021 and return before 23 July 2021. I also like to visit most of the tourist spots there. So now I would like to know the details of such a package tour. It will be convenient for me if you send me an e-mail informing me of the details of such a tour.

Hope, you will reply me asap informing me of the details.

Thanking you

Shagupta Nasreen

Doulatpur Khulna

Cell phone-019xx xxx xxx

3. Suppose, you booked a ticket from a travel company. But due to some unavoidable circumstance you have to cancel your fixed journey. Now, write an e-mail to the Manager of the travel company to cancel the ticket booked for you. (মনে কর, তুমি একটি পরিবহন কোম্পানি থেকে একটি টিকিট সংরক্ষণ করেছিলে। কিন্তু অনিবার্য কারণবশত তোমার নির্ধারিত যাত্রা বাতিল করতে হচ্ছে। তাই এখন তোমার সংরক্ষিত টিকিট বাতিল করতে পরিবহন কোম্পানির ব্যবস্থাপকের নিকট একটা ই-মেইল লিখ।)

**Ans.**

To : aktravels@gmail.com

**Subject :** Regarding cancellation of a booked ticket

Dear Sir,

I would like to inform you with a bit sorrow that I booked a ticket for a Dhaka bound chair coach. But due to some unavoidable circumstances, I cannot go to Dhaka on the fixed date. That is why I have to cancel the ticket. The ticket is of the coach no 55, on the 20<sup>th</sup> June. And the seat booked for me is E-4. As I am informing the issue two days before, I can expect it to be done without any complexity.

Hope, you will consider my case and cancel my ticket and inform me of the confirmation.

Thanking you

Tazim Tanvir

Altapol, Keshubpur

Cell phone-019xx xxx xxx



4. Suppose, Bangladesh Parjatan Corporation has given an advertisement in the newspaper offering a tour to St. Martin's Island. Write an e-mail to the corporation asking details of the tour. (মনে কর, বাংলাদেশ পর্যটন কর্পোরেশন পত্রিকায় সেন্ট মার্টিন দ্বীপ ভ্রমণের বিজ্ঞাপন দিয়েছে। ভ্রমণের বিস্তারিত বিবরণ চেয়ে সংস্থার নিকট একটি ই-মেইল লিখ।)

Ans.

To : tour\_cc99@gmail.com

Subject : A request to send details of the tour to St. Martin's Island

Dear Sir,

It has come to my notice that Bangladesh Parjatan Corporation has given an advertisement offering a tour to St. Martin's Island. But some information say cost, transport, duration of stay, date etc. have not been mentioned in the advertisement for which I can't take decision to avail the offer.

It is, therefore, hoped that you would inform me of the above motioned information for my convenience.

Thanking you

Tansen Kabir

51, Wari, Rankin Street, Dhaka

5. Imagine that you have no tube-well in your locality. So, the people of the locality have to drink impure water which causes diseases. Write an e-mail to the chairman of your Union Parishad requesting him to sanction a tube-well in your locality. (নল-কূপ বরাদ্দের আবেদন জানিয়ে ইউনিয়ন পরিষদ চেয়ারম্যানের নিকট ই-মেইল।)

Ans.

To : daogaon\_UCM@yahoo.com

Subject : Request for sanctioning a tube-well.

Sir,

We, the inhabitants of Kathalia area under your union, have long been suffering for lack of pure drinking water. As a hilly region we have to collect impure water from rivers and canals. As a result, outbreak (শ্রাদ্দভাব) of cholera has become an annual affair in the village.

We, therefore, request you to kindly sanction a tube-well for the village immediately and oblige thereby.

Sincerely yours

Badsha Mia

Ratan Dev Barman

Nizam Farazi

On behalf of the villagers.

6. Suppose, you are a student of the Department of English, Dhaka University. You have received an e-mail from the Director of Bangla Academy to attend a seminar on language study. Now, write a reply to that e-mail. (ভাষা শিক্ষার উপর সেমিনারে অংশগ্রহণের আমন্ত্রণের উত্তর জানিয়ে ই-মেইল।)

Ans.

To : directorbanglaacademy65@yahoo.com

Subject : About attending seminar on language study

Dear Sir,

With due respect, I would like to thank you for sending me such an encouraging e-mail. From your email, I came to know that you are going to arrange a seminar on Language Study on the coming 26 June. I always try to attend seminars on language study. So, it is my pleasure to avail such an opportunity. I don't want to miss it. I assure you that I will be available in the seminar on that day.

Expecting eagerly to attend the seminar.

Thanking you,

Masud Hasan Jewel