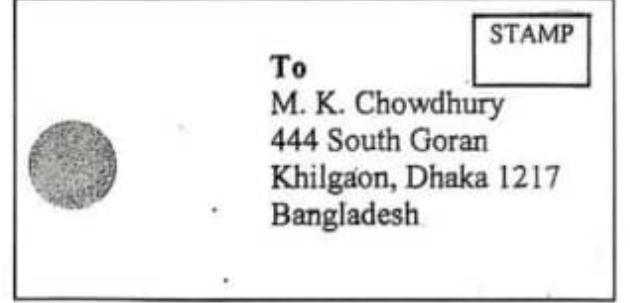
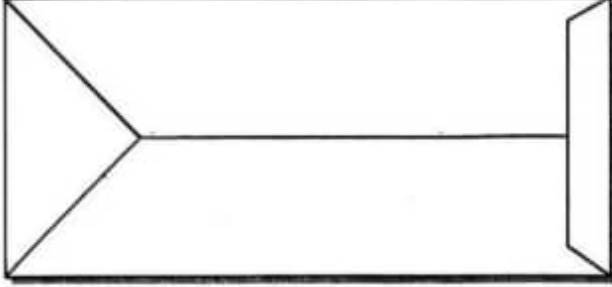


# 5

# WRITING INFORMAL LETTER

## UNIT



### Letter Writing কী?

Letter হলো আধুনিক বিশ্বে যোগাযোগের একটি প্রধান মাধ্যম। আমাদের আত্মীয়স্বজন ও বন্ধুবান্ধব যারা দূরদূরান্তে বাস করে letter বা চিঠিপত্রের মাধ্যমে আমরা তাদের সাথে সংবাদ আদান-প্রদান করি। এছাড়া সরকারি ও বেসরকারি বিভিন্ন কাজকর্ম থেকে শুরু করে ব্যবসায়িক লেনদেন ও যোগাযোগের ক্ষেত্রে letter বা চিঠিপত্র এখনও গুরুত্বপূর্ণ ভূমিকা পালন করে।

### Letter Writing লেখার সময় নিচের বিষয়গুলো মনে রাখবে-

বিভিন্ন Letter-এর ক্ষেত্রে একটি ধরাবাধা পদ্ধতি ও কাঠামো আছে। এ কাঠামো অনুযায়ী প্রত্যেক letter-ই কয়েকটি অংশে বিভক্ত। এ অংশগুলোকে মোটামুটি ৬ অংশে ভাগ করা হয়েছে। যথা:

- Heading:** এটির অবস্থান পত্রের উপরিভাগের ডান কোণে। এতে লেখকের ঠিকানা ও তারিখ লিখতে হয়। যেমন:  
16, Shantinagar  
Dhaka-1217  
12 June, 2025
- Salutation** (সম্বোধন বা সম্ভাষণ): এটি চিঠির বাম দিকে Heading থেকে একটু নিচে এক লাইনে লেখা হয়। পত্র প্রেরকের সঙ্গে প্রাপকের সম্পর্ক অনুসারে Salutation বা সম্বোধন লিখতে হয়। যেমন:
  - পিতামাতা, ভাইবোন, পুত্রকন্যা ও আত্মীয়স্বজনকে সম্বোধন করা হয়:  
Dear or My Dear Father/Mother/Brother/Sister/Uncle/Aunt  
Dear or My Dear Son/Daughter/Rafique/Shafiq, etc.
  - ঘনিষ্ঠ বন্ধুবান্ধব ও পরিচিতজনকে সম্বোধন করা হয়:  
Dear or My Dear Friend/Habib/Shabab/Asif/Alef, etc.
  - অল্প পরিচিত ব্যক্তিকে সম্বোধন করা হয়: Dear Sir/Madam.
  - কোনো ব্যবসায়ী বা ব্যবসায়িক প্রতিষ্ঠানের কর্মকর্তাকে সম্বোধন করা হয়: Dear Sir/Madam
  - কোনো সরকারি প্রতিষ্ঠানের প্রধান কর্মকর্তা বা শিক্ষাপ্রতিষ্ঠানের প্রধানকে সাধারণত সম্বোধন করা হয়: Sir/Madam.
- Body:** চিঠির মূল বক্তব্য এ অংশে বিবৃত হয়। পত্রের বামদিকে Salutation-এর নিচে থেকে এ অংশ শুরু করা হয়। এক বা একাধিক Point অনুসারে বক্তব্য এক বা একাধিক Paragraph-এও লেখা যায়। তবে মূল বক্তব্যে কখনো অপ্রয়োজনীয় কথা লেখা উচিত নয়।
- Subscription** (ভদ্রজনোচিত বিদায় গ্রহণ) : মূলপত্র লেখা শেষ হলে বক্তব্যের শেষ লাইনের ঠিক নিচে ডানদিকে লেখকের দস্তখতের ঠিক ওপরে আলাদা লাইনে বিদায় গ্রহণসূচক উক্তিকেই Subscription বলা হয়। পত্র প্রেরক ও প্রাপকের মধ্যকার সম্পর্ক অনুসারে Subscription-এর ভাষার বিভিন্ন রূপ হয়ে থাকে। যেমন:
  - পিতামাতার কাছে লিখিত চিঠিতে Subscription-এর ভাষা নিম্নরূপ:  
Your affectionate son/daughter, Your ever loving son/daughter.  
Your loving son/daughter, Yours affectionately, Affectionately yours.
  - ভাইবোন, আত্মীয়স্বজনের কাছে লেখা চিঠিতে Subscription-এর ভাষা হবে নিম্নরূপ:  
Yours Affectionately, Affectionately yours.
  - বন্ধুবান্ধবের কাছে লেখা চিঠিতে Subscription-এর ভাষা হবে নিম্নরূপ:  
Your cordially, Yours lovingly, Yours ever, Cordially yours, Lovingly yours, Ever yours.

- অপরিচিত বা সামান্য পরিচিত ব্যক্তিদের কাছে লেখা চিঠিতে Subscription-এর ভাষা হবে নিম্নরূপ:  
Yours faithfully, Yours truly, Yours sincerely.  
N:B: Salutation-এ কোনো ব্যক্তির নাম ধরে সম্বোধন করা হলে Subscription-এ Yours sincerely লিখতে হয়। এছাড়া অন্যসব ক্ষেত্রে Yours faithfully লেখা উচিত। যেমন:

Dear Mr. Islam



Yours sincerely

Dear Sir



Yours faithfully

- ব্যবসায়ী বা ব্যবসায়িকে প্রতিষ্ঠানের কর্মকর্তাদের কাছে লেখা চিঠিতে Subscription-এর ভাষা নিম্নরূপ:  
Faithfully yours  
Yours faithfully
- কোনো অফিসের পদস্থ কর্মকর্তার কাছে লেখা চিঠিতে Subscription-এর ভাষা নিম্নরূপ:  
Yours faithfully, Faithfully yours.
- কোনো শিক্ষাপ্রতিষ্ঠানের প্রধানের কাছে ছাত্রছাত্রীর লেখা চিঠিতে Subscription-এর ভাষা নিম্নরূপ:  
Yours obediently, Your most obediently  
Your most obedient pupil/pupils.
- সংবাদপত্রের সম্পাদকের কাছে লেখা চিঠিতে Subscription-এর ভাষা নিম্নরূপ:  
Yours faithfully, Yours truly.

5. **Signature** (পত্র লেখকের দস্তখত): Subscription-এর ঠিক নিচেই লেখকের Signature বা দস্তখত থাকে। আত্মীয়স্বজন ও ঘনিষ্ঠ বন্ধুবান্ধবের কাছে সাধারণত পত্র লেখকের ডাক নাম ব্যবহার করা হয়। কিন্তু অন্যান্য সকল ক্ষেত্রেই সম্পূর্ণ নাম লিখতে হয়।

6. **Superscription** (প্রাপকের ঠিকানা): এ অংশ প্রাপকের পুরো নাম, উপাধি এবং ঠিকানা লেখা হয়।

### Informal Letter লেখার গুরুত্বপূর্ণ টিপস

- Informal Letter লেখার ক্ষেত্রে ভাষা যত অনানুষ্ঠানিক হয়, ততই ভালো।
- Letter Writing এর সময় খেয়াল রাখবে ওপরে উল্লিখিত পত্রের ৬টি ভাগ রয়েছে কি না।
- পত্রের Body অংশে Introduction অংশে অভিনন্দন, শুভেচ্ছা জ্ঞাপন করবে এবং Conclusion অংশে বিদায় সম্বোধন করবে।
- পত্রে অযথা বাড়তি অংশ বর্জন করবে।
- পত্র লেখা শেষে একটি Envelope আঁকবে। ডান পাশে Reciever's address এবং বাম পাশে Sender's address দিবে। সবশেষে একটি Stamp সংযোজন করবে।

এখানে কিছু গুরুত্বপূর্ণ Informal Letter এর নমুনা দেওয়া হলো। এগুলো ভালোভাবে মনোযোগ দিয়ে পড়ো।

1. **Write a letter to your e-friend, who lives in Canada about how the Metro Rail has made your life easier.**

Ans.

House no-137/A, Mirpur-10, Dhaka

12 April, 2025

Dear Hana,

How are you in Canada? I want to share some exciting news that has made my life much easier.

Our city now has a metro rail, and I use it every day. It has saved me a lot of time and trouble. Before, my journey to school was stressful and slow because of traffic jams. It took more than an hour by bus or auto-rickshaw. Now, the metro rail takes only 20 minutes! The metro rail is fast, comfortable, and affordable. It runs on time, so I don't worry about being late. I can relax and enjoy the ride instead of being stuck in traffic. It also gives me more time to get ready in the morning.

This new metro rail has made my life better. When you visit, we can take a ride together.

Take care,

Your loving friend,

Neela

\* Draw an envelope and write full addresses of the writer and the addressee.



2. Suppose you are Mahi/ Mahiya. You live in your college hostel. You know that the whole country is severely suffering from dengue; but your brother and other family members are not careful about it. So, you are much worried about their well-being. **Now, write a letter to your younger brother informing him the causes, effects/symptoms and prevention of dengue fever.**

**Ans.**

130/B College Road, Bogura

05 August 2025

Dear Atiq,

How're you? I'm really happy that you're going well with your studies. But I am really worried that you all are very careless about current dengue situation in the country, though you know about the dengue outbreak across the country.

Be careful about dengue. Do you know the symptoms of dengue fever? Let me tell you. The symptoms of dengue fever usually begin to appear within four to six days after being infected and last up to ten days. The symptoms include sudden high fever, severe headaches, pain behind the eyes, severe joint and muscle pain, fatigue, nausea, skin rash, and mild bleeding. These symptoms may progress to massive bleeding, shock, and even death. However, there is no specific remedy for dengue fever. Doctors generally suggest the infected people to take rest and drink plenty of liquids. The medicine of paracetamol group is also prescribed. As there is no specific remedy for dengue fever, we have to prevent it. One of the effective ways to prevent dengue fever is to prevent bites by infected *Aedes* mosquitoes. For that, we all should use mosquito repellent. We should also use mosquito nets while sleeping. Most importantly, we have to reduce mosquito population by destroying their breeding places. To do so, we have to keep our dwelling places neat and clean. No stagnant water should be allowed in and around our dwelling places.

No more today. I hope you'll take care of yourself and others in the family.

Your loving brother,

Mahi

\* Draw an envelope and write full addresses of the writer and the addressee.

3. Suppose you are Priya/ Pritom and you have a friend named Alex who lives in Thailand. **Now, write a letter to Alex informing him about the recent dengue outbreak in Bangladesh.**

**Ans.**

Pritom, Banani, Bangladesh

10 September 2025

Alex,

You wanted to know about the ongoing outbreak of dengue in Bangladesh. Actually, the outbreak of dengue variant DENV-2 and DENV-3 has become a matter of great concern for Bangladesh. In fact, people are mostly getting infected by DENV-2 variant now-a-days. DENV-2 is considered to be very virulent and more easily spread than the other three serotypes. Moreover, it can cause very severe symptoms and has a greater tendency to cause dengue hemorrhagic fever (DHF) and dengue shock syndrome (DSS). Besides, now *Aedes* mosquitoes have mutated and can bite any time changing their previous nature of biting at day time only. They can also breed any type of water as well. However, the current dengue situation has taken such a severe turn. As the common symptoms of dengue have changed due to the infection of DENV-2, the condition of the patients gets critical within two to three days of fever, cold and headache. Most of the hospitals in the country have already been occupied by the huge number of dengue patients. It has become difficult to get a new patient admitted to hospitals due to lack of accommodation.

Ok, no more today. Take care of yourself and keep in touch.

Yours ever,

Pritom

\* Draw an envelope and write full addresses of the writer and the addressee.

4. Suppose, you are Mahi/ Mahiya. You live in a hostel in Dhaka. Your younger brother, Atiq doesn't wear mask when he goes outside. Also, he doesn't wash hands properly. **Now, write a letter to your brother telling him to follow the rules of hygiene strictly so that he may not get infected with different diseases.**

**Ans.**

130/B Progoti Sharani, Dhaka

15 July 2025

Dear Atiq,

I hope this letter will find you well and healthy. I'm fine too but I'm really shocked to know from mother that you're too careless to follow the rules of hygiene.

Listen, we're passing through a difficult time now due to different types of pollution around us. Although different vaccines and medicines are now available for various diseases, we should remain careful. Whenever we go out we have the risk of getting infected by the virus. Therefore, the best way to prevent the infection is to follow the rules of hygiene strictly. Diseases mainly spread through contact with the infected persons or things. So, to avoid infection, you must wash your hands frequently for at least 20 seconds, wear a mask while going out, use hand-sanitizer etc.

Thus you may minimize the transmission of the disease to the family members and your friends and their families. So, please be sensible and follow the necessary precautions and keep yourself and our family protected from infections.

Your brother,

Mahi

*\* Draw an envelope and write full addresses of the writer and the addressee.*

5. 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.**

[CB-2024, 2019, 2016; DJB-2019; JB-2019; BB-2019; SB-2016]

**Ans.**

12 College Road

Mymensingh

3 January 2025

Dear Rupom,

I hope you are passing happy days. In your last letter, you wanted to know what I would do after my SSC Examination.

Well, I have made up my mind to go to my village then. I shall open an adult literacy centre there. I shall try my best to remove their illiteracy. I shall also make them aware of the rules of health and sanitation. Besides, I shall try to make them free from prejudices and superstitions. I would also like to make them aware of the bad effects of early marriage of their daughters and of gender disparity. I have an intention to visit Cox's Bazar as well.

No more today. Write me about your plans soon. With best regards to your parents and love to the younger ones.

Yours ever,

Tarun

*\* Draw an envelope and write full addresses of the writer and the addressee.*

6. Suppose, you are Sabina Yasmin/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.**

[RB-2024]

**Ans.**

28 Subidbazar, Sylhet

27 February, 2025

Dear Maliha,

At first, take my cordial love. I hope you are doing fine. In one of the letters, you wrote that you wanted to know how I had celebrated the last 21<sup>st</sup> February in my school. Today I am writing to you about it.



Every year, our teachers organize a day full of activities to commemorate the martyrs and celebrate our language, culture and history. This year was not different. With the national flag hoisted half-mast, we began our day by placing flowers at the Shaheed Minar in our school. After paying tributes, we attended the rally holding various placards and then marched around the town. Back in school, the authorities had arranged a cultural program where students sang different songs dedicated to the day, some recited poems and teachers gave a brief speech on the significance of 21<sup>st</sup> February. Around noon, there was an art competition for the students and I participated with my classmates even though I do not know how to draw.

No more today. Tell me how you celebrated your 21<sup>st</sup> February this year. Warm regards to your parents.

Your friend,  
Sabina Yasmin

*\* Draw an envelope and write full addresses of the writer and the addressee.*

7. Suppose, you are Anuvob/Anuva. You have a pen friend name Jovan who lives in the USA. He wants to know about your country. **Now, write a letter to your friend describing your country.** [DjB-2024]

**Ans.**

12 Green Road, Dhaka, Bangladesh

10 January 2025

Dear Jovan,

It's really delightful to hear from you after a long time. It makes me happy that you want to know about my country.

Let's start with the geographical position of this small country. It is a South-Asian country surrounded by India on three sides and the Bay of Bengal on the south. Myanmar lies to her south-east. Its area is 1,48,460 square kilometres where about 160 million people live. So you see the density of population in our country is high. The country achieved independence in 1971 after fighting against the well-equipped Pakistani Army for nine months. We are the only nation who has the glory of fighting for its mother language. Our Language Movement took place in 1952. Bangladesh is marked as a country of beauty. There are many places of tourist attraction in Bangladesh. We have a long cultural tradition, literature, arts, etc. that are very developed and have acquired international recognition.

The people in Bangladesh are very hard-working, ready to face any obstacles. They are very hospitable. They become very happy when they have a guest at home and try their best to entertain the guest. They like to talk a lot, even to the strangers or foreigners. People here are much curious about foreigners.

Anyway, the letter is getting long. No more today. I would like to invite you to visit my country as soon as possible. Take care.

With love,  
Anuvob

*\* Draw an envelope and write full addresses of the writer and the addressee.*

8. 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.** [CtgB-2024; RB-2019; DB-2017; JB-2017]

**Ans.**

Bokulpur, Dhaka

27 January 2025

Dear Nafiza,

My heartiest compliments go to you. Hope that you are hale and hearty. In your last letter, you wanted to know about the co-curricular activities of my school.

You know that I am lucky to study in such a big and famous school which offers us facilities to learn a lot of things besides studies. We can depend on our teachers not only for study matters but also for matters related to our interests. Some of them run activity clubs in school. The clubs are places where

one can go and pursue his or her hobby. I am a member of the debating club. We practice debating within the club and arrange debating competitions among classes and with other schools as well. Our English teacher, who runs this club, not only guides us in writing good speeches but also shows us how to present them. Our school arranges essay competitions and book reading competitions. Moreover, my school offers a wide range of extra-curricular activities for the students. The school has a musical group and a lot of plays are staged by the students. Besides, the students enjoy hockey and football as their extra-curricular activities. Teachers consult with the students at personal level and encourage them to work more and more. The students of this school learn not only for examinations but also for life. In short, studying in this school is a great experience for me.

I guess you are planning to shift to a new school. If you ask my suggestion, I will recommend my school without any hesitation.

With best wishes,

Tania

*\* Draw an envelope and write full addresses of the writer and the addressee.*

9. 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.**

[DB-2020; SB-2019; DjB-2017]

**Ans.**

114/B, Sadar Road, Barishal

30 January 2025

Dear Badhan,

I received your letter yesterday. It is praiseworthy that you're doing well in your studies. At the same time, I want to give you an advice to take physical exercise regularly. You know that "A sound mind remains in a sound body". So, to keep your body fit, you should take physical exercise daily. If you avoid it, your body will get rusty. You will feel uneasy all the times. Without soundness in your body, you will become inattentive to your study. Moreover, you should become careful of the rules of exercise. Otherwise, it may hamper your health. However, you must have a proper guideline for this. I hope you will inform me your details soon.

No more today. How're our parents? Convey my best wishes to Tuhin and Shaon.

Your elder brother,

Roushan

*\* Draw an envelope and write full addresses of the writer and the addressee.*

10. Suppose, you are Samin/Samina. You live at 40/3 College Road, Dhaka. You have a friend named Joy/Joya who lives at 25/2 Hospital Road, Chattogram. He/She does not read newspaper daily. **Now, write a letter to him/her describing the importance of reading newspaper regularly.**

[MB-2020; CtgB-2016]

**Ans.**

40/3 College Road

Dhaka

16 January 2025

My dear Joy,

Hope you're well by the grace of the Almighty. I have come to learn that you are not interested to go through newspapers regularly. It is very disappointing. Anyone, reading newspaper, can know many things happening around the world. By knowing the news and views of the world, you can use them in your practical life.

Moreover, newspaper reading is a part and parcel of education. So, be serious about reading newspapers. If you do not, you will remain simply a bookworm and it will not help you much in your future life.

No more today. Convey my best regards to your parents.

Yours ever,

Samin

*\* Draw an envelope and write full addresses of the writer and the addressee.*

11. 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 16<sup>th</sup> birth anniversary. **Now, write a letter to your friend thanking him/her for sending you a nice birthday gift.** [RB-2020; SB-2020; RB-2017; BB-2017]

Ans.

12/A Rupgonj, Road, Chandpur

6 January 2025

My dear Masuda,

I hope you are doing fine. I am very pleased to receive the gift you sent me on my birthday. I expected your presence in the function. But you have written that you failed to attend the function because of an urgent piece of business.

However, you have remembered my birthday and sent me a nice alarm clock and I liked it a lot. So, you deserve my thanks. But I believe only giving thanks to you will not do. I offer my heartiest love to you.

No more today. Convey my regards to your parents and love to the younger ones.

Yours ever,

Samia

*\* Draw an envelope and write full addresses of the writer and the addressee.*

12. Suppose, you are Shahin/Shahina of 9, Tajmahal, Station Road, Mymensingh. Recently, you have enjoyed a study tour in a historic place. One of your friends is Nahid/Sahida of 6, Mahakhali, Dhaka. He/She wants to know about your study tour. **Now, write a letter to your friend describing ins and outs of your study tour.** [DJB-2020]

Ans.

9, Tajmahal, Station Road, Mymensingh

10 March 2025

Dear Nahid,

It was a pleasant surprise to receive your letter a few days ago. Thank you for the card you sent me along with your letter. In your writing, you wanted to know the details about my study tour to the historical place in Sonargaon, Narayanganj.

Well, it was in the last month. The students of classes 9-10 arranged the study tour. Two of our honourable teachers supervised the whole tour. We started to gather at the school gate around 7:00 am. It was pretty cold but the sight of our tour bus made us excited. The bus started off before 8 am. Soon the breakfast was served. We reached Sonargaon by 9:30 am. It was a jaw-dropping experience when we entered the historical Panam City. We all were impressed by the serene sight. I personally felt as if we had been walking through the history book. The spooky but enchanting ancient doors of the buildings around us boggled our mind. We took many photographs. Some of the members got busy taking selfies using their smart phones. We also took group photographs. One of the most interesting aspects of the tour was a brief class lecture by our teachers while we were inspecting the architecture of the ancient buildings. We learned that those historical buildings were built centuries ago and are related with the history of Baro Bhuiyan. As the capital of the 15<sup>th</sup> century Bengal ruler Isa Khan, Sonargaon showcases the architecture of the Sultanates, Mughal and colonial periods. It was really an unforgettable experience for me.

No more today. My best wishes will always be with you. Convey my regards to your parents.

Yours ever,

Shahin

*\* Draw an envelope and write full addresses of the writer and the addressee.*

13. 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.** [JB-2020]

Ans.

Room no. 10

Vidyamayee Govt. Girls' High School Hostel

PC Road, Mymensingh

22 March 2025

Dear Mother,

I hope you are well. What about father? I am very happy with my present hostel life. Sometimes, I feel lonely. But here my friends and teachers are so dear to me. I don't feel disturbed at all about food and

relaxation. Along with three friends, I live in a room. It is very neat and clean. Our dining system is very satisfactory. Our hostel super is very conscious of discipline, food and cleanliness. We also take part in games and sports and have fresh air in the hostel's open field. So, don't worry about me. I am trying my best to do well in the exam.

No more today. With love to you and father.

Your loving daughter,  
Himu

*\* Draw an envelope and write full addresses of the writer and the addressee.*

14. 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.**

[BB-2020; CtgB-2017]

**Ans.**

40/C Muradpur, Chattogram  
23 June 2025

Dear Rina,

Take my love at first. I have received your letter. You wanted to know how I spent my last summer vacation. I'm writing to you about it.

In the summer vacation, I along with some of my friends taught the poor villagers the basics of education. In my village, there are a lot of people who have no idea about education. So, we gathered some of them and taught them Bengali, English, Mathematics and some general knowledge. We spent almost 45 days in this work and now we are happy that we have been able to contribute to our society although it might seem very small.

No more today. Give my best regards to your parents.

Yours ever,  
Afsana

*\* Draw an envelope and write full addresses of the writer and the addressee.*

15. 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.**

[DB-2019]

**Ans.**

7 Dhanmondi Dhaka  
25 February 2025

My dear Salam,

At first, take my cordial love. Hope that you are fine. I'm so so. In your last letter you wanted to know about the picnic that I enjoyed one week ago. Now, I'm giving you a short description of my picnic.

I along with some of my friends went to a picnic in Kuakata. This is really a nice picnic spot. The natural scenery of the place is beyond description. Kuakata is a sea beach where there are many coconut trees and also various kinds of birds. The place always buzzes with the chirping of the birds. Besides, this is a place from where both sunrise and sunset can be seen. Really it's a thrilling experience. Many of us played different kinds of games and had a lot of fun. I personally enjoyed the bus journey to and from the spot. Really, it was a very enjoyable and interesting picnic to me. I'll remember this picnic forever.

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

Yours ever,  
Arif

*\* Draw an envelope and write full addresses of the writer and the addressee.*



16. Imagine that you spent a week in your friend's home and you were a most entertained guest there. **Now, write a letter to your friend thanking him for the hospitality shown to you by him and other members of his family. Use the following clues.**

• what you miss • your friend's help in visiting different historical places • hospitality offered by the family • enjoyment in the family • invitation to your friend

**Ans.**

120 Ibrahimpur  
Dhaka Cantonment, Dhaka  
5 January 2025

My dear Anu,

Hope you are well by the grace of Almighty. I am also fine.

Well, I returned home safely. But now, I am missing your company as well as your family members. Indeed, I had a very nice time with you and your family. You took much trouble for me. You accompanied me visiting different historic places of the city. I was very delighted to acquire knowledge about those attractive places. Again, I can't but remember the hospitality your family offered me. All of your family members behaved with me very well. It seemed that I was like a member of your family. Your parents treated me like their own son. Your elder sister is an amiable person. She entertained me much telling many stories and funny jokes. I wish I had an elder sister like yours. However, I must thank all of you for your hospitality and entertainment.

Let me know when you will visit our house. No more today. Convey my best regards to your parents and Ranu Apa and affection to the younger ones.

Yours ever,  
Mahmud

*\* Draw an envelope and write full addresses of the writer and the addressee.*

17. Suppose, you are Shahin/Shahina living at Green Road, Dhaka-1205. Recently, you have made friendship with Alin/Alina, a non-Bangladeshi friend, who lives at Park Street, Tokyo, Japan. She is interested to know about Bangladesh and her people. **Now, write a letter telling him/her about Bangladesh and her people.**

[CB-2017; BB-2015; SB-2017]

**Ans.**

12 Green Road  
Dhaka-1205  
10 January 2025

Dear Alin,

How're you doing? It's really delightful to hear from you after a long time. It makes me happy that you want to know about our country and her people.

Let's start with the geographical position of this small country. It is a South-Asian country surrounded by India on three sides and the Bay of Bengal on the south. Myanmar lies to her south-east. Its area is 1,47,570 square kilometres where about 160 million people live. So you see the density of population in our country is high. The country achieved independence in 1971 after fighting against the well-equipped Pakistani Army for nine months. We are the only nation who has the glory of fighting for its mother language. Our Language Movement took place in 1952. We have a long cultural tradition, literature, arts, etc. that are very developed and have acquired international recognition.

The people in Bangladesh are very hard-working and ready to face any obstacles. They are very hospitable. They become very happy when they have a guest at home and try their best to entertain the guest. They like to talk a lot even to the strangers or foreigners. People here are much curious about foreigners. They would even ask an unknown person about personal details. But don't think it is a harmful practice.

Anyway, the letter is getting long. No more today. I would like to have some pictures of your country. Would you send me some? Take care.

With love,  
Shahin

*\* Draw an envelope and write full addresses of the writer and the addressee.*



18. 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 friend Rosmin/Rosmina who lives at Patiya, Chattogram, telling him/her about how to improve English. [DB-2015]

Ans.

12, Mirpur Road  
Dhaka  
23 January 2025

Dear Rosmina,

I received your letter and came to know about your weakness in English. You have asked to give you some suggestions on how to improve English.

Well, in order to learn English well, you have to acquire all the four skills of English. At first, you should attend your English classes regularly and listen to your teachers attentively. You should also listen to the English programmes on TV and radio. All these will improve your listening skill. Secondly, you should take active part in pair works and group works in your class. You should speak in English with your English teacher, with anybody who speaks English well and sometimes with yourself. These activities will improve your speaking skill. Thirdly, to improve your reading skill, you should often read and try to understand story books, illustrated books, daily or weekly English newspapers, etc. While reading, if you fail to understand the meanings of some new words, you should try to guess their meanings from the context. If you can't, you should look them up in a good dictionary. You should also practice reading comprehensions, cloze test, etc. Besides, you have to study grammar. Then you should regularly write paragraphs, compositions, etc. and get them checked by your English teachers. Furthermore, you can keep a diary and write a few pages everyday. These things will improve your writing skill. By doing the above activities, you can improve your English well.

Hope to hear from you soon. Convey my best regards to your parents. Take care.

Yours ever,  
Kaspia

\* Draw an envelope and write full addresses of the writer and the addressee.

19. 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. [RB-2016]

Ans.

12/B Baghmara Road  
Mymensingh  
11 April 2025

Dear Asif,

Hope you are hale and hearty. Today, I am going to tell you about my recent visit to Cox's Bazar that I made last week.

We, four friends and two of my cousins, went to Cox's Bazar to spend our winter vacation. We checked in a beautiful hotel by the sea beach. In the afternoon, we went to the beach and took bath. We took a lot of pictures and selfies. In the evening, we sat on the beach chairs and observed the beautiful sunset. When the sun was going down, it seemed that it was going into the water. We stayed there till it got dark. Then we went to the Burmese Market and bought some souvenirs. I bought an oyster shell on which my name is written with colours. We ate sea fishes and crabs too. Next day, we went to the sea beach very early in the morning to watch the sunrise. We then rode on a horse, played football in the beach and made a lot of fun.

It was really an awesome visit. I wish you were there too.

No more today. Hope you would accompany us the next time.

Lovingly yours,  
Mollick

\* Draw an envelope and write full addresses of the writer and the addressee.



20. 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.** [JB 2016]

Ans.

9 Nutun Para, Natore

14 March 2025

Dear Tasin,

Hope you are well by the grace of the Almighty. Today, I'm going to describe the prize giving ceremony of our school.

It was held on the last Saturday. The day was very enjoyable and thrilling. All the students and their guardians took part in the ceremony. Our UNO and the renowned people of our village were invited. It started at 10 am and ended at 4 pm. The UNO, our Headmaster and some guardians expressed their gratitude and pleasure for this arrangement. The students were given attractive prizes. You will be happy to know that I got a prize for my good result. It was really a memorable day for me. I enjoyed the day very much.

No more today. Convey my best regards to your parents.

Yours ever,

Raton

\* Draw an envelope and write full addresses of the writer and the addressee.

21. Suppose, you are Sayeem/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.** [All Boards-2018].

Ans.

House No. 15

Mymensingh Road, Dhaka-1000

12 March 2025

Dear Anika,

How are you? Hope you are doing fine. I'm fine too. Today, I would like to describe a train journey that I made recently.

A few days ago, I along with my parents went to Mymensingh by train. On the day, we reached Kamalapur Railway Station very early in the morning. The station was very crowded. We boarded the train and took our seats. I chose a window seat. At 7:30 am, the train blew its whistle and started moving slowly. After a few minutes, it gained speed. Soon, we left the crowded city and entered the countryside. We were passing through the green fields. The farmers were ploughing the fields and taking care of the crops. Shepherds were grazing cattle in the fields. Children were seen playing in the field and making faces at us. Women were washing clothes and taking bath in the ponds. As the train was moving, the trees seemed running backwards. Everything was coming to sight quite fast and then disappearing even faster. The sun was trying to peep through the clouds. Indeed, the scenery was very charming. We passed by many small and big towns. The train finally reached Mymensingh at 10:30 am. Truly, it was a pleasant journey by train. I still cherish the memory of the journey in my mind.

No more today. Please convey my greetings to aunty, uncle and your little brother, Pranto.

Your friend,

Samia

\* Draw an envelope and write full addresses of the writer and the addressee.

22. Suppose, you are Nafi/Amat. You are an examinee of the coming SSC Examination. **Write a letter to your mother telling her about your progress of studies.** [CtgB-2019]

Ans.

10 Green Road, Dhaka

28 December 2025

Dear Mother,

I received your letter this morning. You have wanted to know about my progress of studies. It seems that you're very worried about my coming examination. Don't worry, mom. You will be very happy to know that I have already gone through all my subjects. My preparation of Bangla, English, General Math,

Physics, Chemistry, Biology and Religious Study is fairly well. I had some problems in Higher Math. However, I have overcome them with the help of my teacher. I am now solving the test papers with great confidence. I contact with my teachers whenever any problem arises. My English teacher is very happy with my progress in English. Therefore, just pray for me. I hope I can make a very good result in my coming SSC exam.

No more today. Convey my best regard to father.

Your loving son,  
Nafi

*\* Draw an envelope and write full addresses of the writer and the addressee.*

23. Suppose, you are Hasan/Hasna living in Natore town. Your friend Nabil/Nabila lives in Chattogram. He/She made an excellent result in the last SSC Examination and that result impressed you greatly. **Now, write a letter to your friend congratulating him/her on his/her success in the exam.**

[RB-2015; CtgB-2015]

**Ans.**

5 Azimuddin Road, Natore  
1 March 2025

Dear Nabil,

Many thanks for your letter. I am very happy to know that you have cut a brilliant figure in your SSC examination.

My joy knows no bounds to hear this happy news. I congratulate you on your good result. But remember, this is not all. You should not remain satisfied with what you have achieved. You have to go a long way to be successful in life. You have to study hard to reach your ultimate goal. For this, perseverance and industry are essential. Go on studying. Allah will help you. I do hope and believe that you will be able to fulfill your dream.

No more today. Convey my regards to your parents and love to your youngers. More when we shall meet.

Yours ever,  
Hasan

*\* Draw an envelope and write full addresses of the writer and the addressee.*

24. 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, Sunamganj-3070. S/he is a chain smoker. You know that smoking is a bad habit and it causes many fatal illnesses. **Now, write a letter to your friend advising him/her to give up smoking.**

[SB-2015]

**Ans.**

50 Kazalshah  
Sylhet-3100  
07 January 2025

My dear Salam,

Hope you are well by Allah's mercy. But I have come to know from a reliable source that you have started smoking.

I have become very shocked at this. Smoking is surely injurious to your health. When you will become addicted to smoking, you will never be able to do anything properly. It will lead you to various problems. Smoking is full of poisonous elements that are very harmful for both your mental and physical health. So, I do ask you not to smoke any more. Please, be serious to avoid it. I pray to Allah that He may help you get rid of this bad habit.

No more today. Tender my best compliments to your parents and affection to the youngers.

Your best friend,  
Nasim

*\* Draw an envelope and write full addresses of the writer and the addressee.*