Email Writing

আধুনিক যোগাযোগ মাধ্যম হিসেবে Email গুরুত্বপ–র্ণ ভূমিকা পালন করছে। এটি দ্রুত ও কম খরচে যোগাযোগের একমাত্র মাধ্যম। বর্তমানে অধিকাংশ ব্যক্তি তার বন্ধু-বান্ধব ও আত্মীয় স্বজনের সাথে যোগাযোগের জন্য এই মাধ্যমের সহায়তা নেয়। এমনকি বিভিন্ন ব্যবসায়িক প্রতিষ্ঠানও যোগাযোগের মাধ্যম হিসেবে Email কে অগ্রাধিকার দেয়।

অনেক শিক্ষার্থী Email লেখার কথা শুনলে ঘাবড়ে যেতে পারে। কিন্তু ঘাবড়ানোর কিছু নেই। কারণ বিভিন্ন চিঠিপত্র লেখার ক্ষেত্রে প–র্বে যে নিয়ম অনুসরণ করা হত, Email এর ক্ষেত্রেও ঠিক একই নিয়ম অনুসরণ করতে হবে। শুধুমাত্র Subject এর প–র্বে সামান্য পরিবর্তন আছে। মনে রাখতে হবে, Email হল বিভিন্ন চিঠিপত্র বা document পাঠানোর মাধ্যম মাত্র। অর্থাৎ প–র্বে আমরা Post Office এর মাধ্যমে বিভিন্ন চিঠিপত্র বা ডকুমেন্ট পাঠাতাম কিন্তু এখন তা Computer এর মাধ্যমে Compose করে Email এর সহায়তায় এক মুহ–র্তের মধ্যে তা অন্যের কাছে পাঠাতে পারি। Personal Email সাধারণত informal letter- এর চেয়েও বেশি informal। এখানে 'Dear X' এর পরিবর্তে 'X', 'Hi', 'Hi X', 'Hello X' ইত্যাদি লেখা হয়। একটি Informal Email এর বিভিন্ন অংশ লক্ষ কর :

Sender's Copy



Reference : Practical English Usage- Michael Swan

Number অনুযায়ী ব্যাখ্যা

1. এখানে যার কাছে Email করা হবে তার Email আইডি লিখতে হবে। যেমন : islamjakir@yahoo.com
2. CC : Carbon copy (Secondary recipient)-একই Email যদি বিভিন্ন ব্যক্তির কাছে পাঠাতে হয় তবে তাদের Email আইডি এক এক করে লিখতে হবে। অন্যথায় কিছু লিখতে হবে না।
3. BCC : Blind carbon copy (Tertiary recipient)-এক্ষেত্রে তৃতীয় কোনো ব্যক্তির নিকট ইমেইল পাঠানো হয়। তৃতীয় ব্যক্তিটি কে তা প্রথম ও দ্বিতীয় ব্যক্তি দেখতে পায় না। সফটওয়্যারভিত্তিতে তৃতীয় ব্যক্তি প্রথম ও দ্বিতীয় ব্যক্তির email address দেখতে পারে।

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4. এখানে কোন বিষয়ে Email করা হচ্ছে তা লিখতে হবে। মনে রাখবে বিষয় সংক্ষেপে লিখতে হবে।
5. সম্ভাষণ লিখতে হবে।
6. ম–ল চিঠি
7. বিদায় সম্ভাষণ
8. নাম ও স্বাক্ষর
9. কোনো অতিরিক্ত File যুক্ত করতে হলে এখানে করতে হয়।

উল্লেখ্য Sender কে From ও Date লিখতে হয় না। কারণ এটি স্বয়ংক্রিয়ভাবে Receiver এর নিকট পৌঁছে।
Receiver যদি Email টি print করে তবে তা নিম্নের format এ print হয়। লক্ষ কর, sender যদিও From ও Date ব্যবহার করেনি তবুও receiver এর print copyতে তা স্বয়ংক্রিয়ভাবে যুক্ত হয়েছে।

Receiver's Printed Copy

Subject : new address

From : Robin Ahmed (robinhood@yahoo.com)

To : islamjakir@yahoo.com;

Date : 06/06/2017 7:20 PM

Hi Jakir
Good to hear from you.
How about 20 or 21 July?

I am working like crazy-still a lot to do around the house. Also signed up for a creative writing course-don't laugh!

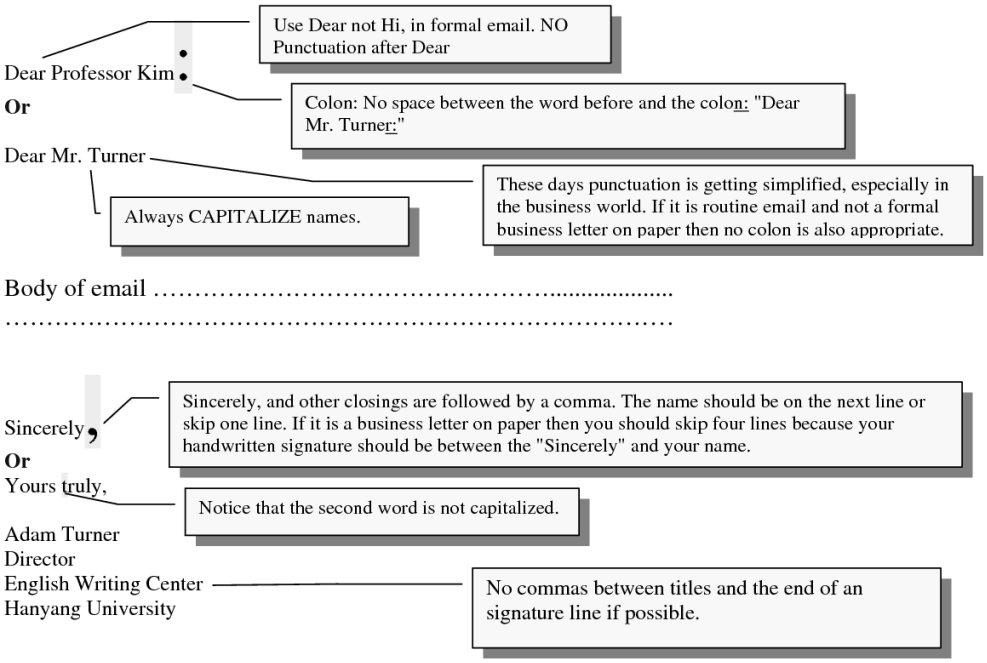
Enjoying the village-very interesting world this, but there are times when they talk a language I don't understand.

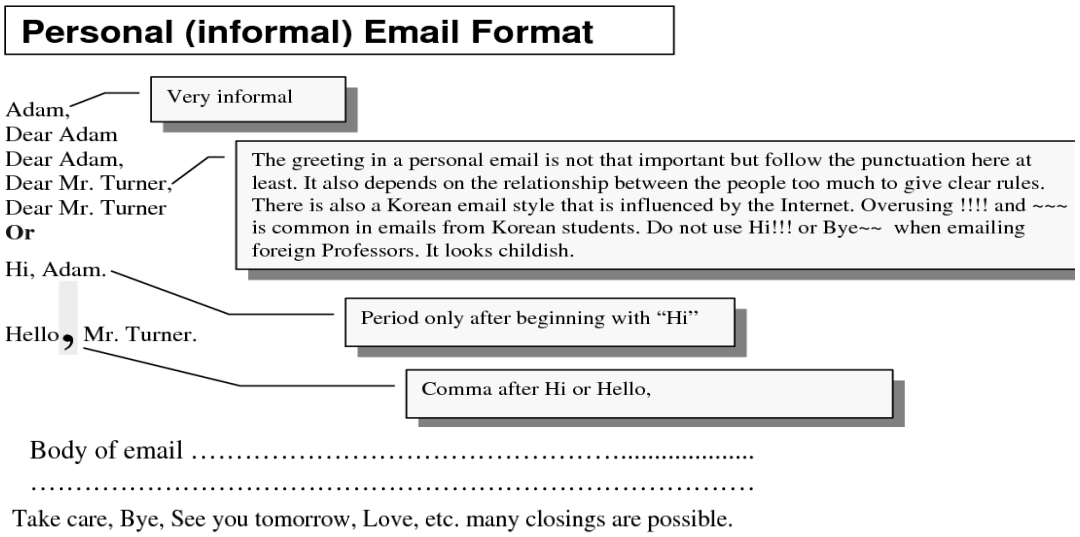
New address etc. below

Yours
Robin
24 Tripura lane
Ruma, Thanchi
Bandarban

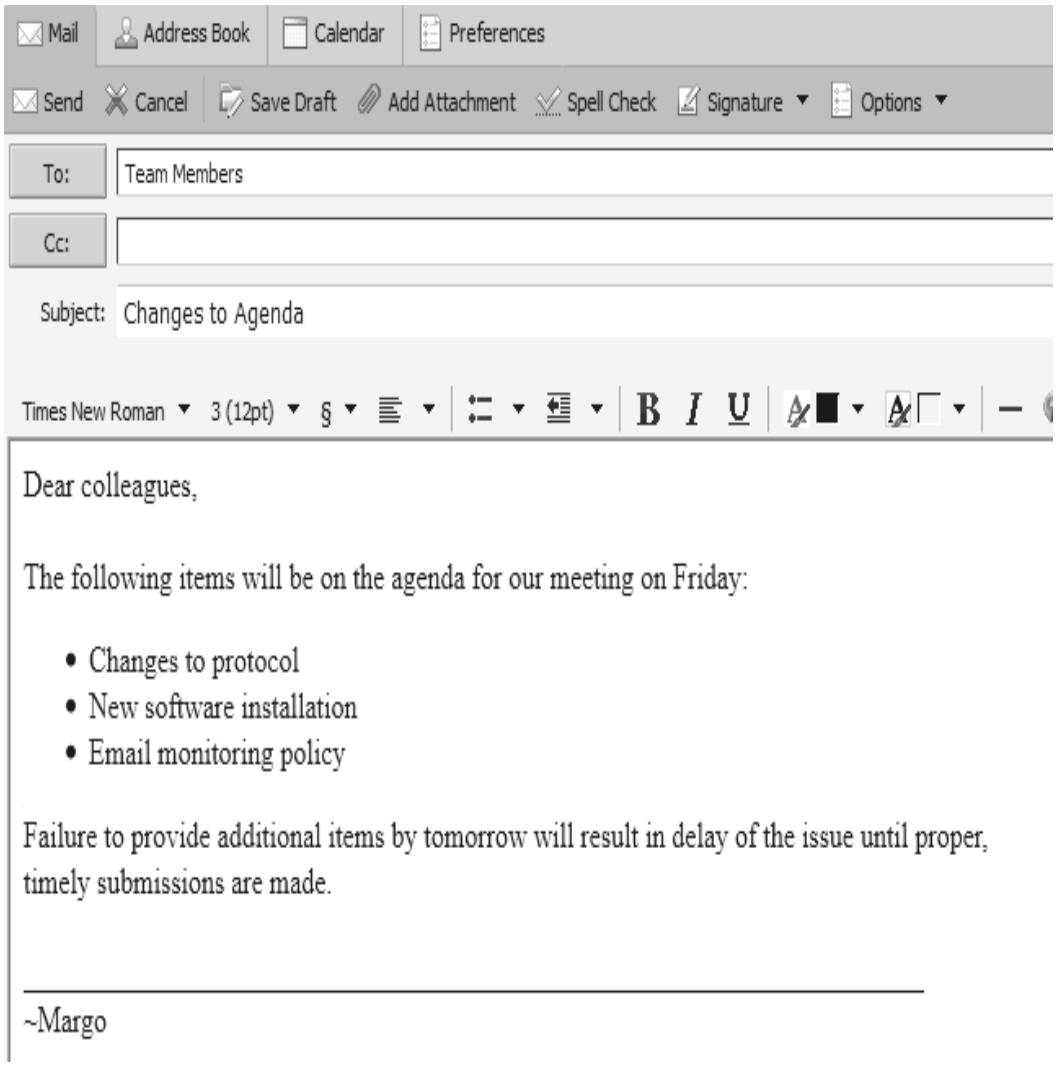
Formal Email Format

Use this format for professional purposes, for writing to professors, and for applications and resumes.





Example 1: An official email



Source: English Grammar & Composition (Textbook) – NCTB

Note: অনেক শিক্ষার্থী প্রশ্ন করে যে Real email এ যে box থাকে ঠিক সেভাবে box করে লিখতে হবে কিনা। এক্ষেত্রে কোনো box করতে হবে না।

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Tips for writing Formal Email

1. If you know the name of the person you're writing to, use Mr for a man and Ms for a woman.
2. Start by saying why you are writing or what you are responding to.
3. Use indirect questions such as I would be grateful if you could ... to task for information politely.
4. Use words like firstly, secondly and finally to order your points.
5. Use this standard phrase to finish a formal letter or e-mail.
6. If you've begun the email with dear and the name of the person, finish with yours sincerely. If you have used dear sir or madam, finish with yours faithfully.

Formal Email

01 **You are interested in studying English in the UK. Read the advertisement below which you saw in an international magazine. Now, write an email to Jane Black**

Central School of English

Come and study English at our school!

- Two-week courses for all levels
- Highly qualified, experienced teachers
- Reasonable prices
- Accommodation with host families
- Extensive social programme

For further information contact Jane Black :
j.black@central-school.co.uk



To : j.black@central-school.co.uk
Subject : English courses

Dear Ms Black

I am writing in response to the advertisement I saw for your English school in 'World Teens Today' magazine. I am interested in doing one of your courses and I would be grateful if you could provide some further information.

Firstly, it says in the advertisement that the courses are two weeks long. Would it be possible to do a three-week course? I would also like to know how much your courses cost exactly.

Secondly, your advert mentions accommodation with host families. Could you tell me if I would be staying on my own with the host family or if there would be other students staying there as well?

Finally, I have a question about the social programme. Would you mind sending me more details about this? I am very keen on sport and I would like to know if there are any sports activities included in the social programme.

I look forward to hearing from you.

Yours sincerely

Lili Song

02 Suppose, you are the secretary of the internet library club of your college. **Now read the following email sent by an internet service providing company and write a reply requesting the company manager to provide you with internet facilities for the upgradation of your library.** ***[SB'16]***

Subject : Internet connection
From : manager.bisp@gmail.com
To : secretaryiclub@gamil.com
Dear Sir/ Madam,
We are glad to inform you that our firm, "Bangladesh Internet Service Provider" is ready to support and help for the upgradation of internet service of the internet library of the educational institutions with a good price. We have imported modern machineries from the foreign countries for providing the best service. We here attach the price list for your further interest. Please mail us if you need any internet related service.

Sincerely yours
P.B. Choudhury
Manager
Bangladesh Internet Service Provider

Reply :

Subject : Internet facilities for the upgradation of our library
To : manager.bisp@gmail.com

Dear Sir
I want to upgrade my internet connection. I'm not having enough internet speed to download necessary documents. Besides, I'm having other problems. So, I need your help. Please come as soon as possible.

I am looking forward to seeing you soon.
Secretary, Internet Library Club
Chittagong Govt. College, Chittagong

03 Suppose, you are the secretary of the sports club of your college. Your sports club needs some sports products. **Now, compose an email to a Sports Dealer ordering the products.**

To: raju.paltan.adidas@gmail.com

Subject : Buying Order

The Sports Dealer
Adidas
Paltan, Dhaka-1000

Dear Sir
I am pleased to notify (জ্ঞাপন করা) you that I am very satisfied with the sports goods that you sent last time. Now I want to buy some more sports goods for my club. I am sending you the name and quantity of the products.

Serial	Product	Quantity
01	Cricket balls	2 dozen
02	Badminton rackets	1 dozen
03	Shuttle cocks	5 boxes
04	Hockey sticks	1 dozen
05	Volleyballs	1 dozen
06	Footballs	1 dozen
07	Badminton nets	1 dozen

The goods should be neatly (পরিচ্ছন্নভাবে) packed and the parcel should be addressed to the Principal of the College. Payment will be made immediately after the parcel is received.

Yours faithfully
Mohiuddin Mahi

04 Suppose, the bridge of your locality has been damaged by the recent flood. **Now, compose an email to the Chairman of your union to take steps for repairing the bridge.**

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To: chairman.sultanpur@gmail.com

Subject: For repairing the bridge

The Chairman
Kaligonj, Satkhira

Dear Sir
We are the inhabitants (অধিবাসী) of your union. Our locality (জনপদ) has been flooded and the normal order of living has been disturbed (বিঘ্নিত হওয়া). The bridge over the river Isamoti has been damaged (ক্ষতিগ্রস্ত হওয়া). People of our area are not able to cross the river. The communication between our locality and other localities have been disrupted (বিঘ্নিত হওয়া). So, the bridge needs to be repaired (মেরামত করা).

I hope you will take immediate steps to repair the bridge.

Sincerely yours
Jahidul Islam

05 Suppose, eve-teasing has become a major concern in your locality. **Now, compose an email to the DC of your locality.**

To: dc.satkhira@yahoo.com

Subject: For taking steps against eve-teasing

The District Commissioner
Satkhira

Dear Sir
We are the inhabitants (অধিবাসী) of Polashpur of Satkhira district. Recently (সম্প্রতি) eve-teasing has become a major concern of our area. Some addicted (নেশাগ্রস্ত) boys are regularly doing this evil act. The girls can not move freely (মুক্তভাবে) due to safety concern (নিরাপত্তাজনিত উদ্বেগ).

We hope that you will take immediate actions to solve this problem.

Thanking you

Robi Saha

06 Suppose, you are Reazul Karim,a student of Satkhira Govt. College. **Now, write an email to the Principal of your college for seeking financial help from the poor fund.**

To : principal.satkhiragovtcollege@gmail.com

Subject : For financial help from the poor fund

The Principal
Satkhira Govt. College
Satkhira

Dear Sir
I am a student of class XII of your school. I made a good result (ফলাফল) in the Year Final Examination of class XI. But as my father is a poor farmer, it is very difficult for him to bear (বহন করা) my educational expenses (খরচ). Now I need financial help from the poor fund (দরিদ্র তহবিল) of the school.

I would be highly benefited if you grant me financial help from the poor fund and enable me to continue (চালিয়ে যাওয়া) my studies.

Obediently yours

Reazul Karim
Roll No. 1 Class-XI

07 Suppose, you are a student of City College, Satkhira. Your father is a government employee and he has been transferred from Satkhira to Dhaka. **Now, write an email to the Principal of your college for a transfer certificate.**

To : principal.citycollegectg@yahoo.com

Subject : Prayer for transfer certificate

The Principal
City College
Chittagong

Dear Sir
It is to inform you that I am a student of class XII of your college. My father is a government employee (কর্মচারী) and he has recently been transferred from Chittagong to Dhaka. Our family has also shifted (বদলি হয়েছে) there. So it is impossible for me to continue my study here. Now I need a transfer certificate (ছাড়পত্র) for admission (ভর্তি) in a new college in Dhaka.

I hope you would be kind enough to grant me a transfer certificate and oblige thereby.

Yours obediently

Habibur Rahman
Class : XII Roll No: 01

08 Suppose, you have bought a computer and it turns out to be defective. **Now, compose an email to the manager of the computer store complaining your problem.**

To: dell.bashundhara@gmail.com

Subject: For repairing the system

The Manager
Easy Computer
Bashundhara, Dhaka

Dear Sir
I am Omar Faruque Bhuiyan. Last month, I bought a P.C. from your shop with one year warranty (মেরামত বা বদলে দেয়ার গ্যারান্টি). It was running well in the first few days. But suddenly, the DVD writer stopped working. I am attaching the receipt of the purchase (ক্রয়). Please, inform me what I should do to get rid (নিস্কৃতি পাওয়া) of this problem.

I will be highly pleased (মুগ্ধ) if you solve (সমাধান করা) my problem.

Thanking you

Omar Faruque Bhuiyan

09 Suppose, you have offered to make a tour to Cox's Bazar and you want to know more about the tour. **Now, write an email to the Director of Bangladesh Parjatan Corporation asking details of a tour.**

To : parjatancorporation@gmail.com

Subject : Details of a tour

The Director
Bangladesh Parjatan Corporation
Dhaka
Dear Sir
You have offered a tour (ভ্রমণ) to the Cox's Bazar sea beach (সমুদ্র সৈকত) in the Daily Star on 27.6.2017. I need to know details of the schedule and essential formalities (আনুষ্ঠানিকতা) of the tour.

You are therefore requested to inform those details.

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Yours sincerely

Amit Rahman

10 Suppose, you are a foreign student and you want to get information regarding admission in a university in Bangladesh. **Now, compose an email to the Admission Section of a university asking them about admission procedure for the foreign students.**

To : jnu.admission@gmail.com

Subject : For information regarding admission procedure for the foreign students

The Admission Officer
Jagannath University
Dhaka

Dear Sir
My name is Raihanul Islam. I am from Afghanistan. I have come to Bangladesh for getting admission in a university in order to study English. For this purpose (উদ্দেশ্য), I need to know some information (তথ্য) about admission procedure (কার্যপ্রণালি) in your institution for the foreign students.

If you help me, I would be highly grateful (কৃতজ্ঞ). I am looking forward to hearing from you.

Sincerely yours

Raihanul Islam

11 Suppose, you want to buy a DVD player. **Now, compose an email to the Samsung Electronics Bangladesh asking the sales officer to send you a DVD player that you have chosen on their website.**

To : samsung.idb@gmail.com

Subject : An order for DVD player (Model no. DCT589)

The Sales Officer
Samsung Electronics Bangladesh
IDB Bhavan, Agargaon
Dhaka

Dear Sir
I want to buy a DVD player and for this purpose I have gone through your website today. I am amazed (বিস্ময়াভিভূত) to see so many model of high quality DVD player in your website. From the available model I want to buy DCT589. Please, send me the product along with the money receipt (রসিদ) and other necessary document (দলিল) to the following address.

I hope Samsung Electronics Bangladesh will always support me and send (প্রেরণ করা) me the best product on due time.

Thanking you

Rajib Roy
15/c, Rankin Street, Wari, Dhaka-1203
Contact: 01714××××××
Email: rajibroy@gmail.com

12 Suppose, you are Jakirul Islam. You study in a local college. You want to get admission at Old-Trafford Catholic College, Manchester. **Now, compose an email to the concerned authority asking for the admission information to the College.** ***[JB'16]***

To : info.oldtca@gmail.com

Subject: For Admission Information

The Admission Officer
Old-Trafford Catholic College
Old-Trafford, Manchester, England
Dear Sir
I want to get admission in your college. Would you please inform (অবহিত করা) me how I could apply for the admission to your college? Please send me detailed (বিস্তারিত) information regarding (সম্পর্কে) the procedure (কার্যপ্রণালি), tuition fees, college rules etc.

I am looking forward to hearing from you.

Thanking you

Jakirul Islam
13, Rampura, Dhaka-1000
Bangladesh

13 Suppose, you are Mohiuddin Jilani. You have seen a job opportunity in Kazal Brothers Limited. The company has asked to submit a detailed CV along with a cover letter to the Managing Director for the post of Senior Executive (English) to job_kbl@gmail.com. **Now, apply for the post with a CV through the mentioned email address.**
To : job.kbl@gmail.com

Subject : Application for the post of Senior Executive (English)
Attachment : CV- Mohiuddin Jilani

The Managing Director
Kazal Brothers Limited
24, Purana Paltan
Dhaka-1000

Dear Sir
I have come to know that your company has asked for applicants (আবেদনকারী) for the post of Senior Executive of English. In response, I am applying for the post. I am attaching (সংযুক্ত করা) my CV for your convenience (সুবিধা).

I am looking forward to hearing from you.

Sincerely yours

Mohiuddin Jilani

14 Suppose, you are a student of the Department of English, Dhaka University. You want to attend a seminar on language study organised by Bangla Academy on 07 to 11 August 2017. **Compose, an email to the Director requesting him to give you an opportunity.** ***[CtgB '16]***

To : belta14@gmail.com

Subject: For permission (অনুমতি) to attend a seminar on language study

The Director
Bangla Academy
Dhaka
Dear Sir
I have come to know that Bangla Academy is going to organise (আয়োজন করা) a seminar on language study from 07 to 11 August 2017. I like to attend the programme to enrich (সমৃদ্ধ করা) my knowledge and skill (দক্ষতা) in English language.

I will be highly pleased if you give me the opportunity to attend (যোগদান করা) the seminar.

Thanking you

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Robi Saha

15 Suppose, you are the student of Rajuk Uttara Model College. **Now, write an email to the Principal for seeking permission to arrange a cricket match.**

To : principal.rumc@gmail.com

Subject : For permission to arrange (আয়োজন করা) a cricket match

The Principal
Rajuk Uttara Model College
Dhaka

Sir
We, the students of class XI of your college, would like to inform you that we want to play a friendly (বন্ধুত্বপ–র্ণ) cricket match with the students of class-XII. We have already (ইতোমধ্যে) taken all the necessary (প্রয়োজনীয়) initiatives (পদক্ষেপসম–হ) to arrange it. We have formed a committee guided by our sport teacher. Now, we need your kind permission and allowance (ভাতা) of some money from the college fund (তহবিল).

We, therefore, request you to take steps in this regard and oblige thereby.

Obediently yours

Anayet Karim

16 Suppose, you want to participate in The Inter Debate Competition by a National Daily. **Compose an email to the editor requesting him/her for sending you the guidelines and other detail regarding the competition.**

To : ittefaq.bd@gmail.com

Subject : For detailed information about the Inter Debate (বিতর্ক) Competition

The Editor
The Daily Ittefaq
Kazla, Jatrabari
Dhaka

Dear Sir
I have come to know from the advertisement (বিজ্ঞাপন) of your daily that an Inter Debate Competition is going to be held very soon. But I think that the advertisement is not provided with all the information (তথ্য). So, I am requesting you to send me detailed information.

I am looking forward to hearing from you.

Thanking you

Anayet Karim
Block-E, Mohammadpur
Dhaka

17 Suppose, you are the inhabitant (অধিবাসী) of the village Sultanpur, Satkhira. The recent flood has caused serious (মারাত্মক) damage all around your locality (জনপদ). **Now, send an email to the principal of your local college to open a relief camp in your college.**

To : jakirulislam@gmail.com

Subject: To open a relief (ত্রাণ) camp on the college premises (প্রাঙ্গণ)

The Principal

Day-Night College
Sultanpur, Satkhira
Dear Sir
You have already been informed that a devastating (ধ্বংসাত্মক) flood has caused a great havoc (ধ্বংস) in our village. It has crossed all the previous (প—র্ববর্তী) records (দলিল). Almost all the villagers of our locality have lost all their belongings (সম্পদ). Their sufferings know no bound. They are living under the open sky. They are also suffering (দুর্দশা) from want of food and medicine.

Considering the situation, I am requesting you to open a relief camp on the college premises (প্রাঙ্গণ) so that we can send relief goods to the flood affected (পীড়িত) people.

Thanking you

Omar Faruque Bhuiyan

18 Suppose, you are the manager of High-tech Electronic Shop. You need some mobile phones for your shop. **Now, compose an email to the sales officer of Samsung Cellular Company.**

To : outlet.samsung.bd@gmail.com

Subject : An order for mobile phones

The Sales Officer
Samsung, Bashundhara
Dhaka

Dear Sir
I am the manager of High-tech Electronic Shop and I would like to contact (যোগাযোগ করা) you to say that the samples (নমুনা) you sent yesterday were received by our official in time. There is no doubt that the mobile phones prepared by Samsung are high in quality. So, I would like to buy some more mobile phones of the same model. So, please send us some more mobile phones to meet the demand (চাহিদা) of the customer.
I am looking forward to hearing from you.

Thanking you

Runa Akhter
The Manager of High-tech Electronic Shop
Purana Paltan, Dhaka

19 Suppose, you want to buy a computer. **Now, compose an email to the manager of a computer outlet in response to an advertisement in the newspaper asking more information.**

To : office.computeroutlet@gmail.com

Subject: For detailed information about computer.

The Manager
Asha Computer
IDB Bhaban
Agargaon, Dhaka
Dear Sir
I have come to know from the advertisement (বিজ্ঞাপন) published (প্রকাশিত) in "The Daily Star" that your outlet sells computers of various brands. I am interested (আগ্রহী) to buy a computer of a good brand from your outlet. But the advertisement lacks information about some crucial (অত্যন্ত গুরুত্বপ—র্ণ) things such as price, processor, warranty etc. I want to know about these sorts of information.

So, I would be grateful (কৃতজ্ঞ) if you could send me an email informing all kinds of information in details.
I am looking forward to hearing from you.

Thanking you

holycrossrajshahi.com

Raihanul Islam
Boalia, Rajshahi

20 Suppose, you are an inhabitant of the village of Kulia in Parulia Union in the district of Satkhira. The roads of your village have been damaged during the recent (সম্প্রতি) flood. **Now, write an email to the Chairman of your Union Parishad for repairing the damaged roads.**

To : chairman.kuliaunion@gmail.com

Subject : For repairing the damaged (ক্ষতিগ্রস্ত) roads

The Chairman
Parulia Union Parishad
Debhata, Satkhira

Dear Sir
I am an inhabitant of the village of Kulia in the Parulia Union of Satkhira district. I would like to inform you that the main road of our village has been badly (মারাত্মকভাবে) damaged by the recent flood. As a result, water remains standing here and there. It is very difficult for us to go along the damaged roads. Students as well as the people of our area are the worst sufferers. People often fell down and get hurt.

So, I hope that you would take immediate actions to repair the damaged (ক্ষতিগ্রস্ত) roads especially the main (প্রধান) road.

Thanking you

Rajib Roy
Parulia, Satkhira

21 Suppose, you are an inhabitant of Sultanpur, a village under Satkhira Sadar Upazila, Satkhira. The villagers suffer a lot for want of proper medical care. **Now, write an email to the UNO to set up a charitable dispensary for the villagers as soon as possible.**

To : uno.sat@gmail.com

Subject : To set up a charitable (দাতব্য) dispensary

The UNO
Satkhira Sadar Upazila
Satkhira

Dear Sir
I am an inhabitant of Sultanpur under Satkhira Sadar Upazila and I would like to draw (আকর্ষণ করা) your kind attention (মনোযোগ) to the following fact. You know Sultanpur is a big village. About seven thousands people live in this village. Every year the village goes under water and people suffer from various diseases. Due to lack of qualified (যোগ্যতাসম্পন্ন) doctor, every year a lot of people die for want of proper (যথাযথ) treatment (চিকিৎসা সেবা). Besides, most of the villagers are poor and landless (ভূমিহীন). So, they cannot go to the private doctors. In these circumstances, I would be grateful (কৃতজ্ঞ) if you could take all out steps to set up (স্থাপন করা) at least a charitable dispensary for the villagers.

Thanking you

Robi Saha
Sultanpur, Satkhira Sadar Upazila
Satkhira

22 Suppose, you want to open a savings account in the Sonali Bank but you don't know the procedure. **Now, write an email to the manager of the Sonali Bank for instructions to open a bank account.**

To : managersonalibank@gmail.com

Subject: For instructions to open a bank account

The Manager
Sonali Bank Ltd
Wari, Dhaka -1203

Dear Sir
I would like to draw your kind attention to the fact that I want to open a savings account in your branch (শাখা) of Sonali Bank Ltd but I don't know the procedure (কার্যপ্রণালি) to open a bank account. So, I would be highly benefited (উপকৃত হওয়া) if you instruct (উপদেশ দেওয়া) me how to open a savings account.

I am looking forward to hearing from you.

Thanking you

Md. Jahidul Islam

23 Suppose, your elder sister's marriage ceremony is going to be held on 15th June 2017. So, you need 4 days' leave of absence. **Now, write an email to the principal of your college for a 4 days' leave of absence.**

To : principal.citycollege@gmail.com

Subject : For 4 days leave of absence

The Principal
City College
Dhanmondi, Dhaka

Dar Sir
I would like to inform you that my elder sister's marriage ceremony (উৎসব) is going to be held on 15th June 2017. So, I will be very busy (ব্যস্ত) in various activities.

So, I therefore, request you to grant me 4 days leave of absence which will be effective from 13th June 2017.

Faithfully yours

Mohiuddin Jilani
Class: XI, Roll no: 101025

24 Suppose, you are an inhabitant of Satkhira Sadar Thana of Satkhira district. Recently kidnapping has become a major concern for the people of your area. **Now, write an email to the officer in charge of your police station to take actions.**

To : oc.satkhirasadar@gmail.com

Subject : For taking actions to stop (বন্ধ করা) kidnapping

The Officer in Charge
Satkhira Sadar Thana
Satkhira
Dear Sir
I would like to draw your kind attention to the fact that recently kidnapping has become a major concern for the people of our area. The people of our area always remain anxious (উদ্বিগ্ন) of kidnapping.

So, I would be grateful if you could take all out actions to stop kidnapping so that we can be able to pass our days without panic (আতঙ্ক) and anxiety (উদ্বেগ).

Thanking you.

holycrossrajshahi.com

Rajib Roy

25 Suppose, you are the inhabitant of Narsingdi Municipality, Narsingdi. Recently dengue fever has broken out in your area. **Now, write an email to the chairman of your municipality to take actions.**

To : chairman.narsingdi@gmail.com

Subject : For taking steps against dengue fever

The Chairman
Narsingdi Municipality
Narsingdi

Dear Sir
I am the inhabitant of Narsingdi municipality (পৌরসভা). I would like to inform you that dengue fever has broken out in the municipality area. Many people have already been attacked (আক্রান্ত) with dengue fever. Three children, two old men and two women have already died. And now it has taken an epidemic form.
In these circumstances, I would be grateful if you could take immediate steps to eradicate Aedes mosquitoes and ensure the good health of the people of our area.

Thanking you

Faruque Bhuiyan
4/2, Narsingdi Municipality, Narsingdi
Mobile no: 0171×××××××

26 Suppose, you want to buy an e-book. **Now, write an email to the sales officer of City Electronics, Dhaka asking him to send you the e-book you have chosen on their website.**

To : salesofficer.cityelectronic@gmail.com

Subject: An order for an e-book

The Sales Officer
City Electronics
Elephant Road, Dhaka

Dear Sir
It would be a great pleasure (আনন্দ) to be an online customer of your renowned outlet. Today while browsing your website, I have found some models of e-book. Among these models, wc-86 has attracted me much. Now, I would like to have this e-book. I am paying the bill through my Master card. Please, send me the product (পণ্য) along with the receipt and other necessary documents.

I hope your renowned (সুপরিচিত) company will support me sending the best product on due time.

Thanking yours

Md Reazul Karim
15/C, Rankin Street, Wari, Dhaka-1203

27 Suppose, you are an account holder of DBBL, Motijheel. **Now send an email to the manager of the bank for cancelling a cheque.**

To : monirulislam@yahoo.com

Subject : For cancelling a cheque

The Manager
Dutch Bangla Bank Limited
Motijheel, Dhaka -1000

Dear Sir
I am to inform you that I posted a cheque for Tk. 25,000/= bearing cheque SB. No. 123456 in favour of Bangladesh Apparels Limited on 5th instant (চলতি মাসের). The cheque seems to have been lost in the post. Please cancel (বাতিল করা) the cheque as early as possible (সম্ভব). I am sending another cheque in its place.

Obediently yours

Hasib Reza
Account Holder
A/C - 8105000024874

28 Suppose, you are Rasel, an inhabitant of Sutrapur Police Station. At present anti-social activities are rampant in your locality. **Now, write an email to the Officer in Charge of the Police Station to take action against them.**

To : ps.sutrapur@gmail.com

Subject : Steps against anti-social (অসামাজিক) activities in our locality.

The Officer in Charge
Sutrapur, Dhaka

Dear Sir
I am an inhabitant of Dholaikhal under Sutrapur police station. I would like to inform you that several groups of miscreants (দুর্বৃত্তরা) of this area are engaged (নিয়োজিত) in anti-social activities like hijacking, gambling, drinking and drug addiction.

You are earnestly (আগ্রহ সহকারে) requested to take steps against (বিরুদ্ধে) these anti-socials.

Sincerely yours
Rasel

29 Suppose, you are an inhabitant of Doyagonj, Dhaka. The lights of the street of your area have been damaged. **Now, write an email to the Mayor of Dhaka City Corporation (south) for setting light in the street lamp posts of your area.**

To : mayor.dhakacitycorporation@yahoo.com

Subject: Setting lights in the street lamp post

The Mayor
Dhaka City Corporation (South)
Doyagonj, Dhaka

Dear Sir
I am a fortunate (সৌভাগ্যবান) resident (বসবাসকারী) of Doyagonj under Sutrapur police station. It is one of the densely populated (জনবহুল) areas of Dhaka South City Corporation. More than 10 lacs people live here. The roads of this area are very narrow (সংকীর্ণ) and a lot of vehicles (যানবাহন) run in these roads. But sorry to say that there is hardly (কদাচিৎ) any active light in the lamp posts. That's why, most often road accidents (সড়ক দুর্ঘটনা) occur causing injury or even death to the people. Moreover, hijacking and robbery are on the increase these days. In these circumstances everyone concerned (সংশি-ষ্ট) are urged upon to take immediate (তাৎক্ষণিক) and necessary (প্রয়োজনীয়) measures (পদক্ষেপ) in this respect.
Sincerely yours

Touhidul Islam
Doyagonj, Dhaka

holycrossrajshahi.com

30 Suppose, you are a student of Kachua Model College. The students of your college want to start/launch a tree plantation campaign within the college campus. **Now, write an email to the Principal of your college for allowing you to organize and start the campaign.**

To : principal.kachuamodelcollege@gmail.com

Subject : Starting a tree plantation (বৃক্ষরোপণ) campaign (প্রচারণা).

The Principal
Kachua Model College
Kachua, Chandpur

Dear Sir
Most respectfully, I, on behalf of the students of your college, would like to draw your kind attention to the fact that we are eager (আগ্রহী) and enthusiastic (অত্যুৎসাহী) to organise a campaign on tree plantation in our college campus. The government, non-government and private organisations have come forward to make the programme a success. Please allow us to organise and start/launch a tree plantation campaign in the campus and oblige thereby.

Sincerely yours

Raihan
Class: XI, Roll No: 01

31 Suppose, you are Sumon of Kadamtala Union Council, Barisal. The people of your locality have been suffering from scarcity (দুষ্প্রাপ্যতা) of pure drinking water for want of tube well. **Now write an email to the chairman of your union council praying for sinking a tube well.**

To : ckuc@yahoo.com

Subject : For sinking (স্থাপন করা) a tube well

The Chairman
Kadamtala Union Council, Barisal
Dear Sir
Most respectfully, I, on behalf of the people of Kadamtala Union Council, beg to state that we have been suffering much for a long time for want of (অভাব) water. Ours is a big village but we have only two tube wells at two ends of our village. As such they fail (ব্যর্থ হওয়া) to meet the need for drinking water for the villagers. So, the people are compelled (বাধ্য হওয়া) to drink impure (দ–ষিত) water from ponds and river.

Would you be kind enough to take necessary steps to sink another tube well in the middle of the village?

Yours faithfully

Sumon
On behalf of the people of Kadamtala Union Council

32 Suppose, you are the librarian of Rajdhani Ideal College, Rampura, Dhaka. You need some new books for your library. **Now write an email to the sales dealer of Anupam Library ordering some books.**

To : popilibrary.rampura@yahoo.com

Subject: Ordering some books for college library
The Sales Dealer
Anupam Library
Rampura, Dhaka

Dear Sir

I want to buy the following books for our college library. I would be thankful to you if you kindly (অনুগ্রহ করে) send me the following books per VPP as early as possible.

(i) HSC English Model First Paper - 05 copies
(ii) HSC English Model Second Paper - 05 copies
(iii) HSC Note on English For Today - 05 copies

Thanking you

Librarian
Rajdhani Ideal College
Rampura Dhaka

33 Suppose, you are Mizanur Rahman. **Write an email to the postmaster of Pirojpur Sadar complaining about non-receipt of a money order.**

To : postmaster.pirojpur@gmail.com

Subject : Complain (অভিযোগ করা) about non-receipt of money order

The Postmaster
Pirojpur Sadar, Barisal

Dear Sir
This is for your kind attention that I sent a money order for BDT 10,000 (Ten thousand only) from Rampura Post Office to Runa Akter, C/O Shahidul Islam, P.O. Pirojpur Sadar on 30 March 2017. Its receipt no MR 1822. But it is a matter of sorrow that the money order has not yet reached the payee even after five weeks.
Therefore, I hope that you will be kind enough to take steps in this regard.

Thanking you

Mizanur Rahman

34 Suppose, you are Enayet Karim of Demra, Dhaka. You along with 7 of your friends want to visit Rangamati for sight-seeing. **Now, write an email to the manager of Hotel Tajmahal for booking 33 double seated rooms for 4 days.**

To : manager.hoteltajmahal@yahoo.com

Subject: Booking rooms

The Manager
Hotel Tajmahal
Rangamati
Dear Sir
I have the pleasure (আনন্দ) to inform you that I want to go to Rangamati with seven of my friends on the 13th August and stay upto 16th August.
Would you please let me know the type of rooms, the charges for 4 days and the sight-seeing facilities (সুবিধাসম–হ) and expenses (খরচ) thereof in detail? Moreover, let me know if there is 24 hour water supply (সরবরাহ), electricity and generator service available.

Awaiting your early reply.

Yours faithfully

Enayet Karim

35 Suppose, you are Nazmul Haque of 1st year science group, class- XI of Rajshahi College. You want to change one of your elective subjects. **Now, write an email to the Principal of your College praying for change of an elective subject.**

To : principal.rajshahicollege@yahoo.com

holycrossrajshahi.com

Subject: For changing elective subject
The Principal
Rajshahi College
Rajshahi

Dear Sir
I would like to inform you that I am a student of class XI in your college. I belong to science group. At the time of my admission, I took Computer Science as an elective (ঐচ্ছিক) subject. But now I want to take Mathematics instead of (পরিবর্তে) Computer Science.

I hope that you would be kind enough to allow me to change (পরিবর্তন করা) the elective subject and take Mathematics in lieu of (পরিবর্তে) Computer Science and oblige thereby.

Obediently yours

Nazmul Haque

36 Suppose, you are the Branch Manager of Janata Bank. Read the following letter sent by one of your clients (খরিদ্দার) and **write a reply to the email.**

Subject: Issuing (সই করা) a Bank Draft

From : jakirul.islam@gmail.com

To : Selim Khan<s.khan@gmail.com

The Manager
Janata Bank Limited
Rampura Branch

Dear Sir
I shall be highly obliged if you would supply (সরবরাহ করা) me with a Bank draft of tk 5000 (Five thousands only) in favour of (অনুকূল) "Rajuk College" Uttara.
Please debit the amount to my current (চলতি) account (হিসাব). Thanking you in anticipation (প–র্বাভাস).

Yours faithfully

Jakirul Islam
A/C No: 215.912.000592

Reply :

To : jakirul.islam@gmail.com

Subject: Granting a bank draft

Mr. Jakirul Islam
A/C No: 215.912.000592

Dear Sir
In reference (সম্বন্ধে) to your letter dated August 10, 2017, we enclose (চতুর্দিকে বেড়া) a Bank Draft of tk 5000 (Five thousand only) herewith (এতৎসঙ্গে) as required by you. We have debited your account for the same.

Please acknowledge.

Yours faithfully
Selim Khan
The Branch Manager
Janata Bank Ltd

37 Suppose, you are Mainul Haque. You want to know about a computer. **Now, write an email to the computer**

shop manager asking for information of a computer.

To : floralimited@gmail.com

Subject: For information of a computer

The Manager
ABC Computers
IDB Bhaban
Agargaon, Dhaka

Dear Sir
I have learnt from an advertisement (বিজ্ঞাপন) published in the Prothom Alo on the 18th February 2017 that you are launching a new computer in the market. But you have not given sufficient (যথেষ্ট) information. I need detail (বিস্তারিত) information about the uses, functions (কাজ) and the price of the computer.
Waiting for your reply (উত্তর) at the earliest.

Yours sincerely

Mainul Haque

38 Suppose, small pox has broken out in your locality, Bagmamudali at Munshigonj town in an epidemic form. **Now, write an email to the Chairman of your Municipality for immediate vaccination in your locality.**

To : chairman.munshigonj@gmail.com

Subject: For launching vaccination (টিকাদান) programme

The Chairman
Bagmamudali, Munshigonj
Dear Sir
On behalf of the inhabitants of Bagmamudali of Munshigonj town, I would like to inform you that small pox has broken out in our locality at an epidemic form and has already taken away several lives. Most of the people have not been vaccinated as yet and the local Health Department is callous (উদাসীন) about this matter.

I would, therefore, request you to consider the matter seriously (মারাত্মকভাবে) and take immediate (তাৎক্ষণিক) and necessary (প্রয়োজনীয়) measures (পদক্ষেপসমূহ) for vaccinating the people of the locality (অঞ্চল).

Yours faithfully

Rupom
On behalf of the people of Bagmamudali

39 Suppose, you are Rajib Roy. You have seen a job opportunity at Mahanagar Ideal College, Mugdapara, Dhaka. The college has asked to submit a detailed CV along with a cover letter to the Principal of the college for the post of lecturer in English. **Now write an email to the Principal with a CV.**

To : principal.mic@yahoo.com

Subject : Application for the post of Lecturer in English.
Attachment : CV - Rajib Roy

The Principal
Mohanagar Ideal College
Mugdapara, Dhaka

Dear Sir
I have come to know that you have asked for applicants (দরখাস্তকারী) for the post in lecturer of English. In response, I am applying for the post. I will be very happy to see myself in the post. I am attaching my CV for your convenience (সুবিধা).

I am looking forward to hearing from you.

holycrossrajshahi.com

Sincerely yours

Rajib Roy

40 Suppose, you are a student of Notre Dame College, Motijheel, Dhaka. **Now, write an email to the Principal of your college for a seat in the college hostel.**

To : principal.notredamecollege@gmail.com

Subject : Prayer for a seat in the college hostel

The Principal
Notre Dame College
Motijheel, Dhaka

Dear Sir
I am a student of class XI in your college. Recently (সম্প্রতি) my father has been transferred (স্থানান্ত্রিত হয়েছে) to Chittagong. Our family will also shift there next month. Then I will have no residence in Dhaka. But I am determined (সংকল্পবদ্ধ) to continue my studies at your college. So, I am in great need of a seat in your college hostel.

So, I hope your kindness will be enough to grant me a seat in your college hostel and oblige thereby.

Sincerely yours
Monzur Morshed
Class: XI, Roll No: 01

41 Suppose, you are a student of Ananda Mohan College, Mymensingh. **Now, write an email to the Principal of your college for a full free studentship.**

To : principal.anandamohancollege@yahoo.com

Subject : For the full free studentship

The Principal
Ananda Mohan College
Mymensingh

Dear Sir
I am a student of class XII in your college. I made a good result in the year final examination. My father is a poor farmer. He is the only earning (উপার্জনকারী) member of my family. With his little income (আয়) he has to maintain (ভরণপোষণ করা) a large family consisting of seven members. My other two brothers and two sisters are also students. So, it is not possible for my father to bear (বহন করা) the educational expenses for all of us. So, I shall be compelled (বাধ্য হওয়া) to discontinue (চালিয়ে না যাওয়া) my studies if I am not allowed a free studentship.

So, I hope that you would be kind enough to grant me a full free studentship and oblige thereby.

Faithfully yours

Sadek Hossain
Class : XII, Roll No : 01

42 Suppose, you bought a Sony tape-recorder from the Bashundhara outlet a few days ago. Unfortunately it turns out to be defective. **Now, compose an email to the outlet Manager to replace the product.**

To: sony.bashundhara@gmail.com

Subject: Complain about tape-recorder
Attachments: Receipt of purchase -187kp

The Sales Officer
Sony
Bashundhara City, Dhaka

Dear Sir
I am writing to complain (অভিযোগ করা) about a new tape-recorder. I bought it from your outlet on 16 May 2017. It is not working properly. The sound system seems defective (ত্রুটিপ–র্ণ). Since I bought it only a few days ago, I hope there will be no problem to replace (পরিবর্তন করা) it. I am attaching a scanned copy of the receipt (রসিদ) of purchase (ক্রয়).
I hope you will take immediate (তাৎক্ষণিক) action in this regard and send me a new tape-recorder to the following address.

Thanking you

Rajib Roy
15/C, Rankin Street, Wari, Dhaka-1203
Contact: 01714××××××

Informal Email with example

Example 1: A personal mail

Send | To... joan.smitth@company.com
Account | Cc...
Bcc...
Subject : Thank you - Assistant Account Executive Interview

Dear Ms Smith,

It was very enjoyable to speak with you today about the assistant account executive position at the Smith Agency.

The job seems to be an excellent match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,

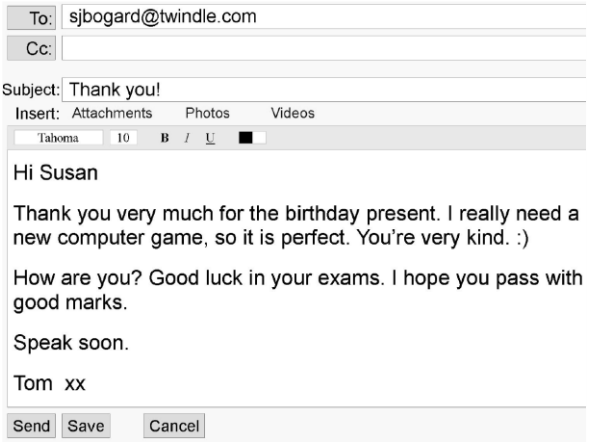
Jane Jones

———————

Jane Jones
janejones@gmail.com
(555) 555-5555

Source: English Grammar & Composition (Textbook) – NCTB

Example 2 : An informal/ personal mail



Source: British Council

Personal Email সাধারণত informal letter- এর চেয়েও বেশি informal। এখানে 'Dear X' এর পরিবর্তে 'X', 'Hi', 'Hi X', 'Hello X' ইত্যাদি লেখা হয়।

অনেক শিক্ষার্থী প্রশ্ন করে যে Real email এ যে box থাকে ঠিক সেভাবে box করে লিখতে হবে কিনা। এক্ষেত্রে কোনো box করতে হবে না।

01 Suppose, your younger brother is going to participate in a debate competition. **Read the following email sent by him and write a reply to it.** ***[RB'16]***

Subject : Information about creative questions

From : <zakir@gmail.com>
To : <sagor@yahoo.com>
Cc :
Dear brother
You'll be glad to know that I'm going to participate in a debate competition that will be held at our college auditorium next week. The topic of the debate is "Creative question pattern makes students dependent more on guides than textbooks." I will debate against this statement. But I'm really worried about this, as I can't collect any information. Please, help me. I want to be the winner in the competition. Please send me necessary information in opposition of the mentioned topic.
Thanking you
Zakir

Reply :

To : <zakir@gmail.com>
Subject : Information about creative questions
Dear brother
I'm very happy that you're participating in the debating competition in your college. You've asked me for necessary information. Your debate topic is "Creative question pattern makes students dependent more on guides than textbooks." You need information against this statement. Now, I'm providing you the main information. First of all, creative question pattern guides the students to read and understand their textbook well because without reading it they will not be able to answer the questions. Secondly, it stops the tendency of memorizing the answer from the guide books. So they've to read and understand their text first. Thirdly, in creative question pattern there is no scope of copying. Beside the above information, you can take help from newspaper, magazine, internet etc.

No more today, wish you all the best in the debate competition of your college.
Sagor

02 Suppose, you are Sumon. Your email ID is sumon_2001@yahoo.com. You have a friend Rahat. His email ID is rahat_2001@gmail.com. **Now email him inviting to attend your birthday party.**

To: rahat_2001@gmail.com

Subject: invitation

Hi Rahat
How are you? I'm passing my days quite well. You'll be very glad to hear that I'm going to celebrate my birthday on 15 March. I'll be very happy if you arrive in Comilla by 14 March. I know you are busy with your studies but my birthday party will remain incomplete (অসম্পূর্ণ) if you don't participate.
No more today. Please convey my best regards to your parents and affection to your younger sister. May Allah bless you.

Yours
Sumon

03 **Write an email to your friend about your aim in life.**

To: momin_2009@yahoo.com
Subject : aim in life

Hi Momin
I've just received your email. You have asked me about my aim in life. Of course, I have my own aim in life.
My aim in life is to be a doctor. I have decided to serve the people of my country through this profession. After obtaining the MBBS degree I shall go back to my village to serve the villagers. Even I have a plan to set up a charitable (দাতব্য) dispensary.
No more today. Pray for me so that I may achieve my goal. My best regards to your parents.

Your loving friend
Sonia

holycrossrajshahi.com

04 Write an email to your father requesting him to send you some money to buy books.

To: nazrulislam@gmail.com

Subject: money for buying books

My dear father
Please accept my salam first. I hope that you are well by the grace of Almighty Allah. You know that I have been promoted to the next higher class. Our new class has already been started. That's why I have to buy some new books for the new class. I need some 1500/= taka to buy the books. Please send the money by post as early as possible.
With best regards to mother and love to younger brother and sister.

Yours affectionately
Sayeed

05 Write an email to your friend describing the prize giving ceremony of your college.

To: jahidul_01714@gmail.com

Subject: prize giving ceremony

Hello Jahidul
I'm very glad to know that you are keenly interested to know about the prize giving ceremony of our college. I'm giving a short description of it. Last week, it was held in our college auditorium. The chief guest took his chair at the right time. At 4 p.m. the ceremony was begun. Our Principal read out the final report. The winners received prizes from the chief guest by turns. I personally got two prizes for good result and modesty. The ceremony was finished with a cultural function. Really it was a cheerful ceremony.

Love to you and all of your family.

Yours ever
Rasel

06 Write an email to your friend congratulating him/ her on his/ her brilliant success.

To: nasir25@yahoo.com

Subject: congrats

Hi Nasir
I am very much glad at your excellent result in the half yearly examination. I offer my heartiest congratulation on your brilliant success. I knew that you would cut an excellent figure in the examination. But I was really in some doubt whether you could do such outstanding result. However, the result will inspire you to make further brilliant success.

With best wishes to you and parents.

Your loving friend
Anis

07 Write an email to your friend thanking him whose home you have visited recently.

To: adil90@yahoo.com

Subject: thanks

Adil
Love to you. I hope you are fine. However, just a note to tell you about the fine time at your home. Rafi and I

were so pleased to meet your family and they made us really welcome.
I'll never forget climbing the mountain and bathing in the fountain. My legs ached for days, but it was worth remembering those fantastic views!
We're both at work now and very busy. However this weekend we're going to decorate the spare room. So I hope you'll come and visit us soon.

Your friend
Adib

08 **Suppose, you are Munira and your friend is Labonnya. Your friend borrowed a book from you. But your examination is near. Now write an email to your friend to return the book.**
To: labonnoya_2010@gmail.com

Subject: returning the book

Hi Labonnya
How are you? Hope that you are fine by the grace of the Almighty Allah. I'm also fine. I think you have already finished reading the book what you borrowed from me last month. My examination is knocking at the door. That is why I'm badly in need of the book. Please send the book as quick as possible.
No more today. Pray for me. Best wishes to you.

Yours ever
Munira

09 **Suppose, you are Rina and your friend is Tony. Now, email your friend thanking him for his sending you a birthday gift.**
To : tony_bashabd@yahoo.com

Subject : thanks for birthday gift.

Hello Tony
Hope you are fine. Yesterday you did not attend my birthday party but sent a valuable gift. It would add to my pleasure if you came.
However, your gift has given me immense joy. As you are my best friend I shall always keep the gift with care.
Thanks a lot. Take care.

Yours ever
Rina

10 **Write an email to your pen friend asking him/her to visit Bangladesh.**
To : edward12@yahoo.com

Subject : invitation to visit our country

Hi Edward,
I hope you are well. It is late autumn in Bangladesh. Gently breeze is blowing from the north. The fields are covered by paddy and mustard plants of yellow colour. And I, a boy amazed by her natural landscape, am inviting you to come to my beautiful country. Not only by natural beauty, but also Bangladesh is endowed by many historically important places. The Lalbagh Fort of Dhaka is a reminiscent of Mogul architecture, The National Museum at Shahbagh will tell you many things of our glorious days. The liberation war museum will let you know about people's sacrifice and our glorious victory in the war of 1971.
No more today. You are cordially invited to Bangladesh once again. And wherever you are, live happily and peacefully.

Your friend
Robi

11 **Write an email to your friend inviting him to attend the wedding ceremony of your elder brother/**

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sister.
To: ahmedsharif@yahoo.com

Subject: request for attending a wedding ceremony

Hello Sharif
How are you? Hope that you are fine. I am passing my days in business. Because the wedding ceremony of my elder sister will be held on February 17 this year. You are heartily requested to attend the ceremony. Converse you on meeting. Till then bye.
Yours ever
Ashik

12 **Write an email to your father about your progress in studies and preparation for the exam.**
To : monirahmed@gmail.com

Subject: about studies

My dear father
I've seen your email just now. You have mentioned that you are anxious to know about my progress in studies and preparation for the coming examination. I request you not to be anxious. I am going on well with my studies. I have learnt the answers to all important and probable questions. Now my revision is going on. You will be glad to know that this is my second time revision. There are still seven days ahead for the examination to begin. I want to revise the course again for the third time. I hope I shall do very well. Now I need blessings of you and mother. Convey my regards to mother. I am fine.
With best regards to you.

Yours affectionately
Nayeem

13 **Write an email to your friend inviting him to join a picnic.**
To: keya_1996@gmail.com

Subject: invitation

Hi Keya
How are you? I am passing my days quiet well. Our school will be closed for winter vacation on Thursday next. You will be glad to know that we are going to have a picnic on the 15th instant. We have decided to go to Patenga Sea Beach, Chittagong. I hope we will have a nice time if you join us.
No more today. Convey my best regards to your parents and love to the youngers.

Yours ever
Mahi

14 Suppose your friend has become seriously ill. He has been hospitalized. Your examination is very near. So it is not possible for you to visit him in the hospital. **Now send an email of sympathy to your sick friend in hospital.**

To : nazrul_haq97@yahoo.com

Subject : your illness saddens me
Hello Nazrul
The news of your illness has made me sad. I could have come to visit you but unfortunately my annual examination is very near. Due to this unavoidable circumstance, I am unable to come.
Therefore I apologise. But don't worry. As you have been hospitalized in time, you will soon come round. I pray for your recovery.
Come round and relieve us all from anxiety. With best wishes.

Your friend forever
Fahim

15 **Write an email to your friend telling him/her about the benefits of reading newspaper.**
To : aminislam@yahoo.com

Subject : benefits of reading newspaper

Hi Amin/Amina
I am very glad to receive your email. You have expressed your interest to know about the benefits and importance of reading newspaper. Many thanks for such an email.
Reading newspaper has a lot of benefits. If you read newspaper regularly, you can know what happens around the world. It will increase your general knowledge and will develop your vocabulary. Newspaper tells you about market price, job opportunities, lost and found things and advertisements. It contains the news of things for sale and purchase. You can know weather report and views of important people as well as policy of the Government. Remember one thing, never read newspaper leaving your lessons.
I am fine. With love to you.

Yours ever
Sumon/Sumona

16 Write an email to your younger brother about the importance of learning English.
To : sujankhan@yahoo.com

Subject : importance of learning English

Hi Sujan
My love to you. I hope you are keeping well by the grace of Allah. I came to know that you have got very poor marks in English in your examination. I have observed that you are not keen to learn English. The importance of learning English is immense.
English is an international language. It is the official and state language of many countries of the world. At present it has become the main media of communication. Getting a good job now totally depends on the knowledge of English. Books on advanced learning, science and technology and literature are also published in English. So if you want to keep pace with the modern world, put more emphasis on it.
No more today. More when we will meet.

Your loving sister
Amita

17 Write an email to your friend about your experience of a train journey.
To : shafiqahmed@gmail.com

Subject : experience of a train journey

Hi Shafiq
I hope, you are hale and hearty by the grace of Almighty. Yesterday I had a train journey from Mymensingh to Dhaka. I am giving you a short description of my experience.

The train was the Padma Express. It reached Mymensingh in time. My uncle and I got on the train and within a few minutes it left the station. I had a very comfortable seat beside a window. So I could enjoy the sights outside. The sun was setting then. I was charmed to see its beauty at dusk. The train was moving very fast. The houses and trees at a distance appeared to be running forward with the train. But the things near the train seemed to be running fast backward.
I enjoyed the beauty very deeply. After two hours' journey we arrived at Kamlapur.
That's all for today. With best wishes.

Yours sincerely
Jahangir Alam Siddique

18 Imagine you have a chance to fly either a wide bodied passenger plane or a helicopter. It is a half-an-hour's free ride. Write an email to your pen-friend telling him/her about your experience of flying.
To : mukulsikder@gmail.com

Subject : experience of flying

Hi Mukul
How are you? Hope you are safe and sound.
Today I'll tell you about an exciting event which came in my life last week. I had a chance to travel by air for thirty minutes from Dhaka to Jessore. It was the first time I travelled on a plane. It was on the occasion of my elder sister's marriage ceremony. At the time of take off I became a bit nervous but soon after it continued to fly above clouds, I got out of my nervousness. The thirty minutes passed very quickly at the announcement that we were at Jessore Airport. The incident of my maiden journey by air is now a memory to recollect. I will not forget it in my life.

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No more today. I look forward to hearing from you about your first air journey.
With love.
Rekha

19 Write an email to your friend describing the co-curricular activities of your college.

To : nazimhossain@gmail.com

Subject : co-curricular activities

Hi, Nazim/ Najma
Thanks for your email. In your email you wanted to know about the co-curricular activities of our college and the benefits of such activities. Here is a brief description about it.
As a part of co-curricular activities our college includes debate, publication of magazine, cultural activities such as singing, dancing. Co-curricular activities help us to bring out the best and the latent talents of us. Again games and sports are also very much related with the study because without a sound health a student cannot concentrate on his study. They teach students to be polite, modest, gentle, loyal, diligent and perseverant. They also tighten the bondage of friendship and brotherhood among the students. This is why our college authority gives so much emphasis on co-curricular activities as our routine work in the college.
No more today.

Your loving friend
Monir/Monira

20 Write an email advising your brother to avoid evil company.

To : masudrana@yahoo.com

Subject : evil company may lead you to the dog

My dear brother

I am glad to know that you have got many new friends. I think all your friends may not be good friends. So I advise you to choose good friends and not to keep company with bad boys.
You should know the consequence of an evil company. Evil company is like a rotten fruit that affects other fruits with it. Similarly, bad boys will make you bad. They will demoralize you and spoil your career. Bad boys do not obey their parents. Before you become intimate with new friends, you should identify whether they are good or bad. Never make friendship with bad boys. Remember that a man is known by the company he keeps. I want you to follow my advice.
I wish you a happy and prosperous life. May Allah bless you.

Your elder brother
Morshed

21 Compose an email to your friend greeting him/her happy new year.

To : shayon_wari@gmail.com

Subject : happy new year

Hi! Shayon
"Happy New Year". I wish you a happy and joyous new year. I hope the new year will bring good luck to your life.

Lovingly yours
Sakib

22 Write an email to your mother describing your experience of hostel life/ telling her how you feel for her in her absence.

To : fatema@gmail.com

Subject : experience of hostel life

My dear Mother
Take my salam. Hope you are well. Today I shall tell you something about my hostel life. Our hostel is attached

to the college compound. The northern side of the hostel building is open. Since my arrival I have been accustomed (অভ্যস্থ) to a new disciplined life. The hostel is so different from one's home. Despite that it is interesting. There is a good academic atmosphere here. I have to get up early in the morning. We take our breakfast together at 7:30 am. Our classes start at 8 o'clock. We generally take our lunch at 1 pm.
Everyday I meet new students. Most of them are friendly. So I do not feel homesick. 1 am quite happy.
However, I miss your company. I am devoid of your affection. Convey my regards to father and affection to my younger sisters.
Your loving son
Ahmed

23 Write an email to your friend about a road accident.

To : simon007@gmail.com

Subject : road accident

Dear Simon
I have reached home safe and sound. But I saw a tragic road accident. Now I am writing a few words about it.
It was about evening. A Dhaka bound luxury bus was going to over-take a local bus at Joydevpur Chourasta. As the bus suddenly came from the back, a boy aged about 10, fell under the wheels of the vehicle. It ran over the boy killing him on the spot. Many people came running. The boy was lying in a pool of blood. The driver tried to escape. But the people caught him. He was handed over to the police. But a tender life was nipped in the bud.
It was my first experience of witnessing an accident. I will never forget this tragic scene.

With best wishes.
Yours ever
Nadim

24 Write an email to your friend showing sympathy for his father's death.

To : amiya_rahman@gmail.com

Subject : 'do not break down, my friend'

Hi, friend
I am sorry to hear that your father has passed away. He was a noble and benevolent person indeed. I respect and honour such a good man.
Yet what can we do? As a law of nature, man must die. We all have the same fate in this world. So do not grieve too much. It will tell upon your health and you will not be able to do your duties properly.

No more today. Keep patience. Take care.

Your bosom friend
Amin