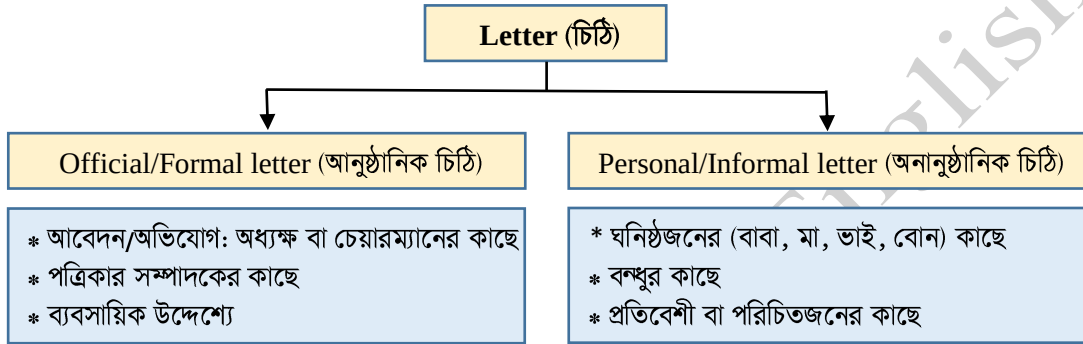


Informal Letter

Letter হলো আধুনিক বিশ্বে যোগাযোগের একটি প্রধান মাধ্যম। আমাদের আত্মীয়-স্বজন ও বন্ধু-বান্ধব যারা দূর-দুরান্তে বাস করে letter বা চিঠি-পত্রের মাধ্যমে আমরা তাদের সাথে সংবাদ আদান-প্রদান করি। এছাড়া সরকারি ও বেসরকারি বিভিন্ন কাজ-কর্ম থেকে শুরু করে ব্যবসায়িক লেন-দেন ও যোগাযোগের ক্ষেত্রে letter বা চিঠি-পত্র এখনও গুরুত্বপূর্ণ ভূমিকা পালন করে আসছে।

পত্র সাধারণত দুই প্রকার। যথা- A. Official/Formal letter (আনুষ্ঠানিক চিঠি)

B. Personal/Informal letter (ব্যক্তিগত/আনুষ্ঠানিক চিঠি)



উল্লিখিত দুই ধরনের letter বা চিঠি লেখার জন্য আলাদা আলাদা নিয়মকানুন রয়েছে। এগুলো নিম্নরূপ:

Different parts of a formal letter (একটি আনুষ্ঠানিক চিঠির বিভিন্ন অংশ):

একটি আনুষ্ঠানিক চিঠির সাতটি অংশ থাকে। এগুলো হল:

1. Date (তারিখ)
2. Address (ঠিকানা)
3. Subject (বিষয়)
4. Salutation (অভিবাদন)
5. Body (মূল অংশ)
6. Subscription (বিদায় সম্ভাষণ)/Closing (সমাপনী) এবং
7. Signature & Identity (স্বাক্ষর ও পরিচিতি)

Different Parts of an Informal Letter (একটি আনুষ্ঠানিক চিঠির বিভিন্ন অংশ):

একটি আনুষ্ঠানিক চিঠির ছয়টি অংশ থাকে। এগুলো হল:

1. Heading (শিরোনাম)
2. Salutation (সম্বোধন)
3. Body (মূল বক্তব্য)
4. Subscription (বিদায় সম্ভাষণ)
5. Signature (স্বাক্ষর)
6. Superscription (উপরিলেখ/প্রাপকের ঠিকানা)

1. Heading (শিরোনাম): এটার অবশ্যন পত্রের উপরিভাগের ডান কোণে থাকে। তবে format ভেদে এটি বাম কোণেও থাকতে পারে। এখানে লেখকের ঠিকানা ও তারিখ লিখতে হয়। যেমন-

67/2/B, Zigatola (2nd Floor)
Zigatola Post Office, Dhaka-1209
12 April 2026

2. Salutation (সম্বোধন বা সম্ভাষণ): এটা চিঠির বাঁ দিকে heading থেকে একটু নিচে এক লাইনে লিখা হয়। পত্র প্রেরকের সঙ্গে প্রাপকের সম্পর্ক অনুসারে salutation বা সম্বোধন-এর বিভিন্ন রূপ হয়।

3. Body (মূল বক্তব্য): চিঠির মূল বক্তব্য এই অংশে বিবৃত হয়। পত্রের বাঁ দিকে salutation-এর নিচ থেকে এই অংশ শুরু করা হয়। এক বা একাধিক point অনুসারে বক্তব্যের বিষয় এক বা একাধিক paragraph-এ লিখা যায়। তবে মূল বক্তব্যে কখনও অতিরিক্ত বা অপ্রয়োজনীয় কথা লিখা উচিত নয়।

4. Subscription (বিদায় সম্ভাষণ): মূল পত্র লিখা শেষ হলে বক্তব্যের শেষ লাইনের ঠিক নিচে ডানদিকে বা বামদিকে লেখকের দস্তখতের ঠিক উপরে আলাদা লাইনে বিদায় গ্রহণসূচক উক্তিকেই subscription বলা হয়। পত্র প্রেরক ও প্রাপকের মধ্যকার সম্পর্ক অনুসারে subscription-এর ভাষা বিভিন্ন রূপ হয়ে থাকে।

5. Signature (স্বাক্ষর): Subscription-এর ঠিক নিচেই লেখকের signature বা দস্তখত থাকে। আত্মীয়-স্বজন ও ঘনিষ্ঠ বন্ধু-বান্ধবের কাছে সাধারণত পত্র লেখকের ডাকনাম ব্যবহার করা হয়। কিন্তু অন্যান্য সকল ক্ষেত্রেই সম্পূর্ণ নাম লিখতে হয়।

6. Superscription (উপরিলেখ/প্রাপকের ঠিকানা): এ অংশে প্রাপকের সম্পূর্ণ নাম, উপাধি এবং ঠিকানা লিখা হয়। ডাকযোগে পত্র প্রেরণের ক্ষেত্রে পত্রবহনকারী খামের উপর প্রাপকের ও প্রেরকের ঠিকানা লিখতে হয়।

1. Heading

Mirpur Road, Dhaka
14 February, 2026

2. Salutation

My Dear Lamia,

I hope you are hale and hearty with all your family members. I have received your letter just today.

3. Body

Well, in this letter, you wanted to know how I have prepared myself for the coming HSC Examination. I have prepared well in almost all the subjects except mathematics. I am trying heart and soul to remove my weakness. Currently, I am revising all other subjects and I am hopeful I will do well in the exam. I am also taking the help from my teachers to gear myself up accordingly. Please pray for me so that I can cut a good figure in the HSC Examination.

No more today. My best regards to your parents and love to all the members of your family. Please write to me about your preparation.

4. Subscription

Your friend,

5. Signature

Tania

6. Superscription

From
Tania Tabassum
2/3 Sris Das Lane
Kagozitola, Dhaka

Stamp

To
Lamia Rahman
38, Punchlaish
Chattogram

54. Write a letter to your friend describing the type of house you live in and whether you are happy or not in such a house.

519 Sutrapur, Dhaka
12 June, 2026

Dear Yahia,

I have not heard from you quite a long time. I hope you are well. In your last letter, you asked me to write about my house and my feelings about living in it. In this letter, I want to inform you about this.

You know, I live in a busy area of Dhaka city. It is under Sutrapur Thana. The house I live in is in fact an apartment. It has three bedrooms, a drawing room, three baths and a dining room. Though the house is a well-furnished one, I hardly enjoy living in it. The reasons are obvious. Firstly, the rooms are congested and packed with furniture. Secondly, I have to study in the drawing room. I can't concentrate on my studies as visitors come in frequently. Thirdly, I feel most troubled living in this house due to serious sound pollution. Frequent plying of the vehicles, we feel disturbed by the sound of horns. We sometimes, can't have a sound sleep for loud noise.

Though we have almost all modern facilities, I can't say, I feel comfortable and happy here. No more today. I hope you will write to me soon.

Your loving friend,
Sohag

From Nasim 22/4 West Dhanmondi Dhaka-1209	To Rejina Begum 32, Punchlaish Chattogram
--	--

NB Envelope must be included for each of the informal letters according to the above mentioned pattern. Only one is shown for the students.

55. Write a letter to your penfriend describing the foods and the food habits of the people of Bangladesh.

10 RK Mission Road
Dhaka, Bangladesh
12 May, 2026

Dear Shamim,

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

Bangladesh is an agro-based country of South Asia where rice and fish are available. Rice is our staple food. It is said that we are 'machhe bhate Bangalee' who possess ponds abundant with fish, shed full of cows and granary full of rice. Bangladesh is a country of rivers abundant with fishes of various species. We eat pantha bhat with hilsa as well. There are a lot of herbal foods in our country. These foods come from different vegetables and fruits.

Hence these are natural foods. We raise livestock and eat their flesh cooking usually and on some occasions. We mainly take three square meals daily. During breakfast city dwellers generally eat bread, fried egg, fried vegetables, biscuits, tea etc. But the villagers at the same time mainly eat pantha bhat to which you are introduced in one of my former letters.

The villagers can enjoy fresh vegetables that is almost impossible for the town people. Now, the town people are bending to the fast food that is common in your country. A large amount of our people nowadays eat biriani, polao and the like. Khai, muri and chira are well known to our village people. A little portion of our people is bending to Thai and Chinese restaurant at present. In fact, the worldwide influence of globalisation has already began to level the uneven food habit across the world. But we, Bangalee, have been forwarding so long with food and food habit that originated with our age-old and prestigious culture.

I am putting an ending mark here. Hope you all are hale and hearty in your family. I perhaps am coming to visit London soon.

Your friend,
Rahat

56. **Imagine you are Jamil/Jamila, living at 24 KDA Khulna. You have a friend named Maruf/ Marufa living at 101 Rampura Road, Dhaka. Last week, you saw a terrible accident while you were coming from school. Now, write a letter to him/her describing the accident.**

24 KDA, Khulna
19 May, 2026

Dear Maruf,

Hope, you are safe and sound by the grace of Almighty Allah. I am also well by His blessings. However, you definitely know street accident frequently occurs in our country. As a result, valuable lives and liabilities are lost. Last week, I have witnessed a terrible street accident at the point of mailbag. You might have read it in the newspaper as it was published in the Daily Janakantha the following day.

It took place at 4 pm. A bus coming from Tongi pushed a rickshaw from behind. Then and there the innocent rickshaw puller stumbled down on the street. The pedestrians stood around him and got very excited at this. They seized the bus driver and beat him mercilessly. Then the police came to the spot and saved him from public reaction. The police investigated the spot and seized the bus. I felt very sad at the unnatural death of the poor fellow. I could not even sleep at that night. Now, I feel light informing you of the dreadful accident.

Please be careful while passing through any street. With best wishes to you.

Your loving friend,
Jamil

- 57. Suppose, you and some of your friends have recently been to a picnic of historical importance. Your friend is Salam/Salma. He/she is very much interested to know how have enjoyed it. Now, write a letter to your friend describing the picnic.**

39, Rupchand Das lane Banglabazar,
Dhaka-1100
17 March, 2026

Dear Salam,

I received your letter 10th instant. I am sorry for not replying to it earlier. In your letter you wanted to know about the picnic that I had made with my friends at a place of historical importance. Here I am giving you the description of the picnic. I along with my friends make a plan for visit the Sonargaon. To observe the moment, we somehow managed some food and drinks.

On February 20, we started from Dhaka by bus. Reaching there at first we started to observe the ancient places. To memorise the moment I took some photos. As I have the experience about the place, I guide my friends to show the relics. Actually, we spend a happy moment and its impression will everlasting on my mind. No more today. Please write to me as early as possible.

With best regards,
Babu

- 58. Imagine your friend Rajib seems to be curious to know about the village fair that is held in your village every year. Write a letter to your friend describing the recent fair of your village.**

2/1 Fatikchari, Chattogram
20 May, 2026

Dear Rajib,

Best wishes to you. Hope you are quite well. I am glad to know that you are being curious about the fair that is held in our village every year.

In our village, the village fair is generally held on the bank of 'Khalda River. Our village fair is a kind of exhibition. People of all ages from the nearby village gather at our village fair. In our village fair the shopkeepers start coming early in the morning and construct temporary sheds. There is a big gathering of buyers and sellers, local potters, weavers, carpenters etc. Bring their articles and display those very beautifully.

Most attractively pointed and decorated earthen pots, basket made of bamboo and cane, small and beautiful furniture are also available in our village fair. The day of village fair is very joyful to me because every year I visit to our village fair with my parents and purchase many things with best wishes.

Your friend,
Rabi

59. Write a letter to your friend about a picnic that you have recently enjoyed.

4 Distillary Road, Dhaka

June 23, 2026

My dear Sajib,

It's a long time since I have heard from you. Now I am writing to tell you about a picnic that I enjoyed some days ago. It was held on Saturday last in a beautiful garden about sixty miles away from Dhaka. We were a party of fifty students including three of our teachers.

We started at 8:30 a.m. in a reserved bus and reached the place at 10:30 a.m. We had all the necessary utensils, rice, meat, fried chicken, vegetables and other necessary things with us. Two boys and I set about making a fireplace. Then, we had tea and butter toast. When the breakfast was over, the cook started cooking biriyani. Two of us assisted him. The food was ready in two hours. By the time we were very hungry.

We swam and had our bath in the tank of the garden. Then we all sat together to eat. Everybody ate to his heart's content. After that the whole company had a rest under the trees for some time and then we went here and there for sightseeing. We were fascinated by the unmatched-for sights and sounds of the spot. In fact, we enjoyed ourselves very much. After two hours, we got back to the spot and started our return journey. Everything might have been more enjoyable, if you were with me.

I look forward to your reply soon.

Ever yours,

Rifat

60. Imagine, you are Mohon of 9 Mirpur Road, Dhaka-1000. Recently you have got a letter from your friend, Ripon who lives at Chattogram Road, Dhaka. He has wanted to know about your intention after the HSC examination. Now, write a letter to your friend telling him what you would like to do after your HSC Examination.

9 Mirpur Road, Dhaka

10 July, 2026

Dear Ripon,

I received your letter yesterday. In your letter, you have wanted to know about what I contemplate to do after the HSC examination. Well, let me write about it.

It is known to you that, I want to get myself admitted to a well-known medical college so that I can be a good doctor. With this end in view, I'll get myself admitted to a good medical coaching centre. It needs no telling that present age being highly competitive, getting chance in a medical college is very difficult. So in order to fulfil my aim, I have to study a lot along with doing coaching. I don't want to waste any moment in idleness or any other purpose. After getting chance in a medical college, I'll go to visit some places of historical importance and interest. This is my plan after the HSC exam.

No more today. Please let me know about your plan after the exam. With best regard to your parents.

Yours ever,

Mohon

- 61. Your younger brother does not know the importance of physical exercise. Now, write a letter to him describing the importance of physical exercise.**

12 Baluchar, Monpura

6 July, 2026

My dear Mohon,

Your letter is just to hand. You have mentioned that you are not keeping fit these days. I am worried about your health.

Without sound health and sound mind progress in study is impossible. It seems to me that you don't take physical exercise. Actually, physical exercise is essential to keep good health. So to be an energetic young man, you have to take physical exercise. There are many sorts of exercise, such as walking, riding, swimming, running, playing games and sports, etc. However, you may start with walking. If you do so, you will remain free from diseases and be able to study more and more with interest and attention. Undoubtedly, it will give you a feeling of joy and cheerfulness. After all you will have a strong and manly body if you take physical exercise regularly.

No more today, Let me know about any change in your mind as well as body after you have started your practice. We are well. With best wishes.

Your elder brother,
Meher

- 62. Imagine, you are Tauhid/Tauhida of village Sundarpur, Chapainawabganj. You have a penfriend named Robert who lives at 12, Downing Street, UK, wanted to know about your village. Now, write a letter to him about your native village.**

Sundarpur, Chapainawabgang, Bangladesh

2 July, 2026

Dear Robert,

Your letter is just to hand. I am very glad to see that in your letter you wrote about your village. You wanted to know about my village as well. Now, I am trying to give you a pen picture of my native village.

The name of my village is Sundarpur. It is quite far from the town. It is situated in the Upazila of Nawabganj in the district of Chapainawabganj. It is a nice village. About five thousand people live in this village. Most of the people of our village are farmer. So, common occupation of our village is cultivation. But there are people of other professions also such as blacksmiths, potters fishermen, etc. The condition of the villagers is good because our chairman and our educated people take good care of our village. There are two primary schools, two high schools and one college.

Our village is full of natural beauties and bounties. Our village is quite famous in the district of Chapainawabganj because the rate of literacy of our village people is about 100%. And thus our village is quite developed compared to other villages of Chapainawabganj district. This is a short description of our native village of Sundarpur.

No more today. Thanks for your interest in knowing about my village. Please write to me as early as you can.

Yours ever,
Tauhida

- 63. Imagine, you are Selim/Seliy of Monohorpur, Sylhet. Few days ago you made a train journey from Sylhet to Dhaka. Now, write a letter to your friend 'Gahor' describing your experience about train journey.**

15 Monohorpur, Sylhet

28 June, 2026

My dear Gohor,

I am glad to know that you have recently been to the London Safari Park to see the animals like deer, crocodiles and monkeys. I also took a short break from my routine life and went to Dhaka, the capital city of our country to visit my uncle. My friend Talha was with me. I would like to share my experience of the train journey with you.

I went to the Sylhet Railway Station in due time. After standing for about half an hour, we managed to buy tickets and then got into the train. In due time the train started. The compartment was quite full. A few hawkers entered the compartment and shouted at the top of their voice to describe the qualities of their wares. Some passengers bought some articles. Even some beggars entered the compartment and begged. The passengers were annoyed. The train stopped at Feni station which is a small station. A few people boarded the train from here.

The train started again. We were now in the countryside. The trees, meadows, small rivers and houses appeared to run in the opposite direction. Then, the train passed through a beautiful forest. I saw sal, teak and other trees on both sides of the railway. In due time, the train reached Dhaka. I enjoyed the trip. It brought a change and recreation in my monotonous life. No more today.

With love,

Selim

- 64. Suppose, you are Ayan/Anjuma. You've a younger brother who is a student of class seven. Now, write a letter to your brother advising him to study regularly and not to adopt unfair means in the examination.**

12, Bijoy Soroni, Dhaka-1215

10 July, 2026

Dear Arman,

Yesterday I received mother's letter. From the letter, I've come to know about you and your progress in studies. Mother is not satisfied with your study at all. Mother says that nowadays, you often go out and remain outside home even after evening. You know this is not good for a student at all. I've also come to know that you show lack of interest in study. But if you do not study seriously, you will not be able to do well in the examination.

Your annual exam is near at hand. So, your lack of interest in study leads you to adopt unfair means in the examination. This is extremely destructive and suicidal. If you do it, you will ruin your future. You'll not be able to pursue higher studies. You won't get any good job either.

So, from now on be serious about your study and get prepared for the coming annual examination.

Your elder brother,

Ayan

- 65. Think you are Arnob/Ankon living in 5, Munipuripara, Dhaka and you have a friend named Selim/Salam living in 37 Court Street, Chattogram. Now, write a letter to your friend describing about your preparation on the ensuing coming HSC Examination.**

5, Munipuripara, Dhaka
10 July, 2026

Dear Selim,

Hope that you are hale and hearty. I had your last letter a few days ago. You wanted to know about my preparation for the ensuing coming HSC examination.

My test examination is over and the result has also been come out. I have done well. Now I am trying to get a good preparation for the HSC Examination to be held in the month of June 2026. I have the subjects like Bangla, English, Maths, Physics, Chemistry and Biology. I have divided my time and work so that I can make a balanced progress.

I've gone through all the chapters of my textbooks so that I can answer any questions. I have already got an idea from test papers about the nature of questions in all the subjects. I am studying hard. I hope I will make a good result in the coming examination.

Please pray to the Almighty for my good result. I ask the blessings of all my superiors.

I am well and hope you are also well at home. Write to me soon.

Yours ever,
Anik

- 66. Imagine that your younger brother Noyon is unpunctual, and he gets late almost in every work. Now, write a letter to your younger brother advising him to be punctual.**

Rasulpur, Dinajpur
27 February, 2026

Dear Noyon,

Hope that you are well by the grace of Allah. I am also fine. Here I'm writing something very important. Take it serious.

It is a very unhappy news to know about your delay at every work. The news pains me because you are often neglecting your unpunctuality and getting late. Such a thing cannot be allowed to continue for a long time. You must be careful about the necessity of being punctual. You know that you did very worse in some of your exams for being late. Similarly, you are late in attending your classes and preparing your lessons. You get up late in the morning. This habit is harmful both for your health and for your study.

If you become punctual to perform each and every duty, you will be successful. I know that you want to prosper in life. Then, why do you forget the value of time? The great men of the world were punctual to their duties. They always remembered the necessity of being punctual and never delayed in performing their jobs. You should bear in mind the proverb that 'A stitch in time saves nine'.

I think you will do your duties properly by being punctual and sincere. May you shine in life. No more today.

Your loving brother,
Shoyon

- 67. Suppose, all the members of your family are going to visit Sompura Mahavihara in Paharpur, a place of historical interest, after your HSC Examination. Now, write a letter to your friend Jamal who lives at Hatia inviting him to go with you.**

College Road, Chattogram

15 June, 2026

Dear Jamal,

Peace be upon you. Hope you are fine by the grace of Allah. I am also hale and hearty. Now, I am writing to you to offer you an opportunity of enjoyment.

My HSC Examination is over. Now, I'm free. I along with my family members have planned to visit Sompura Mahavihara in Paharpur. You know, it is a place of historical interest. It was declared as a World Heritage Site by UNESCO in 1985. So, we shall be able to know about different things of Paharpur. We shall also visit the museum there.

I think my enjoyment will not be complete unless I find you with me. I hope you will not miss this golden opportunity. So, come to our house before 20 June and enhance my enjoyment.

Convey my best regards to uncle and aunt and love to the younger. More when we meet.

Yours ever,

Masud

- 68. Write a letter to your friend about the celebration of the 'Independence Day' on your college campus.**

Banani, Dhaka

20 April, 2026

Dear Meghla,

I hope you are hale and hearty. I received your letter yesterday. You wanted to know about the celebration of the 'Independence Day' that took place in our college. Well, here goes the story.

It was an amazing event. It was organized in the college auditorium. Many of the freedom fighters came and gave their valuable and inspiring speeches. They talked about the liberation war

and what it cost us to get our independence. They also requested us to work for the welfare of the nation and to be a true patriot.

The college was decorated in red and green. There was a book fair on the college playground from where students like us could buy books about the liberation war and the language movement. I bought three books on the liberation war and two books on the language movement. There were good food stalls too. I had a great time with my teachers and friends. I wish you were here too.

No more today. Convey my best regards to uncle and aunt and love to the younger.

Yours Sincerely,

Rodela

69. Write a letter to your friend describing about a book you have recently read.

67/3 Zigatola, Dhaka

19 March 2026

My Dear Rakib,

I was going through a wonderful book in English when I received your letter. Well, it's 'Gulliver's Travels' written by Jonathon Swift. I have never read anything like it in my life. I presume, you know the story of 'Gulliver's Travels'.

The book is so full of fun. But if you read the original text, you will be astonished by its content as well as its style. It is rather a criticism of European civilization including society, arts, religion and science. I think, it is full of irony and sarcasm but very enjoyable. Come here during the summer and we shall read the book together.

With love to you and regards to superiors in your family.

Yours ever,

Hasib

70. Write a reply to the letter of the complaining against you that you've played music in high volume which caused one's disturbance as well as sickness.

34/2 Dhanmondi, Dhaka

19 March, 2026

My Dear Arif,

I regret on the inconvenience caused by me unwillingly. I have come to this neighbourhood recently and do not know most of my neighbours. Personally, I would like to assure you that my music (or my radio/TV/DVD-player) won't disturb your sister or the other neighbours any more.

I usually listen to music at night, but I had to play my music system/radio TV/DVD-player on full volume as some of my friends have come to me for rejoicing. However, I'll take notice that our merry-making does not cross the limit in any way.

I hope your sister will recover soon. Please let me know if I can be of any help to you.

Yours truly

Rocky

71. Write a letter to your younger brother advising him to be sincere and attentive to his studies.

20 Dhanmondi, Dhaka-1205

July 10, 2026

Dear Sohag,

I hope that you are hale and hearty by the grace of Almighty Allah. Yesterday I received a letter from mother. She wrote that you are not regular in your studies and that you are getting too much inclined to games and sports. She also wrote that you like the company of some wicked boys.

You are gifted with talent and you should not spoil yourself this way. You should know that life is not a toy and one day you will face the concrete reality of life. You will have to

struggle to maintain yourself and your family. But without good education you cannot prepare yourself for a good job. Education is the only weapon that can help you.

You can serve your nation as well as yourself as a doctor, as an engineer or as an educationist. For any of these professions you must prepare yourself properly and be attentive and regular to your studies. If you are serious to your studies, you will find your lessons very interesting. You must read other books besides the textbooks for a better understanding of things and better results in the examination. So, I again tell you to be very sincere and attentive to your studies and to avoid evil company.

No more today. More when we will meet. With best regards to parents and love to you.

Your elder brother,
Shamim

72. Write a letter to a friend describing your country.

Jashore, Bangladesh

May 20, 2026

Dear Navin,

Many thanks for your nice letter. I have learnt a lot about your country, life and culture from your letter. Today I am writing to you about my country.

Ours is a tropical country with a moderate climate. My country is bigger than yours. Her population is also big. Here, about one thousand people live per square kilometre. But with her green fields, trees and plants Bangladesh looks very charming. The Bay of Bengal is to the south of this country. The Sundarbans, the biggest mangrove forest of the world, are in the south of the country. World famous Royal Bengal Tigers live in this forest. There are many hills and rivers in our country. Cox's Bazar lies along the coast of the Bay of Bengal. It is the largest sea beach of the world.

Ours is an agricultural country. Rice, jute, tea and sugarcane grow here in plenty. We export tea and jute and earn a lot of foreign exchange. Kazi Nazrul Islam is our national poet. He struggled all his life against the English for liberation. We are proud of him. Here is a picture of Nazrul for you.

Please write to me soon.

Yours ever,
Ahmed

73. Imagine, you are Sourav/Riya of 105 Mirpur Road, Dhaka one of your friends is very weak in English. Now, write a letter to your friend Nabil/Raka 16 Gulshan, Netrokona, telling him/her about how to improve English.

105, Mirpur Road, Dhaka

15 March, 2026

My dear Raka,

Have my heartiest love. I have not heard from you for long. I do not know how you are now. Of course well, aren't you? Through Rased I have come to learn that you have cut a sorry

figure in the last Test Examination. The obstacle to good figure is your weakness in English, I think. To do well in the exam you have to improve your English knowledge.

Respecting this you can follow the following words of mine. First, you have to widen the stock of vocabulary. Then grammatical rules. You have to attend English classes regularly. In school, you can take special coaching if needed. You have to put importance on through reading, writing, listening and speaking. In this case, one should follow the communicative method of learning English language. English spoken course sometimes lucrative for mastering this method easily. Hope you are feeling ease hearing me, I am ending here saying you to depend on His mercy.

Tender my regards to your parents and love the younger.

Ever yours,

Riya

74. Write a letter to your friend telling him about some interesting features of an English course that you recently completed.

25/3 Jigatola, Dhaka-1205

February 15, 2026

Dear Rakhi,

Hope you are all right. I am very happy to get a letter from you after a long time. Your description of the visit to Nepal was both interesting and instructive. Here I tell you about some interesting features of an English course that I have recently completed.

You know I am all along weak in English. So after the last annual examination I joined an English course at the British Council in Dhaka. It was a package course that included both written and spoken English. I was immensely benefited from this course. It had some interesting features that attracted me most. The course was based on Communicative Approach.

At first, the teachers created an environment where we would feel at ease to use English. Instead of giving us some rules, they used to put us in some real situations where we had to use English keeping some special views in mind. In fact, they gave emphasis on situational English, which taught us how to approach people in different situations and how to communicate with them. About written English they always made us write different things following some instructions. So, it taught us how to make our writings lucid and precise. In fact, I found the course very useful to improve my English.

Convey my best regards to your parents. Please write to me soon.

Yours ever,

Anika

75. Write a letter to your mother about your experience and feelings after visiting the family of a friend in Bangladesh.

Dhaka, Bangladesh

March 27, 2026

Dear Mother,

How are you? I am enjoying my visit to Bangladesh. I have a new experience about life here. In this letter, I would like to tell you about my experiences and feelings about my visit to my Bangladeshi friend Masum's family.

Masum's mother is a very nice and caring woman. She entertained me with some pure Bangladeshi foods. At my lunch, I took boiled rice, vegetables and fish. The curry was spicy; yet I enjoyed the lunch very much. Now I realize that food habits vary from country to country. There all the family members were very cordial and friendly. I was taken aback by their sincerity and hospitality.

Now I would like to tell other aspects including their house and dresses. Theirs is an extended family. Masum's grandparents live together in the family. The family tie is very strong. Again, their house is made of clay with a tin roof. I was most surprised by the dress Masum's mother wore. It is called 'sari', a 16 feet long cloth with various patterns done on it. It looks really nice. I am planning to buy one for you, Mom.

I am well and hope you are okay. I hope to be back soon.

Your loving daughter,
Becky

76. Write a letter to a friend, consoling him on his failure in the examination.

Sherpur, Bogra
20 March, 2026

My Dear Hasan,

I am really very sorry to hear the news of your failure in the Final Examination. It is a matter of surprise to me how you could fail at all. You had informed me just after the examination that you could not write satisfactory answers to a few questions in English and History. So, I thought that you might miss the First Division by a few marks. But that you would be unsuccessful in the examination was beyond my imagination.

Now, I think that your prolonged illness before the examination may be the root of your failure. You need not, however, be dipped in frustration. Take heart and start a fresh. If you work with diligence, I am sure, you would come out successfully in the next chance.

Please remember the good old saying Failures are the pillars of success.

Yours ever,
Monir

77. Write a letter to your friend about your favourite game.

32/4 West Dhanmondi, Dhaka
20 March, 2026

My Dear Rakib,

It was a pleasure to read your letter and know about your favourite game. Though I do not enjoy cricket very much, I think I can now appreciate it better after reading your letter. Thank you for explaining all those minute details of the game that I never quite understood. But tennis will still remain my favourite game. In fact, I have two favourite game Tennis and chess. I practice tennis every afternoon for two hours in a local club. It gives me a lot of physical exercise and helps me develop alertness, determination and agility. I also want to watch tennis, particularly tournaments like the Wimbledon or the French Open.

I also enjoy playing chess. Some people consider chess to be slow and boring and a means to idle away time. But for a game of chess, is a battle of nerves. In fact, it helps me to be patient and concentrate to take quick decisions. It is a very challenging game which simply

fascinates me. Do you also play chess? If you do, then we can start playing it through the mail. Please let me know how you feel about the idea.

Yours truly,
Asad

78. Write a letter to your friend describing your experience of taking food in a restaurant.

25/3 Arambag, Dhaka-1000

March 21, 2026

Dear Mrinal,

I have just received your letter. I am very glad to know that you are enjoying this vacation very much at your village home. I am also nice in Dhaka.

You will be happy to learn that I had a beautiful experience of taking food in a restaurant last Friday. I attended a wedding party in a luxurious restaurant at Dhanmondi. When I along with my aunt entered the restaurant, a nice flavour of food tickled my nostrils. After a while, we had our seats to eat and foods were served. We were surprised to see a good number of sumptuous foods like Polau, roasted chicken, beef, mutton etc. There were also some new food items. I can't remember their names now. But we enjoyed the foods one after the other. Soft drinks were also served.

The foods tasted much better than those usually prepared at home. It was, to speak honestly, a gala feast. I hardly had a chance of eating such lovely foods before. After the feast I returned home with a cheerful mind. I am quite happy to tell you about such a nice experience of having delicious foods at a party in that restaurant.

No more today. Convey my best regards to your parents and love to the younger. Hope to get your reply soon.

Yours ever,
Sabuz

79. Write a letter to your friend about your hobby.

12 Shahjahan Market, Dhaka

20 March, 2026

My Dear Helal,

It is now spring here! Your letter brings me the fragrance of some unknown flowers of your garden. It moves me towards my garden, as you know, gardening is my favourite hobby. A little space in front of our cottage is used for gardening. I dig the land, sow the seeds and water the plants there. It involves hard work but it is not tiresome, because I enjoy the work. It is a place where I can sit for hours watching the flowers and the twigs nodding in the breeze. I feel that the plants and their flowers are not mute or insensible things. They have a language of their own which I understand.

A part of my garden behind our cottage also serves us as a kitchen garden. Although a hobby is a source of pleasure, not of profit, my kitchen garden combines the two. My friends often ask me why I have chosen gardening as my hobby where there are so many fashionable hobbies like stamp-collecting, coin-collecting, photography etc. truly speaking, nobody knows why one has selected one's hobby. It must be my nature that draws me to gardening. Would you please let me know about your hobby?

With love and good wishes.

Yours sincerely,
Habib

80. Write a letter to your friend describing a place of historical interest that you have recently visited.

5/3 Dhanmondi, Dhaka-1205

April 26, 2026

My dear Hasan,

Hope that you are all right by the grace of Almighty Allah. I received your letter yesterday. You have given a very good pen-picture of Maynamoti in your letter. Thank you very much. Now here, I am writing about the historic Lalbag Fort (Lalbag Kella) that I visited recently.

The Lalbag Fort in old Dhaka was built during the Mughal rule in this sub-continent. Shaista Khan was the ruler of Dhaka when this fort was built. At that time, it had much military importance to the Mughal rulers. The famous tomb of Pari Bibi is also here. This is an eye-catching monument of Mughal architecture. There are many other magnificent buildings and monuments that brought me in contact with our glorious past history.

This visit to the Lalbag Fort helped me to realize and understand history much better. I was thrilled to see with my own eyes how our ancestors led their lives and what heritages they left behind for us. In fact, I discovered a new horizon of our past by visiting this historic place which I only read about in history books. Try to visit this places whenever you can make time.

No more now. Hope you the best of luck. Write to me soon, please.

Yours ever,
Mintu

81. Write a letter to your friend telling him about the procedure of admission for the higher studies in Bangladesh.

32, Baily Road, Dhaka

29 May 2026

Dear Navid,

At first take my cordial love. Hope that you're hale and hearty by the grace of Allah. I'm doing well also. As you wanted me to write about the admission procedure for the higher studies in Bangladesh, I'm giving you some information now.

There are 46 public universities, 36 medical colleges, and 6 military medical colleges in Bangladesh. But admission procedures are all the same. After passing the HSC Examination, one has to sit for the written test to be in a public university, medical college and other institutes. For that one has to secure good grades in the SSC and HSC Examinations. The universities and colleges will convert your obtained grades into score which they'll add to your obtained marks in the admission test. Before that the students need to collect admission forms for every individual university and institute. In Dhaka University, there are five units named A, B, C, D & E for science, arts, business studies, and law faculties. One has to choose the faculties which suite one the best.

If a student opts for Bangladesh University and Engineering Technology (BUET), he/she doesn't have to collect forms for individual subjects. He/She just need to buy one admission form in which he/she has to select the subjects according to his/her choices. But for Jahangirnagar University, one has to collect forms for individual subjects. Other universities

and medical colleges also follow the procedure more or less. Information of all universities is now available on their own webpage. One can visit the websites to get the detailed information about the admission procedure.

No more today. Stay healthy.

Ever yours,
Jibon

Digital Success in English