

# Email

## E-mail কী?

ই-মেইল (e-mail/email) হলো electronic mail যা বর্তমান যুগে বহুল ব্যবহৃত ইন্টারনেটভিত্তিক একটি যোগাযোগ মাধ্যম।

**E-mail-এর ব্যবহার:** এটি ব্যক্তিগত ও সামাজিক যোগাযোগ ছাড়াও ব্যবসা বাণিজ্যের ক্ষেত্রে বিপুলভাবে ব্যবহৃত হচ্ছে। ব্যক্তিগত পত্র লিখনের সনাতন পদ্ধতির ডিজিটাল সংস্করণ হলো e-mail. পত্র লিখা, ডাকযোগে পত্র প্রেরণ এবং প্রাপ্তির জন্য অপেক্ষা এসব ঝামেলা e-mail-এ নেই। কম্পিউটারে পত্রটি লিখে ইন্টারনেটের মাধ্যমে ক্লিক করে মুহূর্তেই প্রাপকের কাছে পত্রটি পৌঁছে দেয়া যায়। প্রাপকও দ্রুততার সাথে পত্রের উত্তর দিতে পারে একই পদ্ধতিতে।

**E-mail-এর ভাষা:** E-mail-এর ভাষা ব্যবহারের ক্ষেত্রে প্রথমেই যে বিষয়টি বিবেচনায় আসবে তা হলো e-mail-টি কী উদ্দেশ্যে এবং কাকে পাঠানো হচ্ছে? ব্যক্তিগত চিঠির ভাষা এবং বাণিজ্যিক e-mail-এর ভাষা ভিন্ন হবে। এমন কি ব্যক্তিগত e-mail-এর ক্ষেত্রেও ভাষার তারতম্য হবে। অতি ঘনিষ্ঠ পরিচিত কোনো বন্ধুর ক্ষেত্রেও ‘Hi’ বলে সম্বোধন করা সঙ্গত হলেও কোনো অপরিচিত বা গুরুজনকে সম্বোধনের নিশ্চয়ই এটা অশোভন হবে। তবে সনাতন পত্র লিখনের formal শব্দগুলোকে e-mail-এর অনেক ক্ষেত্রে সংক্ষিপ্ত করে ফেলা হয়। e-mail-এর ভাষার accuracy নিয়ে বিতর্ক আছে।

## Different Parts of an Email (একটি ইমেইলের বিভিন্ন অংশ):

- 1. From (থেকে/প্রেরক):** E-mail লিখতে প্রথমেই From-এর বরাবর প্রেরকের (sender) email ঠিকানা লিখতে হয়।
- 2. To (প্রতি/প্রাপক):** দ্বিতীয় লাইনে To-এর বরাবর প্রাপকের (recipient) email ঠিকানা লিখতে হয়।
- 3. Cc (কার্বন কপি):** Cc বলতে Carbon copy-কে বুঝায়। যাকে উদ্দেশ্য করে email-টি লেখা, সে ব্যতিত অন্য কাউকে একই ইমেইল পাঠাতে চাইলে, তার/তাদের email ঠিকানা এখানে লিখতে হয়।
- 4. Bcc (ফাঁকা কার্বন কপি):** Bcc বলতে Blank carbon copy-কে বুঝায়। To এবং Cc বরাবর যেসব email ঠিকানা লেখা হয়, সেগুলো ব্যতিত গোপনীয়ভাবে অন্য কাউকে একই ইমেইল পাঠাতে চাইলে, তার/তাদের email ঠিকানা এখানে লিখতে হয়। উল্লেখ্য যে, অন্য কেউ এই ঠিকানা দেখতে পায় না।
- 5. Sent (প্রেরিত):** ইমেইল পাঠানোর দিন, তারিখ ও সময় এখানে লিখতে হয়। উল্লেখ্য যে, ইমেইল পাঠানোর জন্য Send বাটনে ক্লিক করার পরে এখানে দিন, তারিখ ও সময় লেখা আসে।
- 6. Subject (বিষয়):** ইমেইল লেখার উদ্দেশ্য বা বিষয় এখানে অতি সংক্ষেপে উল্লেখ করতে হয় যাতে ইমেইলটি না খুলেও এর বিষয়বস্তু বুঝা যায়।
- 7. Attach Files (ফাইল সংযুক্তি):** ইমেইলের সাথে কোনো ফাইল, ছবি, ভিডিও ইত্যাদি সংযুক্ত করতে চাইলে এই বাটনে ক্লিক করে যুক্ত করতে হয়।
- 8. Salutation (অভিবাদন):** যার কাছে ইমেইল পাঠানো হচ্ছে, তাকে অভিবাদন জানাতে এখানে সাধারণত Dear (প্রিয়), Dear Mr. Hasan (প্রিয় মিঃ হাসান) বা Dear Sir/Madam (প্রিয় স্যার/ম্যাডাম) ইত্যাদি লিখতে হয়।
- 9. Body (মূল অংশ):** ইমেইলের এই অংশটি বেশিরভাগ তথ্য ধারণ করে থাকে। এখানে ইমেইল লেখার কারণ বর্ণনাসহ মূল বক্তব্য তুলে ধরতে হয়।
- 10. Subscription (বিদায় সম্ভাষণ):** এখানে প্রাপকের সঙ্গে ইমেইল লেখকের সম্পর্ক অনুযায়ী কিছু সমাপনী শব্দ (Regards, Best regards, Best wishes, Many thanks, Sincerely yours ইত্যাদি) ব্যবহার করতে হয়।
- 11. Signature & Identity (স্বাক্ষর ও পরিচিতি):** এখানে ইমেইল লেখকের পুরো নাম, পদবী, পরিচিতি ও ঠিকানা থাকে।

**51. Write an e-mail to your friend congratulating him on success in photography exhibition.**

From : rakib345@gmail.com  
To : sadman66bd@gmail.com  
Sent : Tuesday, 11 August 2026, 7:30 AM  
Subject : Congratulations on your success in photography

Dear Sadman,

First take my cordial love. I have just learnt that in the International Photography Exhibition you have won the first prize as a champion photographer. Dear, I am highly glad at this. Bravo! I congratulate on your brilliant performance as an expert and naturalist photographer. I knew that one day you would be a very renowned photographer because your perfect photography in the function of my elder sister's marriage impressed everybody.

Go ahead. You are not for halting on the way. I believe that this achievement will reach you to the culmination of success.

You are for saving prestige of our country.

Ever yours,

Rakib

**52. Write an e-mail to your younger brother to be regular in studies.**

From : jony67bd@gmail.com  
To : zihad2008@yahoo.com  
Sent : Sunday, 23 August 2026, 8:00 AM  
Subject : To be regular in studies

Dear Zihad,

Hope you are quite well. I have learnt from a reliable source that you have recently become a bit inattentive to your studies. It is also reported that you spend so much time in loitering with some bad friends. What can be more distressing to me than this? You should know that life is not a bed of roses. It is a constant struggle against all odds. There goes a proverb, "As you sow, so you reap." This is the seed time of your life. You will get harvest in proportion to the care you take of your land.

Proper education and formation of character can only lead you to success in life. There is no alternative to it. I would henceforth want to hear that you have shunned all your summer friends and have become cautious about your future. You know, father will be greatly shocked if he hears it. However, I hope you would follow my advice and act accordingly.

No more today. Send a reply soon. I shall meet you shortly. Best wishes, affection and love for you.

Your elder brother,

Jony

**53. Write an e-mail to Navana Airways tour to know details of Nepal tour package.**

From : ali\_ashfaque65@gmail.com  
To : salesmanager@navanaairways.com  
Sent : Tuesday, 5 May 2026, 12:23 AM  
Subject : To know details of Nepal tour package

Dear concern,

I would like to inform you that from your mail I have come to know that you are offering a package tour to Nepal. I want to travel to Nepal. But the information given in your mail is not enough. As an interested person, I need further information about the travelling.

I would like to know more information regarding schedule of the travel, fare of tickets, the places to be visited, facilities, condition etc. These will help me apply to you for the travel.

I am waiting for your quick reply.

Thanking you,

Ali Ashfaq

**54. Write an e-mail to your younger brother to follow the rules of health.**

From : fahim321@gmail.com

To : tanim\_pkj@yahoo.com

Sent : Thursday, 30 April 2026, 10:20 PM

Subject : Following the rules of health

Dear Tanim,

How are you now? You know, it has become a regular incident that you feel sick in one way or other. Your physical fitness has become a concern for us all. Last time, when you were taken to a doctor, he suggested you to follow some rules of health. But I think you are still not sincere in following the rules of health.

Remember, following the rules of health is the first precondition lead a healthy life. So, from now on, you should start following the rules of health, such as early rising, morning walk, taking physical exercise, eating a balance diet, practicing cleanliness and having sound sleep at night. I think you will surely be able to lead a happy and healthy life if you follow the rules of health.

Hope you must be serious in this issue.

Your elder brother,

Fahim

**55. Write an email to your cousin about your recent outing.**

From : tazim-panjia@yahoo.com

To : famim\_2014@gmail.com

Sent : Sunday 15 June, 2026, 9:00 PM

Subject : About our recent outing

Dear Famim,

Thanks a lot for your e-mail. You have wanted to know about our recent picnic. Our destination was Kuakata. You know it is one of the best places for outing. We went there by a hired bus. Though the journey was a long one, none of us felt bored. We enjoyed the sunset and sunrise scene from the same spot. It was really an excellent enjoyment. We walked along the shore barefooted and roamed here and there in joy.

I took pictures of different moments of our experience. Some of these are sent here. Please find them and pass your comments on the snaps.

Yours ever,

Tazim Panjia

**56. Write an e-mail to your English friend about employment situation in Bangladesh.**

From : rana2025@gmail.com  
To : michael\_uk@gmail.com  
Sent : Wednesday 10 July 2026, 8:00 PM  
Subject : Employment situation in BD

My Dear Michael,

You know a poor country has many problems and it is not always possible for the government alone to solve them.

Here we, particularly the educated youths, live under a sense of dreaded despair. This is for the problem of unemployment even after passing the final exams. Thousands of educated youths come out of the institutions annually with only very bleak prospects before them. They wait and wait for any suitable job and finally become the victims of frustration and erosion of moral values. Sometimes, they become antisocial and revolt against the system of the so-called education. But no government can provide sufficient jobs for all the educated youths year by year.

We say that the youths are the future of the country and it becomes a matter of bitter joke when we see that millions of young men and women—the torch-bearers of the future (!) — remain unemployed. But mere criticism does not make any remedy. We should get into the root of the problem. Our educational system should be revised with due importance on vocational training so that our educated youths are provided with self-employment schemes.

I hope, you are not facing such a problem in your country.

With love to you and regards to the superiors.

Yours in affection,

Rana

**57. Write an e-mail to your father about how you have done in the last examination.**

From : rajib\_ahmed@gmail.com  
To : bokul\_ahmed@gmail.com  
Sent : Sunday 21 June 2026, 9:00 PM  
Subject : How I have done in the last examination

My dear father,

My annual examination has been ended. You will be glad to know that I have done well in the examination paper. Actually, my preparation for the examination was very good and my physical condition was also sound. That's why I achieved first position examination. I can assure you I will keep my first position in my class. Please convey this news to mum.

Your loving son,

Rajib

**58. Write an e-mail to your friend to stop playing music in high pitch.**

From : asif2025@gmail.com  
To : rocky\_fg@gmail.com  
Sent : Wednesday 24 June 2026, 8:30 AM  
Subject : Please stop playing music in high pitch

My Dear Rocky,

I am sorry to write to you on a matter for which I feel too much disturbed.

My younger sister is suffering from fever. And though the case is not serious yet, the doctor is not sure what turn it may take. He has advised us not to do anything that may irritate her. However, it has been noticed that she cannot tolerate any noise. At night, even the slightest sound disturbs her sleep.

And she has been without sleep for the last three nights for the music played high pitch at your house. Some other neighbours too are complaining against it as it causes sound pollution at night in the neighbourhood.

I understand that every individual has a right to have a recreation, but I'll appreciate it if you tune down the volume of your music system/radio/T.V/ DVD player at night, so that we can get some sleep without disturbance.

Thanking you in anticipation of your consideration.

Yours truly

Asif

**59. Write an e-mail to your friend about your house location.**

From : niloy223@gmail.com  
To : bikash\_jb@yahoo.com  
Sent : Tuesday 23 June 2026, 8:30 PM  
Subject : House Location

My Dear Bikash,

Your sweet note has anchored the shore of my heart swelling with a sublime satiety.

You have wanted to know how to reach our home from the nearest railway station. Well, here is the description. It is easy to come here. As you come out of the railway station, you cross the over bridge and walk down just two to three minutes to Akkelpur Bus stand. There you can get a bus on Route No. 20 from Akkelpur to Joypurhat. Alighting from the bus as you will have to cross the river Atrai by ferry service. Coming over the other side of the river, you will get into another bus and get down at the stop near Ananda Market. Come forward a few steps and you will see Joypurhat Degree College and a Club-house with the sign-board, 'Amazon club'. Our house is just behind the College.

I hope you will face no difficulty in finding out our house by following the direction.

No more today. With love and good wishes.

Yours ever

Niloy

**60. Suppose, your friend borrowed one of your important books. Your exam is near. So, you need the book badly. Now, write an e-mail to your friend asking him to return the book immediately.**

From : jamal2006@gmail.com  
To : rupa@yahoo.com  
Sent : Tuesday, 01 December, 2023, 20:15 PM  
Subject : Please, return the book.

Dear Rupa,

Friend, you know that my Junior School Certificate Exam is knocking at the door. So, I have to study more and more. You borrowed a book from me last month. This book is very important for both of us. I think you have already used it. At this moment, I am studying a topic related to this book. So, I need this book badly. I hope you will return this book as

soon as possible.  
All the best.  
Jamal

**61. Write an email to your pen-friend describing the hospitality of Bangladeshi people.**

From : tamanna-bd25@gmail.com  
To : Duke@gmail.com  
Sent : Sunday 14 June 2026, 7:00 PM  
Subject : The hospitality of Bangladeshi people

Dear Duke,

I have received your email yesterday. Thanks for your interest about the hospitality of Bangladeshi people.

Hospitality is an integral part of Bangladeshi culture. It is in fact, one of the chief characteristics of Bangladeshi people. Here people love to entertain others. When any relative or guest comes to visit a man, the man and his family members welcome the relative or guest most warmly. The visitor is entertained with various types of delicious foods and no pains are spared to please the visitor.

Truly speaking, guests or relatives are a source of pleasure for Bangladeshi people. No more today. Stay safe and healing.

Yours ever,  
Tamanna

**62. Suppose, you have a younger brother named Abir. This year he is going to sit for the JSC examination. Now, write an email to your brother advising him not to adopt unfair means in the examination hall.**

From : munir-bd003@gmail.com  
To : Abir@gmail.com  
Sent : Wednesday 10 July 2026, 8:00 PM  
Subject : Advice not to adopt unfair means in the exam hall

Dear Abir,

Hope that you are doing well. I am writing this e-mail to remember JSC Examination is an important public examination in the life of a student. So, utilize the time before the exam by studying heart and soul to make a good result. You should not adopt any unfair means in the exam. This is extremely destructive and suicidal. If you do so, you will darken your life. You won't get any good job either. So from now be serious about your study.

Your brother,  
Munir

**63. Suppose, you are very unhappy about indiscriminate destruction of trees in our country. You think that destruction of trees must be stopped. Inform your friend through email about the necessity of planting more trees to save the world.**

From : nila-bd2005@gmail.com  
To : Nupur34@gmail.com  
Sent : Saturday, 20 June 2026, 8:00 PM

Subject : Importance of planting more trees

Dear Nupur,

Peace be upon you. How are you, Nupur? I think, you are well. I am anxious about destroying trees.

We all know that trees are our best companion. They give us fruit and timber. They maintain ecological balance. They prevent erosion of soil. They help us live peacefully. We cannot live a single moment in the world without trees because trees are the only sources of oxygen. But there are people who thoughtlessly cut down trees and destroy our woods and forests. We shall do well to stop such thoughtless acts and fill the gaps caused by such destruction.

So we should plant more trees around us. I hope you will agree with me and act as a conscious citizen.

Yours ever,

Nila

- 64. Suppose, you are Emon. You have got a friend named Sumon. Now, write an email describing your visit to Ekushey Boi Mela.**

From : emon456@gmail.com

To : sumon77@gmail.com

Sent : Saturday 20 August 2026, 4.30 PM

Subject : My visit to Ekushey Boi Mela

Dear Sumon,

I hope you are well by the grace of Allah. You wanted to know about my visit to Ekushey Boi Mela. Now, I am going to write about it.

I went there with some of my friends last week. It was held at the Bangla Academy Premises. As it was my first visit to a book fair, I was really excited when I entered the fair. There were hundreds of stalls in the fair. The environment was really charming. The stalls were arranged systematically. There were also some stalls for taking snacks. I saw that all kinds of books such as fiction, drama, poetry, novel, biography, translation, children literature, story books etc. were available in the fair. I bought some books on science fiction. We also attended a short seminar in the fair in which some renowned personalities were present. After that, we left the fair taking with me a lot of pleasant experiences.

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

Yours ever,

Emon

- 65. Suppose, you are Hasan. You have been benefited greatly through group study. Inform the benefits of group study to your friend through email.**

From : hasan876@gmail.com

To : nurruzzaman@gmail.com

Sent : Saturday 20 August 2026, 4.30 PM

Subject : Importance of group study

Dear Nurruzzaman,

I hope you are well by the grace of Almighty Allah. In your last email, you told me about the problems you are facing in studying. Now, I am going to tell you about the importance of group study for smooth learning.

You know that studying literature is not an easy task. So, if you sit with your friends or classmates and discuss the topic you find difficult, you will be greatly benefited. It helps because what you find hard, someone else may find it easy and can help you learn it. Also, group study helps get into the details of any subject and find out easier solution to any problem instantly which ultimately benefits all the members of the group. I have been greatly benefited by group studies. So, you must also form a group and study together at least before the examination.

No more today. Please, reply me soon.

Yours ever,

Hasan

66. **Suppose, you are Shopna. You have a friend in New Zealand named Hamilton. Recently he came to know that the condition of air pollution in Bangladesh turned serious. He wants to know more about it. Now, write an email to Alfred describing the condition of air population in Bangladesh.**

From : shopna-bd@gmail.com

To : hamilton123@gmail.com

Sent : Friday; 10 July 2026, 5:00 PM

Subject : Condition of air pollution in Bangladesh.

Dear Hamilton,

Peace be upon you. I hope you are fine. You have wanted to know about the condition of air pollution in Bangladesh.

Air pollution has become a matter of great concern for us in recent years. Unfit vehicles, especially diesel-run vehicles, brick kilns and dust from roads and construction sites and toxic fumes from industries increase air pollution. The number of automobiles has been increasing in Dhaka city at the rate of at least 10 percent annually which has been greatly contributing to air pollution.

Air pollution seriously affects the respiratory tract and causes irritation, headache, asthma, high blood pressure, heart ailments and even cancer. So we must control it.

Write to me soon. Stay safe and healthy.

Yours ever,

Rana

67. **Write an email to your mother about how you physically feel after recovery from an ailment.**

From : sajol345@gmail.com

To : shamimajaman@gmail.com

Sent : Sunday 21 June, 2026, 5.30 PM

Subject : Information about physical condition

Dear Mother,

At fast take my Salam. Hope that you are well by the grace of Allah. Are you anxious about

my illness? I'm hale and hearty now.

Actually, I got the flue. It gave me a runny nose, cough, sore throat and a bad fever. I also had pain all over my body. But don't worry, mom. Following my doctor's advice, I've now recovered fully from my ailment. Although I still feel some physical weakness, it isn't so serious. I've a little headache too. But the doctor said that I'd be fully alright within a week. Take care of yourself.

Yours love,  
Sajol

**68. Inform your friend through email about the harmful effects of Ebola Virus and its remedy.**

From : dhrubo@gmail.com  
To : tara69@hotmail.com  
Sent : Sunday, 20 February, 2026, 5.30 PM  
Subject : Ebola virus and its remedy

Dear Tara,

Hope that you are well by the grace of Allah. We're living in danger here in the USA because of Ebola Virus. The people of this country are vulnerable to this virus. But they are well-aware of it. The government is taking precautionary measures to protect its people from the virus. The airports, rail stations, ports and borders are highly alert. More than 4000 people died in West Africa owing to this deadly virus already. Is there any effective remedy of this virus, what do you think?

Recovery from Ebola depends on good supportive care and the patient's immune response. People, who recover from Ebola infection, develop antibodies that last for at least 10 years, possibly longer. It isn't known if people who recover are immune to life or if they can become infected with different species of Ebola.

Write back soon. Please be safe and stay healthy.

Yours ever,

Dhrubo

New York, USA

**69. Imagine, you are Sumon. You have a friend, Dona. You have watched a cricket match between Bangladesh and India. And Bangladesh won the match. Now, share your joys with your friend through email.**

From : sumon985@gmail.com  
To : dona@gmail.com  
Sent : Friday 26 June, 2026, 7:45 PM  
Subject : Bangladesh Won!

Dear Dona,

I hope you are keeping well. I received your mail yesterday. I'm sorry to know that you've missed yesterday's match! Oh, what a match it was!

You know, the Indian cricket team is more experienced. But Mashrafe's charismatic captaincy made a gulf of difference on the game day. Tamim and Soumya had a century partnership. Mushfiq and Shakib added substantial amount of runs as well. The final score was 312 for 5 wickets. In reply, Virat Kohli scored a half century, while both Dhoni and Dhawan almost scored centuries. Unfortunately, for India, we had a Mashrafe who applied his bowlers intelligently. Mustafizur took 4 wickets at crucial moments of the game. India could score 265 at the end. Bangladesh won by 47 runs! It was really the most exciting

match. I have ever seen.  
No more today. Convey my best regard to your parents,  
Yours ever,  
Sumon

- 70. You want to buy a DVD player. Now, write an e-mail to the Pioneer Electronics Bangladesh asking the sales officer to send you a DVD player that you have chosen on their website.**

From : rakibul785@gmail.com  
To : rafik\_pioneer@gmail.com  
Sent : Friday 26 June, 2026, 7:45 PM  
Subject : An order for DVD player (model no. AC6533)

Dear Sir,

It is good to be an on-line customer of Pioneer Electronics Bangladesh.

Today, while going through your website, the Pioneer DVD player (model no. AC6533) has charmed me a lot. Now, I want to buy this product. Please, send me the product to the following address along with the receipt and other necessary documents.

I hope Pioneer Electronics Bangladesh will always support me and send the best product in due time.

Thanking you,

Rakibul Islam

21/A Segun Bagicha, Dhaka

Cell phone: 017-XXXXXXX

Email: raqib@yahoo.com

- 71. Suppose, you are Ridoy. You performed in your college programme on the Victory Day. Now send some clips of video to your friend Rahat through e-mail and ask for his comments.**

From : ridoy-bd@gmail.com  
To : rahat@gmail.com  
Sent : Sunday; 4 January 2026, 7:45 PM  
Subject : Some video clips of my performance  
Attach : video01.mpg; video04.mpg; video23.mpg

Dear Rahat,

How're you? I'm glad to inform you that I participated in the Victory Day programme in our college last month.

I along with other members of my band party performed live in front of a large audience. I vocalized three songs in a row. We were highly chanted by the audience. I'm sending you the video clips of the songs we performed on stage. Please, check the attached file and download them. Don't forget to give comments.

Hit back soon.

Yours ever,

Ridoy

72. **Suppose, you are Shahan. Your friend Zenith is doing a project. He needs your help. Now, write an e-mail sending him a link which can help him to his project.**

From : shahan234@gmail.com  
To : zenith23bd@gmail.com  
Sent : Friday 26 June, 2026, 7:45 PM  
Subject : Find out the link

Dear Zenith,

Thanks for your e-mail. Going through your e-mail, I got to know that you're doing a project work on greenhouse effect on the developing nations and that you need my help.

I'm glad that you've chosen such an important topic. Greenhouse effect is a great phenomenon for the developing country like Bangladesh. Browsing internet, I came across a handy article on greenhouse effect on the developing countries. You can also check it out by visiting this link <http://ideas.repec.org/p/r4f/rfrtlkj/324.html>. I hope this link will give you a great deal of idea.

Wish you all the best.

Shahan

73. **Suppose, you have been informed that your younger brother is not regular in his taking physical exercise. Now, write an e-mail to him to be regular in his physical exercise. Your younger brother is Shafique. Think you are Tamal.**

From : tamal654@gmail.com  
To : shafique324@yahoo.com  
Sent : Friday 26 June, 2026, 7:45 PM  
Subject : Importance of taking regular physical exercise

Dear Shafique,

I'm happy to know that you are going well with your studies. But at the same time, I'm worried about your physical condition.

As you are not regular in taking exercise, you're facing some troubles. Remember, "A sound mind remains in a sound body". So, to keep your body fit, you should take physical exercise daily. If you avoid it, your body will get rusty. You will feel uneasy all the times. Without soundness in your body, you will be inattentive to your study. But you should become careful of the rules of exercise. Otherwise, it may hamper your health. You must have a proper guideline for this. I think, you will inform me your details soon.

No more today.

Your elder brother,

Tamal

74. **Suppose, you are Adib of Kandirpara, Rajshahi. Few days ago, you made a train journey from Rajshahi to Dhaka. Now, write an e-mail to your bosom friend Karnee who lives at Bangabandhu Road, Thakurgaon-5100, describing your experience about train journey.**

From : adib456@gmail.com  
To : karnee3788@gmail.com  
Sent : Saturday 27 June, 2026, 8:30 PM  
Subject : Sharing experience of my last train journey

My Dear Karnee,

I hope you are well with your family. I am so so here. Today I will give you a description of a train journey which I made a few days ago.

My train journey was from Rajshahi to Dhaka. I had booked my ticket beforehand from Rajshahi Railway Station. I took a seat beside the window. As I sat beside the window, I enjoyed various things. I was especially delighted seeing the natural scenery. The fields were full of green plants. It seemed to me that I was watching a sea of green. I also saw farmers working in the field, cowboys busy with their goats and cows. It was really a unique experience.

No more today. I look forward to getting a reply e-mail from you soon.

Yours ever,

Adib

75. **Suppose, you are Alim/Alia. You have just received an e-mail from your pen-friend Clara who lives at 16 Dawning Street, U.K. She wants to know about the founding father of Bangladesh, Bangabandhu Sheikh Mujibur Rahman. Now, write a reply to Clara's e-mail.**

From : alim389@gmail.com

To : clara2001@gmail.com

Sent : Monday; 6 July 2026, 6:15 PM

Subject : Information about the Founding Father of Bangladesh

Greetings!

At first take my heartiest orating. How's life in England? I'm delighted that you've written to me and expressed your wish to know about the Founding Father of our nation, Bangabandhu Sheikh Mujibur Rahman. Well, Clara, with pleasure I'll give you a pen picture about this great leader.

Bangabandhu Sheikh Mujibur Rahman was a charismatic leader who paved the journey of our nation to sovereignty. Born in Tungipara in 1920, Bangabandhu showed his potentials as a political leader since his undaunted stance in the Language Movement. Gradually, he became our supreme leader by being at the frontline of our decades long struggle against the then West Pakistan. In 1969, as the leader of Awami League, he outlined '6-Point Autonomy Plan' which eventually led to our struggle of independence. His party won the first general election in 1970 but was denied to forming the government. Bangabandhu indirectly announced the independence of Bangladesh during a landmark speech on 7 March 1971. Just before his arrest on the night of March 25, Sheikh Mujibur Rahman sent a message about a crackdown on Bengalis, and declared the independence of Bangladesh. Being defeated on 16 December 1971, Pakistani authority released Bangabandhu and he returned to the free and sovereign Bangladesh on 10 January 1972. He became the Prime Minister of Bangladesh under a parliamentary system adopted by the new country.

Bangladesh is indebted to Bangabandhu for its emergence. Without him, independence would be a mere fragment of an unfulfilled dream. Despite this fact, he was assassinated along with the majority of his family members. We can never compensate for the grievances done to the very man who had been the architect of our nation. Our heart bleeds; we cry.

We're now trying our best to build our nation as Bangabandhu dreamt.  
I'm afraid I've written quite a long email, yet I should mention that this isn't sufficient at all for bringing up all what the great leader has done for our nation.  
No more today. Stay fine.  
Best,  
Alim

**76. Suppose, you have recently taken Chinese food in a restaurant. Now, write an e-mail expressing your experience of taking Chinese food.**

From : flora456@gmail.com  
To : annad-ffs@gmail.com  
Sent : Sunday 26 July, 2026, 9:00 PM  
Subject : My experience of taking Chinese food

Dear Annad,

Hi Annad! How are you? I'm great here. In your last email, you wanted me to write about taking a meal in a Chinese Restaurant in Bangladesh. I'm going to write about my experience in short.

There are lots of Chinese restaurants in Dhaka City. You know, we live at Bijoy Soroni which is very near to Farmgate. That's why, my family and I usually prefer to go to Farmgate. This time, we went to Bamboo Shoot. It's in Indira Road. The decoration of the restaurant was awesome. The lighting was so good and charming that we felt it very comfortable. My father told me and my younger brother, Imam, to select the food item we like to have from the food menu. There were lots of items on the menu. They're huge and yummy! At last, I selected some foods discussing with my brother. You know, I always prefer spicy food but they didn't have much spicy foods. So, I took fish items the most. The foods that I took for supper were Fried Wonton, Fish Finger, Fried Prawn, Fish Ball, Mixed Chashewnut Salad, etc. All the foods were of excellent taste. We, especially my younger brother and I, enjoyed the supper a lot. My mother doesn't like Chinese dishes that much. So her total concentration was on us, whether we're satisfied with the foods or not.

All that I want to tell you here that family get-together is an excellent experience in our life as it brings us closer to one another.

I hope someday you'll write about your experience to me. No more today. Stay healthy.

Loving yours,  
Flora

**77. Suppose, you have a pen-friend Mukim living in India. Write an e-mail to your friend telling him about the difficulty you are facing in learning English.**

From : shahrear123@gmail.com  
To : mukim\_07@gmail.com  
Sent : Saturday 12 December, 2026, 7:00 PM  
Subject : Seeking help with my English

Hello Mukim!

Greetings from Bangladesh. How's life over there? I'm okay here. However, I'm writing to you with a special purpose: I need your help to improve my English, truly speaking.

I know that you're a very fluent speaker of English. You're the perfect person to seek advice from. Please, give me some tips on how I can improve my English. I don't want to go to a

tutor or coaching centers. I want to do it myself. Also, we can have audio or video chats online so that I can practise speaking English with you. I'll feel comfortable talking to you as I know that you won't judge me if I fumble while speaking.

I know, you'll help me. Thanks in advance. Looking forward to hearing from you soon.

Best regards,

Shahreear

- 78. Suppose, your friend Mohona has been suffering from fever and could not attend the class. Write an e-mail to him informing about the upcoming examination to be held two weeks later.**

From : sumona654@gmail.com

To : mohona292@gmail.com

Sent : Saturday; 13 June 2026, 7:00 PM

Subject : Exams in two weeks

Dear Mohona,

What is the condition of your health? When I didn't see you in the class for several days, I asked your brother what had happened to you. I've heard from him that you've been suffering from high fever for last few days. I'm pretty worried about you.

However, I'm writing to inform you that a new date has been set for our test exam. Previously, it was supposed to be held in 3 weeks, but the college authority has decided to arrange the exam earlier because of winter vacation. I thought you should know this as you might have to recognize your plans for the exam preparation.

I wish you a speedy recovery. Get back to us soon. We miss you in the class.

Best wishes,

Sumona

- 79. Imagine, you are Sadika. Recently, your friend Farhana has achieved an award in Math Olympiad. Now, write an e-mail to your friend congratulating him.**

From : sadika123@gmail.com

To : farhana\_robin@gmail.com

Sent : Sunday 21 June 2026, 7:00 PM

Subject : Congratulations on your award!

Dear Farhana,

My cordial love to you. I hope that you're having some great time. I'm doing great, too.

I've got the news that you've achieved an award in the Math Olympiad. So, I would like to congratulate you on this grand success. Congratulations, my dear friend! I hope you're enjoying and celebrating the moment with your near and dear ones. I wish I could celebrate it with you but my mom is very sick. That's why I cannot join you. If you have any free time, please pay us a visit.

No more today. Stay well.

Ever yours,

Sadika

- 80. Suppose, your friend, Dorothy who wants to know about your picnic to Kuakata that you enjoyed last week. Now write e-mail to her describing your experience.**

From : afsana321@gmail.com  
To : dorothydhk09@gmail.com  
Sent : Monday 22 June 2026, 8:00 PM  
Subject : Our picnic to Kuakata

Hi, Dorothy!

At first, take my cordial love. Hope you are fine by the grace of Allah. In your last e-mail, you told me to write about the picnic that I enjoyed last week. Now, I am giving you a pen picture of my picnic.

I, along with some of my friends, went to a picnic from our local club. We went to Kuakata. It is really a nice spot. The natural scenery of the place is beyond description. Kuakata is well-known for its panoramic sea-beach. There are many coconut trees and also various kinds of birds.

The place always buzzes with the chirping of the migratory winter birds. Kuakata is an excellent combination of picturesque natural beauty along with evergreen forests and sandy beaches. This is a place from where both sunrise and sunset can be enjoyed. Really, it's a thrilling experience! Many of us played different kinds of games and had a lot of merriment. It was a very enjoyable and interesting picnic to me. I will remember this picnic for many days.

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

Yours ever,

Afsana