

## UNIT 14

## Informal Letters

## LESSON 1

1 *Reza writes a letter to Paul, telling him about himself.*

*A* Read this letter.

House 23, Road 20  
Banani, Dhaka 1213  
Bangladesh  
15 September 1994

Dear Paul,

I got your address from a daily newspaper. You said you would like to be a pen-friend to a Bangladeshi boy. I'm writing this letter to tell you that I would like to be your pen-friend.

My name is Rezaul Karim. I'm 15 years old. My father is a shopkeeper and my mother teaches at a primary school. I work at my father's shop. I have a sister. She is 12 years old. She is in class 7.

Well, all this is about me for now. What about you? Please write to me soon. Tell me all about yourself.

Yours sincerely,

Reza

|                             |   |
|-----------------------------|---|
| By Air Mail                 | Stamp   |
| From:<br>Reza<br>Bangladesh | Paul Adams<br>29 Southgate Rd<br>N1, London<br>UK |

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- B** Read and note.
- address — ঠিকানা  
 pen-friend — চিঠির মাধ্যমে বন্ধু। pen-friend সাধারণত বিদেশী হয়।  
 for now — এখনকার মতো  
 what about you? — আপনার কথা বলুন অথবা আপনি নিজের সম্পর্কে বলুন।  
 yours sincerely — আপনার একান্ত

**e** Answer these questions, first orally then in writing.  
 (এই প্রশ্নগুলোর উত্তর দিন। প্রথমে মুখে মুখে, পরে লিখিতভাবে।)

- 1 Where is the letter from?
- 2 When is it written?
- 3 Who is it written to?
- 4 Who is it from?
- 5 What is the receiver's address?

**D** চিঠির এই form টি লক্ষ্য করুন

*Form 1*

|  |                      |
|--|----------------------|
| House 23<br>Road 20<br>Banani,<br>Dhaka 1213<br>Bangladesh         | 1 ADDRESS            |
| 15 September 1994  | 2 DATE               |
| Dear Paul,   | 3 GREETING           |
| I got you address - - - - -<br>- - - - -<br>- - - - -<br>- - - - - | 4 BODY OF THE LETTER |
| yourself.  |                      |
| Yours sincerely,   | 5 CLOSING            |
| Reza   | 6 SIGNATURE          |

|  |                      |
|--|----------------------|
| Paul Adams,<br>- - - - -<br>- - - - - UK | 7 RECEIVER'S ADDRESS |
|--|----------------------|

- 1 Address (ঠিকানা) : Address থাকবে চিঠির ডানপাশে, সবার উপরে। এতে sender's (পত্র লেখকের) ঠিকানা দেয়া হয়।
- 2 Date (তারিখ) : সাধারণত address এর নিচে তারিখ, অর্থাৎ যে দিন চিঠিটি লেখা হয় সে দিনের তারিখ লেখা হয়। তারিখ কয়েকভাবে লেখা যায়।  
Example :  
15 September 1994,  
15th September 1994,  
15-9-94,  
September 15, 1994 ইত্যাদি।
- 3 Greeting (সম্ভাষণ) : Greeting চিঠির বামপাশে address ও date এর নিচে লেখা হয়।  
I) আত্মীয়স্বজনকে সম্ভাষণের জন্য : Dear Father, Dear Aunt, Dear Karim, etc.  
II) পরিচিত ব্যক্তিকে সম্ভাষণের জন্য : Dear Mrs Haq, Dear Mr Zaman, etc.
- 4 Body (পত্রের মূল অংশ) : সাধারণত Greeting এর নিচে বাম পাশে একটু জায়গা ছেড়ে দিয়ে যেভাবে paragraph শুরু হয়, সেভাবে শুরু করতে হবে। Body তে একাধিক paragraph থাকতে পারে।
- 5 Closing (বিদায় সম্ভাষণ): এই অংশে পত্রলেখক receiver (প্রাপক) এর কাছ থেকে বিদায় নেন। এই closing কয়েকভাবে লেখা যায় :  
Yours sincerely,  
Yours affectionately,  
Yours ever, etc.  
এর পর একটি কমা (,) দিতে হবে।
- 6 Signature (স্বাক্ষর) : এখানে পত্রলেখক নিজের নাম স্বাক্ষর করবেন।
- 7 Receiver's address (প্রাপকের ঠিকানা) : খামের উপর ডানদিকে প্রাপকের ঠিকানা লিখতে হয়। বামপাশে প্রেরকের ঠিকানা লেখা যায়।

## ৪ Activities :

- 1 Suppose you have a pen-friend, Mary. She lives in Kathmandu, Nepal. Write a letter to her telling her about:
  - a your age
  - b your family
  - c your school/job
  - d where you live
- 2 Write a letter to your friend/pen-friend about yourself.

2 *A reply from Paul*

**A** Read.

29 Southgate Road  
N 1, London  
UK

25 September 1994

Dear Reza,

Thank you for your letter of 15th September. I'm glad to be your pen-friend. I'm 16 years old. I'm a student of 'O'level. My mother is a secretary. My father died when I was 10. He died in a car accident. I don't have any brother or sister.

I'm interested in history and geography. I collect stamps and listen to music.

You didn't tell me much about yourself. Why aren't you studying? What are you interested in? Do you listen to western music? Please write about all these things. I'm also interested to know about the history of Bangladesh.

Yours sincerely,

Paul

**B** Read and note.

|                 |   |                                  |
|-----------------|---|----------------------------------|
| interested (in) | — | আগ্রহী                           |
| collect         | — | সংগ্রহ করা                       |
| listen (to)     | — | শোনা                             |
| western music   | — | পাশ্চাত্যের গান, পাশ্চাত্য সংগীত |

- 1 *Asma's aunt, who is an American, wants to visit Bangladesh for the first time. She writes to Asma.*

**A** Read.

Apartment 12C  
4th Street  
New York 10020  
USA

October 2, 1994

Dear Asma,

I've heard a lot about you and Bangladesh from your uncle. Now I've decided to visit Bangladesh. Your uncle also wants to see his family and friends. We will reach Dhaka on the 15th of next month.

I don't have any clear idea about the climate of Bangladesh. Is it too hot in mid-November? What sort of clothes do I have to take? Also I want to buy some gifts. Give me some idea about who I should buy the gifts for? Please write me soon.

Looking forward to seeing you.

With love.

Yours,

Aunt Sophie

**B** Read and note.

|                        |   |                                  |
|------------------------|---|----------------------------------|
| a lot                  | — | অনেক কিছু                        |
| decided (pt of decide) | — | ঠিক করেছি, সিদ্ধান্ত নিয়েছি     |
| climate                | — | জলবায়ু আবহাওয়া                 |
| mid-November           | — | মধ্য নভেম্বর, নভেম্বরের মাঝামাঝি |
| sort                   | — | ধরন                              |
| what sort of clothes   | — | কী ধরনের কাপড়চোপড়              |

2 *A reply from Asma to Aunt Sophie*

**A** Read.

5/3 Mirabazar  
Po & Dist. Sylhet  
Bangladesh

10 October 1994

Dear Aunt Sophie,

Everybody here is excited by the news of your visit. It's really very nice of you.

You don't have to worry about clothes and other things. November is the best time of the year in Bangladesh. The weather is very pleasant then. It's neither hot nor cold. Wet season is over. You don't need to bring warm clothes.

About gifts, you don't have to buy many. Just buy something special for Grandmother and Grandfather. For everybody else chocolates will be fine.

How is Uncle? Give him my regards.

Yours affectionately,

Asma

**B** Read and note.

|                      |   |                          |
|----------------------|---|--------------------------|
| excited              | — | অত্যন্ত আনন্দিত, উৎফুল্ল |
| pleasant             | — | মনোরম, আরামদায়ক         |
| wet season           | — | বর্ষাকাল                 |
| warm                 | — | গরম                      |
| regards              | — | শ্রদ্ধা, শুভেচ্ছা        |
| yours affectionately | — | আপনার আদরের / স্নেহের    |

- 1 *Arif is going to visit his uncle who lives in England. He wrote a letter to his uncle asking him if he wanted Arif to take anything for him from Bangladesh.*

**A** Read.

29/D, Tipu Sultan Road  
Dhaka

25 July 1994

Dear Uncle,

Thank you very much for sending me the ticket to London. Visiting England was a dream to me. Now it is going to come true.

Please let me know if you want me to take anything for you from Bangladesh. It is the season of mangoes. Very good quality mangoes are available. Apart from this what else can I get for you? Mum wants to give some home-made sweets and pickles. Shall I take them? Please let me know as early as possible. My flight is in the middle of next month.

Looking forward to seeing you.

Yours affectionately,

Arif

**B** Read and note.

|                          |   |                                   |
|--------------------------|---|-----------------------------------|
| a dream                  | — | একটি স্বপ্ন                       |
| it is going to come true | — | এ স্বপ্ন বাস্তবে পরিণত হতে যাচ্ছে |
| are available            | — | পাওয়া যায়                       |
| Apart from this          | — | এ ছাড়া                           |
| home-made                | — | ঘরে তৈরি                          |
| pickles                  | — | আচার                              |

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2 *A reply from Arif's uncle*

**A** Read.

26A, Cranley Gardens  
Muswell Hill  
London N10 3AP  
UK

5 July 1994

Dear Arif,

I received your letter yesterday. I'm glad that I could make your dream come true. You are my only nephew. So your happiness makes me happy too.

I used to love juicy mangoes of Rajshahi. It's been a long time since I ate some. Of course you should bring the home-made sweets and pickles. Your mum knows how much I love her pickles, especially if it is made of green mangoes.

I've made plans for your visit to interesting places in London. I'm sure you will enjoy every moment of your stay here.

With love.

Yours,

Uncle

**B** Read and note.

|                          |   |             |
|--------------------------|---|-------------|
| received (pt of receive) | — | পেয়েছি     |
| juicy                    | — | রসালো, মজার |
| stay                     | — | অবস্থান     |

3 *Arif is in London. He wrote a letter to his mother telling her how he is*

*enjoying his visit.*

**A** Read.

26A, Cranley Gardens  
Muswell Hill  
London N10 3AP  
UK

28 July 1994

Dear Mother,

I reached London safely. Though the journey was long I enjoyed it. My friend's elder brother also came by the same flight. Luckily he sat next to me. He lives in London. He also asked me to go to his place. I had a nice time.

Uncle's apartment is in a quiet area in North London. It is not big. It has got two bedrooms, one living room, a small kitchen and a bathroom. Uncle does all the housework. Now I try to help him. But you know I'm not good at housework. Uncle can cook well. But now most of the time we eat out.

We are visiting many interesting places. I will write to you about these later.

Please don't worry about me. I'm all right. How are you and Father? Uncle sends his regards to both of you.

With love.

Yours affectionately,

Arif.

**B** Read and note.

|           |   |                   |
|-----------|---|-------------------|
| safely    | — | নিরাপদে, ভালোভাবে |
| luckily   | — | সৌভাগ্যক্রমে      |
| apartment | — | flat, বাসা        |
| quiet     | — | শান্ত             |
| worry     | — | চিন্তা করা        |

## LESSON 4

- 1 *You are going to visit your village home. Write a letter to your friend asking him to come with you and spend a few days in your village.*

Read.

*A*

28 D, Bara Maghbazar  
Dhaka

30 November 1994

Dear Razu,

I think your annual exam will be over soon. Mine will be over by the first week of the next month. After that I'm going to visit my village home. It's in the Manikganj district which is not a long way from Dhaka. The road communication is good. It takes about 3 hours to reach my home. I haven't been to my village since I was 5/6 years old. This time I've made up my mind to spend my winter holidays at my village. My grandparents live there.

I want you to come with me. We will do a lot of things together. None of my uncles or cousins are at the village now. So I need someone to share everything with me. We will enjoy home-made village cakes and other local things.

Please let me know as soon as possible if you can come with me. Give my regards to Uncle and Aunty and love to Rana.

Sincerely yours,

Saif

*B* Read and note.

|                      |   |                   |
|----------------------|---|-------------------|
| exam                 | — | examination       |
| road communication   | — | সড়ক যোগাযোগ      |
| I've made up my mind | — | ঠিক করেছি         |
| share                | — | এক সাথে উপভোগ করা |

- 2 *Write a letter to your friend, who recently left Bangladesh, giving him an*

*account of the prize-giving ceremony of your school.*

**A** Read.

37 Station Road  
Po & Dist. Jamalpur  
Bangladesh  
2 January 1995

Dear Rumi,

Hope you've made new friends at your new school. Last Sunday was the prize-giving ceremony of our school. We missed you.

This time the ceremony was held in the afternoon. So most of the guardians could attend the ceremony. After the prize distribution, a cultural show was held as usual. We missed your Rabindra Sangeet. We acted out a short play which was enjoyed by all. We had great fun.

I got three books of Humayun Ahmed for being the top girl in the class. I wish you could read the books.

Write me soon.

Yours ever,

Salma

**B** Read and note.

|              |   |                              |
|--------------|---|------------------------------|
| missed you   | — | তোমার কথা খুব করে মনে পড়েছে |
| attend       | — | যোগদান করা                   |
| distribution | — | বিতরণ                        |
| acted out    | — | অভিনয় করেছি                 |
| short play   | — | নাটিকা                       |
| fun          | — | মজা                          |

**3** *Your brother wants to give you a present on your brilliant success at the SSC examination. Write a letter asking him to buy you an English-to-English dictionary.*

**A** Read.

Dhanikhola  
Munshiganj  
25 September 1995

Dear Brother,

Thanks for your letter of congratulations. Nobody ever wrote me such a nice letter. I showed it to all my friends. I'm very glad that you want to give me a present. You wanted to know what I would like to have. I would be very grateful if you would buy me an English-to-English dictionary. I badly need it.

Soon I'm going to be a college student. I'm really excited about that. When will you come home? We are all right here.

Your loving brother,  
Asad

**B** Read and note.

|                 |   |                         |
|-----------------|---|-------------------------|
| congratulations | — | অভিনন্দন                |
| grateful        | — | কৃতজ্ঞ                  |
| badly           | — | খুব বেশি করে, দারুণভাবে |

### ACTIVITIES

- 1 Suppose you have a British friend. Write a letter to him inviting him to visit your country.  
Clues :
  - (a) time
  - (b) stay
  - (c) duration
- 2 Your cousin who lives in Denmark and has never visited Bangladesh wants to know about the seasons of Bangladesh. Write a letter to him/her in reply.
- 3 Your friend wants to know what you are interested in. Write a letter to him/her about your interests.
- 4 Write a letter to your cousin telling him/her what you are going to study after SSC.
- 5 You are staying away from home for the first time. Write a letter to your elder sister about the new place and how you feel.
- 6 Write a letter to your pen-friend describing your home/school/parents/village/town/country.
- 7 Your uncle sent you a present on your success at the SSC Examination. Write a letter to him thanking him for the present. Use the following key words:  
a radio, small, expensive (মূল্যবান),  
longing for (আগ্রহে আঁকড়ে ধরছি/করছিলাম), to have one,  
benefit (উপকারিতা), thank you
- 8 Your sister is getting married. You want to give her a wedding present with your scholarship money. You cannot decide what to buy. Write a letter to your friend asking for his suggestion (প্রস্তাব, সিঁকক).