UNIT 14

Informal Letters

LESSON 1

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

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:
Reza
Bangladesh

Paul Adams
29 Southgate Rd
N1, London
UK
SSC Programme

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 একাংশ

C  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 লক্ষ করুন

Form 1

| House 23
| Road 20
| Banani,
| Dhaka 1213
| Bangladesh |

| 15 September 1994 |

| Dear Paul, |

| I got you address - - - - - - |
| - - - - - - - - - - - - - - - - - - |
| - - - - - - - - - - - - - - - - - - |
| yourself. |

| Yours sincerely, |

| Reza |

| Paul Adams, |

| - - - - - - |
| - - - - - - UK |
1 Address (ঠিকানা) : Address থাকবে চিঠির ভাষাপাশে, সবার উপরে। এতে sender’s (পত্র লেখকের) ঠিকানা দেয়া হয়।

2 Date (তারিখ) : সাধারণত address এর নিচে তারিখ, অর্থাৎ নে দিন চিঠিটি লেখা হয় সে দিনের তারিখ লেখা হয়। তারিখ ক্রোসভাবে লেখা যায়।

3 Greeting (সাদৃশ্য) : Greeting চিঠির ভাষাপাশে address ও date এর নিচে লেখা হয়।
   I) আত্মীয়জনকে সাদৃশ্যের জন্য : Dear Father, Dear Aunt, Dear Karim, etc.
   II) পরিচিত বাবুকে সাদৃশ্যের 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 খাপতে পারে।

5 Closing (বিদায় সাদৃশ্য) : এই অংশে পত্রলেখক receiver (প্রাপক) এর কাছ থেকে বিদায় নেন। এই closing ক্রোসভাবে লেখা যায় :
   Yours sincerely,
   Yours affectionately,
   Yours ever, etc.
   এর পর একটি কমা (,) দিতে হবে।

6 Signature (ধাঁক) : এখানে পত্রলেখকের নাম ধাঁক করবেন।

7 Receiver’s address (প্রাপকের ঠিকানা) : খামের উপর ডানদিকে প্রাপকের ঠিকানা লিখতে হয়। বামপাশে প্রাপকের ঠিকানা লেখা যায়।

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.
A reply from Paul

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) — আগাহী
collect — সংগ্রহ করা
listen (to) — শোনা
western music — পশ্চাতোর গান, পশ্চাত্তাত্ত্ব সংগীত
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

Informal Letters
A reply from Asma to Aunt Sophie

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

Read and note.

<table>
<thead>
<tr>
<th>English</th>
<th>Bangla</th>
</tr>
</thead>
</table>
| excited      | অতাত্ত আনন্দিত, উৎফুল |}
| pleasant     | মনোরম, আরামলায়ক |}
| wet season   | বর্ষাকাল |}
| warm         | গরম |}
| regards      | শ্রদ্ধা, শ্রদ্ধা |}
| yours affectionately | আপনার আদরের / গ্রেহের |}

LESSON 3
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.

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

Read and note.

da dream — একটি স্মৃতি
it is going to come true — এ ঘটনা সম্ভবত ঘটতে যাচ্ছে
are available — পাওয়া যায়
Apart from this — এ ছাড়া
home-made — ঘরের তৈরি
pickles — আচার
2 A reply from Arif’s uncle

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

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
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.

safely — নিরাপদে, ভালোভাবে
luckily — সৌভাগ্যজনক
apartment — flat, বাসা
quiet — শান্ত
worry — চিন্তা করা

LESSON 4
Informal Letters
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 → তিনি করেছি
- share → এক সাথে উপভোগ করা

Write a letter to your friend, who recently left Bangladesh, giving him an...
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.
SSC Programme

Your loving brother,
Asad

E Read and note.

congratulations — অভিনন্দন
grateful — কৃতজ্ঞ
badly — খুব বেশি করে, দুরূহভাবে

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 (আগ্রহ), 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, চিঠি চাই).