

Letters

(1). Write a letter to your father telling him about your studies/ progress in studies.

(21 Times)

Examination Hall,

A.B.C. (City)

May 15, 2023

My dear Father,

I hope this letter finds you in the best of your health. I am also fine here. In your last letter, you asked me to tell you about my progress in studies. I tell you here briefly about my progress in study, and the Controller Examination Office will soon send you the detailed marks sheet.

Dad, my performance in the First Term Examination is quite good, though there is always room for improvement. But, honestly speaking, I could not perform well in chemistry because I find it a bit difficult to understand the concepts of organic chemistry. I recall here a funny quote: **“Chemistry can be a good and bad thing.” — Adam Sandler.** Anyhow, I promise that I shall overcome this difficulty, In sha’Allah. This is because I strongly believe that the secret of making progress is to get started.

I also made a mistake by waking up late at night to prepare for the exam. In the morning, I could not perform well. However, I have obtained good marks in English, Urdu and biology. Still, I am not satisfied, and I will get more marks in these subjects. Pray for my success. You know that I have been a good student and I have always shown good progress in studies. I promise that I will never let you down.

“Success is not final and failure is not fatal; it is the courage to continue that counts.” — Winston Churchill

Pay my best compliments to all at home.

Your loving son,

X.Y.Z.

(2). Write a letter to your father requesting him to increase your monthly allowance.

(20 Marks)

Examination Hall,

A.B.C. (City)

May 10, 2023

My dear Father

I hope this letter finds you in the best of your health. I am also fine here. I have finally settled down here and adjusted myself to the hostel life. I was homesick in the beginning, but the famous Hadith: ***“Seek knowledge even if you have to go to China.”*** gave me great strength and made me feel at home.

Thank you very much for the money order you have sent me for the current month. Dad, I want to tell you that hostel dues have been increased from ten thousand to fifteen thousand rupees, which include laundry and mess charges. Prices of stationery and other things have also gone sky high. Transportation charges have also been increased due to high fuel prices. I know that high inflation has made life very tough and difficult for the salaried persons, but I believe: ***“There is no love on earth greater than that of a father for his son.”***

Dad, the amount you send me every month is not sufficient to meet all these expenditures. Please, increase my monthly allowance so that I could meet these expenses easily. I know this increase will put an extra burden on your budget, but I assure you that your hard-earned money will be spent very wisely. I understand that I should learn how to manage things within my means. Believe me, Dad, I spend every rupee you send me very carefully. I believe: ***“Take care of the pennies and the pounds will take care of themselves.”*** I assure you that next year I will try to find some home tuition to bear my expenses as much as possible. This will hopefully lessen your financial stress to some extent.

Pay my regards to mother and love to sister.

Your loving son,

X. Y. Z.

(3). Write a letter to your friend congratulating him/her on his/her success. (13 Times)

Examination Hall,

A.B.C. (City)

May 08, 2023

My dear Amir,

I felt very happy and excited when I heard about your brilliant success in the exams. Believe me, I cannot express my feelings at your great achievement. I think your great success is the end product behind which there are prayers of your parents and selfless efforts of your teachers. I congratulate all of them on this fabulous success. Without high claims, you kept working quietly and consistently which reflects your faith in yourself.

“Work hard in silence. Let success make the noise.”

You have set an example for me and many others to follow. Your success has kindled a candle of hope in my heart to win laurels like you. But I will certainly need your guidance and a piece of advice, regarding time management in the language papers. I have seen your paper attempting and presentation skills, and I think these are the areas where you can help me. I hope I will give you a great surprise in the next exams. Now-a-days I am too busy in my preparation for the upcoming exams to look for other pursuits as: **“Success usually comes to those who are too busy to be looking for it.”**

I hope this success will not make you proud as pride hath a fall. I also hope that you would not rest on laurels but continue to struggle for more achievements. Pakistan needs diligent and dedicated students like you to become a developed country. I am sure that you will make your mark in the world. I am proud of you, my friend. By the way, don't forget to invite me to the party that, I hope, you will give to your friends.

Pay my congratulations to all at home.

Yours sincerely,

X.Y.Z.

(4). Write a letter to your mother telling her why you dislike hostel life. (11 Times)

Examination Hall,

A.B.C. (City)

May 05, 2023

Dear Mother,

I hope this letter finds you in the best of your health and spirits. I received your letter yesterday in which you asked me to tell you about my hostel life. Although the first few days here were quite exciting and full of adventure and I enjoyed the company of new friends, but I missed you people a lot. I tried to feel at home reconciling myself to the idea: **“It is not how much we have, but how much we enjoy, that makes us happy.”** But, frankly speaking, I am not comfortable here in the hostel, and there are multiple reasons which I want to share with you.

Firstly, I feel homesickness as it is for the first time that I am living away from home. I feel uncomfortable living in a shared room. Hostel life has disturbed my sleep, my studies and everything else.

Secondly, the food quality is very low here. I miss delicious food and special dishes you cooked for me at home. I recall here **Hellen Keller’s** words: **“We do not value the things until we lose them.”** The unappetizing food has upset my stomach. I have complained to the mess in charge, but he did not pay heed to my complaint.

Finally, the hostel culture has disturbed me a great deal. I know that hostel life is a mixed blessing. It gives us exposure and teaches us how to socialize with other people, but it has no comparison with the life at home. I know the hard phase of my hostel life is not too heavy a price for making your dream of seeing me a doctor come true.

Pay my regards to father and love to younger sister.

Your loving son,

X.Y. Z.

(5). Write a letter to your friend condoling with him/her on the death of his/her mother.

(9 Marks)

Examination Hall,

A.B.C. (City)

July 18, 2023

My dear Azan,

I was shocked to hear that your mother met a tragic and untimely death at only 35. May her soul rest in peace! My words fail me to express my feelings at this great loss. **Robert Browning** has rightly said: *"All love begins and ends there."* May God give you strength to bear this irreparable loss. I believe that people who depart from this earth never truly leave, for they are still alive in our hearts. Through us, they live on.

"Grief is the price we pay for love."

Dear friend, we are helpless before the will of God. Everybody has to leave this world sooner or later. But the untimely death of your mother is a great loss for me as well. She was a very kind and nice lady. I used to seek her advice on a number of occasions. She was very encouraging and caring. She always advised me to be strong and truthful. She always treated me like her own son. Your good conduct reflects your mother's good upbringing and good manners.

I could not attend her funeral because I came to know about this tragedy only yesterday. However, I shall soon come to you to condole with you in person.

"Losing one's mother is permanent and inexpressible a wound that will never quite heal."

Dear friend, you are an elder brother, so a great responsibility lies on your shoulders now. You have now to look after your siblings and care for them. I hope you will face this huge loss with courage and determination. May God bless you with patience, courage and strength to go through this difficult phase of life.

I am with you in this hour of hard time.

Yours sincerely,

X.Y.Z.

(6). Write a letter to your friend about the profession you wish to adopt. (8 Times)

Examination Hall,

A.B.C. (City)

July 18, 2023

Dear Friend,

I received your letter in which you have asked me about the profession I wish to adopt. Well, I want to become a teacher because there are so many reasons for my choice of career.

Firstly, teaching is one of the most respectable and valuable professions in the world. Teachers help students to realize their dreams. The importance of teaching profession becomes a manifest when our beloved Prophet says: *وَأَنْتُمْ بُعِثْتُمْ مُعَلِّمًا*

“I have not been sent but as a teacher.” (Ibn Majah)

A teacher can lead his or her nation through the tunnels of ignorance, misery and poverty to the highway of peace, progress and prosperity. The highest rank of teachers can be understood from the Quote of Hazrat Ali (RA):

“If a person teaches me one single word, he has made me his servant for a lifetime.”

Secondly, there is always a high demand for educators. Keeping in view the ever-increasing population of the world, the number of jobs in education sector will grow to a great extent. If you're a teacher, job security is something you won't have to worry about!

Thirdly, the flexible schedule of teaching hours is among the reasons to become a teacher. Two-month summer vacation allows teachers to recharge, plan for the upcoming year, and keep themselves up to date with learning.

Finally, Creativity is at the heart of teaching. Gone are the days when students were expected to sit still for hours and when rote learning was the norm. Today's educators have a world of information at their fingertips and modern technology at their back.

Love for learning and creativity is the real force behind my becoming a teacher. I hope you will appreciate my choice of profession.

May Allah give us strength to fulfil our dreams.

Yours lovingly,

X.Y.Z

(7). Write a letter to your father explaining the causes of your failure in exam. (6 Times)

OR

Write a letter to your father describing him the cause of your failure in English paper. (1 Time)

Examination Hall,

A.B.C. (City)

June 15, 2023

Dear Father,

You might have received the result card of my first-term exam. I am sorry to say that I have failed in almost all subjects. I regret to say that I failed even in English which is my favourite subject. I am not going to justify anything as failure is failure. You must be displeased, but there are certain causes that led to my failure.

Dad, my failure is not due to my carelessness. It has a series of factors behind it. You know very well that I fell ill a month before the exams. It took me a lot of time to recover. The doctor advised me to take complete bed rest. Alone and away from home, I could not take proper rest, and my illness got prolonged. I have now recovered by the grace of God, but my illness has wasted a lot of precious time.

To make things worse, our English teacher was transferred to some other college. The new teacher took time to replace him. It wasted our time, too. Right before the examination, our college had to be closed because of law-and-order situation. It also wasted our time. I tried hard but could not make up for the deficiency. Other factors like poor time management, lack of presentation skills and low self-esteem, have also led to my failure.

Dear father, I am really ashamed. I am working hard these days and I hope I shall get good marks in the coming exams. I take here liberty to quote a saying:

“Learn from yesterday. Live for today. Hope for tomorrow.”

Pray for me and pay my compliments to all at home.

Your loving son,

X.Y.Z.

(8). Write a letter to your younger brother advising him to give up smoking and pay heed to studies. (6 Times)

Write a letter to your younger brother advising him to avoid bad company. (5 Times)

OR

Write a letter to your brother advising him not to neglect his studies. (2 Times)

Examination Hall,

A.B.C. (City)

November 25, 2023

Dear Brother,

I hope this letter finds you in the best of your health. You know that our father is abroad, so it is my responsibility to advise you to pay heed to your studies and avoid bad company of students including those who do smoking.

You know it very well that smoking is injurious to your health. It damages your gums, teeth and lungs. It also causes cancer. Smoking leaves bad impact on your physical and mental health. It also spoils your image.

I have come to know that you are not attending your classes regularly. You spend most of your time with your friends who are always busy with their mobile phones. I warn you that if you do not mend your ways, you will be spoiling your career. Time is precious, so you should learn to value it. You know that nobody will support you for long.

“Bad friends can ruin your career, your life and your trust in others.”

Dear brother, it is for the first time that you are living away from home. Hostel life is a mixed blessing. It has its advantages as well as disadvantages. You can reap the benefits of joint studies, group discussions, and library sittings. You will find some boys very nice and well-mannered, but you will also meet ruffians and bluffers. Bad boys do not care for their career or their family.

“Fake friends are like shadows: they follow you in the sun but leave you in the dark.”

You know that man is known by the company he keeps. Being your elder brother, I would advise you to keep away from bad company of smokers and bluffers so that you may achieve your goal.

Your elder brother,

X.Y.Z.

(9). Write a letter to your friend inviting him to your brother's marriage. (6 Times)

OR

Write a letter to your friend inviting him to attend the marriage of your sister. (2 Times)

Examination Hall,

A.B.C. (City)

August 10, 2023

My dear Ahmad,

You must be tired after your exams. Of course, after a lot of hard-work and hectic routine, you will be looking for some relaxation and enjoyment. So, here is a chance for you and me to get together and have great time. I want to inform you that my elder brother is getting married on the 25th of this month.

'Marriages are made in heaven, but celebrated on earth.'

Weddings are joyous ceremonies that bring the groom, the bride, their families and friends at one place. Most people count good friends among the most important people in their lives. I invite you to attend the wedding ceremony of my brother, which will last for five days.

"It is friends, not things, that make an occasion memorable and enjoyable."

I want you to come to me for a week at least. I will need your help and company in many things. It would be great fun spending time together. I have also invited some of our mutual friends. We shall have a nice time together. I have also arranged a musical night with a famous singer. We want to celebrate this occasion in the best possible manner. Your presence will make the ceremony memorable. And, don't forget to bring DSLR. I know you are good at photography, so you will be covering the whole ceremony.

Do come and write to me the time of your arrival. I will receive you with great pleasure. I am also sending you the wedding card as a formal invitation. Believe me your coming will add charm and grace to the occasion.

Waiting for your reply.

Yours sincerely,

X.Y.Z.

- (10). **Write a letter to your friend thanking him for a birthday gift.** (4 Times)
Write a letter to your uncle thanking him for a gift on your birthday (3 Times)
OR
Write a letter to your brother thanking him for a birthday gift. (1 Time)

Examination Hall,
A.B.C. (City)
September 25, 2023

Dear Friend/Uncle/Brother,

I hope this letter finds you in the best of your health and spirits. I have been getting updates from social media about you. I am writing this letter to thank you for the beautiful book you have sent me. You have always been very loving and kind to me, and your gift is a beautiful gesture of your love for me. It will always remind me of you.

“Love is the ultimate gift that one can give and receive.”

Books are sincere friends and true guides. This wonderful book, “Tafhim-ul-Quran”, a translation and explanation of the Holy Quran, is a masterpiece. The writer, Maulana Maududi, has very beautifully explained the message of the Quran. The book is more than a traditional commentary on the scripture as it contains discussions and debates regarding economics, sociology, history, and politics. In his text, Maududi highlights Quranic perspective and argues that Islam provides ample guidance in all spheres. Maududi uses the standard technique of providing an explanation of the Qur'anic verses from the Sunnah, including the historical reasons behind the verses.

“If you read the Holly Book, you will learn the way of Holiness”

I have read this book, but I will read it again and again to understand the Holy Quran. The book has also developed a desire in me to read more books. Your gift is not less than a treasure for me, and it will always remind me of your love for me. I once again thank you for your valuable gift.

Pay my regards to all at home.

Yours lovingly,
X.Y.Z.

(11). Write a letter to your friend inviting him to accompany you to hill station and to spend summer vacation with you. OR (3 Times)

Write a letter to your friend requesting him to join you during summer vacation. (1 Time)

Examination Hall,

A.B.C. (City)

May 26, 2023

My dear Hadi,

I hope that this letter finds you well. I want to remind you of your promise to visit a hill station. I am sure you will also be free after your exams, and your parents will allow you to go with me for some recreation. We shall come back, no doubt, loaded with grate energy and strength.

I go to nature to be soothed and healed, and to have my senses put in order. — John Burroughs

You can well imagine the difference between the sweltering heat of Lahore and the beautiful climate of the northern areas. The serene environment of these areas has always attracted me. We will enjoy our evening walks. We will climb high mountains and roam through wonderful forests. I am sure we will have a great time. Our stay in the company of nature will have a healthy impact on our minds.

“By discovering nature, you discover yourself.”

You need not worry about boarding facilities. My uncle lives in Murree, so we shall be very comfortable there. He has invited me many times, and he will be very happy to receive us. Don't forget to bring some warm clothes to stay comfortable in the cold climate. And, also bring your DSLR as I know you are very good at photography and we will capture the heavenly scenes on the earth. I hope you will not disappoint me. I am anxiously waiting for your reply.

All my life through, the new sights of Nature made me rejoice like a child. — Marie Curie

Pay my regards to all at home.

Yours sincerely,

X.Y.Z.

(12). Write a letter to your friend telling him about the annual sports of your college.

(3 Times)

Examination Hall,

A B.C. (City)

September 16, 2023

Dear Friend,

I am hale and hearty with the blessings of Almighty Allah. I hope you are also enjoying good health. The day before yesterday, we had Annual Sports Day in our college. As I promised, here is the detail of all what happened on this day.

The annual sports were held on the college ground. The ground was decorated with colourful buntings, papers, flowers, and balloons. A local MPA was the chief guest. The event started with the recitation of the Holy Quran. The chief guest hoisted the national flag with the national anthem and declared the sports open.

“Games and sports widen the mental horizon of players and make them true followers of the rule of law.”

First of all, there were a few races. You will be glad to know that our group won 1000 Meter Relay Race. We were really happy, but we missed you a lot. Our class won four gold medals in jumping and athletics. I am very pleased to tell you that our house lifted the Winner’s Trophy. We won eight gold medals. Liaqat House, our arch rivals, could win only six. The sports ended with the tug of war between Jinnah House and Liaqat House. It was quite fun to see both teams trying to win, but it ended in a draw.

At the end of the games, the chief guest gave away the prizes to the winners. In his brief speech he congratulated the winners and encouraged the runner ups. He appreciated our hard work and gave five lacs to the College Sports Board. It was really a day of fun and festivity. I hope next year you will be among us, and we shall enjoy it even more.

Your friend,

X.Y.Z

(13). Write a letter to your friend describing to him/her your first impression of college. (3 Times)

Examination Hall,

A. B. C. (City)

April 10, 2023

Dear Fahad,

I am very happy that I have got admission to a very good college. This institute has a grand history and is well known in Pakistan. I am proud that I am studying in a career-making institute. I have a chance here to become a successful person, and I hope that I will serve Pakistan in a battle way.

“Almost everyone will make a good first impression, but only a few will make a good lasting impression.” – S. Parker

My college gives a look of grand architecture. Its spacious playground, big library, well-equipped labs, and superb auditorium make it fabulous and beautiful. The classrooms are well-furnished. The number of students in a classroom is not more than forty. All students have a chance to participate in co-curricular activities. Debates and other functions are held regularly in the auditorium. There is also Music Society in our college that has produced great artists.

“New places give great excitement when we look at them with childlike wonder.”

I am really happy that I am part of a magnificent institute. My teachers are very kind and co-operative. They teach us and guide us in the best possible manner. Our college has a history of excellent results. Students who study in this college easily get admission to different institutes for a professional degree.

Pay my compliments to all at home.

Your loving friend,

X.Y.Z.

(14). Write a letter to your father about the co-curricular activities in your college.

OR

Write a letter to your mother about the college extra-curricular activities.

(2 Times)

(1 Time)

Examination Hall,

A.B.C. (City)

May 06, 2023

My dear Father,

I am hale and hearty with the blessings of Allah Almighty. I wish a long, blessed life of peace and comfort for you. I am going to tell you about the activities I am taking part in. These activities include those things that are not part of your academic curriculum, but are important for holistic development of an individual. They are called co-curricular activities. They play a key role in maintaining the physical as well as mental health of a student. I am participating in debates.

“Co-curricular activities groom our natural abilities; they develop in us a spirit of teamwork and leadership.”

Daddy, in the modern educational system, colleges are increasingly focusing on extra-curricular and co-curricular activities. The children are now involved in more engaging learning environment to help them interactively learn and gain knowledge. Here are some key benefits of co-curricular activities.

Co-curricular activities enhance learning process and help students understand the importance of things they are learning. They make the process more fun and engaging. They boost up creativity and innate talent of children by helping them improve their speaking and listening skills. They also foster social as well as moral values, and ensure holistic personality development amongst children. They bring a sense of belongingness amongst students, and help them learn about the importance of being in a community. They also keep children physically active and provide them with team leadership skills, collaboration, co-operation and healthy competition.

I hope now you will surely have understood how important these activities are. I shall visit home next month. Pay my compliments to Mother and elder brother.

Your loving son,

X.Y.Z.

(15). Write a letter to your friend telling him about your visit to a hill station. (2 Times)

Examination Hall,

A.B.C. (City)

April 06, 2023

Dear Friend,

I received your letter the day before. I am very pleased to know that you are doing well. I am so eager to tell you about my visit to Murree. It was a memorable journey of my life. My visit can be best described in John Ruskin's words: "**Mountains are the beginning and end of all-natural scenery.**" (Anonymous)

We departed from Rawalpindi after having a good breakfast. In an hour we were entering the outskirts of Murree hills. The weather was very cold, but we enjoyed it very much. Murree is blessed with extraordinary scenic beauty. From mountain tops to restaurants, from little happy villages to bustling streets, from river adventures to trekking trails, Murree stands distinct to be the tourists' magnet.

"Nature teaches more than she preaches. It is easier to get a spark out of a stone than a moral."

The high mountains have always been shrouded in mysticism, and Murree is no exception to that. For every mountain lover, the very idea of travelling to the city known as the Queen of the Hills is captivating. The Mall Road was bustling with the nature lovers like ever. We walked on the Mall for quite a while. When we were dead tired, we sat at a local café and had chips and other edibles with hot tea. The gentle aroma of the tea with the sizzling of hot pakoras still remains fresh in my mind. Other resorts like Pindi point, Kashmir point, Patriate, and Bhurban have also great attraction for tourists.

In short, I am speechless to describe the beauty of Murree Hills. I missed you and your jolly company. I have planned to visit this hill station next year with you.

There are many other things that I want to share with you along with my snaps. I shall come up with them when I visit your home next week.

Pay my compliments to uncle and aunty.

Your friend,

X.Y.Z.

(16). Write a letter to your younger brother pointing out the evil of cramming. (2 Times)

Examination Hall,

A.B.C. (City)

June 10, 2023

My dear Aslam

I received your letter other day. It is nice to know that you are now comfortable with your environment. You were really disturbed when you were going away from home for the first time.

Preparing for F.Sc. examination requires a lot of hard-work and concentration. But unfortunately, some students adopt short-cuts to pass their exams. They start cramming certain notes and reproduce them in their answers. They do not read text books and other reference books to make their concepts clear. They do not get true understanding of their subjects, and fail to get good marks in the exams. They do not learn but memorize certain questions. Students who cram ready-made notes, key books or guides ultimately face problems.

“The road to real success and dignity is not short and easy.”

Dear brother, cramming spoils creativity and makes a student dull minded. Such a student becomes simply a parrot, who never knows what the real application of his education is. You have always been a very intelligent student throughout your academic career. I, therefore, suggest that you should always depend on your mental faculties and stay away from all kinds of shortcuts. I hope you will attend your classes regularly, note down your lectures and consult reference books to score good marks in the exams.

I wish you all the best.

Your elder brother,

X.Y.Z.

(17). Write a letter to your friend requesting him to lend some books.

(2 Times)

Examination Hall,

A.B.C. (City)

August 06, 2023

Dear Friend,

I hope this letter finds you well. I am also hale and hearty here. My annual exams are over, and I have nothing much to do these days. In a way, God has given me an opportunity by giving me free time to pursue my passion for reading.

You are well aware that I love reading literature. Recently I happened to get a chance to read some Urdu novels. They gave me an insight into the Urdu language. I also read some Urdu poetry books. Then somebody told me to read Turkish writer, Elif Shafak. I went through Elif Shafak's best-selling novel, Forty Rules of Love. It is a wonderful novel written in the background of Medieval Saint, Maulana Rumi and his reverence for his mentor, Shamas of Tabrez. It has given me so much pleasure that I have no words to express it.

“There is no surer foundation for a beautiful friendship than a mutual taste in literature.”

(Wodehouse)

I know that you also have a very rich taste for literature, and you have a fairly good collection of novels, and poetry. In your library, I saw classics of Leo Tolstoy, and Herman Hesse. I have never read any Russian, French or German writer. I tried to get Tolstoy's War and Peace from the public library, but unfortunately it was not available. When I visited you last time, I saw it in your library. I also want to read Siddhartha by Hermann Hesse, which you have. I would be highly indebted if you could lend these novels to me. I assure you that I shall take care of them and return them as soon as I have read them. I hope that you will oblige me as usual.

Take care and say my Salam to your parents.

Your friend,

X.Y.Z.

(18). Write a letter to your uncle inviting him to attend your birthday party. (1 Time)

Examination Hall,
A.B.C. (City)
May 6, 2023

My dear Uncle,

I am enjoying a very good health and I hope that you are also sailing in the same boat. In fact, I have great news to share with you. On the 27th of next month, I shall be 18 years. Daddy, in this regard, has arranged a grand birthday party for me.

The whole family, both from mother and father's side, has been invited to this great day of mine. Many of my class fellows are also coming on this day. Daddy has also invited the famous musical band 'The Rock'. They will amuse everyone with their rock music and melodious songs. The function will start at 7 o'clock in the evening. Daddy has ordered a beautiful cake for the occasion. I shall cut the cake in clapping of all the guests present there. There will be great fun and festivity that day. My friends have arranged some fun games including musical chairs to bring more fun. Another good news is that uncle Abbas is also coming all the way from Canada to join the occasion. After that, delicious dinner will be served to the worthy guests.

I cordially invite you along with aunty and Salman to come and grace this beautiful day with your lovely presence. I have always enjoyed your company, and I am eagerly looking forward to seeing you on my birthday. I remember last year you could not come to my birthday because you were out of the country. Everybody had missed your presence. I hope this year you will grace the occasion with your kind presence, and you will enjoy this great day. Kindly don't forget to bring by birthday gift with you. I am sure it will be as gracious and lovely as you are.

I sincerely hope that you will accept my invitation, and we look forward to your gracious presence.

Your loving niece,
X.Y.Z.

(19). Write a letter to your younger sister telling her how to improve her English.

(1 Time)

Examination Hall,

A.B.C. (City)

September 15, 2022

Dear Sister,

I received a message from your English teacher a few days ago. She informed me that you are not showing good result in English. She said that you take very little interest in learning English language. I was shocked to hear this all.

My dear sister, the English language is very important in today's global world. It is important for your professional degree. Here are a few tips that will help you improve your English.

- You can improve your writing skills by reading as much as you can. You will develop your vocabulary and understanding of how English is used. Simply read for pleasure and you will pick things up subconsciously.
- You can write with confidence and fluency if read stories and novels. You need to expand your vocabulary. Write down new words in your notebook and start using them in your writing and conversations.
- You know it very well that practice makes perfect. So, the only way to improve your writing is to keep practising it. Just 5 to 10 minutes a day will really help you improve your written English. You could keep a diary in English, or write a blog about your experiences learning English, or even start writing your social media posts in English.
- Listen to news, hear commentaries or watch movies in English in order to acquire English proficiency. Read newspapers and journals to build your vocabulary and develop your English communication skills. Reading is one of the secret weapons to improve your grammar skills as well. Extensive reading will help you to avoid common grammar mistakes.
- The best way to learn any language is to find ways to incorporate that language into your daily life, so you can improve your English fast by reading, writing, listening and speaking it.

I hope you will follow my advice.

Your loving brother,

X.Y.Z.

(20). Write a letter to your friend enquiring after his health.

(1 Time)

Examination Hall,

A.B.C. (City)

November 09, 2023

My dear Ali,

I was shocked to hear about your illness. Ali told me that you had food poisoning, and you were admitted to hospital. It is really very unfortunate that a bright student like you should discontinue your studies. May you get well soon and enjoy a healthy life.

Dear friend, food poisoning is caused by bad food. I think you have not been eating hygienic food. You know that when you are living away from home, you do not always have good food to eat. Hostel life has its own advantages and disadvantages. Its greatest drawback is its poor quality of food. I suggest that you should be careful about your intake. Never eat anything from the bazaars, and try not to eat even processed or junk food. You should drink filtered or boiled water, because many diseases are caused by polluted water. Follow your doctor's advice and take complete bed rest until you fully recover from your illness.

You know that health is wealth, and if you lose it, you lose everything. Try to get up early in the morning and go for a walk. You should also play some game to keep yourself fit and healthy. I pray for your fast recovery.

Take care of yourself

Your sincere friend,

X.Y.Z.

(21). Write a letter to your younger sister suggesting to her some interesting books to read. (1 Time)

Examination Hall,

A.B.C. (City)

May 23, 2023

Dear Sister,

I hope this letter finds you in the best of your health and spirits. I am hale and hearty here. I received your letter the other day. You have asked me to suggest some books to you to make the best use of your free time. I really appreciate it. In this regard, I would suggest a couple of books that will surely have a wonderful impact on your life.

You are well aware that I love reading literature. Recently I have finished Elif Shafak's best-selling novel, *Forty Rules of Love*. It is a wonderful novel written in the back ground of Medieval Saint, Maulana Rumi and his reverence for his mentor Shamas of Tabrez. It has given me so much pleasure and solace that I have no words to praise it.

Similarly, Herman Hesse's classic novel 'Siddhartha' has delighted, inspired, and influenced me a lot. In this story of a wealthy Indian Brahmin who casts off a life of privilege to seek spiritual fulfillment, Hesse synthesizes eastern and western philosophies into a unique vision of life as expressed through one man's search for true meaning of life.

I am sure these books will open new avenues of understanding to you. Like cool breeze of summer, they will enrich your mind and soul. You will learn norms, values and good morals from these books.

When you have finished these books, let me know. I have read so many books and I shall suggest more books to you.

Pay my regards to father and mother.

Your elder brother,

X.Y.Z.

Likely to Appear in Exams

(22). Write a letter to your younger brother, advising him to take part in college games.

Examination Hall,
A.B.C. (City)
October 24, 2023

Dear Aash,

I hope this letter finds you in the best of your health and spirits. Your result card of the first-term exam shows that you are working pretty hard. Keep it up and continue to work with the same zeal and zest. Mother and father are very happy with your progress, and they pray for your health and success.

Dear brother, co-curricular activities are as important as your academic career is. I was disappointed to know that you do not take part in any game. Your class fellow met me yesterday. He told me that you have become a bookworm. He told me that you do not do any physical exercise, and you are not even going for a morning walk. It is very strange that you have given up all healthy activities. I remember you played cricket daily, and now you play no game.

I would advise you to take part in college games. You have a very good playground in your college. There is also a gymnasium in your college. You must play some game to keep fit and healthy. You know that health is wealth. If you lose your health, you lose everything. So, keep a balance between your studies and games so that you may achieve your goal successfully.

Take care of yourself.

Yours affectionately,
X.Y. Z.

(23). Write a letter to your friend telling him about your favourite game.

Examination Hall,

A.B.C. (City)

March 15, 2023

Dear Ali,

I received your letter a few days ago. I am sorry I could not reply earlier due to some business. I hope you will be enjoying good health. You are keen to know about my favourite game as you have asked about it in your letter. It is a great pleasure for me to tell you about the game I love and cherish.

My favorite game is badminton. As you know, I am very conscious about my studies as well as my health. A healthy mind is in a healthy body, and this game gives me vigor to cope with my mental work. You will be really surprised to know that these days when cricket has become a craze, I have chosen badminton. Actually it is a neat and clean game, and it does not need much time like cricket or football. In a short time, it provides me with proper physical exercise, which is necessary for my fitness. I have easily adjusted it in my time table, so my studies and sports are going side by side. I hope you will appreciate my choice and understand my point of view.

Pay my regards to everyone at home.

Yours sincerely,

X.Y.Z.