PART II
LETTER-WRITING
INTRODUCTION

Letter-writing is a very useful form of composition. Every person has often to write letters to communicate his ideas to another person who is away. So a letter may be said to be 'a living communication form one mind to another.'

The mode of letter-writing changes with the advance of civilization. What was considered good in the past is now no longer thought to be so. So one should be keeping with the changes that vitally affect human life. From this point of view the letter-writing is not merely a medium by which a person expresses his views to another in a clear and readable form, but also an accomplishment that everyone must try to acquire for practical reasons.

There are certain custom and formalities to be observed in a letter. These should be acquired and used by everyone because the neglect of them amounts to ignorance and carelessness. There are several kinds of letters in vogue and each of them has its own particular form and particular mode of expression.

The letters may be divided into classes as follows:

1. Official letters,
2. Business letters,
3. Demi-official letters, and
4. Private letters.

* In every kind of letters there are certain forms which should be noted very carefully:

1. The Heading which consists of the writer's address and the date.
2. The Salutation which consists of the courteous greeting by which a letter begins.
3. The **Body of the Letter** which consists of the **message** that is communicated to the addressee.

4. The **Subscription** which contains the courteous **leave-taking**.

5. The **Signature**.

6. The **Address** on the envelope.

**The Heading**

The Heading is to be placed at the top right-hand corner of the letter. It should begin with the address of the writer and the date is to be put just below the address:

17, *Mahatma Gandhi Road*  
*Calcutta 9.*  
*July 17, 1965.*

The date may be written in various ways:  
17th July, 1965 or 17.7.65 or 17—7—65.

**The Salutation**

The form of the Salutation depends mainly upon the relation in which the writer stands to the person to whom he is writing.

So in the letters written to the members of the writer's family it may be:

*My dear Father, Dear Brother, My dear Mother, Dear Aunt,* etc.

To the writer's friends, it may be:

*Dear Mr. Roy, Dear Sri Sen, My dear Bimal, My dear Anjuli,* etc.

In business letters the form of the Salutation will be:

*Dear Sir, Dear Sirs, Gentlemen,* etc.

In Official letters it will be simply:

*Sir,*

The Salutation is placed at the left-hand corner of the letter at a little lower than the heading.
The Body of the Letter

The body of a letter is the letter itself and so it is the most important part of a letter. The style of a letter entirely depends upon the relationship with the person written to. So it is one in a purely private letter and the other in a business communication. But there are certain common things which are to be borne in mind.

The writer should not tax the reader by discussing the same point over and over again. A letter should be brief and allusive. It should be written in such a way that the reader will thoroughly understand it. The writer should always think the reader as an intelligent person and so he should not harp on the same tune again and again.

The body of the letter should be divided into short paragraphs keeping with the change of the subject-matter. These paragraphs are to be written in plain and direct language and sentences should be short as well as closely united. An eloquent letter can never be effective. The writer should always think of the reader’s point of view and write everything clearly and directly.

The Subscription

The subscription is placed at the end of the letter and is a form of polite leave-taking. These are the forms that are generally used in a letter:

Yours affectionately, Ever yours, Yours sincerely, Yours truly, Yours faithfully, Yours sincere friend, Your loving son, etc.

The Subscription should be placed at the end of the letter and to the right-hand corner.
The Signature

The Signature is the name of the writer, and is placed just below the Subscription:

Your sincere friend,

Amal

N.B. No Full stop is used after the Signature.

The Address

The Address on the envelope should be written very carefully in the way as follows:

B. K. Ray, Esq.,
11, Bidhan Sarani,
Calcutta-6.

Or, Mr. A. K. Sen,
High Street.
P. O. Krishnagar,
Dt. Nadia.

Or, Sri Arun Kumar Chatterjee:
C/o. Sri Birendra Chandra Chatterjee,
Village Amghatta,
P. O. Maheshgunj,
Dt. Nadia.

N. B. When writing to ladies the most formal form is:
Madam or Dear Madam.

If the lady written to is married, it is customary to place Mrs. or Srimati before her name, but before the name of an unmarried lady Miss or Srimati is used.

The Specimen of a Private Letter

The Heading: 27, Dhar Lane,
Calcutta-4,
August 12, 1965.

The Salutation:

My Dear Arun,

The Body of the Letter:

I am very glad to receive your letter. I shall meet you
when our school closes for the Puja vacation, and shall spend some days with you in your village home.

Please call at our place if you come to Calcutta next week. My parents will be very much delighted to see you.

How do you do? We are quite well.

*The* Subscription: Your affectionate friend,

*The* Signature: Amal

*The* Address:
Sri Arun Kumar Ghosh
Village Nandanpur
P. O. Ghatal
Dt. Midnapur

**Forms of Business and Official Letters**

The Business and Official letters generally contain the inside address which the other letters do not. The inside address is written in the following way:

*To*

The Director of Public Instruction, West Bengal,
The Writers' Buildings, Calcutta-1.

*From:*

The Headmaster,
Hare School,
College Street, Calcutta-12.

Or, Messrs. Sen Ray and Co.,
15, Bankim Chatterjee Street, Calcutta-12.

N. B. If a business house is made up of personal names, it is customary to add Messrs. But if it contains no personal names, it is necessary to add The:

Incorrect: The Sen Ray and Co.
Correct: Messrs. Sen Ray and Co.
Incorrect: Messrs. Book Stores.
Correct: The Book Stores.

In official letters the salutation is used simply as Sir or Madam and the subscription is Yours faithfully.

But in Business letters it is necessary to use Dear Sirs, Dear Sir or simply Gentlemen as the form of salutation.

The subscription is similar to that of an official letter.

* Specimen of a Business Letter

*The Heading*


15, Bankim Chatterjee Street, Calcutta-12.

*The Salutation*:

Gentlemen,

*The Body of the Letter*:

I shall be highly obliged if you kindly send me a catalogue of your publications at an early date.

*The Subscription*:

Yours faithfully,

*The Signature*:

Arun Kumar Sen

*The Address on the Envelope*:

Messrs. Sen Bros.,
15, Bankim Chatterjee Street,
Calcutta-12.

The Specimen of an Official Letter

*The Inside Address*:

To

The District Magistrate, Nadia,
P. O. Krishnagar,
Dt. Nadia.
From:
Hareendra Kumar Ghosh,
Vill. Depara,
P. O. Bishnupur,
Dt. Nadia.

The Salutation:
Sir,

The Body of the letter:
I have the honour to inform you that more than three months ago I deposited with the Treasury two hundred rupees being the local subscription for sinking a tubewell at our village. But, to our surprise, until now no step has been taken to sink the tubewell.

I, therefore, hope you will be kind enough to look into the matter and get the tubewell sunk at an early date.

Dated The 10th May, 1965
The 10th May, 1965
Vill. Depara,
P. O. Bishnupur,
Dt. Nadia.

The Subscription:
Yours faithfully,
The Signature:
Hareendra Kumar Ghosh

Demi-official Letters

Demi-official letters are invitations, social letters and official letters which are not strictly formal. These letters are sometimes worded in the third person. But whatever the form may be, these letters should contain:

1. The name of the person or persons writing the letter.
2. The name of the person or persons being written to.
3. The time and the place if it is an invitation letter.
Some Specimens of Demi-official Letters

[ 1 ]

The Managing Committee of the C. M. S. School requests the pleasure of Sri A. K. Sen's Company at the Opening of the New School Building by The District Magistrate, Nadia on Monday, March 29, at 5 P. M. in the school grounds.

R. S. V. P.

The Secretary

N.B. R. S. V. P. is a French expression which means Reply, if you please. Though it means 'Reply if you please' it does not necessarily mean that you should ignore the reply. It is customary that all letters containing R. S. V. P. should be replied within twentyfour hours.

[ 2 ]

Sri A. K. Sen thanks the Secretary of the C M. S. School for his invitation to the Opening of their New School Building on Monday, March 29, at 5 P. M. and has much pleasure in accepting it.

Or,

Sri A. K. Sen thanks the Managing Committee of the C. M. S. School for their kind invitation to the Opening of their New School Building on Monday, March 29 by the District Magistrate, Nadia and regrets his inability to attend the function on account of his illness.

Sometimes letters of invitation are written in the form of a private letter.
77, Simla Street,
Calcutta 6,

Dear Srimati Ghosal,

Will you give us the pleasure of your Company at the Annual Birthday Ceremony of my husband on Tuesday, the 7th September, at 8 P. M.? 

Yours sincerely,
Anima Sen

Here is a reply to the above letter accepting the invitation:

21, Monmatha Datta Road,
Calcutta-34,
3rd September, 1965.

Dear Mrs. Sen,

I thank you heartily for your kind invitation. I will be very pleased to be present at the Birthday Ceremony of your beloved husband on Tuesday, the 7th September.

Kind regards from,
Yours sincerely,
Madhuri Ghosal

If the invitation is not accepted, the reply will be as follows:

21, Monmatha Datta Road,
Calcutta-34,
3rd September, 1965.

Dear Srimati Sen,

My thanks for your kind invitation. But with much regret I let you know that it will not at all be possible for me to be present on the occasion of your husband’s Birth-
day Ceremony on Tuesday, the 7th September, at 8 P. M. for we are leaving for Puri to spend a few weeks there for a change.

With kind regards,
I am,
Yours sincerely,
Madhuri Ghosal

Announcements of death are generally made in the informal way as follows:

Burdwan,
17. 7. 65.

My dear Abani,
I deeply regret to let you know that our beloved mother passed away peacefully at our village home on Thursday, 13th July, early in the morning.

Yours sincerely,
Bimal

Here is the reply to the above letter:

12, Mahatma Gandhi Road,
Calcutta-9,
20. 7. 65.

My dear Bimal,
It is with deepest sorrow that I learn the news of your mother's death. I do not know how to console you in such a great bereavement for I had the greatest admiration and regard for your mother for the sincerest affection I received from her.

Please accept my heartfelt sympathy.

Yours sincerely;
Abani
Let the letter may also be replied in a more intimate way:

12, Mahatma Gandhi Road, Calcutta-9, 20.7.65.

My dear Bimal,

I am very much grieved to learn the death of your beloved mother and cannot but tell you how much I sympathize you in your bereavement. When I read your letter I was greatly shocked for I had not even heard of her illness. My grief was overwhelming that I sat still for a time and I was so shocked because I had the greatest admiration and regard for her whom I looked upon as my own mother.

You need not trouble to answer this letter of mine. I only write to you in order to tell you how much do I feel for the passing away of your beloved mother.

With heartfelt sympathy,

I am,
Yours sincerely,
Abani

Here is the specimen of a letter of condolence written by the great Abraham Lincoln to Mrs. Bixby of Boston whose five sons gave their lives for the sake of their country:


Dear Madam,

I have been shown in the files of the War Department a statement of the Adjutant-General of Massachusetts that you are the mother of five sons who have died gloriously on the field of battle. I feel how weak and fruitless must be any words of mine which should attempt to beguile you from the grief of a loss so overwhelming. But I cannot refrain
from tendering to you the consolation that may be found in the thanks of the Republic they died to save. I pray that our heavenly Father may assuage the anguish of your bereavement, and leave you only the cherished memory of the loved and lost, and the solemn pride that must be yours to have laid so costly a sacrifice upon the altar of freedom.

Yours very sincerely and respectfully,
Abraham Lincoln

Business Letters

Business letters are written in strictly formal way. The language of a business letter should be simple and the letter itself should be as brief as possible.

1. A letter to a firm ordering goods:

Gorabazar,

The Modern Furnishers, P. O. Berhampore,
13, Park Street, Dt. Murshidabad,
Calcutta. 15th September, 1965.

Gentlemen,

Please send me the following pieces of furniture at an early date, by Railway Parcel, the receipt of which may be sent by V. P. P.

1. Single-bed cot (No. 8)  Rs. 350.00
2. Chairs with high backs (No. 37)  Rs. 50.00 per piece
3. Dressing-table with stool (No. 78)  Rs. 250.00

The numbers given in brackets and the prices quoted are from your current catalogue.

Yours truly,
Satyendra Nath Banerjee
2. A reply to the above firm acknowledging the arrival of the goods:

Gorabazar,
P. O. Berhampore,
Dt. Murshidabad,

The Modern Furnishers,
13, Park Street,
Calcutta.

Dear Sirs,

The pieces of furniture supplied by you have arrived in good condition. Please accept my thanks for the prompt and careful attention you gave to my order.

Yours truly,
Satyendra Nath Banerjee

3. A letter of complaint:

Barabazar,
P. O. Santipur,
Dt. Nadia,
October 21, 1965.

Messrs. H. K. Saha and Co,
27, Canning Street,
Calcutta.

Dear Sirs,

The last consignment of tea which you sent me on the 13th inst., reached me yesterday. In your bill No. 5021, dated 15. 10. 65, which came along with the goods, I find a serious mistake. You have charged me five rupees per k.g. for the Orange Pekoe tea, whereas in the local market the same quality of tea is selling at four rupees a k.g. I shall be very glad if you kindly look it up and take the trouble of correcting it and informing me of your decision at an early date.

Yours truly,
The Variety Stores
4. A Reply to the above letter:

27, Canning Street,
Calcutta,

Gentlemen,

In reply to your letter, dated the 21st inst., we like to inform you that the prices of tea have recently looked up for labour trouble in most of the plantations. The particular quality of tea referred to in your letter is not at all available in the market and this is why its price has risen so unexpectedly.

In this connection please note that the prices of all qualities of tea have gone up to a degree and we shall not be able to supply you with any variety of tea at the previous rate.

Looking forward for further orders,

We are,
Yours truly,
B. K. Saha and Co.

5. A letter to a bank asking permission to open an account:

67, College Street,
Calcutta-12,
21.8.65.

The Manager,
The United Bank of India Ltd.,
College Street Branch,
Calcutta-12.

Dear Sir,

I like to open a current account with your bank and with that end in view I send herewith an amount Rs. 1,000-00 by cash in notes I request you to be kind enough to pass the sum to my credit and send me a pass book and a cheque book per bearer.

Yours faithfully,
Sudhir Kumar Nag
6. A reply to the above letter:

College Street Market,
Calcutta-12,
22.8.65.

Dear Sir,

In reply to your letter, dated 21st inst. I have the pleasure to inform you that an account has been opened in your name and we have duly credited the sum of Rs. 1,000-00 received by us. We have also handed over the pass book and the cheque book to the bearer.

Yours faithfully,

B. K. Sen
Agent.

7. A letter of introduction:

Messrs. Saha and Singh and Co.,
Chandni Chawk,
Old Delhi.

17, Bidhan Sarani,
Calcutta-6,
January 17, 1965.

Dear Sirs,

We have much pleasure in introducing to you Sri S. K. Dhar who is a representative of our firm and who expects shortly to pay a visit to your city in order to open up new business connections. We need not point out to you how desirable it will be to your own interests to assist and guide Sri Dhar by every means in your power.

Hoping to be complied with,

We are,

Dear Sirs,

Yours faithfully,

Sen Bros.
8. A reply to an inquirer who wants to buy a bicycle that has been advertised for sale:

22, Simla Road,
Calcutta-18,

Dear Sir,

Thank you for your letter of inquiry dated 22nd May in reply to my advertisement issued in the Statesman. The bicycle is as good as new, for I bought it only six months ago. Since then I have used it very little. So you may be rest assured that it is in perfectly good condition. It is a Hercules Cycle with all useful accessories.

I had no mind to sell it, but I have been suddenly transferred to a place where I do not wish to take the bicycle with me.

As for the price I let you know that you would have to pay Rs 200-00 for it and if you agree to my offer, you may take the bicycle at once. An early reply is solicited.

Yours truly,
Nirendra Chandra Choudhury

Exercises

1. Write a letter to your friend condoling his father's death.

2. Write a letter to your friend inviting him to attend your birthday party.

3. Draft a reply to the above letter accepting the invitation.

4. Draft a reply to the above letter declining the invitation.

5. Write a letter holding the Railway authorities, liable for wrong delivery of goods.
6. Write a letter of claim against a Steamer Company for short delivery of goods.

7. Draft a reply to the above letter.

8. Write a letter of complaint about the quality of goods supplied.

9. Write a letter requesting a firm to pay for the goods supplied.

10. Write a circular letter offering certain goods for sale.

**Official and Miscellaneous Letters**

1. A letter to your Headmaster for leave of absence for a day:

30, College Row,
Calcutta-9,

To

The Headmaster,
The Hindu School,
Calcutta.

Sir,

Most respectfully I beg to state that I shall be grateful if you will kindly grant me leave of absence from school today. I have just received a letter from my mother, saying that she will be coming this morning to a friend of hers and wishes me to spend the day with her. So I naturally long for spending some time in her company this day.

I have the honour to be,

Sir,

Your most obedient pupil,
Shyamal Chandra Roy
Class X.
2. A letter to your Headmaster requesting him for a letter of introduction:

To
The Headmaster,
Hare School,
Calcutta.

Sir,
Most respectfully I beg to state that I have applied for a post in the Education Department and I like to see the Chief Inspector of Secondary Education personally. I should be very much obliged if you could give me a letter of introduction to him, with a word on my behalf.

I have the honour to be,
Sir,
Yours respectfully,
Your old student,
Nikhil Kumar Mukherjee

3. A letter of introduction:

Hare School,
Calcutta-12,
14th August, 1965.

Dear Mr. Sen,
This is to introduce to you one of my old students, Mr. Nikhil Kumar Mukherjee, M. A., who is going to see you about getting an employment in the Education Department. I know him to be a thoroughly good and hard-working fellow and so I can recommend him that he would make a painstaking and efficient teacher.

I hope you will kindly find a suitable job for him.

Yours sincerely,
B. K. Chatterjee
Headmaster.
4. **A letter to your Headmaster asking for a testimonial:**

To

The Headmaster,
Raja Manindra Memorial School,
B T. Road,
Calcutta-2.

Sir,

At the very outset let me apologize for troubling you, but I should be very much obliged if you kindly send me a testimonial, which would be of great service to me in my efforts to secure a suitable job.

In this connection, let me remind you that I had been a student of your school for four years, but owing to financial difficulties I had to leave school last year, when I was promoted to class XI.

I think you will be able to speak well of my character and conduct so that I may get a job on the basis of your recommendation.

I am,

Yours obediently,

Tapan Kumar Chatterjee

5. **A letter to your Headmaster thanking him for the testimonial:**

To

The Headmaster,
Raja Manindra Memorial School,
B T. Road,
Calcutta-2.

Sir,

Thank you very much for the testimonial you have sent. There is no doubt of it that it will be of much help to me.
In fact, I met a gentleman with your letter this morning and after reading it he assured me that he would be able to find me something to do in a very short time as a clerk in his office.

I shall for ever remain grateful for the very good testimonial you have given me.

I am,

Yours obediently,

Tapan Kumar Chatterjee

6. A letter to the police informing them that you have found a wristwatch:

21, Kailash Bose Street,
Calcutta-6,
12th May, 1965.

The Officer in-Charge,
Amberst Street Police Station,
Calcutta-6.

Sir,

Last evening as I was returning home from the playground I found a nice wristwatch which had certainly been dropped by the owner accidentally. As I found no one at the place, I took the wristwatch home with me. I found it in Tarak Pramanik Road on the footpath under a hanging balcony.

It is a gold watch with golden band.

I request you to advise me what to do in this matter until the owner claims it.

Yours faithfully,

Nikhil Chowdhury
7. An application for a post:

Messrs Hoare, Miller and Co. (Pte) Ltd.,
5, Fairlie Place,
Calcutta-1.

Gentlemen,

In reply to your advertisement in the Statesman of yesterday's date for a junior clerk in the Accounts Department I beg to offer myself for the post.

I am twenty-one years of age and passed the Higher Secondary Examination from the Metropolitan Institution with Book-keeping, Commercial Arithmetic and Commercial Geography as my optional subjects. Since then I have obtained the Diploma of Accountancy from the Government Institute of Commerce.

I am at present in the service of Messrs K. P. Hoare and Co., and have held this post for the last five months.

I enclose herewith a few certificates testifying to my conduct, character and ability.

Lastly, I assure you of my faithful and diligent services if appointed to the post.

Dated,
17, Mallick Lane,
Calcutta 24,
the 5th Jan. 1965.

I remain,
Gentlemen,
Yours faithfully,
Harendra Nath Ghosh

Exercises

1. Write a letter to your Headmaster applying for leave of absence owing to illness.

2. Write a letter to your Headmaster praying for half-holiday on account of a local festival.
3. Write a letter to the Office-in-charge of the Police Station of your locality informing him that you have found a handbag containing some valuables.
4. Write a letter to an advertiser applying for a post.
5. Write a letter to your Headmaster asking for a letter of recommendation and explaining why you want it.

SOME LETTERS WRITTEN BY GREAT PERSONALITIES

1. Dr. Samuel Johnson's letter to Lord Chesterfield:

February 7, 1955.

My Lord,

I have been lately informed by the proprietor of the World, that two papers, in which my Dictionary is recommended to the public, were written by your lordship. To be so distinguished is an honour, which, being very little accustomed to favours from the great, I know not well how to receive, or in what terms to acknowledge.

... ...

Seven years, my lord, have now passed since I waited in your outward rooms, or was repulsed from your door; during which time I have been pushing on my work through difficulties, of which it is useless to complain, and have brought it at last to the verge of publication, without one act of assistance, one word of encouragement, or one smile of favour. Such treatment I did not expect, for I never had a patron before.

Is not a patron, my lord, one who looks with unconcern on a man, struggling for life in the water, and when he has reached ground, encumbers him with help? The notice which you have been pleased to take of my labours, had it
been early, had been kind; but it has been delayed till I am indifferent, and cannot enjoy it; till I am solitary, and cannot impart it; till I am known, and do not want it. I hope it is no very cynical asperity, not to confess obligations where no benefit has been received, or to be unwilling that the public should consider one as owing that to a patron which Providence has enabled me to do for myself.

Having carried on my work thus far with so little obligations to any favourer of learning, I shall not be disappointed though I should conclude it, if less be possible, with less; for I have been long wakened from that dream of hope, in which I boasted myself with so much exultation, my lord,

Your lordship's most humble,
Most obedient servant,
Sam. Johnson

2. A Letter of Recommendation written by Benjamin Franklin:

Paris
2nd April 1777.

Sir,

The bearer of this, who is going to America, presses me to give him a letter of recommendation, though I know nothing of him, not even his name. This may seem extraordinary but I assure you it is not uncommon here. Sometimes, indeed, one unknown person brings another equally unknown to recommend him; and sometimes they recommend one another. As to th.s gen leman, I must refer you to himself for his character and merits, with which he is certainly better acquainted than I can possibly be. I recommend him, however, to those civilities, which every stranger, of whom one knows no harm, has a right to; and
I request you will do him all the good offices, and show him all the favour, that, on further acquaintance, you shall find him to deserve.

I have the honour to be,

        Sir,

Your most obedient servant,

Benjamin Franklin

3. Lord Tennyson's Letter to Walt Whitman:

Faringford,    .
Isle of Wight
15th January, 1887.

Dear Old Man,

I, the older man, have received your article in the *Critic*, and send you in return my thanks and New Year's greeting on the wings of this East Wind, which I trust, is blowing softer and warmer on your good grey head than here, where it is rocking the elms of my Isle of Wight garden.

        Yours always,
        Tennyson

4. Lewis Carroll's Letter to a Little Girl:

Christ Church,
Oxford,
Dec. 9, 1875.

My dear Gertrude,

This really will not do, you know, sending one more kiss every time by post; the parcel gets so heavy it is quite expensive. When the postman brought in the last letter, he looked quite grave. "Two pounds to pay, Sir!" he said. "Extra weight, Sir!" (I think he cheats a little, by the way. He often makes me pay two pounds, when I think it should be pence.) "Oh, if you please, Mr. Postman!" I said going
down gracefully on one knee (I wish you could see me going down gracefully on one knee to a postman—it's a very pretty sight), "do excuse me just this once! It's only from a little girl!"

"Only from a little girl!" he growled. "What are little girls made of?" "Sugar and spice", I began to say, "and all that is ni—", but he interrupted me. "No! I don't mean that. I mean, what's the good of little girls, when they send such heavy letters?"

"Well, they're not much good, certainly", I said, rather sadly.

"Mind you don't get any more such letters", he said, "at least, not from that particular little girl. I know her well, and she's a regular bad one!" That's not true, is it? I don't believe he ever saw you, and you're not a bad one, are you? However, I promised him we would send each other very few more letters—"Only two thousand four hundred and seventy, or so", I said. "Oh!" he said, "a little number like that doesn't signify. What I meant is, you mustn't send many."

So you see we must keep count now, and when we get to two thousand four hundred and seventy, we mustn't write any more, unless the postman give us leave.

I sometimes wish I was back on the shore at Sandown; don't you?

Your loving friend,
Lewis Carroll

P.S. Why is a pig that has lost its tail like a little girl on the sea-shore?
Because it says, "I should like another tale, please."

L.C.
My dear Dunnie,

I have heard of your doings at Sandgate, and that you were so happy at getting to the sea. I am very fond of the sea too, though I have been twice nearly drowned by it: once in a storm in a ship, and once under a boat's bottom when I was bathing. Of course you have not bathed, but have you learned, to swim yet? It is rather easy in salt water.

Is not the tide curious? It comes and goes as regularly as the boys of a school, but has no holidays. What a rattle the waves make with the stones, and sometimes you may hear the sound of a heavy sea at a distance like a giant snoring. When I was a boy, I loved to play with the sea, in spite of its sometimes getting rather rough. My brother and I threw hundreds of stones into it, as you do, but we came away before we could fill it up.

My farewell, young "Old Fellow". and take care of yourself so near the sea, for in some places, they say, it has not even a bottom to go to, if you fall in. And remember when you are bathing, if you meet with a shark, the best way is to bite off his legs, if you can, before he walks off with yours and so, hoping you will be better soon, for somebody told me you had had shingles.

I am, my dear Dunnie,

Your affectionate friend,

Thomas Hood
6. William Cowper’s Letter to the Rev. William Unwin:

My dear Friend,

You like to hear from me; this is a very good reason why I should write. —But I have nothing to say: this seems equally a good reason why I should not. Yet if you alighted from your horse at our door this morning and at this present writing, being five o’clock in the afternoon, and found occasion to say to me—‘Mr. Cowper you have not spoken since I came in, have you resolved never to speak again?’ It would be but a poor reply, if in answer to the summons I should plead inability as my best and only excuse. And this, by the way, suggests to me a reasonable piece of instruction, and reminds me of what I am very apt to forget when I have any epistolary business in hand, that a letter may be written upon anything or nothing, just as that anything or nothing happens to occur. A man that has a journey before him, twenty miles in length, which he is to perform on foot, will not hesitate and doubt whether he shall set out or not, because he does not readily conceive how he shall ever reach the end of it: for he knows that by the simple operation of moving one foot forward first and then the other, he shall be sure to accomplish it. So it is in the present case, and so it is in every similar case. A letter is written as a conversation is maintained, or a journey performed, not by preconcerted or premeditated means, a new contrivance, or an invention never heard of before,—but merely by maintaining a progress, and resolving as a postilion does, having once set out, never to stop till we reach the appointed end. If a man may talk without thinking, why may he not write upon the same terms?...

Affectionately yours,

W. C.
7. Charles Lamb's Letter to S. T. Coleridge:

My dearest Friend,

Some of my friends, or the public papers, by this time may have informed you of the terrible calamities that have fallen on our family. I will only give you the outlines. My poor dear sister, in a fit of insanity, has been cause of the death of our mother. I was at hand only time enough to snatch the knife out of her grasp. She is at present in a madhouse, from whence I fear she must be moved to an hospital. God has preserved to me my senses. I eat and drink, and sleep, and have my judgement. I believe, very sound. My poor father was slightly wounded and I am left to take care of him and my aunt. Mr. Norris of the Bluecoat School, has been very kind to us, and we have no other friend; but, thank God, I am very calm and composed and able to do the best that remains to do. Write as religious a letter as possible, but no mention of what is gone and done with. With me 'the former things are passed away', and I have something more to do than to feel.

God Almighty has no in His keeping.

Men run nothing of poetry. I have destroyed every vestige of past vanities of that kind. Do as you please, but if you publish, publish mine (I give free leave) without name or initial, and never send me a book, I charge you.

C. L.

8. Rabindranath Tagore's Letter to Lord Chelmsford:

Your Excellency.

The enormity of the measures taken by the Government of the Punjab for quelling some local disturbance has, with a rude shock, revealed to our minds the helplessness of our position as British subjects in India. The disproportionate severity of the punishments inflicted upon the unfortunate.
people and the methods of carrying them out, we are convinced, are without parallel in the history of civilized governments, barring some conspicuous exceptions, recent or remote. Considering that such treatment has been meted out to a population, disarmed and resourceless, by a power which has the most terribly efficient organisation for destruction of human lives, we must strongly assert that it can claim no political expediency for less moral justification. The accounts of the insults and sufferings undergone by our brothers in the Punjab have trickled through the gagged silence, reaching every corner of India, and the universal agony of indignation roused in the hearts of our people has been ignored by our rulers—possibly congratulating themselves for imparting what they imagine as salutary lessons. The callousness has been praised by most of the Anglo-Indian papers, which have in some cases gone to the brutal length of making fun of our suffering, without receiving the least check from the same authority, relentlessly careful in something every cry of pain and expression of judgement from the organs representing the sufferers. Knowing that our appeals have been in vain and that the passion of vengeance is blinding the noble vision of statesmanship of our Government, which could so easily afford to be magnanimous, as befitting its physical strength and moral tradition, the very best that I can do for my country is to take all consequences upon myself in giving voice to the protest of millions of my countrymen, surprising to a dumb anguish of terror. The time has come when badges of honour make our shame glaring in the incongruous contact of humiliation, and I for my part wish to stand, shorn of all special distinction, by the side of those of my countrymen who for their so-called insignificance, are liable to suffer degradation not fit for human beings. And these are the
reasons which have painfully compelled me to ask Your Excellency, with due deference and regret, to relieve me of my title of Knighthood which I had the honour to accept from His Majesty the King at the hand of your predecessor, for whose nobleness of heart I still entertain great admiration.

Calcutta,
6, Dwarkanath Tagore Lane,
May 30, 1919.

Yours faithfully,
Rabindranath Tagore

9. Napoleon's Letter to Hortense, his step daughter:

My dear Daughter,

Everything which reaches me from Hague informs me that you are unbearable. However legitimate may be your grief, it should have its bounds. Do not impair your health. Seek consolation. Know that life is strewed with so many dangers, and may be the source of so many calamities, that death is by no means the greatest of evils.

Your affectionate father.

Napoleon

10. W. M Thackeray's letter to Abraham Hayward:

Kensington,
Feb. 1st, 1855.

My dear Hayward,

Thank you for your kind note. I was quite prepared for the issue of the kind effort made at the Athenæum in my behalf indeed, as a satirical writer, I rather wonder that I have not made more enemies than I have. I don't mean enemies in a bad sense, but men conscientiously opposed to my style, art, opinions impertinences, and so forth. There must be thousands of men to whom the practice of ridicule must be very offensive; doesn't one see such in society, or
in one's own family? Persons where nature was not gifted with the sense of humour such a man would be wrong not to give me a black ball, or whatever it is called—a negetory nod of his honest, respectable, stupid old head. And I submit to his verdict without the slightest feeling of animosity against my judge. Why, Doctor Johnson would certainly have black-balled Fielding, whom he pronounced 'a dull fellow, Sir—a dull fellow I' and why shouldn't my friend at the Athenaeum? About getting in I don't care twopence: but indeed I am very much pleased to have had such sureties as Hallam and Milman, and to know that the gentlemen whom you mention were as generous in their efforts to serve me. What does the rest matter? If you should ever know the old gentlemen (for old I am sure he is, steady and respectable) who objects to me, give him my best compliments, and say I think he was quite right to exercise his judgment honestly, and to act according to that reason with which heaven has mercifully endowed him. But that he would be slow I wouldn't in the least object to meet him; and he in his turn would think me flippant, etc.—Enough of these egotisms. Didn't I tell you once before, that I feel frightened almost at the kindness of people regarding me? May we all be honest fellows, and keep our heads from too much vanity. Your case was a different one; yours was a stale with a sharp point; and the wound, I know, must have been a most severe one. So much the letter in you to have borne it as you did. I never heard in the least that your honour suffered by the injury done you, or that you lost the esteem (how should you?) of any single friend, because an enemy dealt you a savage blow. The opponent in your case exercised a right to do a wrong; whereas, in the other, my Athenaeum friend has done no earthly harm to any mortal, but has established his own
character and got a great number of kind testimonials to mine.

Always,
Dear Hayward,
Yours very truly,
W. M. Thackeray

MODEL PRIVATE LETTERS

1. A letter from a little boy to his elder brother after his admission into a school.

21, Amherst Street,
Calcutta-9,
7th January, 1965.

My dear Brother,

I am very glad to receive your affectionate letter. Yesterday uncle took me to a school where I have been admitted to class VI. Uncle got into the Headmaster's room with me and there I saw a grave-looking gentleman reading a newspaper. When we entered the room he raised his eyes and greeted uncle. He then asked me a few questions. At first I was very afraid, but in no time my fear passed away and I answered all the questions correctly.

I am now a pupil of class VI at the Metropolitan Institution. I shall write more about my life in school next time. But now all I can say is that I feel very, very happy.

When are you coming to Calcutta? We are all well here. How do you do? Write to me as early as you can.

With love from,
Your affectionate brother,
Shyamal
2. A letter from a boy to his father telling him how he did in the last examination:

P. O. Ghatal,
Midnapur,
22nd December, 1965.

My dear Father,

I received your affectionate note last week. But I could not reply at once as I was busy with my examination. Now the examination being over, I am writing this letter to you.

I am glad to inform you that I have done fairly well in all the subjects. I expect to secure high marks in English, Bengali and mathematics. I shall send you the progress report as soon as the result will be out.

Our school closes for the Christmas holidays very soon. I am eagerly awaiting the holidays when I shall be able to be in your midst.

With love to you all.

I am,
Your affectionate son,
Arun

3. A letter from a boy to his mother about his safe arrival to a place.

57, College Street,
Calcutta 12,

My dear Mother:

I arrived here safely yesterday. Though I felt sad when I left you and father, the journey by train was a very pleasant one. I was delighted to see the beauty of green fields, rivers and canals, when I looked out of the window of the railway carriage. Everything seemed to me fly back.
as the railway train was moving on. I felt as if I were living in a dreamland.

I have rejoined my class today. The new superintendent of the hostel is a nice gentleman who takes the greatest possible interest in every one of the boarders.

When I left home I found father ill. I am very anxious for him. Please let me know at an early date how he is. I am well.

With regards to you and father,

I am,
Yours affectionately,

Gour

4. A letter from a boy to his younger brother at home:

Hindu Hostel,
Calcutta 7,
March 5, 1965.

My dear Arun,

Your little, affectionate letter is to hand in due time. I am very very glad to note its content. You will also be very glad to learn that I secured the first prize and a silver medal at the Annual Sports of our college. Tell mother of this and convey my compliments to her.

I am very eager to go home and to be in your midst. But I am very sorry to think that I shall not be able to do so before our college breaks up for the summer vacation. I shall bring you a nice book when I get home.

How are you all? I am quite well,

With love to you and regards for mother,

I am,
Yours very affectionately.

Anadi
A letter from a boy to his friend asking him to spend a few days with him:

Palm Villa,
Darjeeling,
15. 4. 65.

My dear Alak,

I have not heard from you for a pretty long time and so I am very anxious to learn how you are doing at present. I hope this will find you quite hale and hearty.

I think your school will break up for the summer vacation very soon. You wrote to me some time ago that you would like to come over to Darjeeling and spend a few days with us during the holidays.

Darjeeling, as you know, is one of the finest hill stations in India. How pleasant it is to pass the summer days here!

We shall have a very jolly time of it if you come here and stay with us for a few days. Will you come? Before you start, please write to me so that I may call at the railway station to receive you.

Looking forward to hear from you,

I am,

Ever yours,

Bimal

6. A letter from a girl to her cousin telling her how she wants to spend the holidays:

Maldah,
September 13, 1965.

My dear Rekha,

I have some good news to communicate to you. Our Puja holidays will begin from the 22nd instant. Father is going to take us all to Agra. He says you can come and join us if you desire.
On our way to Agra we shall stop for a few days in Calcutta. Calcutta, as you know, is a great city with many beautiful and interesting sights.

From Calcutta we shall go to Banaras. It is an old city with many temples and nice ghats. Hindu University is a great institution where pupils from all parts of India come to acquire learning. From Banaras we intend going to Allahabad. Allahabad is now a great city, and moreover, it is the home of the late Jawharlal Nehru. From Allahabad we shall start for Agra, a city full of historical relics. How nice it would be to visit the Fort and the great Taj Mahal!

Do please come and join us.

Yours affectionately,
Kajal

7. A letter from a boy to his uncle thanking him for a birthday present:

Rabindranath Tagore Road,
P. O. Krishnagar,
Nadia,
5th June, 1965.

My dear Uncle,

I have just received the beautiful copy of 'Sanchaita' sent by you as my birthday present. It is so kind of you to remember my birthday in such a nice way.

I have liked the book very much. Poems, specially written in our own vernacular, interest me greatly. I have already read some of the poems with great attention. They are so full of beautiful images that I like to read them over and over again. I am really very thankful to you for this excellent present. How do you do? We are all well.

With regards to you and aunt,
I am,
Yours affectionately,
Amal
8. **A letter from a girl inviting her friend to take part in a picnic:**

30 New Road,
Calcutta-26,
July 5, 1965.

My dear Nilima,

Anjali, Bina and I have arranged for a picnic on Sunday next. What do you think of going out for a picnic with us?

We propose to hold the picnic at Madhyamgram. There is a nice orchard belonging to Bina’s uncle. In the garden stands a beautiful tank surrounded by shady trees. We can cook our food under a tree by its side.

Two of our teachers will be pleased to accompany us. We shall meet at the school premises at 8 o’clock in the morning. We shall start by bus at 8-30 a. m. sharp. We shall take no servant with us as we have decided to do everything ourselves.

Please join us and I am sure you will have a good time of it.

Yours ever,
Aruna

9. **A letter from a boy to his father asking for some money:**

27, Bowbazar Street,
Calcutta-12,

My dear Father,

I am glad to let you know that I have been promoted to Class IX. I have passed in all the subjects and have secured the highest marks in English and Bengali.

Now I am to buy a good number of books which will require at least fifty rupees. Please send me the money at
your earliest convenience. Our school re-opens on 8th January and regular classes will begin very soon. So the sooner do I receive the money, the better.

We are all doing well here. How do you do?

With best regards to you,

I am,
Your affectionate son,
Sunil

10. A letter from a boy to his mother asking for a little money and telling her how he intends spending it:

31 New Road,
P. O. Krishnagar,
Dt. Nadia,
August 12, 1965.

My dear Mother,

I am very glad to receive your loving letter. You need not be anxious about my studies as I am going on well with them.

I shall be very glad if you kindly send me fifteen rupees. I am badly in need of the money as I want to buy a book. Our English teacher says that everyone of us should have a copy of the Concise Oxford Dictionary. Some of my classmates have bought a copy each already. It is a very good Dictionary and will be of great use to me.

I am doing quite well. Hope this finds you all hale and hearty.

With best regards to you and father,

I am,
Your affectionate son,
Nikhil
11. A letter from a boy to his uncle requesting him to send some books:

P. O. Tamluk,
Dt. Midnapur,
May 20, 1965.

My dear Uncle,

I have been suffering from an attack of influenza for about a week. Of late temperature has come down but I feel so weak that I am still confined to bed.

I am very glad to know that you are coming home in a week. How nice it will be to have you in our midst.

Please bring some nice story books when you come home. I feel very lonely and so may spend some time happily in reading them.

Please write to me informing the date of your coming. I am very much eager to see you.

With regards,

I am,
Your affectionate nephew,
Kamal

12. A letter from a boy to his friend who has recovered from a serious illness:

15. College Street,
Calcutta-12,
19. 7. 65.

My dear Shanti,

I hear from Amal the good news that you have just come round from a severe attack of typhoid. I am so very happy to learn this. It is distressing to know that you have been confined to bed for over a month and only God knows how anxious I was on that account. It is very happy that you are out of danger now.

In Calcutta, influenza has broken out in an epidemic form. I have had repeated attacks of influenza very recently.
So I could not call at your place to be by your side. Amal and I may pay you a visit soon.

Hope this will find you better still.

With love from,
Your affectionate friend,
Shyamal

13. A reply to the above letter:

Khardah,
21. 7. 65.

My dear Shyamal,

I have received your loving letter just now. Many thanks to you for such a kind and affectionate note.

I feel much better at present. But I am still very weak although I have completely recovered from illness. The doctor forbids me to go out of doors, so I am very tired of being confined to bed. The doctor says I shall be quite all right in a fortnight or so and then I shall be permitted to attend school regularly. How do I look forward to that day!

I am very glad to learn that you and Amal are coming to our place very soon. Please do come as early as you can. I feel so lonely and tired.

With love to you,

I am,
Yours ever,
Shanti

14. A letter from a boy to his father how he has prepared for the Annual Examination:

P. O. Kharagpur,
Dt. Midnapur,
November 12, 1965.

My dear Father,

I am very glad to receive your affectionate letter. But I could not find time to reply earlier as I am, at present,
very busy preparing for the Annual Examination which comes off next week.

I am fairly well prepared for the examination. I stood second at the Second Terminal Examination, but this time I expect to top the class. I was a bit weak in English but I have spent greater time and attention to it since then.

The examination will be over by the end of November. I will then let you know how I have done in the examination.

I am doing well. Please write to me how you are all doing.

My regards to you and mother.

I am,

Your loving son,

Arun

15. A letter from a boy to his father telling him how he has done in the Annual Examination:

Kharagpur,
Dt. Midnapur,
December 2, 1965.

My dear Father,

Your kind letter is just to hand. You will surely be delighted to learn that I have done very well in the examination. In Bengali, Mathematics, History and Geography I have every chance of securing 80 per cent marks. But in English, I am sorry that I could not do well. I think I shall get less than 75 per cent in English. Though I could not do very well in English, I am sure I shall be able to top the class this time. Through your blessings I am sure to gain my object.

I am doing very well. I wish to start for home in a week or so. I hope this finds you all in sound health.

With regards to you and mother,

I am,

Yours affectionately,

Arun
16. A letter from a boy to his father what he would like to do after the examination:

P. O. Krishnagar,
Nadia,
November 6, 1965.

My dear Father;

I am very glad to receive your affectionate letter. Our examination commences on Monday next and will be over in a week. You will be happy to know that I am doing well with my studies and through your blessings I hope to top the class.

I send herewith a letter from Amal who writes me to come to Calcutta and spend some days with him. I think he also wrote to you asking for your permission.

Just after the examination I wish to go home. If you kindly permit me, I shall go to Calcutta and spend some days with Amal. Though Calcutta is not very far from Krishnagar, I have never been there. I have heard there are many interesting sights in Calcutta.

If, however, you ask me to stay at home I will do in accordance with your wish. I shall, in that case, try to do something for the improvement of our native village. But I shall be very glad if you kindly permit me to go to Calcutta and spend some days there.

I expect to start for home by the end of this month. I hope this finds you all hale and hearty.

Your affectionate son,

Anadi
17. A letter from a boy to his father about his experience in the examination hall:

71, Bidhan Sarani,
Calcutta-6,

My dear Father,

Your letter is just to hand. The Higher Secondary Examination is over now. Let me describe my experience in the examination hall which you so eagerly wanted to know.

The examination hall was very spacious. There were more than a hundred seats for the candidates. Four teachers were appointed to keep a watch over the examinees.

As soon as the bell rang paper and ink were supplied to the candidates, and then the teachers in guard distributed the question papers. The Headmaster of the Metropolitan Institution was in charge of conducting the examination. He visited our hall after the question papers had been distributed. He advised us how to proceed with our answers and then warned us against adopting any unfair means.

There was calm and quiet in the hall so long as the examination went on. The teachers in guard walked up and down the hall. Though they seemed very strict, some of them explained the questions which we could not fully understand.

The time allotted for each paper was three hours. There went a warning bell fifteen minutes before the allotted time. As soon as the warning bell was rung, we began to revise our answers. The teachers in guard asked us to stop writing and took away our answer papers when the final bell was rung.
I have done very well in the examination. I hope that I shall be able to secure more than seventy per cent marks in each paper.

I am doing very well. How do you do?

My regards to you and mother,

I am,

Your affectionate son,

Dhiren

18. A letter to a friend about a football match:

Berhampore,
Dt. Murshidabad,

My dear Kanak,

I hope you shall be very glad to learn that our School Team won the P. M. Shield this year. We defeated the famous Town Club and came off with flying colours. I think you will be interested to know all about the game.

The match started just at 5 P. M. A vast crowd gathered together around the field to witness the game. It was really a very exciting game. The Town Club is much superior to us in every respect. So everyone thought that we would be beaten down by a number of goals. But that was not to be.

Within ten minutes after the kick-off we were just close to the goal line of our opponents. We kept them hotly engaged in that area. Their goal-keeper managed to save the situation by a corner kick which was faced by Rabi, our captain, very nicely. Anil who is an excellent header, drove the ball into the goal posts. Their goal-keeper could not save the situation.

This unexpected success at the very start infused a new life and vigour into us. It made our opponents very nervous. They tried as best as they could to beat us down
So, for the next few minutes, the Town Club kept us fully engaged near our goal line. But Kamal, our goal keeper, cleared several dangerous shots with great skill and courage. So our opponents could not do anything till the half time.

After recess the Town Club again tried hard to equalise the goal. But they missed many chances. Thus we won the match by one goal to nil. Isn’t it very lucky for us?

Hoping to receive an early reply,

I am,
Your ever,
Arun

19. A letter to a friend about the annual school sports:

P. O. Vidyanagar,
Dt. Burdwan,
March 18, 1965.

My dear Sunil,

I have not heard from you for a long time. I shall be very glad if you let me know how you are all doing.

You will be delighted to learn that in the annual sports of our school I have won two prizes this year.

The annual sports were held last week on our school compound. A large number of people including many prominent ladies and gentlemen were present to witness the sports. The District Magistrate presided over the function. The District Inspector of Schools was the chief guest. The District Magistrate’s wife gave away the prizes.

There were a good many items in the sports. I participated in the high jump, long jump, relay race and the tug-of-war. There were also many other events in the sports, but I did not take part in all of them. The most interesting of all the items were the sack race and the tug-of-war. Everyone was greatly amused to see them.
The tug-of-war was between the teachers and students: We tried hard to defeat our opponents but that was not to be. We ourselves were defeated. But our kind teachers distributed among us the prizes they won.

With love to you,

I am,
Your affectionate friend,
Bimal

20. A letter from a boy to a friend telling him how he spent the summer holidays:

Coochbehar,
July 8, 1965.

My dear Kanak,

Your letter is just to hand. You wanted to know how I spent the summer holidays. Here is a brief account of it.

As soon as the school broke up, I went to Calcutta with my uncle and stayed there for about a week. The sight of the great city astonished me to a degree. I visited the Zoo, the Museum, the Victoria Memorial Hall and the Botanical Gardens at Shibpur. I also saw many other interesting sights, and everything I saw filled my heart with great pleasure.

We then started for Puri. Puri, you know, is a very lovely place, standing on the Bay of Bengal. We visited many temples there. We would often bathe in the sea.

The town is so charming and the sea looks so grand that I would never forget them in my life.

From Puri we again came back to Calcutta and stayed there for a week. We had returned to Coochbehar before the school reopened.

Thus I spent the summer holidays in great joy. I had the
fortune of seeing so many grand and spectacular sights that I will for ever cherish them in my memory.

We are well. How do you do?

Your affectionate friend,
Dhiren

21. A letter from a girl to her friend telling her how she spent the last Puja holidays:

16, Amherst Street,
Calcutta-9,
October 22, 1965.

My dear Minati,

I received your letter in time. But as I was not here during the Puja holidays I could not write to you earlier than this.

You know that Durga Puja is celebrated every year at our village home. So all of us went to our native village and spent some weeks there. And what a jolly time of it we had! We walked about in the green fields, swam in the river and played various indoor games. I enjoyed the Puja holidays much more than ever because Anjali, a friend of mine, came to spend the holidays with us. I requested you to come with us, but I do not know what on earth led you to refuse my request. However, I shall expect you the next year.

You know our examination takes place just after the Puja holidays. So I am now to attend to my studies with great attention. I am trying hard to top the class this year.

We are all well. I shall be glad to know how you are doing. Please reply at an early date.

Yours affectionately,
Uma
A letter to a friend asking him to spend the Puja holidays with you:

Baidyabati,
Dt. Hooghly,

My dear Shyamal,

When I met you the last time you promised me to spend the Puja holidays with us. Now that the Puja is drawing on, I simply remind you of your promise.

I shall be very glad if you come to our village and spend some days with us during the Puja. My parents, too, will be very much delighted to have you in their midst. You know we worship the Divine Mother at our home. So we shall be very glad if you spend the Puja days here.

Ours is a nice village with green fields and garden. There flows the Ganga by our village. We can play games in the gardens in the afternoon, and in the evening. We can row boats in the river. How nice it would be if you come and stay with us a few days.

Please let me know when you are coming. I hope you will not disappoint me.

With love from,
Your loving friend,
Arun

23. A reply to the above letter:

26, College Street,
Calcutta-12,
20th September, 1965.

My dear Arun,

Your letter of the 15th instant is just to hand. I asked father’s permission to spend the Puja holidays with you as soon as I received your letter. And I am happy to let you
know that father has permitted me to go to your village and enjoy the Puja celebration there.

Our school closes on the 28th instant and I intend starting for your place on that very day. I have neither seen Durga Puja at close quarters nor have I been to a village before. So I thank you very much for giving me a chance.

With regards to your parents and love to you,
I am,
Yours ever,
Shyamal

24. A reply to the above letter regretting the inability to visit him during the Puja holidays:

26, College Street, Calcutta-12,
20th September, 1965.

My dear Arun,

Thank you very much for your kind invitation to spend the Puja holidays with you at your home. I myself wish to be in your midst so much that I should have been only too glad to go to your place at once. But that is not to be. Unfortunately, mother is lying seriously ill and it is not proper to leave her alone. Father is busy all day and so there will be no one to look after her if I go to your place.

So I regret very much that I shall not be able to be in your midst during the Puja holidays however much have I desired to do so.

Your loving friend,
Shyamal
25. A letter to a friend describing his visit to a place of interest:

12, Bidhan Sarani,
Calcutta-6,
10th November, 1965

My dear Anima,

Do you know how I spent the Puja holidays? I think you are not in the least aware of this.

As soon as the school broke up for the Puja holidays I went to Gauhati where live my uncle and aunt. Gauhati is a large town and a place of historical interest. In days long gone by, it was called Pragjyotishpur.

The location of Gauhati is picturesque. It stands on the southern bank of the Brahmaputra. The town is about five miles long and more than four miles broad.

I had the opportunity of visiting all parts of the city. I saw many nice buildings, temples, mosques and churches. The most ancient temple is that of Kamakhya, which stands on the Nilachala hills. The temple of Umananda is another interesting sight as it is situated on the very bosom of the Brahmaputra. The Bashisthasram is also a very important temple.

Gauhati is a very healthy town. Its natural scenery is also much too charming. So I had a jolly time of it as long as I spent my days there.

Your loving friend,

Ketaki

26. A letter to a friend describing a journey by train:

10 Madhu Gupta Lane,
Calcutta-12,

My dear Rekha,

I have just come back from Purulia where I spent the
summer holidays. Though my uncle lives at Purulia I never went there.

I with my parents reached the Howrah Station just at 9 P. M. to catch the Gomo Passenger. We found the station packed up with passengers. We had a bedding and a suitcase. Father engaged a coolie and then took three second-class tickets for us. When we came to the platform we found the train waiting there. We got into a second-class compartment which was almost empty. So I could sit near the window.

The train started just at 9-30 P. M. and I was greatly delighted to enjoy the scenery looking out of the window. I found the trees, fields and houses running backwards. The train did not call at all stations. So we reached Kharagpur within two hours. When the train started from Kharagpur I fell fast asleep. But when I woke up early in the morning, my joy knew no bounds to see the train passing by the sides of small hills. The beauties of nature all around were wonderful, too.

We reached Purulia at about ten o'clock in the morning and found uncle waiting for us.

With love from
Your affectionate friend,
Gita

27. A letter to a friend describing a journey by boat:

Nabadwip,
Nadia,

My dear Amal,

Do you know what I did the other day? I made a journey by boat to my sister’s home at Sambhunagar. My younger
brother and sister accompanied me. I hired a boat which consisted of two rowers and one helmsman.

We started early in the morning and passed through the Jalangi which was full to the brim. Our boat moved swiftly on. On the either side of the banks were many villages full of huts. In some places men, women and children were bathing in the river. In one place some children swam towards our boat to catch hold of it, but could not. Our boat moved on and on and after a time we found that we were passing through fields of paddy and jute. The current of the main stream was too strong to row the boat against it. Our boat came to a market standing on the bank of the river. The boatmen anchored the boat to take a rest for some time. We were also tired of sitting idle. So we got down from the boat and went to market and bought some bananas.

After a time we again started for our destination. The boat now passed through many green fields and towards the close of the day we came to our journey's end.

The journey was so pleasant that I shall remember it for a long time to come.

With love from
Your loving friend,
Saukar

28. A letter from a boy to his friend telling him his daily life:

P. O. Burdwan,
July 17, 1965.

My dear Ajoy,

Your letter is just to hand. You have wanted to know all about my daily life and here is a brief description of it.

I usually get up very early in the morning. I then wash
myself and get something to eat. After having my breakfast I read two hours in the morning.

At nine I get ready for school. I get to my school at good time every day. After school I come home and eat something. Then I go out for taking part in outdoor games. In the evening I come back home and wash again and sit in my study. At about nine I have my meals and then retire to bed.

This is how I spend my days. My daily life is well regulated and calm and quiet. I do not know whether it will satisfy you.

How do you do? We are all well.

Yours ever, 
Bimal

29. A letter to a cousin describing about new home and neighbours:

Naughtingham,
14th Sept. 1965.

My dear Cousin,

The longer I live here, the better I like the place and the people who belong to it. I am upon very good terms with no less than five families, besides two or three old scrambling fellows like myself. The last acquaintance I made here is with the race of the Unwins, consisting of father and mother, son and daughter the same years of age, one of the most unreserved and amiable young men I ever conversed with.

The father is a clergyman, and the son is designed for orders. Another acquaintance I have lately made with a Mr. Nicholson a north country divine, very poor but very good and very happy. He reads prayers here twice a day all the year round and travels on foot to serve two churches every Sunday, through the year his journey out and home again being sixteen miles. I supped with him last night.
Another of my acquaintance is Mr.———, a thin, tall, old man, and as good as he is thin. He drinks nothing but water and eats no flesh. He is to be met every morning of his life, at about 6 miles from the town. Being both early-risers and the only early walkers, we soon became acquainted. This great piety can be equalled by nothing but his regularity, for he is the most perfect time-piece in the world.

I have received a visit likewise from Mr.———. He is very much a gentleman, well read and sensible. I am persuaded in short that if I had the choice of all England where to fix my abode, I could not have chosen better for myself and most likely I could not have chosen so well.

Yours ever,
William Cowper

30. A letter from a boy to his friend about the Prize-distribution ceremony at his school:

Santipur,

My dear Kanai,

The Priz-distribution ceremony of our school was held yesterday. It took place in the Town Hall which was nicely decorated with flags and festoons. Many prominent ladies and gentlemen came to attend the ceremony. The District Magistrate of Nadia presided over the function and his wife gave away the prizes.

The function began with a song and a short speech by the Headmaster. After that some poems were recited and a one-act play was staged. Everybody liked the play very much. Then the President’s wife gave away the prizes, one by one, to the boys called by the Headmaster. The boys took the prizes, saluted the President and his wife and went back to their seats.
The boys who got the prizes were very much delighted. Those who did not get any were very sorry and determined to read very attentively so that they might get prizes next year.

Some of the gentlemen delivered speeches encouraging the boys who had won prizes. These speeches greatly inspired us to read more and get prizes year after year.

With love,

I am,

Ever yours,

Kanak

31. A letter from a boy to his younger brother on the duties of a student:

Santipur,

My dear Anadi,

I am very much distressed to learn that you do not go to school regularly and spend days in useless amusements.

But a student has many duties to do. His first and foremost duty is to gather knowledge. So a student should go to school regularly and read and write with care. He should devote his whole attention to studies.

To gain this object a student should never mix with bad boys. If he joins evil company, he will ruin his life.

So you should act in accordance with my advice if you want to make yourself great. But if you do not listen to me, you will never be able to shine in life.

Yours affectionately,

Arun
32. A letter from a boy to his brother about the necessity of good health:

Mursidabad,
August 22, 1965.

My dear Prasanta,

Your letter is just to hand. I am very much surprised to learn that you do not take part in any outdoor games. If a boy do not take regular physical exercise, his health will soon be lost. An unhealthy and sick man cannot do his duties well. One should remember that a man of sound health has a sound mind and so he can shine in life without much effort.

So you should take physical exercise every day. You must rise early in the morning and walk for some time by the river-side. You must take regular exercise in the open air. If you follow these rules carefully, you shall be healthy and happy. Always bear in mind that health alone can bring us happiness. So to live a happy life, we should observe the rules of health.

Yours affectionately,

Dulal

33. A letter from a boy to his brother on obedience to parents:

4, Simla Street,
Calcutta-6,
12. 5. 65.

My dear Amal,

I have just received a letter from mother. She has written to me that you do not care to obey her at all. This is very, very bad.

Our parents are the source of our life. When we were infants our loving mother saved our lives. None but kind
parents can take trouble to bring a child up. It is they who feed us, clothe us, educate us and maintain us as long as we are not fit to look after ourselves. They are willing to sacrifice everything to make us happy.

We cannot repay our debts to our parents. But we can partly repay it if we treat them with greatest regard, obey them and make them happy in any way we can.

You should always bear this in mind and follow their advice and act in accordance with what they say.

With love to you,

I am,

Your loving brother,

Abani

34. A letter from a boy to his friend describing a brave deed noted by him:

52, Mahatma Gandhi Road.
Calcutta-9,

My dear Arun,

I give here a vivid description of how a child was rescued from a burning house by a poor man.

Yesterday when we were having our meals at night, we startled to hear a hue and cry from the bustee standing behind our house. We left our meals and ran to see what the matter was. On going there we found a house in flames. And in a room of the house there was a child and everyone there gave themselves up for lost. Some of the persons tried to get into the room but the heat was so great that nobody could go near it. A poor man was among the crowd. He had so long been watching everything silently. When he found that there was nobody to save the children, he came forward. He took a wet cotton wrapper and covered
his body with it. Then he ran into the room without caring a little of what would happen to him. After a time he came outside through the flames of fire with that baby. No sooner had he come out than he fell down on the ground and lost his senses.

We all ran up to the man and found him badly burnt. He was sent to the Medical College Hospitals and there he breathed his last."

Was it not a brave deed? I think it was more than that. To my mind it was not only an act of bravery but also an act of heroic self-sacrifice.

Your loving friend,

Pronab

35. A letter to a friend asking to spend a holiday in some hill station:

172, Acharya Prafulla Chandra Road,
Calcutta-6,
3rd April, 1965.

My dear Amal,

Your letter is just to hand. I am very anxious to learn that you have been suffering from fever for long. You will never come round if you do not take a change.

My father has taken a nice house at Darjeeling, and we are all going there by the end of this month. How do you like to accompany us? How nice it will be if you will come with us and spend some weeks at Darjeeling for the holidays.

Darjeeling is a very nice place. There are beautiful walks and charming scenery. How enjoyable it will be to climb the hills in the fine bracing air. We might get some shooting and riding as well. Moreover, the climate of Darjeeling is very healthful. The pure mountain air will
surely help you to get back your lost health and gain strength.

I hope that you will agree to my proposal. I shall inform you when we are going so that you can join us.

Looking forward to an early reply,

I am,

Your affectionate friend,

Souren

36. A letter from a boy to his friend about the book which interested him much:

Hooghly,
9. 8. 65.

My dear Bikash,

At the very outset let me thank you for your affectionate note. I hope you are enjoying your holidays at Darjeeling and feel much better in health and mind when the school respons.

You ask me to tell you about the book which has interested me. Some time ago I had the opportunity of reading a most interesting novel named Robinson Crusoe by Daniel Defoe. It is an absorbing story of adventure which, I am sure, you will be delighted to read.

Robinson Crusoe was a sailor who met with a ship-wreck. He reached a lonely island and settled there. Robinson Crusoe, though an imaginary character, is a typical adventurer who is a clever, resourceful man. In the island he had many hair-breadth escapes and fearful adventures. At last Crusoe saved the captain of an English ship from being killed by the unruly sailors and came back to England again.

I request you to read the book if you can procure one. You will find the book most interesting, and I am sure you will like it very much.
I hope this finds you quite in good health and spirit. We are all doing well.

With love,
I am,
Your affectionately,
Gour

37. A letter from a boy to his brother who has been misbehaving at school:

P. O. Ghatal,
Dt. Midnapur,

My dear Somnath,

I have just received a letter from your Headmaster which says that you have insulted your class teacher in the classroom in a very rude way. The letter also states that when you were asked by the Headmaster to apologize for your misconduct, you refused to do so. As a result of this your Headmaster has been very angry with you and is determined to expel you from the school. But, as I am an old student of him, he says that before he takes this drastic step he wants me to use my influence to bring back sense to you.

I am very much ashamed that you should have been guilty of such a misconduct. To insult a teacher is a very grave offence and is no doubt a brutish act. I do not understand what on earth led you to behave in such a haughty way. If you are expelled from the school, your life will be doomed for good. A man without learning is like a rudderless ship and can never reach the destination.

So I tell you to apologize for your misconduct without any further delay, I hope you will act in accordance with my advice.

Your affectionate brother,
Susil
38. A letter written by an English poet to a little boy who is enjoying holidays at a sea-port.

Devonshire Lodge,
New Finch by Road,
St. John’s Wood,
London, N. W.
July 1st, 1845.

My dear Dunnie,

I have heard of your doings at Sandgate, and that you were so happy at getting to the sea. I am very fond of the sea too, though I have been twice nearly drowned by it: once in a storm in a ship, and once under a boat’s bottom when I was bathing. Of course you have bathed, but have you learned to swim yet? It is rather easy in salt water.

Is not the tide curious? It comes and goes as regularly as the boys of a school, but has no holidays. What a rattle the waves make with the stones; and sometimes you may hear the sound of a heavy sea at a distance like a giant snoring. When I was a boy, I loved to play with the sea in spite of its sometimes getting rather rough. My brother and I threw hundreds of stones into it, as you do; but we came away before we could fill it up.

My farewell, young “Old Fellow”, and take care of yourself so near the sea, for in some places, they say, it has not even a bottom to go to, if you fall in. And remember when you are bathing, if you meet with a shark, the best way is to bite off his legs, if you can, before he walks off with yours—and so, hoping you will be better soon, for somebody told me you had had shingles.

I am, my dear Dunnie,
Your affectionate friend,
Thomas Hood
39. A letter from a girl to her friend about how she is
spending her holidays:

Hazaribagh Road,
Ranchi,
3rd October, 1965.

My dear Uma,

Your letter reached me when I was having breakfast, and
you do not know how pleased I was when I recognized
your handwriting on the envelope.

We are passing our days at Ranchi well. The other day
we went on a picnic to a hill near Ranchi and the sight all
around was so charming that it was an inspiration in itself.
The site we chose was near a steep hill which we were told that
no lady had ever succeeded in climbing to the top of it.
Naturally I was anxious to establish a record. So up I went
and I must say that I succeeded in my attempt. When I
got to the top of that hill, the view I witnessed was beyond
description. The sun was setting on one side making the
sky look crimson and the moon was rising on the other with
a flood of silvery light.

Yesterday I paid a visit to the famous Hoodru Falls. I
had a strange experience when I saw the waters falling
down from a high hill. I wandered for half an hour up and
down a hillside trying to find out the source of the water.
At last I asked a man whom I met where did the water
came from. But he could not give me any reply. So I
abandoned the idea and came back home.

Well, that is how I kill time here while you lead the
simple life at your village home far from the din and bustle
of the city life.

With all good wishes,

I remain,

Yours very affectionately,

Anima
40. A letter from a girl to her friend describing her birthday party:

15 New Road,
Alipur,
Calcutta,
9. 10. 65.

My dear Gita,

What a pity that you could not come and attend my birthday party that was held yesterday. You could have liked it very much if you could come.

Father arranged for a band party and we enjoyed a lot of nice music. For tea we had delicious cakes and sweets which uncle bought from Firpo’s. The most enjoyable of all things were the dances and I along with my sisters took part in an oriental dance. We were dressed as man and woman and danced round an image of Shiva. One of my sisters had a very amusing dance and everyone highly enjoyed it. After the dance followed the vocal music. Renu, a friend of mine, entertained us with a lot of songs. Everyone heard her with rapt attention. They were so sweet and so melodious.

Now you can imagine what a lot you missed. I would have been very delighted if you were in our midst.

Yours ever,
Shyamal.

Letters to the Editor

41. A letter to the editor of a newspaper complaining against the system of water supply in Calcutta:

The Editor,
The Hindusthan Standard,
6, Suooterkin Street, Calcutta.

Sir,

I shall be highly obliged if you allow me the use of a little of your valuable space to complain against the system of water supply in Calcutta.
The Corporation of Calcutta has, of late, been supplying a sort of dirty water full of mud in some parts of the city. The liquid looks translucent and contains a certain soluble thing which is not very easy to identify.

Is there no remedy to the scandalous management of civic affairs by the Corporation? The people also could supply the remedy—the voters—have shown their apathy to do so; else they could not send in almost the same set of people as has made the Corporation a laughing stock. Adult franchise cannot offer itself as remedy. Both the Corporation and the Government are elected on the basis of adult franchise. What is the remedy then? Shall we have to believe that this state of affairs can never be done away with?

Calcutta, August 13

Yours truly,

A. K. Ghosh

N. B. In letters to the Editor, the usual form of salutation is Sir and the complimentary close is Yours truly.

42. A letter to the editor of a newspaper on the necessity of opening a free library in your village:

The Editor,

The Statesman,

Chowringhee Place,

Calcutta.

Sir,

I should be very grateful if you will let me use a little of the valuable space in your esteemed paper to bring before the public the necessity of starting a free library at Bishnupur, a village in Nadia.

The village we live in is far away from the town and so one can have little that is necessary for one's intellectual requirements. Some years ago we started an agitation to set up a public library here, but all our efforts were in vain.
as the reading public of our village were very small in number. But, of late, owing to advancement of learning to some extent, most of our village people could read if they would get a supply of suitable books. In a small village like this most of the people are poor, so those who want to read cannot afford to pay for the books.

This is the reason why we want to get a free library established by the Government. I hope the matter will be taken up seriously by the authorities concerned.

Bishnupur, Nadia.
August 30, 1965.

Yours truly,
Biren Ray

Exercises

1. Your younger sister is on a vacation with your uncle in South India. Your envy her because you are stuck up with your studies. Write a letter to her, expressing your feelings.

2. Write a letter to your friend with a short description of how you observed the Independence Day at your school this year.

3. Write a letter to your mother for her permission to join the N. C. C. of your school, with your reasoning about its utility.

4. Write a letter of sympathy to your friend on the sudden death of his mother, who was convalescing after a serious illness.

5. Write a letter to the editor of a newspaper about the activities of anti-social elements in your locality.

6. Write a letter to your friend stating how you celebrated the birth centenary of Swami Vivekananda at your school.
7. Write a letter to your younger brother on the usefulness of reading a daily newspaper.

8. Write a letter to a newspaper editor ventilating the grievances of communication in your village or town.

9. Write a letter to a friend, describing a social function recently attended by you.

10. Write a letter of encouragement to a cousin of yours who has failed in the examination.

11. Write to your friend on the book you like most.

12. Write a letter to your friend explaining how you can best serve your country in your own way.

13. Write a letter to your father explaining the difficulties you experience in your studies.

14. Write a letter to your friend about your impression of an exhibition you have recently visited.

15. Write a letter to the editor of a newspaper drawing attention to the insanitary condition of the city bazaars.

16. Write a letter from the father of a boy to a gentleman who rescued his son from drowning.

17. Write a letter to your younger brother about the value of discipline in academic life.

18. Write a letter to your friend giving an account of the longest railway journey ever made by you.

19. Write a letter to your mother relating the distress of your neighbours and the plan you propose to adopt for their relief.

20. Write a letter to your cousin giving a description of a burglary committed in your locality.

21. Write a letter to a friend proposing that you will visit together a place of historical interest after the Test Examination is over.

22. Write a letter to an acquaintance begging apology for having failed to keep an appointment.
23. Write a letter to the editor of a newspaper for arousing public opinion against the nuisance caused by the Mike in the Hindu Festivals.

24. Write a letter to your father seeking his permission to join an excursion which will be organised by your school.

25. Write a letter to a friend inviting him to a picnic.

26. Write a letter to your mother, giving her an account of a street accident that you have witnessed.

27. Write a letter to the Editor of a newspaper about the evil aspects of the spiralling prices of daily necessities.

28. Write a letter to your friend about the use you make of your school library.

29. Write a letter of congratulation to a friend who has won a scholarship.

30. Write a letter to your cousin describing a cinema show which you might have seen.

31. Write a letter to your younger brother who has recently been admitted to a city school, advising him to be particular about his study and choice of companions.

32. You have lost a valuable article somewhere. Write a letter to the editor of a newspaper so as to find a clue for its recovery.

33. Write a letter to your pen friend in the U. S. A. about the late Prime Minister, Jawharlal Nehru and his gifts to free India.

34. Write a letter to your class-mate who is not able to sit for the Test Examination on account of illness.

35. Write a letter to the editor of a newspaper, suggesting to the public the desirability of a Social Service League in your town.

36. Write a letter to your friend describing your visit to an Industries Fair.
37. Write a letter to your friend describing your visit to a Science Museum.

38. Write a letter to your elder brother in the village about the transport difficulties in the city.

39. Write a letter to the editor of a Calcutta daily about the scarcity of fish-supply in the city.

40. Write a letter to the editor of a newspaper, drawing attention to the need of more buses and trams during office hours.

41. Write a letter to your younger brother, stressing the need of taking part in school sports.

42. Write a letter to your friend about your school and what appeals to you most in it.

43. Write a letter to your friend about your last day at school.

44. Write a letter to your friend about the evil effects of the cinema.

45. Write a letter to your friend about the part you played in a dramatic performance of your school.

46. Write a letter to your younger brother, persuading him to practise frugality.

47. Write a letter to your friend telling him why you think that a student can best serve his country by preparing himself for the future.

48. Write a letter to your younger brother advising him how to spend his leisure hours.

49. Write a letter to a friend, requesting him to attend a show at the Birla Planetarium.

50. Write a letter to the editor of a newspaper, replying to the protests of a correspondent that modern youth is grossly pampered and has no sense of social service.

51. Write a letter to a friend lying in a hospital.

52. Write a letter to the Police Inspector stating a case of burglary in your house.
53. Write a letter to the editor of a newspaper drawing attention to the irregular and insufficient supply of water to your town.

54. Write a letter to your younger brother suggesting him what he should do in order to improve himself in English at his class examinations.

55. Write a letter to the District Social Education Officer, requesting him to help to set up a High School in your village.

56. Write a letter to your friend explaining the usefulness of joining the army.

57. Write a letter to your younger brother on 'the Value of Discipline'.

58. Write a letter to your father expressing your sense of joy at the good results of your school in the final examination.

59. Suppose you have a friend who is a book-worm. Write a letter to him persuading him to take part in games.

60. Write a letter to the Health Officer of your municipality drawing his attention to the insanitary condition of your locality.

61. Write a letter to your father seeking his permission to join the school excursion to the industrial area of West Bengal—Durgapur.

62. Write a letter to a friend telling him what kind of further education or training you would like to receive when you leave school.

63. Write a letter to a foreign acquaintance, describing some festival which you have recently seen in your locality.

64. Write a letter to the editor of a newspaper, protesting against the high prices of essential commodities.

65. Write a letter to your friend about an adventure launched by you.
66. Write a letter to your friend how you enjoyed a thrilling game.

67. Write a letter to your father about your progress and difficulties in studies.

68. Write a letter to the chairman of your municipality, requesting the regular removal of garbage from your locality.

69. Write a letter to your younger brother, warning him against his excessive love of sports at the cost of his studies.

70. Write a letter to your friend, explaining the reasons for your choice of the elective subjects you have taken up for your Higher Secondary Examination.

Exercises from H. S. Papers

1. Write a letter to your father seeking his permission to go with your school team to play a football match in some distant town. [H. S. 1960]

2. Write a letter to your teacher asking his help in making a selection of books. [H. S. 1960]

3. Write a letter to your friend who has just recovered from illness, inviting him to your sea-side home for a change. [H. S. 1960]

4. Write a letter to your friend, thanking him for a present sent to you on your birthday. [H. S. Comp. 1960]

5. Write a letter to your father, describing the last annual sports of your school. [H. S. Comp. 1690]

6. Write a letter to your younger brother about the benefits of reading newspapers. [H. S. Comp. 1960]

7. Write a letter to your friend about the most enjoyable day you ever spent. [H. S. 1961]

8. Write a letter to your father giving an account of a street accident which you saw. [H. S. 1961]
9. Write a letter to your younger brother congratulating him on his success at the last annual examination. [H.S. 1961]
10. Write a letter to your younger brother who is going to Calcutta for the first time. [H. S. Comp. 1961]
11. Write a letter to your father, praising your school. [H. S. Comp. 1961]
12. Write a letter of sympathy to your friend on the death of his father. [H. S. Comp. 1961]
13. Write a letter to your brother or sister describing your experience in the examination-hall on the first day of the examination. [H. S. 1962]
14. Write a letter to a friend inviting him to come to you for a joint excursion to an interesting place. [H.S. 1962]
15. Write a letter to the editor of a newspaper about the scarcity of milk-supply in your area. [H. S. 1962]
16. Write a letter to a friend asking him to work more seriously and give up politics for the present. [H. S. Comp. 1962]
17. Write a letter to a friend who believes that certain people are lucky and others unlucky, and luck is everything in life. [H. S. Comp. 1962]
18. Write a letter to your father or mother describing an interesting incident. [H. S. Comp. 1962]
19. Write a letter to a friend, congratulating him on his success at the Higher Secondary Examination and enquiring about his future plans. [H. S. 1963]
20. Write a letter to the editor of a newspaper about the reckless driving by some drivers of motor buses and lorries. [H. S. 1963]
21. Write a letter to the Headmaster of your school seeking his advice about your choice of courses of studies at college. [H. S. 1963]
22. Write a letter to your friend telling him how you
intend to spend the recess after your examination. [H. S. Comp. 1963]

23. Write a letter to your father regarding the course of studies you prefer to follow on passing the Higher Secondary Examination. [H. S. Comp. 1963]

24. Write a letter to the editor of a newspaper about the necessity of sinking a few tubewells in the locality where you reside. [H. S. Comp. 1963]

25. Write a letter to the editor of a newspaper, describing the discomforts caused by the use of microphones during religious festivals. [H. S. 1964]

26. Write a letter to your brother describing the prize-giving ceremony at your school. [H. S. 1964]

27. Write a letter to a friend describing life in a school hostel. [H. S. 1964]

28. Write a letter to the editor of a newspaper drawing attention to the need of immediate repairs to a main road in your locality. [H. S. Comp. 1964]

29. Write a letter to your younger brother, describing a visit to the Zoo. [H. S. Comp. 1964]

30. Write a letter to a friend, describing a cricket match in which your school team participated. [H. S. Comp. 1964]

31. Write a letter to the editor of a newspaper, drawing attention to the inconveniences caused by street beggars in your city. [H. S. 1965]

32. Write a letter to a friend, describing a visit to a place of historical interest. [H. S. 1965]

33. Write a letter to your guardian about the profession you wish to join in future. [H. S. 1965]