

of the city life. You must be in desperate need of an escape (نُزار) from the polluted (آلودہ) atmosphere to some place where, in the words of Wordsworth, "rivulets (نہالیں) dance in their waywardness (شقی) with murmuring (مکھنٹی) sound" and where, in the words of Keats, birds

"In some melodious (نہالیں) plot

Of beechan green and shadows numberless

Singest of summer in full throated-ease."

Aromatic (خوشبودار) lush green meadows (مرزوار) fragrant (مکھلی) with colourful flowers add (اضافہ کرتے ہیں) to the beauty of my village. In the words of Ralph Waldo Emerson, an American philosopher, 'Earth laughs in flowers,' and here, you will witness (دیکھنا) this mirth (خوشی) personally. The sky-kissing peaks (سرہلک چوٹیاں) playing hide and seek (آگے بڑھتی) with the dark brown clouds present (پیش کرتی ہیں) a splendid (مہم) sight. They remind us of John (جان) Muir's words, 'The Mountains are calling, and I must go.' This is the place where we can shake off (ہلکا کر دے) the monotony (اکارت) and weariness (تھکاوٹ) of the city life. I hope, you will bless me with your jovial (مہربان) company at my paradisiac (جنتی) village.

Hoping a fairly prompt (فوری) reply from you,

Yours sincerely,

X. Y. Z.

☆..... Write a letter to your friend inviting him to spend the summer vacation / a few days with you. (Standard)

(نوٹ: یہ خط چاہے ایک دوست کو یا کسی اور شخص کو بھیج سکتے ہیں۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Aslam,

I take pride (فخر محسوس کرتا) in inviting you to spend a few days of the summer vacation (عطیہ) with me at my village. You know my village lies in the heart of mighty (اوپنی) mountains. John Muir (جان میور), a Scottish-born American naturalist (طبیعت پرست), aptly said, 'The Mountains are calling, and I must go.' The mountains are covered with lush greenery. The tall towering trees growing all over the hills add to the beauty of my village. The colourful flowers bloom (کھلتے) here in abundance (بہتات). They make the whole valley fragrant (خوشبودار). It is the world of beauty and colours. You will love to sit among these flowers. In the words of Ralph Waldo Emerson, an American philosopher, 'Earth laughs in flowers,' and here, you will witness (دیکھنا) this mirth (خوشی) personally. The fresh cool air and the peaks (چوٹیاں) covered with dark clouds enlighten (سرور دیتا) one's spirit. Nature exerts (ڈالتی ہے) its magical effect here. The scenes of sunrise and sunset are particularly (خاص طور پر) unforgettable (قابل فراموش). The water of the running brooks (نہالیں) is so cool, crystal (شفاف) and refreshing that you will really enjoy it more than the cold drinks served in the city bars (باروں). Leonardo (لئوناردو) da Vinci (ڈاونچی) observed, 'Water is the driving force in nature,' and here, you'll feel its rejuvenating (جذبہ کش) power. I cannot tell how much fun and joy is waiting for you here. Just tell me the date of your arrival (آمد) so that I may receive

you at the bus-station. I hope, you would not disappoint (ناپسند کرتا) me.

Waiting anxiously (انتظار میں) for your reply,

Yours sincerely,

X.Y.Z.

3. Write a letter to your friend sympathising with him on his failure in the examination. (Outstanding)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Yaseen,

I am extremely sad and grieved (غمین) to know about your failure in the examination. No one can expect that a shining (زچین) and promising (بہنہار) boy like you should fail in the examination. But I must consider (مغفرت کرنا) the adverse (مشکل) circumstances (حالات) that have contributed (مہینا) to your failure.

"There is divinity (تست) that shapes our end". (Shakespeare)

I know well the critical (مشکل) circumstances that you had to face just two months before the examination. The accidental (مادانی) death of your dear father and then the nervous (امصالی) breakdown (خوابی) of your mother are the root (بنیادی) causes of your failure. Still I can view in my vision (تصور) your gloomy (غمزد) face, weeping eyes and sad soul.

Friend, do not let these discouraging (ناپسند کن) circumstances (حالات) vex you. Try to repress (بہادری سے) your grief and face all this courageously (مہمت). Helen Keller aptly said, 'Although the world is full of suffering (مہمت), it is also full of the overcoming (پر قابو پانا) of it.' Great men in the world are those who accept the challenge of time. They never succumb (تہمتیار ڈالنا) to difficulties. I know that you are a brave and courageous (جرات مند) boy. You must not yield (جنگ جاتا) to these distressing (غماک) circumstances. Be ready to take a new start with an unbridled (بے لگام) enthusiasm (دولہ). You will have to unvell (دکھانا) the vigour (جوش) which you have often showed in your performance (کارکردگی). Be prepared to plunge (غوطہ کھانا) into ever increasing business of life. Such an attitude (رویہ) would assist you to realize the shattered (تھکے ہوئے) dreams of your grieved (منہموم) family. You should be a lighthouse top (روشنی کا کنارہ) to determine (طے کرنا) the path of your younger brothers and sisters. Compose (سنبھالو) yourself and console your family with your attitude and work. Remember the words of Winston Churchill, 'Success is not final, failure is not fatal (ہلک): It is the courage to continue that counts (اہم ہوتا)'. I am the one ever praying for your success and comforts in life.

Yours sincerely,

X. Y. Z.

☆..... Write a letter to your friend sympathizing with him on his failure in the examination. (Standard)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Naveed,

I am really sad to hear about your failure in the examination. I still have a slight

(ہم) doubt as to whether the news is true. Even if it is true, you cannot be blamed (ذمہ دار) for it. I know well the circumstances (حالات) that have caused your failure. The sudden (اچانک) death of your father and then the illness of your mother are the real causes of it. I can still feel the pain and grief you bore (برداشت کرتا). It was really a hard time for you. Surely, you could not have paid full heed (توجہ) to your studies after those painful events. Remember the words of *Winston Churchill*, 'Success is not final, failure is not fatal (ہلک): It is the courage to continue that counts (گنتا)'.  
(ایم بی سی)

Friend, you should not be hopeless. One should be ready to face the decree of fate (قسمت کا حکم) with courage. Accept the challenge of time and console (تسلیم کرنا) your younger brothers and sisters with your words and acts (اعمال). I am sure that a courageous (جرات مند) boy like you can face all these difficulties. *Helen Keller aptly (مناسب طور پر) said, 'Although the world is full of suffering, it is also full of the overcoming (پرکھنا) of it.'* You should be ready to work with new determination (زمزم). Your interest in work would be a source of comfort to your family. Support (سہارا) your family like a brave boy. And you can do this by taking interest in your studies. I hope that you would honour my humble (ادنیٰ) wish. Soon I will come to see you.

Yours sincerely,

X.Y.Z.

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

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Mother,

I am highly delighted to receive an affectionate (شفقت بھرا) letter from you. A letter from parents is no less than a lavish (سٹارکن) gift for a son living away from home. In this letter, you have asked me about my views (نقریات) and experience (تجربہ) of the hostel life. Honestly speaking, the hostel is lacking in any real charm. This letter of yours is the only thing that has provided me with genuine (خالص) joy since my stay at hostel. I feel nostalgic (پرانر دہشت) for homely (گھر کا) calm (سکون) and comfort. *Maya Angelou rightly said, 'I long, as does every human being, to be at home wherever I find myself.'* It is a place void (خالی) of every pleasant (خوشگوار) thing. It is not a place worth living. Many naughty and mischievous (شرارتی) boys are staying here. They do every nasty (گندی) and hideous (نفرت انگیز) activity. They make a big noise all the time. Many of the boys are idlers (لے) and sluggish (سست) fellows who do nothing except raising slogans (نعرے) and uproar (شوروخوفا) at an ear-splitting (کان پھاڑنے والی) treble (آواز). All this fuss (ہنگامہ) exerts (ڈال دیتا) an irritating (اشتعال انگیز) effect on my nerves (امصاب). Mother, you know, calm (پہ سکون) and peaceful environment (ماحول) is my appetite (اشتیاق). I love to be alone and isolated (تہا). *Martin Luther King Jr. rightly said, 'Peace is not merely (محض) a distant (دور کا) goal (مقصد) that we seek (محاش کرتا), but a means (ذریعہ) by which we arrive at that goal.'* I do not like any sort of disturbance (مدالالت) or interference (داخل اندازی). I cannot tolerate (برداشت کرتا) the intruding (داخل کرنے والا) attitude of the

boys. Whenever I sit to study, there occurs (وجود میں آتا ہے) some commotion (ہنگامہ) that breaks my concentration (توجہ دہشمان) on my lesson. What a horrible (خوفناک) idea it would be for me to stay here for two years.

Moreover, the food served here lacks both nutrition (تغذائیت) and taste. The kitchen staff does not meet the basic hygiene standards. Their unkempt appearance and lack of cleanliness are a matter of great concern. Moreover, the utensils used for serving food are not cleaned well. They emit offensive odour that further lessens the appeal for meal. I cannot eat unhealthy food here. *Virginia Woolf aptly (مناسب طور پر) said, 'One cannot think well, love well, sleep well, if one has not dined well.'* Furthermore, the water here is contaminated (آلودہ) and somewhat salty (نمکین).

I have discussed my situation with two of my friends who currently reside in a rented apartment located outside the hostel. I have approached (درخواست کی) them with a request to allow me to share their accommodation (رہائش). They have very kindly expressed their willingness (رضامندی) to accommodate me. It would undoubtedly (بلاشبہ) provide me a more conducive (کارآمد) and comfortable living environment (ماحول). I want to join them with whole my heart. *Confucius (کن فیو شس), a Chinese philosopher, rightly said, 'Wherever you go, go with all your heart.'* Now, I am eagerly waiting for your permission to change my residence.

Hoping for a positive response (جواب),

Your loving son,

X. Y. Z.

☆..... Write a letter to your mother telling her why you dislike the hostel life. (Standard)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Mother,

I want to tell you that I dislike living in the hostel. A shudder (لہر) of fear runs through my being at the idea (تصور) of living in the hostel for two years. The hostel is full of many naughty (شرارتی) boys who seem to have nothing to do except to make a noise all the time. They play the tape recorders, shout slogans (نعرے) and sing songs in loud voices. This is a place void (خالی) of peace and calm (خاموشی). *Jane Austen once wrote, 'There is nothing like staying at home for real comfort,'* and this hostel certainly lacks that homely (گھریبا) comfort. All the fuss (ہنگامہ) exerts (ڈال دیتا) an irritating (اشتعال انگیز) effect on the nerves (امصاب) of those who live here. The superintendent of the hostel seems to be indifferent (لا تعلق) to the affairs (مسائل) of hostel. I do not want to stay here at all.

Mother, I miss the comforts (محرے) of home. I love to live in peaceful and calm (پہ سکون) surroundings (ماحول). In the words of *Maya Angelou (ایم بی سی), 'The ache (دک) for home lives in all of us, the safe place where we can go as we are and not be questioned.'* I also do not like the food served here. The cook and the waiters remain dirty (گندے) and unclean. The utensils (مدتن) are not cleaned properly (مناسب طور پر). They emit (خارج کرتا) bad smell. I cannot

eat unhealthy food here. *Virginia Woolf aptly* (سردوں طور پر) *said, 'One cannot think well, love well, sleep well, if one has not dined well.'* The water here is contaminated (آلودہ) and somewhat salty (نمکین). Presently, I am suffering from diarrhoea (اسہال) and dysentery (دیسنٹری) due to this polluted water. Currently, I am taking medicine. The doctor has advised me to drink purified water and eat fresh food. But these things are not available (سیر) here. It is the matter of my health and studies and I cannot compromise (کمتر کرنا) on these two things. Please help me to get rid of this boring (اکتاہٹ بھری) life. *Ernest Hemingway said, 'There is no friend as loyal as a book,'* but even books cannot provide me any solace (تسکین) in this distressing (پریشان کن) environment (احول). Waiting impatiently (بے سبری سے) for your reply,

Your loving son,

X.Y.Z.

5. **Write a letter to your mother telling her why you like the hostel life. (Outstanding)**

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

I have just received your kind letter. In this letter, you have asked me to express (بیان کرنا) my views (خیالات) about the hostel life. Mother, it is truly a novel experience (تجربہ) for me to live amidst a multitude (گھم) of students. Hostel life has unfolded (آفلا کرنا) a new world before me, one that is brimming (لبریز) with a medley (آمیژش) of diverse (مختلف) perspectives (راشندانہ) and invaluable (نامول) experiences (تجربات). It reminds me of the sagacious (مشیر) words of the renowned (مشہور) American writer, *Mary Anne Radmacher* (میری آنے رادمکر), *'I am not the same, having seen the moon shine on the other side of the world.'* The sheer (مکمل) joy and fun of living in a hostel are indeed unparalleled (یکساں ہے ش). I am thoroughly relishing (مرے لینا) my time here. My roommate is quite a noble soul. He is an extremely hard working and painstaking (جہاںش) student. He extends (پیش کرنا) immense (بہت انتہا) support in my academic (طلعی) pursuits (جستجو). The discipline (تلم و نسق) in our hostel is remarkable (تہمت). Our hostel superintendent is a man of principles (اسول). He enforces rules with an unwavering (غیر حرجزل) commitment (والتگی). His ethos (نقدنقر) echoes (متکسر کرنا) the philosophy of *Aristotle, who once said, 'Excellence is never an accident. It is always the result of high intention (متصد), sincere effort, and intelligent execution (تفان).'* He is intolerant (غیر تحمل) of violation (غلاف ورزی) of rules or discipline.

The serene (ہر سکون) and tranquil (آسودہ) surroundings (گرد و پیش) of the hostel provides an ideal backdrop (احول) for academic pursuits. Mother, the cleanliness (متانگی) here is exemplary (مثالی). The punctuality of timings (اوقات) and the exemplary standard of food are quite impressive. The strict rules of study hours reflect (متکسر کرنا) the insightful (نکیرانہ) words of *Jim Rohn, 'Discipline is the bridge between goals (مقاصد) and accomplishment (تحقیل).'* The enforced (جبری) silence during this period is a testament (ثبوت) to this belief.

Currently, I am acquainting (جان پہچان بنانا) myself with numerous (متعدد) fellow students, creating an atmosphere (فضا) of healthy competition (مقابلہ) in studies. This cooperative spirit (نکیرانہ) among the students vividly (راش طور پر) illustrates (توضیح کرنا) *Helen Keller's savvy* (نکیرانہ)

*statement, 'Alone, we can do so little; together, we can do so much.'* Furthermore, the presence of a doctor ensures our well-being, providing essential medical facilities. In summary, my experience here is immensely gratifying (تسکین بخش). Be at ease, there is no need of worry about my stay in the hostel.

Your loving son,

X.Y.Z.

☆..... **Write a letter to your mother telling her why you like the hostel life. (Standard)**

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

I have just received your kind letter. In this letter, you have asked me to express (بیان کرنا) my views (خیالات) about the hostel life. Mother, it is really a new experience (تجربہ) for me to live among so many students. Hostel life has unfolded (آفلا کرنا) a new world for me. It brims (لبریز ہے) with valuable experiences (تجربات). I feel like the famous American writer, *Mary Anne Radmacher* (میری آنے رادمکر) *when she says, 'I am not the same, having seen the moon shine on the other side of the world.'* Indeed it is a great feeling of joy and fun to live in a hostel. I am really enjoying my stay here. The discipline (تلم و نسق) in the hostel is wonderful. Our hostel superintendent enforces (لا کرنا) rules strictly. He seems to think like *Aristotle when the later said, 'Excellence is never an accident. It is always the result of high intention (متصد), sincere effort, and intelligent execution (تفان).'*

Mother, the cleanliness (متانگی) is wonderful here. The standard of food are very good. The strict rules about the study hours remind me of the *American motivational speaker, Jim Rohn's words, 'Discipline is the bridge between goals (مقاصد) and accomplishment (تحقیل).'* No student can make a noise during this period.

Mother, now I am getting familiar with (جان پہچان ہوتا) many students. They help each other in solving their problems, showing the spirit of what *Helen Keller stated, 'Alone, we can do so little; together, we can do so much.'* A doctor is here to provide the medical facilities to the students. In short, I am really enjoying my stay here. You need not worry about me at all.

Your loving son,

X.Y.Z.

6. **Write a letter to your father telling him about your health and studies. (Outstanding)**

(نوٹ: یہ خط جواب ایکٹ یک ہر روز کی کتاب 'انکسٹر کر امریکن گریڈیشن' میں بھی شامل ہے)

Examination Hall,

A. B. C. (City).

April 02, 2024.

My dear Father,

In yesterday's mail (ذاک), I received a letter from you. It vividly revealed (ظاہر کرنا) your

concern (پریشانی) and worry about my health and studies. What a divine (بہشتی) gift the parental (والدین) affection (شفقت) is! **Bernard Shaw aptly said, "A happy family is but an earlier heaven."**

Father, I am quite hale (صحت مند) and hearty (خوش). I daily take exercise early in the morning and play hockey in the evening. I am quite healthy and high-spirited (ہرجش). **John F. Kennedy beautifully articulated, "Physical fitness is not only one of the most important keys to a healthy body, it is the basis of dynamic and creative intellectual activity."** You should not bother (پریشان ہونا) about my health. Recently (حال ہی میں), I have also joined a health club and have begun training in gymnastics (جمناسٹک). I have high aspirations to become a professional athlete (کھلاڑی). Father, you rightly say that a healthy body harbours (گھمٹا ہے) a sound (تندرست) mind.

As far as my studies are concerned (تعلق ہوتا ہے), I am wholeheartedly committed; for I am well aware of its advantages (فوائد) and benefits. I agree with **Bacon that "Studies serve for delight, for ornaments (سجاوٹ) and for ability"**. How can I possibly neglect (نہ نظر انداز کرنا) my studies? Why am I living away from my kind parents? I am staying away from you only because I want to learn. I have devoted all of my time to my health and studies.

Father, you would be pleased to learn about my performance (کارکردگی) in the December Test. I topped my class securing 92% marks. I am sure that I will show you even better result in the annual examination. The target (نیزل) for which I am struggling is to win distinction (امتياز). I am burning the mid-night oil (غروب سخت کر رہا ہوں) to get this aim fulfilled. I want to turn your cherished (پیارے) dreams into reality. I do agree with **Nelson Mandela when he says, "Education is the most powerful weapon which you can use to change the world."** Your blessings and support are what I cherish (محبت ہوتا ہے) the most during this journey.

Your loving son,

X. Y. Z.

☆..... Write a letter to your father telling him about your health and studies. (Standard)

(نوٹ: یہ خط آپ کے والدین کو لکھ کر ان کے پاس بھیجنا ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Father,

Recently, I received a letter from you. In this letter, you have inquired about my health and studies. Father, you will be pleased to know that I am enjoying good health. I am quite hale (صحت مند) and hearty (خوش). **James Leigh Hunt once said, "The groundwork of all happiness is health."** Therefore, I daily take exercise in the morning and play football in the evening. I agree with **Edward Stanley when he says, "Those who think they have no time for bodily exercise will sooner or later have to find time for illness."** It is my effort that has won me the honour of being the captain of our football team.

Father, I take special care about my diet (خوراک) also. I eat meal (کھانا) in time. I also drink milk daily. Monthly medical check-up is also a part of my routine job. You need not worry about my health at all.

As far as my studies are concerned (تعلق ہے), I am making wonderful (جرات کن) progress. My teachers are particularly (خاص طور پر) pleased with my work. In the recent college test, I have secured 92% marks. This achievement (کامیابی) fills me with confidence for the upcoming (آنے والے) exams. I am sure that I would get very good marks in the annual examination. My teachers are paying particular heed (توجہ) to my academic (علمی) progress. They believe that I would attain (حاصل کرنا) distinction (امتياز) in the board examination. I do agree with **Nelson Mandela when he says, "Education is the most powerful weapon which you can use to change the world."** Your blessings and support are what I cherish (محبت ہوتا ہے) the most during this journey.

Your loving son,

X.Y.Z.

7. Write a letter to your friend and describe an accident you have recently seen. (Standard)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Ali,

I cannot tell how much depressed (افسردہ) I am! What a horrible (خوفناک) accident it was! I saw this accident last week. It was really a dreadful (خوفناک) accident. I was going to Multan by bus. On the way, the driver abruptly (کیکٹ) applied full brakes. We were alarmed (خوف زدہ). He told us about the accident that had just happened on the road. We rushed out to help the injured. It was a high-speed collision (کراہ) between an ill-fated (بد قسمت) wagon and a bus. The bus driver, in an attempt to save a cyclist, unfortunately (بد قسمتی سے) veered (ست بڑا) into a wagon coming from the opposite (عکس) direction. The accident was so horrible that ten people died on the spot (موقع پر). **Shakespeare recites (بیان کرتا):**

**"As flies to wanton boys are we to gods,  
They kill us for their sports."**

The surviving (زنده) five passengers were carried to the hospital. They were also in critical condition (خطرناک حالت). The wreckage (ٹوٹے پھوٹے حصے) of the smashed (ٹکڑی ٹکڑی) wagon was lying on the road.

Moved by the plight (سبیت) of the injured (زخمی), I went to the hospital and donated (عطیہ کیا) a bag of blood. In the words of **Ralph Waldo Emerson, "The purpose of life is not to be happy. It is to be useful, to be honorable and to be compassionate."** I finish this letter with the prayer that ALLAH might bless the departed (فوت ہونے والی) souls with eternal (دائمی) peace!

Yours sincerely,

X.Y.Z.

☆..... Write a letter to your friend and describe an accident you have recently observed. (Outstanding)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

My dear Naveed,

I am miserably depressed since I observed (دیکھا) a harrowing (خوفناک) road accident

two days ago. Words fail me to describe how nightmarish (ہولناک) and gut-wrenching (کب) (ک) it was! It was indeed a heart-rending (دل کو چیر دینے والا) and soul-piercing (روح فرسا) sight. I could not believe that a minor (معمولی) negligence (کٹائی) of the railway gate-keeper could have resulted in such a lamentable (افسوسناک) tragedy. *William Shakespeare aptly said, "What can be avoided*

*Whose end is purposed by the mighty gods? (Julius Caesar)*

It was nighttime when I saw this gruesome scene. A train, at an ill-fated (بدقسمت) moment, struck an unfortunate wagon. The wagon's driver, oblivious (لا علم) of the upcoming train, got trapped on the rail tracks. The collision (کڑکائی) between the train and the wagon was so big that it rendered the wagon to fragments. The mournful (سوزناک) cries (چہیلیں) of the passengers were swiftly silenced (دب گئیں) by the thunderous crash (دھماکہ). The site was littered (لٹی ہوئی) with the scattered remains (اہر اہر) of the victims. Our bus that was trailing just behind the doomed wagon stopped abruptly. The passengers of the bus rushed (تیزی) (ے, out quickly to lend aid. But it was all in vain (بے سر) as death had already claimed all the lives instantaneously (فورا). Only the blood-soaked (خون سے لپکتے) parts of human bodies were lying there across the track. The utterly smashed and fragmented wreckage of the wagon was also lying there. *Charles Dickens once wrote, "Suffering has been stronger than all other teaching."*

The emergency services arrived swiftly. They quickly cleared the wreckage (ٹوٹے) and took the dead bodies to the neighbouring hospital. I stood still and pondered (غور فرماتا رہا) over the fleeting (تپا پندار) nature of life. *Shakespeare's words began to echo (گونجتا) in my mind, "Life's but a walking shadow, a poor player that struts (اکڑ کر چلتا) and frets (پریشان) upon his hour (دورانیہ) and then is heard no more."*

Though a fortnight (چھ روزوں) has passed, the chilling (صدمہ انگیز) memory of that dreadful accident lingers (نگہ ہوئی ہے) in my mind. I conclude my letter with the prayer for the departed souls. May they be blessed with eternal heavenly bliss! With thoughts of deep reflection (غور و فکر) and a renewed appreciation (قدردانی) for the gift of life,

Yours sincerely,

X. Y. Z

8. *Write a letter to your father for an increase in your monthly allowance. (Outstanding)*

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

I hope this letter finds you in good health and spirits. With a hopeful heart, I humbly request you to increase my monthly allowance a little bit. I anticipate (توقع کرتا) that you will consider my request with your usual fatherly affection. Father, you know, the prices of food, transportation, utilities, and other essentials have reached tremendous (غیر معمولی) heights. The cost of living has escalated (بڑھتا) so sharply.

For the past nine months, I have been meticulously (بہت احتیاط سے) managing all my

expenditures (اخراجات) within the limits of my monthly allowance. In this endeavour (کوشش کرتا), the wise words of *Benjamin Franklin always kept echoing (گونجتا) within me: "Beware (خبردار رہنا) of little expenses; a small leak (سوراخ) will sink a great ship."* His words always stopped me from even the smallest unnecessary expenses lest they may accumulate (تجمع) into an unbearable (دراستی) burden.

I understand this request of mine will place an additional burden (بوجھ) on your shoulders. I know you support (سہارا دیتے) a large family and work relentlessly (سے) to make both ends meet (گزارہ کرتا). I deeply admire your steadfast (پکا) and unwavering (غیر جھٹل) commitment (دراستی) to the welfare of the whole family.

In an attempt to alleviate (پکارتا) some of your financial pressure, I took up a part-time job. I wanted to meet some of my personal expenses. However, this attempt of mine interrupted (مداخلت کرتا) my study time and resulted in sheer wastage of valuable hours. Now, as the annual examination is getting near, I cannot afford this continual wastage of time any more. *Shakespeare aptly said, "Make use of time, let not advantage slip."* Father, I need your help. I humbly request you to increase my monthly allowance a little bit for the upcoming three months only. These months are very crucial (اہم) for my academic (تعلیمی) pursuits (سرگرمیاں). This little support of yours will enable me to focus properly on my studies. After the examination, I will resume my part-time work to meet some of my expenses.

Father, your belief in me has always been the wind beneath (پے) my wings. It is the matter of my future and I want to secure it at any cost. *Abraham Lincoln wisely said, "The best way to predict (پیش گوئی کرتا) your future is to create it."* With your help and blessings, I am ready to navigate (آگے بڑھتا) this journey. I promise that I will work my fingers to the bone (سخت محنت کرتا) to transform your cherished (پیارے) dreams into reality. I hope you understand the necessity of my request and will not disappoint (ناامید کرتا) me. Please convey my warmest compliments (آداب) to the whole family. Looking forward to your favourable response (جواب).

Your loving son,

X. Y. Z

☆..... *Write a letter to your father requesting him to increase your monthly allowance. (Standard)*

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

I hope this letter finds you in good health and spirits. I trust you will not mind my demand (مطالبہ) for a little increase (بڑھانہ) in my monthly allowance. Father, in these times, when everything is becoming expensive (مہنگا), life has become a challenge. The prices of necessities (ضروریات) have soared (قیمتوں کا بڑھنا) to unusual (غیر معمولی) heights.

I have been meeting all the expenditures (اخراجات) within my usual allowance for the last nine months. The wise words of *Benjamin Franklin always echo (گونجتا) in my mind: "Beware (خبردار رہنا) of little expenses; a small leak (سوراخ) will sink a great ship."* Father, I know

well that this demand of mine will put an extra burden (بوجھ) on you. You are supporting (سپاہرنا) a large family. You work day and night to make both ends meet (کڑا کرنا). It indicates (دیکھاتا ہے) your unwavering (غیر متزلزل) commitment (پابندی) to our welfare.

In an effort to alleviate (ہلکانا) some of this burden, I started doing a part-time job to meet some of my personal expenses (اخراجات). In this pursuit (متبعہ), I found that much of my time, which could be devoted to my studies, was wasted. My annual examination is very near now. I cannot afford this wastage (زیان) of time any more. *William Penn aptly said, "Time is what we want most, but what we use worst."*

Therefore, you are requested to increase my monthly allowance a little bit just for three months only. This period is critical (نزدک) for my academic (تعلیمی) pursuits (پہنچ). After the examination, I will resume my part-time job. I hope you would not disappoint (ناپس کرنا) me. It is the matter of my future. I just need your help and blessings to navigate (آگے بڑھنا) this journey. I agree with *Abraham Lincoln when he said, "The best way to predict (پیش گوئی کرنا) your future is to create it."* Let us change our dreams into reality by collective efforts. Waiting anxiously (بے بسی سے) for your response (جواب).

Your loving son,

X.Y.Z.

9. Write a letter to your friend congratulating him on his brilliant success in the examination. (Outstanding)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Rehman,

I hope this letter finds you in good health and spirits. My heart swells (بھول جاتا) with immeasurable joy and pride at your remarkable triumph (کامیابی) in the examination. It testifies your diligence (تلاش) and brilliance (ذہانت) that ever shine like the brightest stars in the darkest sky. *Dalai Lama aptly said, "Happiness is not something readymade. It comes from your own actions."* Your success is not only a feather in your cap (تھلی پر کارنامہ) but also a glorious (شامدار) chapter written in the annals (تاریخ) of your academic (تعلیمی) journey. You have soared through (کامیابی حاصل کرنا) the examination with flying colours. The glow of your distinctive (استثنائی) success makes our hearts swell with pride. You have surpassed (بہت لے) our expectations (ترقیات). This momentous (ہمکنار) occasion has sent waves of joy among your family and friends. Your parents surely bask (مرے لینا) in the radiance (تابش) of their dreams, which you have so magnificently turned into a splendid reality. On this joyful occasion, *Coleridge's sweet words echo in my ears:*

*"Joy is the sweet voice, Joy the luminous (روشن) cloud-  
We in ourselves rejoice!"*

Your father is a beacon (روشن چراغ) of dedication (خود پھری) who toils from dawn (صبح) to dusk (شام کو دھندلکا) to facilitate you to get quality education. *Barack Obama aptly underlines the thing that makes a man a true father, "Any fool can have a child. That doesn't make you a father. It's the courage to raise a child that makes you a father."* You have superbly (مہم کو پہر) replied to your father's Herculean (انتہائی مشکل) efforts with a symphony (زمرن) of success. You

have paid off (ادا کرنا) his labour in the best possible way. Your admission to a medical college is as sure as the dawn follows night. In near future, you will don (پہنا) the white coat of a doctor and enjoy a new realm of respect and esteem. Very soon, I will be there with you to revel (لطف اندوز ہونا) in the glow of your splendid triumph. I extend my warmest congratulation to you and your family on this auspicious (مبارک) milestone (منگسل).

Dear cherished (پیارے) companion, you must continue to keep your nose to the grindstone (غریب مت کرنا) in order to sail through your MBBS examination with flying colours. This pinnacle (مروج) of success must be your goal. May the Almighty lend you strength to transform your parents' dreams into tangible (دراخ) reality! I look forward to (انتظار کرنا) hearing from you soon.

Yours sincerely,

X. Y. Z.

- ☆..... Write a letter to your friend congratulating him on his brilliant success in the examination. (Standard)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Aslam,

I hope this letter finds you in good health. I feel overjoyed and proud of your brilliant success in the examination. It is indeed a great achievement. Your performance (کارکردگی) is really admirable (تواضع کرنا). *Dalai Lama aptly remarked, "Happiness is not something readymade. It comes from your own actions."* You have passed the examination with distinction (انتیاز). We all expected (ترقی تھی) such a big success from you. All of your relatives (رشتہ دار) must be happy at this great occasion (مروج). Most certainly, the proudest of all must be your parents. You have turned their dreams into reality in such a marvellous way.

Your father toils from dawn to dusk to help you to get education. *Barack Obama aptly indicates the thing that makes a man a true father, "Any fool can have a child. That doesn't make you a father. It's the courage to raise a child that makes you a father."* You have rightly paid off your father's hard efforts. Your admission to a medical college is certain. In a few years, you will be a doctor, enjoying a superior status (مقام) in society. Please convey (پہنچانا) my heartfelt congratulations (مبارکباد) to your family. I will come to you soon to celebrate your superb success. Eager to hear from you,

Yours sincerely,

X.Y.Z.

10. Write a letter to your father telling him the causes of your failure. (Outstanding)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Father,

I hope this letter finds you in the best of health and spirits. With eyes brimmed (بریز)

with tears, I want to tell you that I did not succeed in the midterm examination. A severe (شدید) storm of intense emotions whirl (گرداب بناموہے) within me as I write down this letter. I could not find the right words to express my deep depression (ذلت دہائی) and rueful (غمناک) regret (پچھتار). My heart is burdened with the heavy weight of this humiliating (ذلت آمیز) failure. It is a setback (مردر) that baggers description (تاکل بیان). However, I find it appropriate to tell you the reasons behind this embarrassing (ہیشان کن) failure. I hope you will understand and guide me how to proceed (پرمات) further on my path to success.

The first hurdle (رکاوٹ) on my academic (تعلیمی) path was my active involvement (دراغی) in co-curricular activities. Though these activities are supposed to enhance (پرمات) our learning experience (تجربہ), they actually blurred (مستلا کردیا) my vision and deflected (گروا کردیا) me from establishing my priorities. My enthusiastic participation (شویت) in sports and cultural events consumed (کھا گئی) a significant portion of my time and energy. This emotional association (دراغی) inadvertently (لاشوری طور پر) made me compromise (مجبور کرتا) on my academic activities.

After the tournament, my health declined (گرنی) unexpectedly. Severe (شدید) stress and extreme exertion (مشقت) of the tournament culminated (مردج کو پہنچی) in serious illness. It further distanced me from my studies. I could not keep up with (ساتھ ساتھ پنا) my academic pursuits (تجربہ). The doctor advised me complete bed rest. All this potentially (امکانی طور پر) disrupted (مطل زلا) my preparation for the impending (آنے والا) exams.

My constant (مستقل) absence from class was perhaps the biggest hindrance (رکاوٹ) to my academic success. I missed key lessons and valuable academic sessions. Essential (اہم) ideas and sophisticated (مجید) concepts slipped through my fingers (کھو گئے). This created significant gaps in my knowledge and readiness. I could not bridge (پکڑنا) this huge gap within the limited available time. The words of *William Penn began echoing within me, "Time is what we want most, but what we use worst."*

I thought that I could pass the examination with some meager (خفیف) preparation. *Benjamin Franklin aptly said, "By failing to prepare, you are preparing to fail."* I could not equip (پس کرنا) myself with necessary stuff to sail (تیرنا) successfully through the stormy sea of exam. I just kept on skimming (سرری مطالعہ کرتا) the surface, thinking it would suffice (کافی ہونا), while the examination demanded a deep dive into the very depths of knowledge.

All these challenging circumstances culminated (مطل مردج پر پہنچی) in severe (شدید) stress and heightened (بڑی) anxiety (تکوش). The psychological turmoil (انفرقاری) cast a dark shadow (ملاستیں) over my mental faculties (ملاستیں). The relentless (پہ دم) grip of anxiety impaired (تھانسا) my memory and disturbed my concentration (انداز توجہ). It inhibited (روک دیا) my ability to collect information, think clearly and apply my insight (فراست) with precision (پارک بنی). Within the desperate (ناہس کن) environment of the examination hall, all these adverse (مطل) effects got magnified (بڑھ گئے), impeding (رکنا) my way to perform well. They proved to be a tangible (دراغ) barrier (رکاوٹ) that stood between me and the academic success. *Alexander Graham Bell aptly said, "Concentrate (توجہ مرکوز کرنا) all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus."*

I promise that I would try my best to address (محل کرتا) all these issues. I would do my best to improve my study habits, manage stress and seek supports from my teachers and

fellow students to enhance (پرمات) my overall performance in the upcoming annual examination. Expecting encouragement from your side,

Your loving son,

X.Y.Z

☆..... Write a letter to your father telling him the causes of your failure in the examination. (Standard)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Father,

I hope this letter finds you in the best of health. With heavy heart, I want to tell you that I have failed in the midterm exam. I am really sad and grieved (غمزور) at this. I am feeling humiliated (شرمندہ) and depressed (اناس). However, I want to tell you the reasons behind this setback (مردر). I hope you will understand and guide me to find my way back to success.

The first reason is my active involvement (دراغی) in games and sports. They actually caused me lose my focus and neglect my studies. I spend a lot of time and energy on them. Resultantly (نتیجتاً), I could not pay proper heed (توجہ) to academic (تعلیمی) activities. I missed my classes and this created big gaps in my knowledge.

After the tournament, my health got worse. Severe (شدید) stress (ذلت تاز) and hard work made me seriously ill. The doctor advised me complete bed rest. I could not keep pace with (کے ساتھ پنا) my studies. All these hurdles (رکاوٹیں) did not let me prepare well for the upcoming exams.

My continuous absence from class further worsened (مزید بڑا دیا) the situation. I missed my important lessons. This created a big gap in my studies. I could not bridge this gap instead of my hard efforts. Time was too short to cover the missed lessons. The words of *William Penn began echoing within me, "Time is what we want most, but what we use worst."*

I thought I might pass the exam with partial (کافی) preparation. But like *Benjamin Franklin said, "By failing to prepare, you are preparing to fail."* I could not realize the toughness of the exam. I only studied a little bit, thinking it would suffice (کافی ہونا), but the exam needed deep knowledge.

All these problems made me very worried. High stress affected my memory. I could hardly understand things. My mental faculties (ملاستیں) ceased (بند کردیا) to work properly. I could not focus upon my work. Thus I could not perform well in the examination hall. *Alexander Graham Bell aptly said, "Concentrate (توجہ مرکوز کرنا) all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus."*

I promise I will try my best to overcome (تاکل پنا) all these difficulties. I would handle stress and seek (مائل کرتا) help from my teachers to do well in the upcoming exams. I hope you would encourage me. Expecting (توجہ ہے) a positive response (مردل) from you,

Your loving son,

X.Y.Z

11. Write a letter to your friend condoling with him on the death of his mother. (Outstanding)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Kaleem,

I just cannot describe (بیان کرنا) how deeply sad and grieved (مغموم) I am at the news of your mother's death. It is really a shocking (صدمہ انگیز) and lamentable (اندہ تک) event. I know how futile (بے اثر) and fruitless would be my words of consolation (تسلّی) at this time of bereavement (صدمہ) and grief so overwhelming (مادی). The tender motherly love is no less than a heavenly (بہشتی) gift. Nothing can substitute (جہل بہت) the maternal (مادری) affection (شفقت).

Dear friend, you know in this world of transience (تلاطم کاری), every thing, with no exception (بشمول) of man, is short-lived and fleeting (مارش). Man is helpless before the Divine decree (قسمت کا کھسا). Paradoxically (تضاد کے طور پر), man dies to become immortal (لاناقلی). He bears (برداشت کرنا) the pang of death to relish (حسے لینا) the bliss of heaven. Every virtuous soul flies far beyond the lofty clouds to somewhere among the stars to enjoy the perpetual (دائمی) divine bliss.

"Death lies on her, like an untimely (بے وقت) frost (پالا)  
Upon the sweetest flower of all the field". (Shakespeare)

My fellow, I pray that our Heavenly Lord may assuage (کم کرنا) the anguish (تکلیف) of your sorrow and bless you with patience (مہر). You should console yourself with the cherished (پیارے) memory of the loved and lost. Be brave and get over the pain of this bereavement (گم). Console your family with your words and deeds (اعمال). Please accept my condolences (تقریرت) at this moment of grief. I end my letter with the prayer that ALLAH Almighty may bless the departed soul (مردہ) with eternal peace.

Yours sincerely,

X. Y. Z.

☆..... Write a letter to your friend condoling with him on the death of his mother. (Standard)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Rashid,

I cannot tell how sad I am at the news of your mother's death. It is really a shocking (صدمہ انگیز) news. It is a huge loss for both of us. But we can do nothing to avert (بلا) this loss. Man is helpless before the will of ALLAH. Everyone who is born will die one day. No man is immortal (لاناقلی). But, you know, death is not the end of life; it is rather the beginning of eternal life. We can only pray for her peace in the life hereafter (موت کے بعد کی زندگی). We should do such deeds (اعمال) as may be a source of comfort to her.

My friend, your mother was really a great woman. She always treated me like her own son. She was helpful to the needy. She was particularly (خاص طور پر) popular with the poor

women. She always tried to help them. They have also lost their benefactress (مسن). I have never seen such a generous (بڑی), kind and God-fearing (خدا ترس) lady in my life. I console you at this moment of grief and sorrow. Soon, I would come to you to offer my condolences.

Yours sincerely,

X.Y.Z.

12. Write a letter to your friend about your first day at college.

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Faheem,

At last we have succeeded in escaping the whipping (سزا) and flogging (سزا) of school teachers. It was my dream to be a student of college. You even cannot imagine how excited I am to tell you about my first day at college. Dressed up in a white clean suit, I with some of my class fellows proceeded to college. We were just a furlong away from the college boundary (حاجہ) when we observed (دیکھنا) a group of horrified (خوفزدہ) students running towards us. We were alarmed (ڈر گئے). When they came near us, they told us about a few senior students who were making the new students 'first year fool'. We were for a moment stunned (بہوت رو گئے). We began thinking whether to go onward or return. In the meanwhile, a group of senior students arrived there. They assured (یقین دلایا) us that they would save us from this serious hazard (خطرہ، مصیبت). We accompanied them all the way to college. When we entered (داخل ہوئے) the gate of the college, they themselves asked us to dance and sing. We were stunned (بہوت). We could do nothing except to obey. After that, a few other students came there and asked us to stand on our toes for ten minutes. Then I realized that the punishment (سزا) at school was far less than this humiliation (ذلت). However, when this predicament (مصیبت) was over, we came to our classroom, where one of the professors told us about the difference (فرق) between the school life and the college life. The reality (حقیقت) was that we had already seen an obvious (راخ) difference. While coming back home, I was comparing (موازنہ کرتا) the punishment at school with the disgrace (ذلت) we had to endure (برداشت کرنا) on the very first day of college life. This is how I spent my first day at college.

Yours sincerely,

X.Y.Z.

13. Write a letter to your friend about your future plan/profession.

(نوٹ: یہ خط پنجاب کیسٹ بک بورڈ کی کتاب 'انٹرنیشنل گریڈ 11' میں شامل ہے۔)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Saleem,

Recently (حال ہی میں), I have received (وصول کیا ہے) a letter from you in which you have inquired about my future plan/profession. In this letter, you have also told me about your future plan/profession. From your letter, I have learnt that you want to be a doctor. This is undoubtedly a noble profession (پیشہ). Doctors serve the unhappy and the sick (بیمار). As far

as my future plan/profession is concerned (معلق ہے), I want to be an engineer. I want to serve (خدمت کرتا) my nation as an engineer. They are the engineers who work for the construction (تعمیر) of a country. I want to build new roads, hospitals, dams and universities. Our country is a developing (ترقی پذیر) country. I want to play my role in the development of my country. To get my aim realized (پورا کرنا), I work day and night. I am sure that I would get admission to an engineering university. May both of us succeed in realizing our sacred (مبارک) aims! Ameen!

Yours sincerely,

X.Y.Z

14. Write a letter to your father about your first impression of college life.

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

Recently (ماتل قی میں), I have received a letter from you. In this letter, you have asked me to tell you about my first impression (پہلی نظر) of college. Father, it is really a wonderful life of freedom and learning. The professors are very kind and generous (نیاض). They guide us in every matter. They treat us politely (نرم رویے) and kindly. In school, we ever remained afraid of our teachers. We could not even discuss our problems with them. We were always reluctant (مبھیجے تھے) to face them. But now in college, we have gained confidence (ایمان) to a considerable extent. The professors always encourage (حوصلہ دیتے ہیں) us to ask questions.

The second thing that attracts (مبھیجی لگتی ہے) me is the free discussion (بحث) among the students. We debate (بحث کرتے ہیں) about the topics of studies, political issues (مسائل) and current (موجودہ) international affairs. Sometimes, even the professors join us in the discussion. They guide us properly in every matter.

The most attractive (کشش) thing of the college is its library. Books of many kinds are available (میں) there. The students, during their free periods, come into the library and read books and newspapers. The grassy playgrounds of the college are also wonderful (جہان کن). All sorts of games are played in the college. Father, the truth is that I am enjoying the college life. I think it is really a golden period of my life. Please pay my humble greetings (سلام) to mother and other members of our family.

Your loving son,

X.Y.Z

15. Write a letter to your father telling him about the co-curricular activities at college.

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

Recently, I took part in a debate contest (مقابلہ). The topic was "Old is Gold". The Debating Society of our college arranged (انتظام کیا) this debate function. The principal presided over the function. The students of all classes took part in that competition (مقابلہ).

But the good news is that I won the first prize. The principal greatly admired me for my speech. He nominated me for the inter-collegiate debate contest that will take place the next month. Our principal encourages (حوصلہ افزائی کرتے ہیں) the co-curricular activities very much. He says that the co-curricular activities (ہم اضافی سرگرمیاں) are a necessary (ضروری) part of education. On the tenth of February, the inter-collegiate competitions will start. I will take an active part in various games. I hope to win the award for the best athlete (کھلاڑی). I am receiving hard training for these competitions. Father, you must know that my interest in games cannot divert my attention from my studies. I am also taking full interest in my studies. I have topped the class in recent (موجودہ) examination of the college. I believe that a good sportsman (کھلاڑی) can also be a good student. I just need your blessings.

Your loving son,

X.Y.Z

16. Write a letter to your father seeking permission to spend a few days with your friend in his village.

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

Father, our college will be closed for the summer holidays next week. Saleem, a friend of mine, has invited me to spend a few days of the summer holidays with him at his village. His village is situated (واقع ہے) in the heart of mountains. There is no problem of accommodation (رہائش) as he has an annexe (کسی عمارت کا ملحقہ حصہ) to his house. Father, the summer is at its peak now. It must be very hot in our city at this time of the year. I want to spend some time with my friend at his village. We would do the homework of summer vacation together. We would play and walk among the mountains. It would be a pleasant (محبوب) change for me to spend some time in the cool and refreshing atmosphere (ماحول) of hills. I expect (ترقب کرتا ہوں) that you would happily allow me to go there. I promise (دعویٰ کرتا ہوں) that I would take care of myself. You need not worry about me. I just need your blessings.

Your loving son,

X.Y.Z

17. Write a letter to your father asking him about the health (صحت) of your mother.

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

I am much worried (فکرمند) about my mother's health. She was not feeling well when I departed (روانہ ہوا تھا) from home last week. She was suffering (جھٹکی) from slight (ہلکا سا) cold (نزلہ) and flu (دکام). She is an old patient (مریض) of bronchitis (سانس کی نالی کی سوزش) and diabetes (شکر). Father, it is the advent (آغاز) of terrible (خوفناک) winter now. She needs to be nursed (تعمیر واری کرنا) and looked after (دیکھ بھال کرنا) adequately (مناسب طور پر). She finds it difficult

(مشکل) to breathe (سانس لینا) when she suffers (فشار ہوتی ہے) from the congestion (دباؤ) of lungs (پھیپھڑے). It has been raining steadily (مستطیل) for some days. The icy (برقی) winds (برائیں) are roaring (پھٹا رہی ہیں) all the time. In such grim (بیمابک) weather (موسم), she should be asked to keep inside and wear warm woolen (پانی) clothes. Please keep in touch with the doctor continuously (مستطیل). Enough (کافی) care is needed to ensure (تجی) that she takes her medicine regularly (باقاعدگی سے). Request (درخواست کریں) the doctor to pay her fortnight (چھ دن) visits. If these measures (اقدامات) are taken, she will be all right. It is a famous (مشہور) proverb (نظم) that prevention (پریز) is better than cure (علاج). So the ailment (بیماری) should be shunned (دور کیا جائے) before it strikes us with its nasty (برے) effects (اثرات). I am sure that you will be very careful (تلا) in this regard (بارے میں). Please inform (مطلع کریں) me about all this matter (مامل) in the earliest (جلد از جلد).

Your loving son,

X. Y. Z.

# 18. Write a letter to your friend to borrow books from him. (Outstanding)

(نوٹ: یہ خط کتابت ایک دوست کو اپنی کتابیں قرض کرنے کے لیے لکھنا ہیں۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I hope this letter finds you well and in good spirits (مزاج). The arduous (کٹھن) phase of the examination has come to a close. An unprecedented (مجب، انوکھا) stillness (تلا) has embraced (پلٹا) me tightly. I am feeling lazy and lethargic (کامل). Days have become listless (بے حور) and spiritless (بے حور). Time seems to drag (کھینچتا), and life has come to a standstill (انگڑا). I have grown so accustomed (مانی) to reading that, without books, I feel like a sailor (طرح) without a sea. As Emily Dickinson said, "There is no Frigate (جنگی بحری جہاز) like a Book to take us Lands away."

My love for literature is insatiable (تلا). Books bring me such ecstatic (بے غور) joy that a day without them seems an eternity (ابدیت). I remember Jane Austen's famous line, "I declare, after all, there is no enjoyment like reading!" I know that your library is studded (آراست) with the jewels of literature. Once, you spoke of your cherished (محب) collection of books. I love prolific (دور رقم رکھنے والے) authors and their literary works. They leave an indelible (آند) mark (مطل) on my memory. Truly, a good book is a wellspring (مرچش) of wisdom. A French Romantic writer, Victor Hugo, rightly said, "A good book is an event in my life." By that yardstick (پیمانہ), your library is a priceless treasure.

I often get captivated (محب) by tales of Dickens' bustling (مرگزی سے بھر پور) streets, Austen's gentle landscapes (تدرتی مناظر) and the windswept (ہاندر) terrain (طلا) of Bronte. The allure (محرک کشی) of literary narratives (کالمات) is irresistible (دل آدین). Fascinating (کوش) stories provide an escape (فرار) from monotonous (پزارکن) life. They are the gateway (راست) to realms (آلکارکن) where genuine (خالص) emotions are felt. Every scene they unfold (آلکارکن) looks beautiful and charming as if they were scenes "painted by the fingers of the dawn (سورج) and dusk (دندلا)," to quote the Bengali poet Rabindranath Tagore (ٹیگور).

Dear friend, I want to borrow a few of these literary masterpieces from your collection (کتاب خانہ). Your kindness in this matter would be like a lighthouse (پتلا نور) guiding a lost sailor back to the shores of his beloved sea. In the words of Shakespeare, "I can no other answer make but thanks, and thanks; and ever thanks." I promise to handle (استمال میں) them carefully and return them once I have relished (لطف اٹاتا) their narratives (کاتیں).

I eagerly (بے تابی سے) await your response (جواب) with a hopeful heart. May our mutual love for literature, In the words of Helen Keller, "be the tie (بندن) that binds (بندتا) our hearts in closest friendship!" (369 words)

Yours sincerely,

X.Y.Z.

## ☆..... Write a letter to your friend to borrow books from him. (Standard)

(نوٹ: یہ خط کتابت ایک دوست کو اپنی کتابیں قرض کرنے کے لیے لکھنا ہیں۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I hope this letter finds you in good health. Our examination has come to a close. Now, I am feeling slow and lazy. Life has come to a standstill (تلا). Without books, I am feeling like a sailor (طرح) without a sea.

My love for literature is insatiable (تلا). Books bring me pure joy that is never given, In the words of Coleridge, "Save to the pure, and in their purest hour". I know your library is rich in fascinating (محرک کشی) books on literature. I love literary works. Truly, a good book is a wellspring (منج) of wisdom.

Dear friend, I want to borrow a few books from your collection (کتاب خانہ). I hope you will not disappoint (ناپس کرنا) me. I promise to handle (استمال میں) them with utmost (انتہائی) care and return them as soon as I have read them.

Reading takes me to amazing (حیرت انگیز) places. It makes my life exciting (دلچسپ) and delightful (خوشگوار). Every scene they unfold (آلکارکن) looks beautiful and charming as if they were scenes "painted by the fingers of the dawn (سورج) and dusk (دندلا)," to quote the Bengali poet Rabindranath Tagore (ٹیگور).

I eagerly (بے تابی سے) await (محرک ہوں) your response (جواب) with a hopeful heart. May our mutual (ہم) love for literature, In the words of Helen Keller, "be the tie (بندن) that binds (بندتا) our hearts in closest friendship!" (203 words)

Yours sincerely,

X.Y.Z.

## ☆..... Write a letter to your friend to borrow books from him. (Easy)

(نوٹ: یہ خط کتابت ایک دوست کو اپنی کتابیں قرض کرنے کے لیے لکھنا ہیں۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I hope this letter finds you in good health. Our examination has come to a close. Now, I am feeling slow and lazy. Without books, I am feeling like a sailor (طرح) without a sea.

You know I love reading fiction (افسانوی) books. Books bring me pure joy that is never given, *in the words of Coleridge, "Save to the pure, and in their purest hour"*. I know your library is rich in great books on literature. Truly, a good book is a wellspring (سرچشمہ) of wisdom.

Dear friend, I want to borrow (مستعار لینا) a few books from your collection (کتاب خانہ). I hope you will not disappoint (مایوس کرنا) me. I promise to handle (استعمال میں لانا) them with great care and return them as soon as I have read them. I am eagerly (سبے تابانہ) waiting for your response (جواب) with a hopeful heart. (132 words)

Yours sincerely,

X.Y.Z.

19. Write a letter to your friend thanking him / her for his / her hospitality (مہمان نوازی) during your visit to her/his house.

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Nadeem,

What a marvellous (حیران کن) experience (تجربہ) it was to stay (قیام کرنا) with you in your scenic (خوش سحر) village. I am writing this letter to express (اظہار کرنا) my big thanks for your generous (نہاں شانہ) hospitality (مہمان نوازی). Really (یقیناً، واقعی), the people living among the hills are generous (سخی) and big-hearted (بڑے دل والے). I can never forget (بھولنا) the long and joyful (مہمگ آگشی) rambles (سیر) among the lush green (سبز و شاداب) mountains surrounding (اور گرد) your village. The vast (وسیع) meadows (مبزو زار), the green tablelands (میدان), the foaming (فہاگ آگشی) streams (نہاں), and murmuring (مکھکھکے) brooks (نالے) had a magical (جادوئی) effect on my soul (روح). The snow-clad (برف پوش) peaks (چوٹیاں) often (اکثر) played hide and seek (آگھ پھولی) with the silvery clouds. The usual (معمول) delicate (دلکی) drizzle (پونہ پانی), the revitalising (روح پرور) fanning strokes (خوشبودار) of balmy (مہمگ) breeze (ہوا) and the shady clumps (چمٹ) of whispering (سرکشیاں کرتے) trees..... all was so wonderful (حیران کن) and charismatic (کرسٹائی). Thank you for all you did for me. I can never forget (بھولنا) the kind (مہربان) and gentle (شیریں) people of your village. Especially (خاص طور پر), the loving face of your kind mother and affectionate (مشہقانہ) manners (اخلاق) of your warm-hearted (شفیق) father imprinted (نکھش کیا) an indelible (انست) impact (اثر) on my mind. My stay (قیام) in your village is one of the happiest experiences (تجربات) of my life. It would ever shine (چمکنا) in my mind's eye like the lonely (تنہا) bright (روشن) star in the blue lake (بھیل) of sky. Please convey (پہنچا دیں) my humble (ادبلی) gratefulness (شکریہ) to your parents.

Yours sincerely,

X.Y.Z.

20. Write a letter to your sister thanking her for a gift.

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Sister,

The purpose (مقصد) of writing this letter is to express (بیان کرنا) my big thanks for the

glorious (میںس تیت) gift you gave to me on my birthday (ساگرہ). All the gifts I got are valuable (میںس) and precious (میںس) but your gift of a book, 'Jane Eyre', is really (واقعی) wonderful (واقعی) (ذوق). It demonstrates (ظاہر کرتا ہے) that you are well acquainted (واقف ہیں) with my taste (ذوق). It is the only gift which got my rapt (فوری) attention (توجہ). It is one of my favourite (پہندیدہ) books on literature (ادب). It makes a significant (شمار) addition (اضافہ) to the valuable (میںس) collection (مجموعہ) of books in my personal (ذاتی) library. It is one of the celebrated (مشہور) romantic (رومانوی) novels of English language (زبان). Most of the fame (شہرت) of Charlotte Bronte rests upon (اعتماد کرتی ہے) this novel. It is about a young orphan (یتیم) girl who gains (حاصل کرتی ہے) a job as a governess (اتالیق) and finds love with her employer (مالک). Its exceptional (غیر معمولی), emotional (جذباتی) and narrative (گیانی) power (اسلوب) makes it a great success (کامیابی). I thank you again for such a marvellous (حیرت انگیز) gift. Please convey (پہنچا دیں) my humble (ماژانہ) greeting (سلام) to father and mother.

Yours affectionately,

X.Y.Z.

21. Write a letter to your parents to attend the "Open Day".

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Parents,

I am quite healthy and hope that you will also be enjoying sound health. Father, the object of writing this letter is to inform (اطلاع دینا) you about an important event that will take place soon in our college. It is the function of "Open Day". All the students have been asked to ensure (یقینی بنائیں) the participation (شرکت) of their parents in the ceremony (تقریب). Father, you know that the parents-teacher meetings are exceedingly (انتہائی) important. The teachers inform the parents about the shortcomings (خامیاں) and merits (غریباں) of their children. It is necessary for the parents to attend such meetings so that they may be aware of (واقف) their children's progress in studies. Father, I request you to ensure (یقینی بنائیں) your presence (موجوبگی) in this function. I hope that you will come and enhance (بڑھانا) my honour in the institute (ادارہ).

Your loving son / daughter,

X.Y.Z.

22. Write a letter to your father telling him about your progress in the December Test.

Examination Hall,

A. B. C. (City).

April 02, 2024.

My dear Father,

I have just received a letter from you. It reveals to me your concern about my performance in the December Test.

Father, you would be pleased to learn about my performance in the December Test. I have topped my class in this test. In English, I have got 90 marks out of 100. In the science subjects my performance is even better. I have secured 92 marks in chemistry. In physics, I

have topped the class securing 98 marks. You know mathematics is my favourite subject. As usual, I have got 100% marks in mathematics. I am a bit weak in Urdu. But now I am paying special heed to it. I am sure that I would get good marks even in Urdu in the annual examination. I just need your blessings.

Your loving son,

X. Y. Z.

23. *Write a letter to your friend telling him about your impression of the college teachers.*

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Ali,

You know college is a wonderful place to learn. It is totally a different place from a school. The school life is boring; while the college life is full of charms. The thing that attracts me the most in the college is the behaviour of the college professors. Unlike the school teachers, they are kind, affectionate and even friendly. They are ever ready to help the students. And the students also do not hesitate to talk to them. They discuss their problems with their teachers quite confidently. The professors feel happy in solving their problems. They advise them to be practical in life. I love to talk to them. I would dare say it is their presence that makes a college an ideal place for students. I think your impression of college teachers would be as good as that of mine.

Yours sincerely,

X. Y. Z.

24. *Write a letter to your father requesting him to increase your monthly allowance for the purchase of new books and new uniform.*

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

My dear Father,

I hope that you would not mind if I request you to increase my monthly allowance for this month only. Father, I need a few new books. For this purpose I need some extra money. Moreover, now it is winter. I cannot use the thin uniform of summer season. Therefore, I want to buy a new thick uniform. I hope that you would not disappoint me. Please pay my compliments to all at home.

Your loving son,

X. Y. Z.

25. *Write a letter to your father about your progress in studies.*

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

My dear Father,

I received a letter from you in the yesterday mail. In this letter you have asked me to tell you about my progress in studies. I have devoted all my time to my studies. Father, you

would be pleased to learn about my performance in the December Test. I have topped my class in this test. In English, I have got 90 marks out of 100. In the science subjects my performance is even better. I have secured 92 marks in chemistry. In physics, I have topped the class securing 98 marks. You know mathematics is my favourite subject. As usual, I have 100% marks in mathematics. I am a bit weak in Urdu. But now I am paying special heed to it. I am sure that I would get good marks even in Urdu in the annual examination. I just need your blessings.

Your loving son,

X. Y. Z.

26. *Write a letter to your friend requesting him to lend you his camera for a few days.*

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Ali,

We have made a programme to visit the Kaghan valley. You know it is one of the beautiful valleys of Pakistan. Friend, the purpose of writing this letter is to request you to lend me your camera for a few days. I want to make every lovely scene of the valley a part of my album. I promise that I would use your camera with care. I think you would not disappoint me. I am waiting for a positive response from you.

Yours sincerely,

X. Y. Z.

27. *Write a letter to your sister asking her to take part in the speech contest in your college.*

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Sister,

I have come to know that a speech contest is being arranged soon in your college. I am very happy to hear about it. I would like you to take part in the contest. You should write me down the top of speech. I may help you in this concern. You must know that the co-curricular activities are as important as the academic activities. I advise you to make full preparation to take an active part in the contest. I hope you would not let me down.

Your loving sister / brother,

X. Y. Z.

28. *Write a letter to your friend requesting him to lend you his English book for a few days.*

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Ali,

Two days ago I lost my English book in the school. I went to bazaar to buy a new

one but it was not available. I asked the shopkeeper to arrange one for me. I even made the payment of the book. He promised to arrange the book within four days. Still I am to wait for the new book for two days. But I could not keep pace with what our teacher taught us in the class during the last two days. I would be thankful to you if you lend me your book for a day only so that I may complete the missing homework. Certainly I would be grateful to you for this kindness.

Yours sincerely,

X. Y. Z.

**29. Write a letter to your father to allow you to join the college trip to Murree.**

Examination Hall,

A. B. C. (City).

April 02, 2024.

My dear Father,

I am well and wish you to be in good health. Next week our college trip is going to Murree. The purpose of writing this letter is to get permission from you to join this trip. The college has made the full preparations for this trip. Even a guest house has been booked there. This is not a recreation trip; it is rather a study tour. I hope that you would allow me to join this trip. I promise that I would take care of myself. Waiting for a positive reply from you,

Your loving son,

X. Y. Z.

**30. Write a letter to your friend condoling with him on the death of his father.**

(نوٹ: بیچا خطاب نکٹ یک ہر ذی کتاب "انکس کر امر ایڈیکٹوریشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Ali,

I am very sad to hear about the death of your father. It is a shocking news for me. What a huge loss it is for you! But man is helpless before the will of ALLAH. Everyone who is born will die one day. We can only pray for his peace in the life hereafter.

My friend, your father was really a great man. He was helpful to the needy. He was very popular with the poor. He always tried to help them. I have never seen such a kind and God-fearing man in my life. Soon, I would come to you for consolation.

Yours sincerely,

X. Y. Z.

**31. Write a letter to your friend about annual sports in your college.**

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Ali,

The purpose of writing this letter is to tell you about the sports day in our college. It

was held on 20th March this year. The playground was elegantly (معمکے) furbished (آراستہ) (کھا کھا). Plush (آرام دہ) chairs were arranged for parents and esteemed (محترم) visitors on the stage. The principal of the college presided over the event. The event started with the recitation (علاوت) from the Holy Quran.

After the athletes had paraded in the march-past, various events of the tournament began to take place. First of all, students from various classes ran in a hundred metre race. It was the most sensational (دولہ انگیز) event of the tournament. It was followed by a 400-metre race. Then there were high jump and long jump competitions. The next event was very exciting for me. I felt thrilled when a student of our class won the 100-metres hurdles (رکاوٹیں). Then there was a tug-of-war (رکشی) contest (مقابلہ) between the visitors and the teachers. The last event of the tournament was the game of musical chairs. Only the parents of the students were allowed to play this game.

Finally, the prizes were given to the winning athletes. The principal made a short speech and thanked the guests for honouring the college with their comforting (راحت بخش) presence (شرکت). It was really an exciting and thrilling day. I enjoyed it immensely. I request you to invite me if such an event takes place in your college.

Your loving friend,

X. Y. Z.

**32. Write a letter to your younger brother to inquire about his new school.**

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Brother,

I have recently (حال ہی میں) received a letter from you. The letter reveals to me that you have changed your school. But you have not told me anything about your overall experience (تجربہ) of the new school. The thing I want to inquire of you is your understanding (آگہی) of this new school. Speak of your new teachers, your class mates, the school discipline and your impartial judgement of the school. Remember, the most important of all are the teaching techniques. If you are satisfied with the way your teachers teach you, everything is fine then. I feel deeply concerned (گھبرندہ) in this respect. Just jot down a few lines for me about your views, observation, experience and anything else that you think is worth-mentioning (تعلی ذکر). Waiting anxiously (انتظار میں) for your early reply,

Your loving brother,

X. Y. Z.

**33. Write a letter to your younger brother advising him how to improve his English language. (Outstanding)**

(نوٹ: بیچا خطاب نکٹ یک ہر ذی کتاب "انکس کر امر ایڈیکٹوریشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Brother,

I hope this letter finds you in radiant (تابندہ) health and jubilant (شادان) spirits (حراج).

Recently (حال ہی میں), you have revealed (ظاہر کیا) your keen desire to improve your English language. *Charlemagne* (شارلی من), a medieval (تربہ دہائی) European ruler, once said, "To have another language is to possess a second soul." I appreciate (تاریف) your passion and enthusiasm (جوش). English is a "global village," as Marshall McLuhan (منک لونی) put it, and a doorway (دراختہ باطلہ) to countless opportunities. I suggest a few practical strategies (تکنیکی) for improving English. These ways of learning will help you a lot on your journey to mastering English.

First, read English books, newspapers, and magazines carefully and widely. Try to read particularly those topics that interest you. "Reading maketh a full man," observed (پان) *Sir Francis Bacon*. Reading will enhance (بڑھاتا) your vocabulary and help you understand sentence structure. Second, try to speak English as much as you can. The more you speak, the more confident (اعتماد) you will feel. Get yourself engaged in English conversation (گفتگو). For this purpose, you may join some English-speaking groups. Third, besides speaking English, try to listen to English broadcasts (نشرات), movies, and songs. This will improve your listening comprehension (سمجھ بوجھ). Gradually, you will get accustomed (عادی) to the English accent (اُچار). Fourth, read some good books on grammar. Reading English grammar will help you have a strong foundation. Fifth, learn new English words daily and expand (وسعت دینا) your vocabulary as much as possible. A British author and poet, *Rudyard Kipling*, said rightly, "Words are, of course, the most powerful drug used by mankind". Sixth, try to join online English learning courses. Such courses will provide you with a structured (آہستہ) learning process (طریقہ). Seventh, try to write as much English as you can. Start writing short stories, dairy, news, letters, and summaries. Writing will help you structure (ترتیب دینا) and organise your thoughts. Continuous practice in writing will improve your written communication (ابلاغ).

Lastly, learning a language is a journey that continues forever. "Success is not final, failure is not fatal; it is the courage to continue that counts (ماتحت)," *Winston S. Churchill* once said. Never get disappointed (ناامید) about making mistakes; it is a part of the learning process. Try to be persistent (مستقل مزاج) and steadfast (عزت قدم) in the learning process. If you follow these steps, you will make remarkable (لگائی) progress in achieving your goal. Stay curious (تجسس) and keep on learning, as *Albert Einstein* encouraged us by saying, "I have no special talent (ہم). I am only passionately (جوش ملیح) curious." I wish you all the best in this arduous (کٹھن) journey of yours. (403 words)

Yours sincerely,

X.Y.Z.

☆..... Write a letter to your younger brother advising him how to improve his English language. (Standard)

(نوٹ: یہ خط چھابیکسٹ بک بورڈ کی کتاب "انکس گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Brother,

I hope this letter finds you in good health. Recently, you have shown your will

(خواہش) to improve English language. *Charlemagne* (شارلی من), a medieval (تربہ دہائی) European ruler, once said, "To have another language is to possess a second soul." I appreciate (تاریف) your passion (ہنہ). I suggest the following steps for improving your English.

First, read English books widely. "Reading maketh a full man," observed (پان) *Sir Francis Bacon*. Reading will help you understand sentence structure (ساخت). Second, try to speak English as much as you can. For this purpose, you may join some English-speaking groups. Third, try to listen to English broadcasts (نشرات), movies, and songs. This will improve your listening skill. Fourth, read some good books on grammar. Reading English grammar will help you have a strong foundation (بنیاد). Fifth, try to learn new English words every day. A British author and poet, *Rudyard Kipling*, said rightly, "Words are, of course, the most powerful drug (دوا) used by mankind". Sixth, try to join online English learning courses. Seventh, try to write as much English as you can. Continuous practice in writing will improve your written communication (ابلاغ). Lastly, learning a language is a journey that continues forever. Try to be firm (عزت قدم) in the learning process. I wish you all the best in this journey of yours. (207 words)

Yours sincerely,

X.Y.Z.

☆..... Write a letter to your younger brother advising him how to improve his English language. (Easy)

(نوٹ: یہ خط چھابیکسٹ بک بورڈ کی کتاب "انکس گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Brother,

I have heard that you want to improve your English. It is really great news. I suggest the following steps for improving your English.

First, read a lot of English books. This will help you see how sentences are put together. Second, try to speak English as much as you can. The more you talk, the better you will get at it. Third, try to listen to English broadcasts (نشرات) and talk shows. This will improve your listening skill. Fourth, read some good books on grammar. This will give you a solid (محکم) base (بنیاد). Fifth, try to learn some new English words every single day. The more words you know, the easier it is to talk about different things. Sixth, try to join online English learning courses. Seventh, try to write as much English as you can. Last but not least (آخری بات), remember that learning a language takes time. It is a long trip that never really ends. Stick (دلے رہو) to it, and do not give up (ہارنا). I wish you all the best in learning English. (172 words)

Yours sincerely,

X.Y.Z.

34. Write a letter to your father informing him about the new motorbike you have bought recently.

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Father,

First of all I want to thank you for the money you sent to me to buy a motorbike. I was in dire (مخت) need of it. I had become sick of travelling in public transport. The major drawback (خالی) of travelling in public transport was that I often got late for work. Now I have got my own ride (سارے) and can reach anywhere in time. Thank you very much for this massive (بڑی) support.

My experience of riding a bike is wonderful. I feel quite excited and thrilled (جوش) while driving it. But never entertain (نہیں سمجھو) the idea that I have a rough (تیز) ride. While driving, I experience marvellous (حیران کن) feelings of comfort and cosiness (سکون). I never take any risk whatsoever. You need not worry in this respect. I do take safety measures during my ride. I wear helmet and never drive fast. The most wonderful thing about the motorbike is that it saves much of my valuable time. Moreover, I enjoy its ride. Its ride is easy, flexible (ملائم), economical, exciting and cosy (آرام دہ). I feel triumphant when I find my way through slow moving traffic and reach my destination in time. I assure you that I will take utmost care in riding and will always follow your good advice of safe driving.

Your loving son,  
X. Y. Z.

35. Write a letter to your younger brother telling him the evils of cramming.

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Brother,

First of all I want to congratulate you on getting admission to a renowned (مشہور) college of the city. Brother, it is a hard fact that you will have to live away from us for a period of two years. But, remember, these two years are the most crucial period of your life. The short period of these years will determine (تعیین کرتا) the path of your life. I know that you want to serve the suffering humanity as a doctor. What a noble and glorious (مائی شان) profession you have chosen!

The purpose of writing this letter is to tell you how to pursue (پہنچنا) your course of studies. Now you are no more a student at school. At school level students usually memorise things and cram (تذکرہ) answers to key questions. But this practice is discouraged at college level. Do not cram things now. Read your textbooks voraciously (شرق) study the most illustrated (سرورف) reference books and strive (کوشش کرتا) to understand the core (اہم) concepts (موضوعات) of various linguistic and scientific theories. Do not learn things by heart; rather use your brain to grasp (گھمنا) them. Never memorise things with little understanding (فہم) of them. If you cram things, you will rust (زنگ آلود کرتا) your talent.

Superficial (سطحی) knowledge is fruitless and futile. It cannot enable you to answer the tricky (بھید) questions. Make sure that you do understand things. I hope that you have got my point. Waiting for a quick response (جواب) from you,

Your loving brother,  
X. Y. Z.

36. Write a letter to your friend inviting him to attend the marriage ceremony of your sister.

(نوٹ: سیدہ غازیہ کی سہیلی کی شادی ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I feel delighted to inform you that the date of my elder sister's marriage has been fixed. It has been scheduled to take place on 20th April at Rose Garden Marriage Hall near our residence. I am writing this letter to you with a view to informing you in advance about the event. The marriage invitation card would be sent to you soon formally. Indeed, it would be a big event for our family. I have invited all my friends to participate (شرکت کرتا) in the marriage ceremonies (تقریبات). It would be a great gathering indeed.

You with your family are requested to participate in all the marriage functions. I hope you will accept my invitation. Do ensure your presence (شرکت) at our residence a day before the start of wedding ceremonies. We will indeed be grateful to you and your family. Convey (پہنچا دیں) my regards to your parents. Waiting anxiously for your reply,

Your sincere friend,  
X. Y. Z.

37. Write a letter to your sister suggesting her some interesting books to read.

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Sister,

I am really delighted to read your letter that I have recently received. In this letter, besides informing me about your well-being, you have revealed (ظاہر کیا ہے) to me your interest in fiction (افسانوی کہانیاں). You have sought (مانگی ہے) my help in this regard making me a request to tell you the names of some useful and interesting storybooks. I am proud of you for having such a nice literary taste. Really, the books are an extensive (بڑا) source of knowledge and information. They feed our soul and broaden (وسعت دیتا) our views. They impart (دیتی ہیں) profound (بڑی) wisdom and brilliant insight (بہیرت) to us. There are many books that I would like you to read but considering your age and interest, I suggest you three books to read first. They are: "CHARLIE AND THE CHOCOLATE FACTORY"; "LITTLE HOUSE ON THE PRAIRIE" and "THE LITTLE PRINCE".

"Charlie and the Chocolate Factory" is a story of a young boy who wins a tour through the most magnificent chocolate factory in the world. "Little House on the Prairie" is the story of a family which travels from the big woods of Wisconsin to a new home on the prairie. There they build a house, meet the neighboring Indians, dig a well, and fight a prairie fire. "The Little Prince" is a fairy tale about a pilot whose plane lands in the Sahara Desert. There he meets a little prince who describes his planet and adventures. I hope you will enjoy reading these books. Waiting for your early reply,

Your loving brother,

X. Y. Z.

38. Write a letter to your sister congratulating her on her success in the competitive exam.

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Sister,

It is beyond description (تاکلی بیان) how happy and delighted I am to hear the exciting news of your spectacular (شاندار) success in the competitive exam. This is really an admirable (قابلِ راز) achievement (کارنامہ). You have won the hearts of your friends and relatives by coming up to their expectations (توقعات). The happiest people among us must be our parents whose dreams you have realized in such a marvellous (شاندار) way.

Now a decent job awaits you. Surely, you will be posted to some administrative post. Though there is no need to tell you the qualities of a good administrator, I think it worthwhile (کارآمد) to mention some high administrative qualities. I hope you will always keep them in your mind and follow them.

Public office must be accountable (قابلِ سزاوارت) and transparent (شفاف). Public officers must serve the community with utmost responsibility, integrity (ایمانداری), loyalty and efficiency (قابلیت، لیاقت). Welfare of the people must be their chief concern. They must do justice in all their dealings. Principles of good governance (حکومت) also include equity (مساوات) and impartiality. A good administrator undertakes (درمیانے) an in-depth investigation and then makes firm decisions. There are many other things that I want to tell you. But we will discuss these things later. I want to tell you that the whole family is waiting anxiously for your arrival at home. Visit us as soon as possible.

Your loving brother,

X. Y. Z.

39. Write a letter to your younger brother advising him to avoid bad company and pay attention to his studies. (Outstanding)

(نوٹ: یہ خط ایک بڑے بھائی کے لیے ہے جو اپنے چھوٹے بھائی کو اچھے دوستوں سے ملنے کی مشق دیتا ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Brother,

I hope this letter finds you well and in good spirits (مزاج). Since you left home and

began to live in the hostel, I have missed you terribly. I often recall (پاکرت) the fun and thrill (ترک، جوش) we enjoyed together. I am writing you this letter because I genuinely (حقیقی) love you and care about you. *Emily Dickinson has rightly said, "To love is to care".*

I have heard that you are spending time with some friends who do not have a good reputation (شہرت). Read what Jim Rohn (رون), an American motivational (پندہ دہانے والا) speaker, says, "You are the average of the five people you spend the most time with." Every person we meet can influence (اثر ڈالنا) our views (انکار) and outlooks (نظرت). It is but natural to make associates (دوست). But "A false friend and a shadow attend only while the sun shines," as Benjamin (بنیمن) Franklin warned. Bad company can distract (توجہ ہٹانا) you from your goals and hinder (رکنا) your personal growth. On the contrary (برعکس), "A real friend is one who walks in when the rest of the world walks out," said Walter Winchell (ون شینل), an American commentator (مبصر). Thus, I bid (گم دینا) you distance (دور سے) yourself from dishonest and fair-weather (مظنی) friends immediately.

Whispers (سرگوشیاں) have reached me that your passion (پندہ) for your scholarly (ادبیات) pursuits (متجسس) has subsided (خفتا ہونا). "Education is the kindling (سگ) of a flame, not the filling of a vessel (سکڑی جہاز)," as Socrates (ساکراتیز) said. Your recent (حالہ) test results reflect (ظاہر کرنا) your declining (زوال پذیر) interest in your studies. Reignite (پھر لگنا) your dedication (گمن، ذممن) to learning and let it "shine like the whole universe is yours," in the words of Rumi.

In Milton's words, education is a "golden key that opens the palace of eternity (ابدیت)." It paves (راہ، سوار کرنا) the way to marvellous (عجرت انگیز) opportunities (مواضع)، phenomenal (فیر معمولی) success, and enormous (مہم) growth. "Genius (ذہانت) is 1% inspiration (تحریک، پندہ)، 99% perspiration (عرق ریزی)," Thomas (تیس) Edison declared. Sometimes, it seems somewhat tiresome (پھراگن), but "The roots of education are bitter, but the fruit is sweet," Aristotle once wisely said.

Brother, you own a brilliant (دش) mind and a golden heart. You have the potential (قابلیت) to get what you want. Protect your future, cherish (پالنا) your dreams and "keep away from those who try to belittle (گھٹانا) your ambitions (تمنائیں)," in the words of Mark Twain. Remember, today's choices (انتخاب) shape (شکل دینا) our future. I believe you will make the right decisions. May ALLAH help you to choose the right path! (368 words)

Your loving brother,

X.Y.Z.

- ☆..... Write a letter to your younger brother advising him to avoid bad company and pay attention to his studies. (Standard)

(نوٹ: یہ خط ایک بڑے بھائی کے لیے ہے جو اپنے چھوٹے بھائی کو اچھے دوستوں سے ملنے کی مشق دیتا ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Brother,

I hope this letter finds you in good spirits (مزاج). I am writing you this letter because I love you and care about you. *Emily Dickinson has rightly said, "To love is to care".*

I have heard that you are spending time with some friends who do not have a good reputation (شہرت). Every person we meet can influence (اثر ڈالنا) our views (نظریات). It is but natural to make associates (دوست). However, "A false friend and a shadow attend only while the sun shines," as Benjamin (بنیمن جیمز) Franklin warned (خبردار کرتا). Bad company can distract (توجہ ہٹاتا) you from your goals (مقاصد). On the contrary (عکس), "A real friend is one who walks in when the rest of the world walks out," said Walter Winchell (وین شیل), an American commentator (مبصر). Thus, I bid (دعا) you distance (دور رہیں) yourself from false friends right away (فورا).

Whispers (سُرگوشیاں) have reached me that you have lost your passion (ہندہ شوق) for studies. Reignite (بھڑکائی) your dedication (تکلیف شوق) to learning and let it "shine like the whole universe is yours," in the words of Rumi. Education is a golden gateway (راست) to a rosy (گلی رنگ) future. It paves (سوار کرتا) the way to bright success. Sometimes, it seems a bit tiresome (تھرا کر), but the fruit it yields (پیداوار دیتا) is very sweet.

Brother, protect your future, and "keep away from those who try to belittle (گھٹاتا) your ambitions (تجارتیں)," in the words of Mark Twain. May ALLAH help you to choose the right path! (218 words)

Your loving brother,

X.Y.Z.

☆..... Write a letter to your younger brother advising him to avoid bad company and pay attention to his studies. (Easy)

(نوٹ: یہ خط چھاب ٹیکٹ بک بورڈ کی کتاب "انٹرن گرامر اینڈ کیویشن" میں بھی شامل ہے۔)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Brother,

I have heard that you have made friends with bad boys. Every person we meet can influence (اثر ڈالنا) our views (خیالات). Bad company can divert (توجہ ہٹاتا) you from your goals (مقاصد). On the other hand, a good friend supports (مدد کرتا) you in your hour (وقت) of need. Thus, I bid (دعا) you part (الگ ہونا) from false (دھوکا باز) friends.

I have heard that you have lost your interest in your studies. You must develop a real passion (ہندہ شوق) for learning. Education is a golden gateway (راست) to a rosy (گلی رنگ) future. It paves (سوار کرتا) the way to bright success. Sometimes, it seems somewhat dull (بھرا کر), but the fruit it yields (پیداوار دیتا) is lovely. I hope you will follow my advice. (105 words)

Your loving brother,

X.Y.Z.

40. Write a letter to your mother about your performance in the examination. (Outstanding)

(نوٹ: یہ خط چھاب ٹیکٹ بک بورڈ کی کتاب "انٹرن گرامر اینڈ کیویشن" میں بھی شامل ہے۔)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Mother,

I hope this letter finds you in the best health and spirits (مزاج). Our examination has

finally come to a close. Now, I am feeling stress-free and relaxed (تھک سکن). I am breathing (سکھن) soft sighs (سلس) of relief (بھن) and tranquillity (سکون).

As far as my performance (کارکردگی) in the examination is concerned (تعلق ہے), it was like a rollercoaster (ہوا میں سلق ہڑی پہنچنا) ride (سواری). I want to tell you how I did each paper, and then I will describe my overall (مجموعی) performance in the examination. First of all, I tell you about the paper of Physics. I felt pretty (قدرے) happy and confident (محرو) when I saw the paper. I did it well and answered all the questions to the best of my ability. Finally, I walked out of the examination hall with confidence (احور). I hope to get good marks in this paper.

The paper of Biology was a bit (قدرے) trickier (تھپیہ). Some questions were relatively (قدرے) easy. However, a couple (دو) of unexpected (غیر متوقع) questions made me slightly (قدرے) nonplussed (بے کلامت کاظار). Nevertheless (بہم), I applied (برہ کار لایا) all my knowledge and experience (تجربہ) to answer them. Albert Einstein rightly said, "The only source of knowledge is experience." I became pretty successful in my attempt (کوشش). My last thorough (مکمل) revision (دہرائ) made the difference (کام آئی), and I pulled off (کمل کر لیے) decent (مستول) answers.

However, the paper of Chemistry was quite challenging (مشکل). Some questions seemed to have come out of the blue (غیر متوقع). I applied my in-depth (ہرا) understanding (فہم) and superior skills to answer them. My rigorous (مخت) preparation did me a good turn (میرے کام آئی), and I managed to complete the paper in time, leaving no questions unanswered. Confucius (کن فیوشس), a Chinese philosopher, rightly said, "Success depends upon previous (سابقہ) preparation, and without such preparation, there is sure to be failure."

My overall (مجموعی) performance in the exam had been convincing (طمینان بخش) and creditable (مستحسن). Doing some papers made me feel confident (احور), while others made me feel that I needed more preparation. Nevertheless (بہم), I assess (اندازہ لگاتا) my performance as commendable (قابل تحسین). This exam, beyond (سے ہٹے) just grades, was a real test of my resilience (البت) and dedication (تکلیف). Winston S. Churchill appropriately (مناسب طور پر) once said, "Difficulties mastered (تھاپ دیتا) are opportunities won."

I just need your prayers. I will visit you at the end of this week, and we will discuss things further. (343 words)

Your loving son,

X.Y.Z.

☆..... Write a letter to your mother telling her about your performance in the examination. (Standard)

(نوٹ: یہ خط چھاب ٹیکٹ بک بورڈ کی کتاب "انٹرن گرامر اینڈ کیویشن" میں بھی شامل ہے۔)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Mother,

I hope this letter will find you in the best of health and spirits (مزاج). Our examination has finally come to a close. Now, I am feeling stress-free and relaxed (تھک سکن). I

want to tell you about your performance in the examination. It was full of ups and downs.

First of all, I tell you about the paper of Physics. I did it well and answered all the questions to the best of my ability. I hope to get good marks in this paper.

The paper of Biology was a bit difficult. Some questions were easy, but a few surprised (حیران کر دیا) me. However, I attempted (میل کیے) them with whatever experience (تجربہ) I had. I managed to do it well overall (مجموعی طور پر). *Albert Einstein rightly said, "The only source of knowledge is experience."*

The paper of Chemistry with some unexpected (غیر متوقع) questions was tough. My thorough (مفصل) preparation did me a good turn (میرے کام آئی), and I answered all of them in time.

I did well in the exam overall. I found some papers easier than others. This exam was a real test of my knowledge and dedication (گھن). *Winston S. Churchill appropriately (مناسب طور پر) once said, "Difficulties mastered (تھم گئی) are opportunities (سراغ) won."*

I just need your prayers. I will visit you at the end of this week, and we will discuss things further. (209 words)

Your loving son,

X.Y.Z.

☆..... Write a letter to your mother telling her about your performance in the examination. (Easy)

(نوٹ: یہ خط آپ کی بہن یا والدین کو لکھ کر دیکھیں۔ اس میں نام لکھنا ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

I hope this letter finds you well. My examination has finally ended. Now, I am feeling relaxed (آرام سے). I want to tell you about your performance in the examination. It was full of ups and downs.

First of all, I tell you about the paper of Physics. I did it well and answered all the questions. I hope to get good marks in this paper.

The paper of Biology was a bit difficult. Some questions were easy, but a few surprised (حیران کر دیا) me. However, I managed (بہتر دست کر لیا) to do it well overall (مجموعی طور پر).

The paper of Chemistry was very tough. My careful preparation did me a good turn, and I answered all of them in time.

I did well in the exam overall. This exam was a real test of my knowledge. I just need your prayers. I will visit you at the end of this week, and we will discuss things further (مزید). (150 words)

Your loving son,

X.Y.Z.

41. Write a letter to your mother about your 1st day at college. (Outstanding)

(نوٹ: یہ خط آپ کی بہن یا والدین کو لکھ کر دیکھیں۔ اس میں نام لکھنا ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

I hope this letter finds you well and in good spirits (حراج). Today, I want to share my experience (تجربہ) of spending my first day at college. It marks (علامت ہے) the beginning of a new chapter in my life. Shifting from the dull (بھاری) life of school to the thrilling (دلچسپ) life of college feels like a giant (جسٹ) leap (پھلانگ).

I woke up early in the morning. I was feeling extremely (بہت زیادہ) excited (خوش) and a little nervous (گھبراہٹ) too. I eagerly (بے تابی سے) proceeded (برازندہ) to the campus and reached there in time. It was an enormous (بڑی) building bustling (متحرک) with activity. The old red building adorned (آراستہ) with trimmed (تراشیدہ) gardens looked majestic (مہم جو). There stands an old oak (شاہوٹو) tree right in the centre of the campus, watching over the students like a silent guardian (نگہبان). The pleasant (خوشگوار) environment (ماحول) and the splendid (شامع) surroundings (گرد و پیش) of the college impressed me lavishly (بے حد). *T.S. Eliot rightly said: "The greatest proof of our culture's greatness is the appreciation (تقدیر) of elegance (نفاست) and the beauty of our surroundings."*

I attended my first class of Psychology in a huge (بڑا) hall. The professor was engaging (دل سے ملنے والا), and I cannot tell how interesting the lecture was. I think this is going to be one of my favourite classes.

My next class was that of Mathematics. Calculus was the main topic discussed in the class. The professor explained the concepts (تقریرات) clearly and concisely (پالاختصار). The class of History was also fascinating (دلچسپ). The lecture was about ancient (قدیم) civilizations and their impact (اثر) on the modern world. The professor was very knowledgeable (ذی علم). He interestingly explained things, making the lecture informative and enjoyable. The way he delivered (پیش کیا) things made the subject matter (موضوع) quite understandable (آسان).

After classes, I met some of my class fellows. We explored (دیکھا جانپا) the campus together and checked out (چائڈ لیا) the library and the student centre. Finally, we went to the cafeteria and enjoyed a lavish (دلچسپ) lunch there. The food quality was quite impressive (شامع). The sumptuous (دلچسپ) meal reminded me of *Virginia Woolf's words, "One cannot think well, love well, sleep well if one has not dined well."*

Overall (مجموعی طور پر), my first day at college was a great success. I met many students, made some new friends and experienced (تجربہ کیا) several (کئی) exciting (مستحق) things. I have formed an idea of college life, and I am excited to explore (چھان بین کرنا) it further. *Mark Twain's inspirational (دلہرائز) words began to echo (گونجا) softly in my ears, "Sail away from the safe harbour (پناہ گاہ). Catch the trade winds in your sails. Explore. Dream. Discover."* I expect to face new challenges (نکار) and gain (حاصل کرنا) new experiences. I will try my best to make the most of this opportunity (سراغ) and keep on sharing my academic (تعلیمی) journey with you.

You can rest assured (یقین کرنا) that I will always hold onto the high values you instilled (دین میں) in me. (440 words)

Your loving son,

X.Y.Z.

☆..... Write a letter to your mother about your 1st day at college. (Standard)

(نوٹ: یہ خط چاہے ایک بڑی کتاب "کنکریٹ گراؤنڈ" میں بھی شامل ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Mother,

I hope this letter finds you well and in good spirits (مزاج). Today, I want to share my experience (تجربہ) of spending my first day at college. It marks the beginning of a new chapter in my life.

I woke up early in the morning. I was feeling both excited (پرجوش) and nervous (گھبرایا). I eagerly (پرتلاشی سے) proceeded (روانہ) to the campus and reached there in time. The old red building of the college looked majestic (مہمناز). The lovely surroundings (گرد و پیش) impressed me greatly. T.S. Elliot rightly said: "The greatest proof of our culture's greatness is the appreciation of elegance (نفاست) and the beauty of our surroundings."

I attended my first class of Psychology in a vast hall. The professor was engaging (دل مو لے والا), and I cannot tell how interesting the lecture was. I think this is going to be one of my favourite classes.

My next class was that of Mathematics. Calculus was the main topic discussed in the class. The professor explained the concepts (تصورات) clearly and concisely (پالاختصار). The class of History was also fascinating (دکھش). The lecture was about ancient (قدیم) civilizations and their impact (اثر) on the modern world. The professor explained things in an exciting manner.

After classes, I met some of my class fellows. We explored (دیکھا، جانچا) the campus together and checked out (بائزہ لیا) the library and the student centre. Finally, we went to the cafeteria and enjoyed a lavish (لطف) lunch there.

Overall (مجموعی), my first day at college was a great success. I think that college life is going to be quite thrilling (پولہ فیر), and I am excited to explore it further. I will keep on sharing my academic (تعلیمی) journey with you. (260 words)

Your loving son,

X.Y.Z.

☆..... Write a letter to your mother about your 1st day at college. (Easy)

(نوٹ: یہ خط چاہے ایک بڑی کتاب "کنکریٹ گراؤنڈ" میں بھی شامل ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Mother,

I hope this message finds you well. I am writing to tell you the story of my first day at college. I woke up early in the morning. I was feeling excited (پرجوش) as well as nervous

(گھبرایا ہوا). I got ready and reached the campus in time. The old red building of the college looked lovely.

My first class was of Psychology. The professor was engaging (دل کھینچنے والا), and the lecture was interesting. Next, I had a Math class where we discussed calculus. The professor explained the concepts (تصورات) clearly and concisely (پالاختصار). My History class was also interesting. We learned about past civilizations and their impact (اثر) on the modern world.

After classes, I met some of my classmates, and we explored (دیکھا، جانچا) the campus together. Finally, we went to the cafeteria and enjoyed a lovely lunch there. Overall (مجموعی), my first day at college was a great success. I will keep you in touch during my stay at college. (152 words)

Your loving son,

X.Y.Z.

42 Write a letter to your father requesting him to allow you to join the educational tour. (Outstanding)

(نوٹ: یہ خط چاہے ایک بڑی کتاب "کنکریٹ گراؤنڈ" میں بھی شامل ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Dad,

I hope this letter finds you in the best of spirits (مزاج). The purpose of writing this letter is to seek (مائل کرنا) permission from you to undertake (اقدام کرنا) an educational tour that my college is going to arrange. I believe this tour will benefit me not only in my academic (تعلیمی) journey but also in practical knowledge. This tour is expected to impart (دینا) valuable information about historical sites (مقامات), museums and other such places. It will allow me to broaden (وسعت دینا) my knowledge about various cultures, traditions and civilizations. I agree with the famous American author Elizabeth Gilbert when she says: "To travel is worth any cost or sacrifice."

It is not just a sightseeing (سائٹ سینگ) trip. The itinerary (سفر کا منصوبہ) has been planned in such a way that every destination (م منزل) should broaden our learning experience. We will visit various places of historical and scientific importance. Our teachers will be there to hold discussions to enrich (بڑھانا) our understanding. Saint Augustine uttered only truth when he said: "The world is a book, and those who do not travel read only one page."

Father, you know, trips give unique (یگانہ) exposure (اکشاف) to practical knowledge. Assimilating (گھمنا) various cultures gives a broader (وسیع) perspective (نقطہ نظر) on life. I often heard you saying, "The world is the best classroom," a sentiment (احساس) echoed (عکاس) by Confucius, who said, "Real knowledge is to know the extent (حد) of one's ignorance."

Dad, it is natural to have concerns (گھمرائے) about my safety and well-being during the tour. However, the school has taken all necessary measures (اقدام) to ensure our safety. Experienced teachers and professional guides will supervise (نظر رکھنا) the tour. The college has finalized proper arrangements for our lodging (رہائش), conveyance (نقل و حمل) and meals (کھانا). I promise to stay in touch and update (تازہ بخبر دینا) you on my whereabouts (مکان).

However, I agree with Helen Keller when she says, "Life is either a daring (بہادرانہ) adventure (مہم جہتی) or nothing."

Indeed, this educational tour will be a valuable experience for me. I do not want to miss this invaluable (نامول) opportunity for learning. I am looking forward to (غواہی کرتا ہوں) being a part of this enriching (تلاش کرنے والا) experience. Please consider (غور کرنا) my request and grant me the honour of embarking (برآمدگی) on this tour. (343 words)

Your loving son,

X.Y.Z.

☆..... Write a letter to your father requesting him to allow you to join the educational tour. (Standard)

(نوٹ: یہ خط آپ کے والدین کو لکھ کر ان کی رضامندی کی ضرورت ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Dad,

I hope all is well with you. I am writing to ask if I can join an upcoming (آگے کی) educational tour that my college is organizing. The purpose of the trip is to enhance (بڑھانا) our knowledge in academic (تعلیمی) and practical terms. We will visit historical sites (مقامات), museums, and other places of scientific and cultural interest. I agree with the famous American author Elizabeth Gilbert when she says: "To travel is worth any cost or sacrifice ( قربانی)."

You have often told me that "The world is the best classroom," and I genuinely (حقیقی) believe that this tour embodies (ظاہر کرتا ہے) that idea. It is a unique (مخصوص) chance to learn about various cultures and traditions. Saint Augustine uttered (کہا) only truth when he said: "The world is a book, and those who do not travel read only one page."

Dad, it is natural to have concerns (گھبرائیش) about my safety during the tour. However, the trip is secure and well-planned. The college has made solid (مضبوط) arrangements (اتھارمنٹس) for our lodging (رہائش), travel, and meals. Moreover, I will keep in touch with you throughout the tour. However, I do agree with Helen Keller when she says, "Life is either a daring (دہراؤ) adventure (مہم جہتی) or nothing."

I think this tour is an excellent opportunity for my education and personal growth. I hope you will consider (غور کرنا) my request. I await (منتظر ہوں) a quick response (جواب) from you. (220 words)

Your loving son,

X.Y.Z.

☆..... Write a letter to your father requesting him to allow you to join the educational tour. (Easy)

(نوٹ: یہ خط آپ کے والدین کو لکھ کر ان کی رضامندی کی ضرورت ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Dad,

I hope all is well with you. I am writing this letter to seek (تلاش) your permission to

join an upcoming (آگے کی) tour being arranged by my college. The purpose of the trip is to enhance (بڑھانا) our practical knowledge. We will visit historical sites (مقامات), museums, and other places of cultural interest.

You often tell me, "The world is the best classroom." This tour embodies (ظاہر کرتا ہے) that idea. It is an excellent chance to learn about various cultures and traditions.

Dad, the college has made suitable arrangements (اتھارمنٹس) for our lodging (رہائش), travel, and meals (کھانا). Moreover, I will keep in touch with you throughout the tour. I hope that you will allow me to go on the trip. I am waiting for your reply. (118 words)

Your loving son,

X.Y.Z.

43. Write a letter to your father justifying your poor performance in the examination. (Outstanding)

(نوٹ: یہ خط آپ کے والدین کو لکھ کر ان کی رضامندی کی ضرورت ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Dad,

I hope this letter finds you in good health and high spirits (مزاج). I am writing to you to explain my poor performance in the recent (میں) examination. First and foremost, I want to express my deepest apologies (معذرت) for not meeting your expectations (توقعات). "To err (غلطی کرتا) is human, to forgive, divine," as Alexander Pope once said. I know you give immense (بہت بڑی) value to education and provide me with the best opportunities for success. I am truly sorry for letting you down (ناپس کرتا).

I deem (سمجھتا ہوں) it necessary to tell you the causes of my poor performance in the examination. First, my elder brother's accidental death and then my mother's nervous (اضطراب) breakdown (ظفر) are the root causes of this poor performance. Still, I can view the angelic (مکھنوی) face of my brother and the weeping eyes of my mother. George Eliot has rightly said, "Our dead are never dead to us until we have forgotten them." This embarrassing (پریشان کن) incident exerted (ڈالا) a disastrous (فاجہ کن) impact (اثر) on my mental and emotional well-being. It did not let me focus (توجہ مرکوز کرنا) on my studies. The stress and anxiety (پریشانی) hindered (رکنا) my way to academic (تعلیمی) excellence (اتحاد).

Secondly, due to this accidental distraction (اجتناب), I found some of the topics of my course of studies to be quite (بہت) challenging (مشکل). Despite putting in my best efforts, I could not grasp (سمجھنا) them fully. Besides this, the paper pattern of two subjects was changed just before the examination. I was not prepared for this change, and it added to my difficulties.

Thirdly, I won the title of the best athlete of my college last year. This time, I excused (معذرت کی) the college authorities for not being able to participate (حصہ لینا) in the college's annual sports. However, "The best-laid plans of mice (چوہے) and men often go awry (خارج)," as Robert Burns, a Scottish poet, wrote. But despite my flat refusal, they

forced me to take part in games. Thus, I had to get involved (شامل ہونا) in several extracurricular activities, which took up a lot of my time and energy. I may have neglected (غفلت انداز کرنا) my studies during this period.

This setback (ضرب، چھٹ) is just a temporary (موقت) one. In the words of Winston Churchill, "Success is not final, failure is not fatal (مہلک): It is the courage to continue that counts (اہم ہوتا)." I have started working actively to fix (سرمچارنا) my academic (تعلیمی) problems and improve my grades. I am getting extra help from my teachers to understand my lessons better. Furthermore (مزید)، I have significantly (کافی حد تک) reduced (کم کرنا) my participation (شرکت کرنا) in extracurricular activities and have decided to devote (وقت کرنا) all my time to my studies.

I hope that you will understand the circumstances (حالات) that led to my unsatisfactory performance in the examination. Your support during this challenging (چٹن) time would mean the world (بہت اہم ہے) to me. I promise to work harder and do better in the future. (449 words)

Yours sincerely,

X.Y.Z

☆..... Write a letter to your father justifying your poor performance in the examination. (Standard)

(نوٹ: یہ خط درج ذیل کتاب 'انگلش گرامر اینڈ کمپریہنشن' میں شامل ہے)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Dad,

I hope this letter finds you in good health and high spirits (مزاج). I am writing to tell you the causes of my poor performance in the recent (حالہ) examination.

First, the accidental death of my elder brother is the root (بنیادی) cause of this poor performance. Still, I see the lovely face of my brother in my mind's eye. *George Eliot has rightly said, "Our dead are never dead to us until we have forgotten them."* This sad event did not let me focus (توجہ مرکوز کرنا) on my studies.

Secondly, due to mental (ذہنی) stress (دباؤ), I found some of the topics of my course of studies to be quite (بہت) tricky (پچیدہ). Despite my best efforts, I could not grasp (سمجھنا) them fully. Besides this, the paper pattern of two subjects was changed just before the examination. I was not prepared for this change, and it added to my difficulties.

Now, I am working actively to fix (سرمچارنا) my academic problems. I am getting extra help from my teachers to understand my lessons better. I hope that you will understand the circumstances that led to my unsatisfactory performance in the examination. I promise to work harder and do better in the future. (193 words)

Yours sincerely,

X.Y.Z

☆..... Write a letter to your father justifying your poor performance in the examination. (Easy)

(نوٹ: یہ خط درج ذیل کتاب 'انگلش گرامر اینڈ کمپریہنشن' میں شامل ہے)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Dad,

I am writing to tell you the causes of my poor performance in the examination. First, the death of my elder brother is the main cause of this poor performance. It did not let me focus (توجہ مرکوز کرنا) on my studies.

Secondly, due to mental (ذہنی) stress (دباؤ), I found some of the topics of my course of studies to be very hard. I could not grasp (سمجھنا) them fully. In addition to this, the paper pattern of two subjects was changed just before the examination. This added to my difficulties.

Now, I am working hard to fix (سرمچارنا) these problems. I am getting extra help from my teachers to understand my lessons better. I promise to work harder and do better in the future. (119 words)

Yours sincerely,

X.Y.Z

44. Write a letter to your father requesting him to hire a private tutor for you. (Outstanding)

(نوٹ: یہ خط درج ذیل کتاب 'انگلش گرامر اینڈ کمپریہنشن' میں شامل ہے)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

I hope this letter will find you in good health and high spirits (حوصلہ بہت). I have struggled hard to delve (گہرا کرنا) deep into my studies during the past few weeks. Resultantly (نتیجتاً), I have realized that there are certain concepts of English grammar that I cannot comprehend (سمجھنا). Despite my hard efforts, I find myself unable to grasp (سمجھنا) them fully. This thing has shaken (تھوڑل کرنا) my confidence and affected my academic (تعلیمی) performance (کارکردگی) adversely (ضار طریقہ پر). However, I agree with *Winston S. Churchill when he says, "Success is not final, failure is not fatal (مہلک): It is the courage to continue that counts (اہم ہوتا)."*

I have sought (مانگنا) help from my teachers and classmates in this regard. I have attended group study sessions to grasp these rules, yet I am unable to master them. I need individual attention from a private tutor for this purpose. A tutor can give his students technical guidance. He can explore (گہرا کرنا) their specific areas of difficulty and help them strengthen (تیز کرنا) their basic knowledge. I am confident (یقیناً) that a tutor can teach me these rules properly. *Henry Adams, an American historian rightly said, "A teacher affects eternity (ابدیت); he can never tell where his influence stops."*

I know this will increase your financial (مالی) burden, but I assure you that this investment in my education will produce incredible (غیر معمولی) results. It will help me earn high grades and boost (بڑھاتا) my confidence. It will enhance (بڑھاتا) my understanding of the subject. I have researched a few famous tutors who enjoy a high reputation and are affordable.

I will work diligently (جانتالی سے) and strenuously (سختی سے) to take advantage of this golden opportunity. I believe this extra coaching will transform the rough track (راست) of my academic (تعلیمی) journey into a royal road. Dad, I await (منتظر ہوں) your views on this issue. I hope you will support me as is your wont (معمول).

Your loving son,

X.Y.Z.

☆..... Write a letter to your father requesting him to hire a private tutor for you. (Standard)

(نوٹ: یہ خط بابیکٹ بک بروڈی کتاب "انٹرن گرامر اینڈ کمپوزیشن" میں شامل ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Father,

I hope this letter will find you in high spirits (مت، چستی). Recently (حال ہی میں), I have realized that there are certain concepts (تصورات) of English grammar that I cannot understand. Despite (کے باوجود) my hard efforts, I find myself unable to grasp (سمجھتا) them fully. This thing has shaken (ہلا کر رکھ دیا ہے) my confidence and affected my studies.

I have sought (مانگا) help from my teachers and classmates to understand the concepts, yet I have not succeeded in mastering them. I need individual attention from a private tutor for this purpose. Only a tutor can teach me these rules properly. Henry Adams, an American historian rightly said, "A teacher affects eternity (ابدیت); he can never tell where his influence (تأثیر) stops."

I know this will increase your financial (مالی) burden, but I assure you that this investment in my education will produce good results. I have researched a few famous tutors who are affordable.

I promise to take advantage (فائدہ) of this opportunity (موقع). Dad, I await (انتظار کر رہا ہوں) your views (خیالات) on this issue. I hope you will support me as is your wont (معمول).

Your loving son,

X.Y.Z.

45. Write a letter to your friend advising him to participate in games and physical activities. (Outstanding)

(نوٹ: یہ خط بابیکٹ بک بروڈی کتاب "انٹرن گرامر اینڈ کمپوزیشن" میں شامل ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I hope this letter will find you in good health and high spirits (بہترین طبیعت).

Recently (حال ہی میں), I have received a letter from you. In this letter, you have mentioned (ذکر) the increasing pressure (دباؤ) of classwork and studies. It bespeaks (ظاہر کرتا) your busy and hectic (مہرب) life. It impels (مجبور کرتا) me to tell you the importance of living a balanced life.

I still remember the days when I was a schoolboy. I can still recall (ذکر میں لاتا) the solace (تسکین) and joy that we derived (حاصل کرتا) from games and sports. Physical activities not only keep us healthy and active but also improve our stamina and sharpen (تیز کرتا) our focus (توجہ). They break the routine of our boring life and invigorate (پان ڈالتا) us to return to our tasks (کام) with newfound (نیا) energy.

Keeping your extra working hours in view, I suggest you spend some time in physical activity or sports. I genuinely (حقیقی) believe that physical activity will be immensely (بے حد) beneficial (فائدہ مند) for you. It will relax and becalm (پہنکون کرتا) your turbulent (سرسبز) soul. Besides, it will help you develop a disciplined (منظم) approach (انداز) to life. Read a famous proverb: "All work and no play makes Jack a dull boy."

Moreover, games refine (سوارا) our life skills. They make us patient and tolerant (بردار). They teach us to foster (پہدان چھائی) teamwork, enjoy victory, and face failure.

Even a quick jog in the morning or a ramble (مڑگشت) at the weekend can make a world of difference. It is rightly said that a healthy body is the harbinger (پیش نیر) of a healthy mind. John F. Kennedy, the 35th president of the United States, rightly said, "Physical fitness is not only one of the most important keys to a healthy body, it is the basis of dynamic (تحرک) and creative intellectual (تأملانہ) activity." You can tackle (نپٹتا) challenges with more clarity and vigour (توت) as a healthy man.

I am not advising all this just because enjoying health is a popular notion (تقریر) but because I have experienced (تجربہ کرتا) it personally. I am feeling more energetic (تازہ), less stressed (پریشان), and more focused (مہمک) since I have included (شامل کرتا) physical activity in my usual routine work.

I hope you will follow my advice. Man is not merely (محض) a workhorse; he should live a joyful life filled with the pleasures of games and outdoor activities. Roald Dahl, a British author, rightly said: "Life is more fun if you play games." Stay healthy, happy, and active. I hope to meet you soon for a game or a run. Take care,

Yours sincerely,

X.Y.Z.

☆..... Write a letter to your friend advising him to participate in games and physical activities. (Standard)

(نوٹ: یہ خط بابیکٹ بک بروڈی کتاب "انٹرن گرامر اینڈ کمپوزیشن" میں شامل ہے)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I hope this letter will find you in good health. Recently (حال ہی میں), I have received a letter from you. In this letter, you have written about the increasing pressure (دباؤ) of

classwork and studies. It reveals (کھل کر دکھاتا ہے) your busy and hard life. It forces me to tell you the importance of living a balanced (متوازن) life.

You should spend some time in physical activity or sports. Physical activities keep us healthy and active, improve (بہتر کرتے ہیں) our stamina, and sharpen (تیز کرتے ہیں) our focus (توجہ). They break the routine of our monotonous (پُرکارکن) life and boost (بڑھاتا ہے) our energy. Read a famous proverb: "All work and no play makes Jack a dull boy." It is rightly said that a healthy body keeps a healthy mind. A sportsman feels energetic (جست وازا) and focused (متوجہ رہتا ہے).

One should not work all the time. He should live a carefree life filled with the joys of games and outdoor activities. Roald Dahl, a British author, rightly said: "Life is more fun if you play games." I hope you will follow my advice. Stay healthy, happy, and active.

Yours sincerely,

X.Y.Z.

46. Write a letter to your friend inviting him to attend the marriage ceremony of your sister.

(نوٹ: یہ خط آپ کی دوست یا دوستی کے لیے لکھنا ہے۔)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I feel delighted to inform you that the date of my elder sister's marriage has been fixed. It has been scheduled to take place on 20th April at Rose Garden Marriage Hall near our residence. I am writing this letter to you with a view to informing you in advance about the event. The marriage invitation card would be sent to you soon formally. Indeed, it would be a big event for our family. I have invited all my friends to participate (شرکت کرنا) in the marriage ceremonies (تقریبات). It would be a great gathering indeed.

You with your family are requested to participate in all the marriage functions. I hope you will accept my invitation. Do ensure your presence (شرکت) at our residence a day before the start of wedding ceremonies. We will indeed be grateful to you and your family. Convey (پہنچا دیں) my regards to your parents. Waiting anxiously for your reply,

Your sincere friend,

X. Y. Z.

47. Write a letter to your friend who had met an accident. (Outstanding)

(نوٹ: یہ خط آپ کی دوست یا دوستی کے لیے لکھنا ہے۔)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I am desperately (بے حد) sad to hear the shocking news of your accident from one of our chums (دوست). I am very worried about your well-being and health. I am extremely eager (مشتاق) to know your physical condition and wish you a fast recovery (تیزی سے صحت).

Such unfortunate (نہایت) accidents make us realize how fragile (کھٹ) and delicate (نرم) life is and how important our health is. I can just imagine the painful feeling of discomfort, pain and frustration (ناپسندی) you are going through, but I know you are a man of strength and resilience (مضبوطی). I am sure you can endure (برداشت کرنا) this affliction (سختی) with patience and fortitude (استقامت). Read the beautiful words by John Ruskin, "Endurance (برداشت) is nobler than strength and patience than beauty."

Remember, you are not alone in overcoming (قابل آتا) this challenge; all your friends and family members are there to soothe (سکون پہنچانا) you with their comforting company. Don't hesitate (تردد نہ کرنا) to tell me if I can help you in any way. I am sending my love, good vibes (احساسات), and heartfelt prayers through this letter. I am sure these heartfelt feelings of mine will heal (صاف کرنا) your soul. Helen Keller truly said, "The best and most beautiful things in the world cannot be seen or even touched - they must be felt with the heart."

I will be there with you in a day or two. Then, we will recall (ذکر میں لانا) our old adventures, happy moments and exciting (دلچسپ) episodes (واقعات). We will chat together for hours and watch our favourite movies. We will have great fun together, and I will do anything to brighten your days. Maya Angelou rightly said, "Life is better when you're laughing."

Friend, stay strong, and demonstrate (کھل کر دکھانا) love and positivity. This accident is a temporary setback (ضرب), and I am sure you will be back on your feet soon. Every recovery takes time. With every passing day, you will be one step closer to regaining your usual zeal (جوش و ہول) for life. You have an army of well-wishers praying for your swift recovery. I am sending you lots of love, healing (صاف کرنے) vibes (احساسات) and positive thoughts. Get well soon.

Yours sincerely,

X.Y.Z.

☆..... Write a letter to your friend who had met an accident. (Standard)

(نوٹ: یہ خط آپ کی دوست یا دوستی کے لیے لکھنا ہے۔)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I am sad to hear the news of your accident. I am worried about your health. I wish you a fast recovery (تیزی سے صحت). Accidents make us realize how fragile (کھٹ) life is! I can imagine your discomfort and frustration (ناپسندی). But I know you are a strong man. You can bear (برداشت کرنا) this pain with patience. Read the beautiful words by John Ruskin, "Endurance (برداشت) is nobler than strength and patience (صبر) than beauty."

Remember, you are not alone in overcoming (قابل آتا) this misfortune (آفت); all your friends and family members are there to soothe (سکون پہنچانا) you with their comforting company. Don't hesitate (تردد نہ کرنا) to tell me if I can help you in any way.

I will be there with you in a day or two. Then, we will recall (ذکر کرنا) our old adventures (جنگم) and happy moments. We will chat (گپیں) together for hours and watch our

favourite movies. We will have great fun together, and I will do anything to brighten (خوشگوار بنانا) your days. *Maya Angelou rightly said, "Life is better when you're laughing."*

Dear friend, stay strong and be positive in your attitude (روح). I am sure you will be back on your feet soon. I am sending my love and heartfelt prayers through this letter. Get well soon.

Yours sincerely,

X.Y.Z.

48. Write a letter to your friend telling him about your performance in the examination. (Outstanding)

(نوٹ: یہ خط آپ کے دوست کو لکھ کر اس کا جواب لکھ کر بھیج دیا جائے گا)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I hope this letter will find you in the best of health and spirits (دلی). Our examination has finally come to a close. Now, I am feeling stress-free and relaxed (پہلے). I am breathing (سانس لینا) soft sighs (سانس) of relief (آرام) and tranquility (سکون). I am eager (آرزو مند) to hear about your experience (تجربہ) of the examination. I want to know how you did your question papers on various subjects. As far as my examination experience is concerned (متعلق ہے), it was like a rollercoaster ride.

We have always shared our academic (تعلیمی) pursuits (پیشہ). I want to tell you how I did each paper, and then I will describe (بیان کرنا) my overall performance in the examination. First of all, I tell you about the paper of Physics. I felt quite happy and confident (بے خوف) when I saw the paper. I did it well and answered all the questions to the best of my ability. Finally, I walked out of the examination hall with confidence. I hope to get good marks in this paper.

The paper of Biology was a bit trickier (تھوڑا مشکل). Some questions were quite easy and straightforward (سادہ). However, there were a couple (دو) of unexpected (غیر متوقع) questions that made me slightly (تھوڑا) nonplussed (بے یقینی). Nevertheless (تاہم), I applied all my knowledge and experience to answer them. *Albert Einstein rightly said, "The only source of knowledge is experience."* I became fairly successful in my attempt (کوشش). I think our last thorough (مکمل) revision made the difference, and I managed to pull off (کھینچ کر لانا) decent (مقبول) answers.

However, the paper of Chemistry was quite challenging. Some questions seemed to have come out of the blue (غیر متوقع). I applied my in-depth (دور رس، عمیق) understanding (فہم) and superior (اعلیٰ) skills to answer them. My rigorous (پارک بن) preparation did me a good turn (امانت، مدد), and I managed to complete the paper in time, leaving no questions unanswered. *Confucius rightly said, "Success depends upon previous preparation, and without such preparation there is sure to be failure."*

My overall performance in the exam had been convincing (اطمینان بخش) and creditable (قابل تحریف). Doing some papers, I felt quite confident (بے خوف), while others made me feel that I needed a bit more preparation. Nevertheless (تاہم), I assess (اندازہ لگانا) my performance as

commendable (قابل تحسین). When I recall (ادارت) the stress we took, our late-night study sessions, and our strenuous (پہنچاؤ) efforts to understand complex (مکمل) topics, I genuinely (مستحق) feel that this exam, beyond (بہت سے) just grades, was a real test of our resilience (مستحق) and dedication (گمن). *Winston S. Churchill appropriately (بجا طور پر) once said, "Difficulties mastered (تھوڑا کرنا) are opportunities (موقع) won."*

I am eager (مشتاق) to learn about your exam experience. Seeing your unwavering (غیر متزلزل) commitment (پابندی), infinite (بے حد) diligence (محنت), and fierce (جوش) dedication to your studies, I can expect a matchless (بے مثل) performance from you. I am looking forward to your response (جواب) and our upcoming (مقرر ہونے والی) chat (گپ).

Yours sincerely,

X.Y.Z.

☆..... Write a letter to your friend telling him about your performance in the examination. (Standard)

(نوٹ: یہ خط آپ کے دوست کو لکھ کر اس کا جواب لکھ کر بھیج دیا جائے گا)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I hope this letter will find you in the best of health and spirits (دلی). Our examination has finally come to a close. Now, I am feeling stress-free and relaxed (پہلے). I want to hear about your performance in the examination. As far as my exam experience is concerned (متعلق ہے), it was full of ups and downs.

First of all, I tell you about the paper of Physics. I did it well and answered all the questions to the best of my ability. I hope to get good marks in this paper.

The paper of Biology was a bit (تھوڑا) difficult. Some questions were easy, but a few surprised (حیران کر دیا) me. However, I attempted (ملا کر لیا) them with whatever experience I had got. I managed to do it well overall (مجموعی طور پر). *Albert Einstein rightly said, "The only source of knowledge is experience."*

The paper of Chemistry with some unexpected (غیر متوقع) questions was tough (مشکل). My thorough (مکمل) preparation did me a good turn (امانت), and I answered all of them in time.

I did well in the exam overall. I found some papers easier than others. This exam was a real test of our knowledge and dedication (گمن). *Winston S. Churchill appropriately (بجا طور پر) once said, "Difficulties mastered (تھوڑا کرنا) are opportunities (موقع) won."*

I am eager (مشتاق) to learn about your exam experience. Seeing your hard work and dedication (گمن), I expect (توقع کرنا) a great performance from you. I am waiting for your response (جواب) and our upcoming (مقرر ہونے والی) chat (گپ).

Yours sincerely,

X.Y.Z.

☆.....☆.....☆.....

## APPLICATIONS

## 1. Write an application to the head of the institute to be the chief guest on the "Sports Day".

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for Being the Chief Guest on the "Sports Day"

Sir,

Most respectfully, it is to state that we are going to celebrate (تہوار منانا) a Sports Day in the college. We request you to preside over (صدارت کرنا) the function. Sir, you know that sports are also a part of education. Now, even the government has announced (اعلان کرنا) such activities as co-curricular activities (مہم نسائی سرگرمیاں) instead of extra-curricular activities. It is a famous maxim (قول) that a healthy body has a sound mind. No one can deny (انکار کرنا) the importance (اہمیت) of such activities. Nowadays, our young men are falling prey to (فکاربور رہے) various (کئی) evils. When they find no positive activity to display (دکھانا) their skills, they get involved (گھٹ پھٹ جاتے ہیں) in evils. Sports provide them with opportunities (موانع) to demonstrate (دemonstrate) their superior (فہم) qualities in a positive way. Your participation (شرکت) in the ceremony as a chief guest would be an encouragement (حوصلہ افزائی) to the players and the athletes (کھلاڑی). We hope that you will honour us with your presence (شرکت).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

## 2. Write an application to the principal of your college for sick leave/leave. (Outstanding)

The Principal,  
Govt. College,  
A.B.C. (City).

**Subject:** Request for Sick Leave / Leave

Sir,

Most respectfully, it is stated that I have been ill with fever for the last three days. I expected (توقع تھی) to recover (صحت یاب ہونا) soon, but the fever prolonged (لمبا ہو گیا). Ultimately (بالآخر), I decided to have my medical checkup. I went to a doctor and explained the whole problem (مسئلہ) to him. He asked me to get for blood examination. After the blood examination, I got the reports and proceeded (کی طرف گیا) to my doctor. After reading the reports, he told me that I had caught typhoid. He prescribed (مجوزہ کیس) medicines and advised me a complete bed rest for two weeks. Therefore, I am unable to attend the classes at least for a fortnight (پندرہ دن). I request you to grant (مطافرائیں) me leave for fifteen days i.e. from May 10, 2024 to May 24, 2024.

The recommendations (مشورہ) of the doctor and the request for the leave from my parents are attached (لف ہیں). I promise, as soon as I join the class again, I will make utmost

efforts to make up for (طافی کرنا) the missed lessons. My prior academic (چھلا تعلیمی) record validates (تصدیق کرتا ہے) my diligence (مہنت) and dedication (گھن) to studies. I will undoubtedly (بلاشبہ) be utterly (مکمل طور) obliged (ممنون) if you take my application into consideration.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

## ☆..... Write an application to the principal of your college for sick leave/leave. (Standard)

(نوٹ: یہ درخواست پنجاب بکٹ بک بورڈ کی کتاب "انٹرن گرامر اینڈ کمپریہنسن" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for Sick Leave / Leave

Sir,

Most respectfully, it is stated that I have been ill with fever for the last three days. I expected (توقع تھی) to recover (صحت یاب) soon, but the fever prolonged (لمبا ہو گیا). Ultimately (بالآخر), I went to my doctor for a medical check-up. After a thorough medical check-up, the doctor prescribed (مجوزہ کیس) some medicines and advised me a complete bed rest for two weeks. Thus, I am unable to attend the classes at least for a fortnight (پندرہ دن). Therefore, I request you to grant (مطافرائیں) me leave from May 10, 2024 to May 24, 2024.

The recommendation (مشورہ) of the doctor and a request for the leave from my parents are attached. I will undoubtedly (بلاشبہ) be obliged (ممنون) if you consider (مغور) my application sympathetically (مہربانی سے).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

## 3. Write an application to the principal of your college for the issuance of a character certificate. (Outstanding)

(نوٹ: یہ درخواست پنجاب بکٹ بک بورڈ کی کتاب "انٹرن گرامر اینڈ کمپریہنسن" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A.B.C. (City).

**Subject:** Request for the Issuance of Character Certificate

Sir,

Most respectfully, it is stated that I have been a bona fide (باقاعدہ) student in this college for the last two years. I passed F.Sc. in first division from this college. Now I want to apply for admission to the medical colleges. I am to apply for admission within due date. The submission (پیش کرنا) of character certificate with the admission form is compulsory (لازم).

Sir, I have been a diligent (مختی) student. I also took an active part in the co-curricular activities (مہم نسائی سرگرمیاں). I was the captain of hockey team of this college. Under my captaincy, the college won the first prizes in hockey in the District Tournament and Inter-Collegiate Tournament. I also won the first prize in the annual debates (تعارف) on the topic "Literature and Society". I always played a vital (نفاذی، اہم) role in arranging functions and the annual

games. My performance in games and studies was always outstanding (لہجہ). The certificates of appreciation (تعریفی اسناد) given by you for the arrangement (ترتیب دینا) of such activities are also attached. It is my humble request that all these qualities and merits of mine may please be mentioned (ذکر کیا جائیں) with pride in my character certificate. Sir, I assure (یقین دلاتا) you that I will ever endeavour (کوشش کرتا) to uphold (قائم رکھنا) my exceptional (غیر معمولی) performance in future. I only need your blessings and encouragement (حوصلہ افزائی).

Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... Write an application to the principal of your college for the issuance of a character certificate. (Standard)

(نوٹ: یہ درخواست بنیاد ایکٹ بک بورڈ کی کتاب "انٹرن گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A. B. C. (City).

**Subject:** Request for the Issuance of Character Certificate

Sir,

Most respectfully, it is stated that I have been a regular student of your college for the last two years. I passed F.Sc. in first division from this college. Now I want to apply (درخواست دینا) for admission to the medical colleges. Please issue me a character certificate, as the submission (حواگی) of character certificate with the admission form is compulsory (ضروری).

Sir, I have been a diligent (مجتہد) student. I always participated (شریک) in the co-curricular activities. I was the captain of hockey team of this college. Under my captaincy (قیادت), the college won the first prize in the District Tournament and Inter Collegiate Tournament. I also won the first prize in the annual debates on the topic "Islam and Democracy". It is my humble (ادنیٰ) request that all these qualities and merits (خوبیاں) of mine should be mentioned (درج کیا جائیں) in my character certificate.

Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

4. Write an application to the principal of your college for the remission of absence fine / fine. (Outstanding)

(نوٹ: یہ درخواست بنیاد ایکٹ بک بورڈ کی کتاب "انٹرن گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A.B.C. (City).

**Subject:** Request for Remission of Absence Fine / Fine

Sir,

Most respectfully, it is to state that recently (حال ہی میں) my teacher has fined me Rs: 50/- for being absent from the class for five consecutive (متواتر) days. It is true that I have

been absent, but it is not my fault (گنہگار). I was gravely (شدید) ill with fever, as the prescription (نسخہ) and the advice of the doctor are attached. Presently, I am living in the college hostel. Last week, I went to my village to see my parents but eventually (انٹائی) fell ill there. My village is forty miles away from the city. I could not reach college from such a great distance. I consulted (مشورہ لیا) the village dispenser and got the medicine but the fever prolonged (لمبا ہو گیا). In my village, there was no one to take my application to college. I posted the application to you after two days but it was delivered (پہنچائی گئی) late due to the inefficiency (نااہلی) of the post office.

After five days, though I was still very weak and feeble (کمزور), I made haste (جلدی کی) to reach college. Though still I am taking medicines, I attended the class today. My class teacher was so furious (غصے میں) at my absence that he did not even listen to me and fined me Rs: 50/-. After the school time, I met my teacher and made every thing clear to him. Now, he is satisfied and has recommended (مشاورش کی ہے) my application for the remission (معافی) of fine. Sir, I belong to a poor family. My father cannot afford (برداشت کرتا) the expenses (اخراجات) of my education. It is my uncle who supports me financially (مالی طور پر). I can hardly meet the expenses of hostel. Hence I cannot pay the fine. Therefore, it is requested that my fine may kindly be remitted (معاف کیا جائے). If you take my application into your kind and sympathetic (مہربان) consideration (تعمیل), I would certainly be obliged (ممنون) a lot.

Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... Write an application to the principal of your college for the remission of absence fine / fine. (Standard)

(نوٹ: یہ درخواست بنیاد ایکٹ بک بورڈ کی کتاب "انٹرن گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A. B. C. (City).

**Subject:** Request for Remission of Absence Fine / Fine

Sir,

Most respectfully, It is stated that recently (حال ہی میں) my teacher has fined me Rs: 50/- for being absent from the class for five days continuously (مستل). It is true that I have been absent but it is not my fault (گنہگار). I was ill with fever. In proof of my claim, a medical certificate is attached. I live in a village forty miles away from the city. I posted an application (درخواست) to you but it was delivered (تسليم کی گئی) late due to the inefficiency (نااہلی) of the post office.

Though still I am taking medicine, I attended the class today. My class teacher was too angry to listen to me. He fined me Rs: 50/-. After the college time, I met my teacher and made every thing clear to him. Now he is satisfied (مطمئن ہو گئے) and has accepted my excuse (مذرت). He has recommended (مشاورش کی ہے) the remission (معافی) of fine. Sir, I belong to a poor family. I cannot pay the fine. It is humbly requested that the fine may kindly be

remitted (سہا کیا جائے). Your kind and sympathetic (مہربان) consideration (غور) in this regard will certainly oblige (مکھڑ کر دے گی) me a lot.

Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

5. **Write an application to the principal for full fee concession. (Standard)**

(نوٹ: یہ درخواست پنجاب ٹیسٹ ایک بورڈ کی کتاب "انٹرن گرامر اینڈ کیسز" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A.B.C. (City).

**Subject:** Request for Full Fee Concession

Sir,

With utmost reverence (احترام), I beg to state that I belong to a poor family. We are eight brothers and sisters and I am the eldest one. My father is a clerk in the District Accounts Office (A.B.C.). He earns too small a pay to bear the expenses of our education. This year, I passed the matriculation (میٹرک) examination with distinction (امتیار) securing 92% marks. I am a studious (متقی) and assiduous (مستقل حراج) student. I assure you that I will show you an excellent result if your kind co-operation enables (تھیلے گا) me to get admission to your college. I must pay my admission fee by tomorrow but I admit that I have not yet made any arrangements (انتظامات) for it. I request you to grant me full fee concession so that I may get admission and continue my studies. Surely, you would oblige (ممنون بنائے گا) me a lot if you grant me full fee concession. Please consider my application sympathetically (مہربانانہ طور پر) and kindly.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... **Write an application to the principal for full fee concession. (Easy)**

(نوٹ: یہ درخواست پنجاب ٹیسٹ ایک بورڈ کی کتاب "انٹرن گرامر اینڈ کیسز" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A.B.C. (City).

**Subject:** Request for Full Fee Concession

Sir,

With respect, I beg to say that I belong to a poor family. We are eight brothers and sisters and I am the eldest. My father is a clerk. He cannot bear the expenses (اخراجات) of my college education. Therefore, I request you to grant me full fee concession (رماعت) so that I may get admission and continue my studies. I hope that you would consider my application sympathetically (مہربانانہ طور پر).

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

6. **Write an application to the principal for the remission of library fine.**

The Principal,

Govt. College,

A. B. C. (City).

**Subject:** Request for Remission of Library Fine

Honourable Sir,

Respectfully, it is stated that the librarian has fined me Rs: 50/- for being late in returning the library books. Sir, a fortnight ago, I went to my village to see my parents. Unfortunately, my mother fell gravely ill. She was admitted to the hospital. I had to stay there to look after her. I sent you an application for leave. You very kindly granted me the leave. I came to college after a fortnight. I immediately went to the library to return the books. But the librarian told me that I had returned the books ten days late. He asked me to deposit the fine of Rs: 50/-. Sir, I belong to a poor family. I cannot pay the fine. You are requested to remit my fine. In future, I will be careful in returning the books in time.

Thanking you in anticipation,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

7. **Write an application to the principal for the refund of library / hostel security.**

(نوٹ: یہ درخواست پنجاب ٹیسٹ ایک بورڈ کی کتاب "انٹرن گرامر اینڈ کیسز" میں بھی شامل ہے۔)

The Principal,

Govt. College,

A. B. C. (City).

**Subject:** Request for the Refund of Library / Hostel Security

Honourable Sir,

Respectfully, it is stated that I have completed my college education. The annual examination is over. I want to go back home. You are requested to refund my library and hostel security. I have paid all the dues of the library and the hostel. The N. O. C. from the concerned office is attached.

Thanking you in anticipation,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

8. **Write an application to the principal for financial help from a special fund.**

The Principal,

Govt. College,

A. B. C. (City).

**Subject:** Request for Financial Help from a Special Fund

Honourable Sir,

Respectfully, it is stated that I belong to a poor family. I have been granted admission to intermediate class in your college. The classes started last week. I tried my best to buy books but could not. My father is too poor to buy me books. You are requested to help me with some money from a special fund so that I may buy the books. Sir, I assure you that I will leave no stone unturned to get good marks in the annual examination. It may be pertinent (مساب) to mention here that I got third position in the matriculation examination

in the Lahore Board. I hope that you will not disappoint me.

Thanking you in anticipation,

Yours obediently,

X. Y. Z.

9. **Write an application to the principal for re-admission.**

The Principal,

Govt. College,

A. B. C. (City).

**Subject:** Request for Re-admission

Honourable Sir,

Respectfully, it is stated that I went to my village to see my parents a fortnight ago. Unfortunately, my mother fell seriously ill. She was admitted to the hospital. I had to stay there to look after her. I sent you an application for leave, but unfortunately, the application could not be delivered in time. Only the post office is responsible for this negligence. Consequently, my class teacher has struck me off the college roll. Sir, you are requested to grant me re-admission to the college. I assure you that I will be careful in future.

Thanking you in anticipation,

Yours obediently,

X. Y. Z.

10. **Write an application to the principal for college leaving certificate.**

(Standard)

The Principal,

Govt. College,

A.B.C. (City).

**Subject:** Request for College Leaving Certificate

Sir,

I have been a student in your college for six months. My father has worked in this city as a superintendent in the Irrigation Department. Recently, he has been transferred to Lahore. He has tried to get his transfer orders cancelled but to no avail. Now my family is shifting to Lahore. I have to go with them. I cannot stay behind alone. Therefore, I cannot carry on my studies in your college. You are requested to issue me a college leaving certificate so that I may get admission to a college there. Your kind consideration will oblige me a lot. I thank you in advance.

Yours obediently,

X. Y. Z.

- ☆..... **Write an application to the principal for college leaving certificate. (Easy)**

The Principal,

Govt. College,

A.B.C. (City).

**Subject:** Request for College Leaving Certificate

Sir,

I have been a student in your college for six months. My father has worked in this city as

a teacher in the Education Department. Now, he has been transferred to Lahore. My family is shifting to Lahore. I have to go with them. I cannot stay behind alone. You are requested to issue me a college leaving certificate. I hope you will oblige me.

Yours obediently,

X. Y. Z.

11. **Write an application to the principal for the change of a subject.**  
(Standard)

The Principal,

Govt. College,

A.B.C. (City).

**Subject:** Request for the Change of a Subject

Sir,

I am a student of intermediate class in your college. The college offered seven optional subjects at the time of admission. I wanted to take up geography as a subject of my studies. But unfortunately, there was no professor of geography in our college at that time. Therefore, I took up Urdu as one of the optional subjects. But recently, a professor of geography has joined our college. Now I want to take up geography in place of Urdu. It is my favourite subject. I request you to allow me to change the subject. I hope that you would take my application into your kind consideration. I thank you in advance.

Yours obediently,

X. Y. Z.

- ☆..... **Write an application to the principal for the change of a subject. (Easy)**

The Principal,

Govt. College,

A.B.C. (City).

**Subject:** Request for the Change of a Subject

Sir,

I am a student of Intermediate class. I took up Urdu as a subject of my studies at the time of admission. But now I want to take up geography in place of Urdu. You are requested to allow me to change the subject. I thank you in advance.

Yours obediently,

X. Y. Z.

12. **Write an application to the principal explaining your misbehaviour towards a teacher and giving your humble apology. (Outstanding)**

The Principal,

Govt. College,

A.B.C. (City).

**Subject:** Offering an Apology for Misbehaviour

Sir,

Yesterday, I was listening to the lecture of economics in the class. It was the sixth period at about 12 pm. I was sitting just under the fan. I do not know when I fell asleep.

Obviously I could not listen to the lecture and see the diagrams the professor had drawn on the white board. After finishing the lecture, the professor awakened me and asked me the reason of sleeping. I tried to explain that I had not slept intentionally. It happened just by chance. But the professor was infuriated and considered it insolence (کستنی) on my part. I tried again to explain the whole situation. But he did not listen to me and ordered me to leave the class immediately. I felt insulted at this. I refused to leave the class. As a result, he himself left the class.

Sir, no doubt, it was my mistake. I should have left the class in accordance with the orders of the professor. But it was a natural reaction to what had happened in the class. I had been insulted for nothing. Anyhow, I offer my humble apology for the misbehaviour. I have also apologized to the professor and he has forgiven me very generously. Sir, I assure you that in future, I would be extremely careful about my behaviour towards professors. I hope that you would accept my profound apology in this regard. Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... **Write an application to the principal explaining your misbehaviour towards a teacher and giving your humble apology. (Standard)**

The Principal,  
Govt. College,  
A.B.C. (City).

**Subject:** Offering an Apology for Misbehaviour

Sir,

Yesterday, I was listening to the lecture of Economics in the class. It was sixth period at about 12 pm. I was sitting just under the fan. I do not know when I fell asleep. After finishing the lecture, the professor asked me the reason of sleeping. I tried to explain that I had not slept intentionally. It happened just by chance. But the professor was angry and ordered me to leave the class. I felt insulted at this. I refused to leave the class.

Sir, no doubt, it was my mistake. I should have obeyed my teacher and left the class. Anyhow, I offer my humble apology for the misbehaviour. I have also apologized to the professor and he has forgiven me. Sir, I assure you that in future, I would be very careful about my behaviour towards my teachers.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

13. **Write an application to the principal for the grant of scholarship.**

(نوٹ: یہ درخواست پنجاب بک بورڈ کی کتاب "انٹرن گرامر اینڈ کیویشن" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for the Grant of Scholarship

Honourable Sir,

With utmost reverence (احرام), I beg to state that I belong to a poor family. We are

eight brothers and sisters and I am the eldest one. My father is a clerk in the District Accounts Office (A.B.C.). He earns too small a pay to help us to get education properly. This year, I passed the matriculation examination with distinction (امتياز) securing 92% marks. I am a studious (متقی) and assiduous (انہماک سے کام کرنے والا) student. I assure you that I will show you an excellent result in the coming examination. I request you to grant me scholarship so that I may continue my studies. Surely, you would oblige (ممنون) me a lot if you grant me a scholarship. Please do consider (زیر غور لانا) my application sympathetically and kindly.

Thanking you in anticipation,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

14. **Write an application to the principal to seek permission for a study tour.**

The Principal,  
Govt. College,  
A.B.C. (City).

**Subject:** Request for a Study Tour

Sir,

We, the students of geography want to make a study tour during the forthcoming (آنے والی) summer holidays. We want to study various aspects (پہلو) of our course practically. Our teacher intends (ارادہ رکھتا ہے) to take us to the plains, deserts, rivers, hills and even to the ocean. The study of all these things is included (شامل ہے) in our course. For the time being we want to study the rocks, hills and mountains. For this purpose (مقصد) we want to go to Gilgit, Hunza and Skardu. You are requested to grant us permission to go there. You are also requested to help us with some money from the particular (مخصوص) funds allocated (تخصیص) for this purpose. We hope that you would consider our application sympathetically (مہربانی سے). The recommendation (تسلط) of the concerned (متعلقہ) teacher is attached. Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

15. **Write an application to the principal to grant you one-month leave.**

The Principal,  
Govt. College,  
A.B. C. (City).

**Subject:** Request for One-Month Leave

Dear Sir,

I have been ill for a week. Though I have been taking medicine, I have not got well. Today I went to my doctor for a thorough medical check-up. After various tests, he concluded that I am suffering from hepatitis C. This is a serious disease. He has advised me to take a complete bed rest for a month. Therefore, I request you to grant me leave for one month. Surely, I will be grateful to you for this kindness.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

16. Write an application to the principal for condoning the shortage of lectures.

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for Condoning the Shortage of Lectures

Honourable Sir,

Respectfully, It is stated that all the students of the Intermediate class have been asked to fill in the admission forms for the board examination. The clerk has refused (انکار کر دیا) to give me the admission form as I have fallen short of the required (مطلوبہ) percentage of lectures. My attendance (حاضری) in the subject of English is 67% percent while the required percentage is at least (کم سے کم) 70%. So I have fallen short of lectures by 3% only in the subject of English.

Sir, you are requested to condone (معاف کر دینا) the shortage (کمی) of lectures. I assure (یقین دلاتا) you that I would fill the required percentage by remaining present (حاضر) in the class during the remaining (باقی) three months of our academic (تحصیلی) session (مدت، سال). Surely, I would be obliged to you for this kindness (شفقت).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

17. Write an application to the principal for the availability (درستی) of medicines in the College Dispensary.

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for the Availability of Medicines in the College Dispensary

Honourable Sir,

I humbly (انکسار سے) inform (آگاہ کرنا، بتانا) you that I am the best athlete (کھلاڑی) of the college. Yesterday, while playing, I got injured (زخمی ہو گیا) by the hockey of a player. I went to the college dispensary for first (پہلی) aid (مدد). The dispenser said that he did not have any medicine to give me the first aid. Even bandages (مرہم پٹی) and ointment (مرہم) were not available (درستی) in the dispensary. I simply got shocked (صدمہ بردار) to hear this. Though I was not seriously (شدید) injured (زخمی), I needed the first aid. Luckily (خوش قسمتی سے), a professor of our college was sitting in the dispensary. He took me in his own car to the nearby (قریبی) hospital. In this way I reached the hospital in time.

You are requested to take notice of that deficiency (کمی) and provide the college dispensary with necessary (ضروری) medicines. Surely it would help us to handle (نہننا) any mishap (سائنو حادثہ) in future.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

18. Write an application to the principal for leave of absence to do an urgent piece of work. (Outstanding)

(نوٹ: یہ درخواست خطاب کنندہ کی کتاب "انٹرمیڈیٹ گرامر اینڈ کمپریہنسیو" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Application for an Urgent Piece of Work

Honourable Sir,

I am writing this application to request you for a leave of absence from school for three days, i.e. from [starting date] to [end date]. I am making this request because I have an important piece of work to do at home. The work is related to my family matters and it requires my personal presence and unwavering (ان کی) commitment. The family matter is too important to be postponed (تھری کرنا). My involvement (شرکت) is essential (ضروری) to ensure that everything is handled properly.

I know that this absence of mine would be very detrimental (تلفان دہ) to my studies. I deeply regret (افسوس ہوتا) this interruption (ڈھل اندازی) in my studies during this critical period. Nevertheless (تاہم), I assure you that I will leave no stone unturned (کوئی کھردھہڑنا) to offset (مقابلہ کرنا) this academic (تحصیلی) loss. On my return, I intend (انارہ ہوتا) to collaborate (مل جل کر کام کرنا) closely with my peers (ساتھی) to complete my missed assignments (کام). My previous (پچھلا) academic record shows that I am a painstaking (جنگلی) student and will not disappoint (ناپس کرنا) you in future. I am confident (یقین دہ) that with a strenuous (پہاں لڑی) effort, I will bridge (پھرنے) any gaps in my studies and maintain the academic quality (میار) you expect (ترجیح) from me. I hope you will consider my request and oblige (احسان مند کرنا) me. Expecting a positive response (جواب) and support from you,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... Write an application to the principal for leave of absence to do an urgent piece of work. (Standard)

(نوٹ: یہ درخواست خطاب کنندہ کی کتاب "انٹرمیڈیٹ گرامر اینڈ کمپریہنسیو" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Application for an Urgent Piece of Work

Honourable Sir,

I am writing this application to request you for a leave of absence from school for three days, i.e. from [starting date] to [end date]. I am making this request because I have an important piece of work to do at home. The work is related (متعلق ہوتا) to my family matters and it requires my personal presence.

I know that this absence of mine would be very harmful to my studies. I deeply regret (افسوس ہے) this break (وقف) in my studies. However, I assure you that I will try my best to make up for (مطانی کرنا) this loss. My previous (پچھلا) academic (تحصیلی) record shows that I am a painstaking (مختی) student and will not disappoint (ناپس کرنا) you in future. I am sure that I will

Thus I must stay with her to ensure that she gets proper medical care, psychological (تنبیاتی) support (مدد) and post-surgery medication. My stay with her will certainly alleviate (کم کرنے) her feelings of sickness, anxiety (فک) and fear.

Keeping in view (ذہن میں رکھتے ہوئے) my present circumstances (حالات) and the time such a patient takes to recover (مستحکم ہونا) after bypass surgery, I request you to grant me leave of absence from the college for a week i.e. from (start-date) to (end-date). I will definitely (یقیناً) join the classes if I get free earlier but the usual routine tells that a patient going through such a big operation takes at least one week to recover. I hope you will not disappoint (امیدیں) me about granting me leave. I have attached (منضم کرنا) the patient's report and the doctor's recommendations (سفارشات) for your kind perusal (سائنک).

I know that this absence of mine would be very detrimental (تقصان دہ) to my studies. I deeply regret (افسوس ہونا) this interruption (ڈول اندازی) in my studies during this critical period. Nevertheless (بہرحال), I assure you that I will leave no stone unturned (کوئی کھرب نہ پھرنے) to offset (لے بیل کرنا) this academic (تعلیمی) loss. On my return, I intend (ارادہ ہونا) to collaborate (میل کرنا) closely with my peers (ساتھی) to complete my missed assignments (کام). My previous (پہلا) academic record shows that I am a painstaking (جہاںکش) student and will not disappoint (امیدیں) you in future. I am confident (یقیناً) that with a strenuous (جہاں توڑ) effort, I will bridge (پہرا کرنا) any gaps in my studies and maintain the academic quality (مستیار) you expect (توقع) from me. I hope you will consider my request and oblige (احسان مند کرنا) me. Expecting a positive response (جواب) and support from you,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... Write an application to the principal for leave to attend to the sick mother. (Standard)

(نوٹ: یہ درخواست پنجاب پبلک ایک بورڈ کی کتاب "انگریز گرامر اینڈ کیویشن" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:**

Leave Application due to Mother's Illness

Respected Sir/Madam,

Respectfully, I request a leave of absence from college due to a family emergency (جگہ کی ضرورت حال). Last night, my mother fell seriously (شدید) ill. We rushed (جلدی سے لے گئے) her to the hospital, where she was admitted (داخل کر لیا گیا) to the emergency department. The doctor thoroughly (مکمل طور پر) examined (سائنک) her and gave her immediate (فوری) treatments (طلاج).

I am the primary (بڑا) caregiver (جنگیری کرنے والا) for my mother at home. I need to be with her during this difficult time. I know that missing classes would be a great loss for me. But I promise that I will cover the missed lessons later. You are requested to grant me five days' leave. The doctor's prescription (نور) is attached for reference (حوالہ). I will definitely (یقیناً) be obliged (احسان مند) for this kindness.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

bridge (جبرج) any gaps in my studies. I hope you will consider (غور کرنا) my request and oblige (احسان مند کرنا) me. Expecting (توقع کرنا) a positive response (جواب) from you,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... Write an application to the principal for leave of absence to do an urgent piece of work. (Easy)

(نوٹ: یہ درخواست پنجاب پبلک ایک بورڈ کی کتاب "انگریز گرامر اینڈ کیویشن" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Application for an Urgent Piece of Work

Honourable Sir,

Respectfully, I request you to grant me leave of absence from school for three days, i.e. from [starting date] to [end date]. I am making this request because I have an important piece of work to do at home.

I know that this absence of mine would be very harmful to my studies. I am sorry for that. However, I assure you that I will try my best to make up for (طوائف کرنا) this loss. I hope you will consider (غور کرنا) my request and oblige (احسان مند کرنا) me. Thanking you in advance,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

19. Write an application to the principal for leave to attend to the sick mother. (Outstanding)

(نوٹ: یہ درخواست پنجاب پبلک ایک بورڈ کی کتاب "انگریز گرامر اینڈ کیویشن" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:**

Leave Application due to Mother's Illness

Respected Sir/Madam,

It is respectfully stated that two days ago I reached to my village to spend my weekend with my family. Last night my mother fell seriously (شدید) ill. We took her to the village hospital for examination (سائنک) and necessary (ضروری) medication (طلاج). The doctor there examined (سائنک) her carefully and said that she had gone through a severe (شدید) cardiovascular (دل اور خون کی ریدوں سے متعلق) pain. He advised us to take her to some big hospital in the city and get her thorough (مکمل طور پر) examined and treated. Without any delay (تخیر), we rushed her to a famous cardiac (دل کا) hospital in an ambulance. There, the doctor examined her carefully and suggested (تجویز کیے) various blood tests, urine test and ECG. After numerous (کئی) diagnostic (تشخیص) tests, the doctor finally recommended (تجویز کیا) that she must undergo (کرنے) the bypass surgery at the earliest. This sudden and threatening (خطرناک) emergency threw my whole family in a whirl (جھنڈ) of big challenges (چیلنجز) and quick (فوری) decisions. As I am the only male member currently (آج کل) available (دستیاب) in the family, the whole responsibility (مسئداری) lies on my shoulder.

☆..... Write an application to the principal for leave to attend to the sick mother. (Easy)

(نوٹ: یہ درخواست خطاب ایکٹ یک بورڈ کی کتاب "انٹرن گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Leave Application due to Mother's Illness

Respected Sir/Madam,

Respectfully, I request a leave of absence (غیر ضروری) from college. Last night, my mother fell ill. We took her to the hospital. The doctor examined (معائنہ کیا) her and gave her treatments (طیّاج معالجہ).

I want to take care of my mother at home. I need to be with her at this critical (مشکل) time. You are requested to grant (معاذ کرتے) me two days' leave. The doctor's prescription (نسخہ) is attached (منسل) to this. I will certainly (یقیناً) be obliged (شکریہ) for this kindness.

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

20. Write an application to the principal for leave to attend a funeral. (Outstanding)

(نوٹ: یہ درخواست خطاب ایکٹ یک بورڈ کی کتاب "انٹرن گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for Leave to Attend a Funeral

Respected Sir/Madam,

Respectfully it is stated that my grandfather who resided (رہتے) in a remote (دور دراز) village passed away (رہتے فرما گئے) this morning. This sudden and severe (بڑا) loss is a tremendous (صوبہ) shock (صوبہ) to our entire family. I with my family have to go there to attend his funeral (تہنہ و تہنہ کی) ceremonies (رسومات).

"Though nothing can bring back the hour  
Of splendour (شان و شوکت) in the grass, of glory in the flower;  
We will grieve (غمزدہ) not, rather find  
Strength in what remains behind." (Wordsworth)

The village's distance and the associated (وابستہ) rituals (رسومات) necessitate (لازمی بناتا) my presence there for a span (مدت) of three days i.e. from (start-date) to (end-date). You are requested to grant me leave of absence from the college for the above mentioned (مذکورہ) period. Surely, I will be greatly obliged.

I know that this absence of mine would be very detrimental (تقصان دہ) to my studies. I deeply regret (اسوس کرتے) this interruption (مداخلت کرتے) in my studies during this critical (تشویشناک) period. Nevertheless (تاہم), I assure you that I will leave no stone unturned to offset (مٹائی کرتے) this academic (تعلیمی) loss. On my return, I intend (ارادہ ہے) to collaborate (ایکٹھے مل کر کام کرتے) closely with my peers (ساتھی) to complete my missed assignments (تولیس کردہ کام). My previous

academic record shows that I am a painstaking (متنبہ) student and will not disappoint (ناپسند کرتے) you in future. I am confident (یقیناً) that with a strenuous (جان توڑ) effort, I will bridge (پہر کرتے) any gaps in my studies and maintain (برقرار رکھنا) the academic quality (مستار) you expect (ترجیح کرتے) from me. I hope you will consider (غور کرتے) my request and oblige (احسان مند کرتے) me. Expecting (ترجیح کرتے) a positive response (جواب) and support from you,

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... Write an application to the principal for leave to attend a funeral. (Standard)

(نوٹ: یہ درخواست خطاب ایکٹ یک بورڈ کی کتاب "انٹرن گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for Leave to Attend a Funeral

Respected Sir/Madam,

Respectfully, I request a leave of absence from college due to the sudden death of grandfather. My family and I are deeply depressed (غمزدہ) about this loss. The funeral (جنازہ) and related (وابستہ) rituals (رسومات) are scheduled (شیڈول کیے گئے) from [start-date] to [end-date], and my presence with the family is necessary (ضروری) during this period.

I understand the importance of my studies. On my return, I will try my best to complete the missed academic task (کام). I request you to grant me leave for three days, from [start-date] to [end-date]. I hope you will consider (غور کرتے) my request sympathetically (احسان سے). I will certainly (یقیناً) be obliged (شکریہ).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

☆..... Write an application to the principal for leave to attend a funeral. (Easy)

(نوٹ: یہ درخواست خطاب ایکٹ یک بورڈ کی کتاب "انٹرن گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for Leave to Attend a Funeral

Respected Sir/Madam,

Respectfully, I request a leave of absence from college due to the sudden (اچانک) death of my grandfather. My family and I are very sad about this loss. The funeral (جنازہ) and other rituals (رسومات) will continue (جاری رہتا) for three days from (start-date) to (end-date). Therefore, I request you to grant me leave for this period. I will certainly (یقیناً) be obliged (شکریہ).

Yours obediently,

Dated: April 02, 2024.

X. Y. Z.

**Grammar Exercise - 10**

(taken from English Grammar &amp; Composition by PCTB, Lahore)

1. **Write a letter to your friend inviting him to attend your/your sister's/your brother's birthday party. (Outstanding)**

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I hope this letter finds you in good spirits (خوش مزاجی) and perfect health. We have not met for a long time and I miss you badly. I want to discuss many things with you especially my future plans and academic (مطبی) pursuits (مشاغل). I am writing to you with great excitement and pleasure. My parents have decided to celebrate my/my sister's/my brother's birthday on (date) of this month. *Walt Whitman rightly said: "Celebrate yourself, celebrate life!"* You are cordially (دل سے) invited to grace (مرتبہ بخشا) this occasion with your presence. It will be held at our residence commencing (شروع ہوگی) at (starting time) and concluding around (end time). It will indeed be a big event for both my family and friends. I hope you will join us making our day even more special.

We have arranged a lot of fun activities, including games, music and a delight photo booth for our guests' amusement (تفریح). It will be a wonderful opportunity for all of us to spend some quality time together. *Michael Jackson said, "Always appreciate (قدردانی) the gift of life. Be happy and have fun."* Your glorious (شامدار) presence would surely enhance (بڑھاوے گا) the charm and attraction of the occasion. *Paulo Coelho has rightly said, "Our time on this earth is sacred (مقدس), and we should celebrate every moment."*

We have arranged a menu (فہرست طعام) of tasty dishes. It includes traditional, local, national and Chinese dishes. A variety (انواع و اقسام کی) of drinks and desserts (کھانے کے بعد میٹھی دشت) have also been arranged. The most prominent (مہم) thing of the party would indeed be the birthday cake. We have ordered a chocolate cake with vanilla icing (تہ) and dry fruit sprinkles (پھڑکائی). *Julia Child, an American author said, "A party without cake is just a meeting."*

I cannot tell you how much joy and fun is waiting for you. You are my closest and dearest friend. Therefore, I want you to come to me one day before the event. Just tell me the time of your arrival so that I may receive you warmly. I hope you would not disappoint (ناامید کرے گا) me. Hoping a prompt (فوری) positive response (جواب) from you,

Yours sincerely,

X. Y. Z.

- ☆..... **Write a letter to your friend inviting him to attend your birthday party. (Standard)**

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear All,

I hope this letter finds you in good health and spirits (مزاج). I am writing this letter to invite you to my birthday party on (date). It will be held at my home. It will start at (starting

time) and end at (end time). We have arranged a lot of fun activities and games for our guests to enjoy. *Michael Jackson said, "Always appreciate (قدردانی) the gift of life. Be happy and have fun."* I hope everyone would enjoy the delicious (میرا) dishes we have arranged. The birthday cake will indeed be served to everyone.

I would love it if you could come to me one day before the party. You are one of my best friends and I always have a great time with you. Please let me know the exact time of your arrival. Hoping a positive reply from you,

Your friend,

X. Y. Z.

- ☆..... **Write a letter to your friend inviting him to attend your birthday party. (Easy)**

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear All,

I am writing this letter to invite you to my birthday party on (date). It will be held at my home. It will start at (starting time) and end at (end time). We have arranged a lot of fun activities for our guests. Everyone will enjoy tasty (میرا) food and the birthday cake. I hope you will come and enjoy with me. Waiting for your reply,

Your friend,

X. Y. Z.

2. **Write a letter to your friend inviting him for a trip or a holiday fun. (Outstanding)**

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I hope you are doing well and enjoying your life. I am writing this letter to invite you for holiday fun. I want you to go on a trip with me to a hill station. *Mark Twain, an American writer, says, "One must travel to learn."*

Nowadays, summer is at its peak (زیریں پ). I am thinking about fleeing (فرار) away to some peaceful place that may soothe (سکین دے گا) our heated spirits (مزاج) and cool our fiery tempers (خوش مزاجی). I have made a programme to visit the Murree hills. The scenic (خوش سحر) and serene (سکون) views (منظر) of Murree are my appetite (شوق). Its lush green valleys, forests of towering (بلند ہوا) trees, pure refreshing air, cool hazy (دھندلی) mist (سمیر), light fluffy (مٹا) clouds and twisty (چھڑ) metalled roads attract me a lot. It is one of the popular hill stations in Pakistan. Moreover, its local customs, traditions and culture add to its beauty. I think it would be an exciting experience to explore (کھوجنا) this fascinating (کشش) place. *Helen Keller says, "Life is either a daring (دلیرانہ) adventure (مہم جوئی) or nothing."*

It would be a three days' tour. We will start our journey early in the morning on (date). The trip would be a great opportunity to relax and refresh ourselves with tranquil (سکون) surroundings (ماحول). We together could plan the tour itinerary (سفر کا نامہ). We could include all our favourite spots (جگہیں) and activities in the schedule.

I hope this tour of us would be full of excitement and adventure. It would be an excellent addition to our mesmerising (کھینچنے والی) memories. *Chief Seattle, an American tribe leader, says, "Take only memories, leave only footprints."* Do inform me about your program so that I may finalize the meticulous (دقیقہ) preparations and necessary arrangements. Eagerly waiting for a positive response from you,

Yours friend,

X. Y. Z.

☆..... Write a letter to your friend inviting him for a trip or a holiday fun. (Standard)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I hope you are doing well and enjoying your life. I am writing this letter to invite you for holiday fun. I want you to have a trip with me. *Mark Twain, an American writer, says, "One must travel to learn."* I intend (نرا ارادہ ہے) to visit the Murree hills. It is a beautiful and peaceful hill station in Pakistan. Its green valleys, fresh air, cool mist (کھیر) and winding (گھومتی) roads attract the visitors. It will be a perfect escape (تفریح) from the summer heat. We will also explore (کھوجنا) the local culture and traditions. It will be a three-day tour. We will leave early on (date). We can relax (آرام کرنا) and have fun in the nature. Let us plan it together and include (شامل کرنا) all our favourite places and activities. I think this trip will be exciting and a great addition to our memories. *Chief Seattle, an American tribe leader, says, "Take only memories, leave only footprints."* Please let me know your plans so that I may arrange everything in time. I hope it will be a memorable (یادگار) adventure (سفر) for us. Looking forward to your reply!

Yours friend,

X. Y. Z.

☆..... Write a letter to your friend inviting him for a trip or a holiday fun. (Easy)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I hope you are enjoying your life. I am inviting you to join me on a trip to Murree hills. *Mark Twain, an American writer, says, "One must travel to learn."* Murree is a beautiful place in Pakistan. It has green valleys and cool air. It will be a three-day tour. We will leave early on (date). There, we will enjoy nature and learn about the local culture. Let us plan our activities together. It will be an exciting trip. Let me know if you can come so that I may get things ready. I am waiting for your reply.

Yours friend,

X. Y. Z.

3. Write a letter to your friend/father/uncle/teacher/wife/husband apologizing to him/her for your mistakes. (Outstanding)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend/Father (etc.),

I am writing this letter to convey (پہنچانے) my heartfelt apology (معذرت) for the dreadful (بہاگ) mistakes I have made. My heart is racked (کھینچنے میں) with tremendous (بہاگ) guilt (گناہ) and profound (عمیق) regret (پشیمانی). I know my rude (غیر مہذب) words hurt you badly. I feel really sorry for that. *Nicholas Rowe, an English poet and writer, rightly said, "Guilt is the source of sorrows, the avenging fiend (بھرت) that follows us behind with whips (کڑے) and stings (ڈنگ)."*

I hold our bond (تعلق) in high esteem (احترام). You always supported and encouraged me whenever I faced a crisis (بحران). You made me smile with your help and kind words. I do not want to lose you at any cost. *Helen Keller rightly said, "I would rather walk with a friend in the dark, than alone in the light."* My careless and inappropriate (غلط) attitude towards you was really disgraceful and shameful. I am deeply depressed (افسردہ) and utterly (مکمل طور پر) upset at my stupidity ( حماقت).

I hope you will forgive me. I promise that I will try my best to acquire (پہنچانے) high moral values. I am ready to do anything to restore (بحال کرنا) our relation. I want to hear from you in the earliest. I miss you desperately (بہت زیادہ) and want to talk to you and even meet you. I resolve (پکا ارادہ ہے) to be very polite, sincere and loyal to you. I want to make our relation warm and strong. *Shakespeare said rightly, "Those friends thou hast, and their adoption (اختیار) tried (آزمودا), / Grapple (منجھلی سے پکڑنا) them unto thy soul with hoops (مٹکیرا) of steel."* Eagerly (پہنچانے) waiting for a positive response from you,

Your friend/son/wife (etc.),

X. Y. Z.

☆..... Write a letter to your friend/father/uncle/teacher/wife/husband apologizing to him/her for your mistakes. (Standard)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend/Father (etc.),

I am writing this letter to make apology (معذرت) for the mistakes I have made. I am feeling very guilty (گناہگار) and sad. I know I hurt you deeply with my rude (گستاخانہ) words. I am truly sorry for that. You are very important to me. You always helped me and made me happy. I do not want to lose you. *Helen Keller rightly said, "I would rather walk with a friend in the dark, than alone in the light."* I am ashamed of what I have done. Please forgive me. I will try to be a better person in future. I will do anything to restore (بحال کرنا) our relation. Please reply to me soon. I miss you a lot and want to talk to you and see you. I will be very nice, honest and faithful to you. I want to make our bond (تعلق) meaningful. I am waiting for an early reply from you.

Your friend/son/wife (etc.),

X. Y. Z.

- ☆ Write a letter to your friend/father/uncle/teacher/wife/husband apologizing to him/her for your mistakes. (Easy)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend/Father (etc.),

I am writing this letter to make apology (مذمت) for the mistakes I have made. I am feeling very guilty (گناہگار) and sad. I know my words hurt you a lot. Please forgive me for that. You are my good friend. You always helped me and made me smile. I do not want to lose you. I am sorry for what I did. I will be a good person in future. I miss you and want to see you. I am waiting for your reply.

Your friend/son/wife (etc.),

X. Y. Z.

4. Write a letter to your friend congratulating him on his success or achievement. (Outstanding)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Rehman,

I hope this letter finds you in good health and spirits. My heart swells (سُورج ہوتا ہے) with immeasurable joy and pride at your remarkable triumph (کامیابی) in the examination. It testifies your diligence (مجتہد) and brilliance (نہایت) that ever shine like the brightest stars in the darkest sky. *Dalai Lama aptly said, "Happiness is not something readymade. It comes from your own actions."* Your success is not only a feather in your cap (توہین پر کارنامہ) but also a glorious (شہنشاہ) chapter written in the annals (تاریخ) of your academic (تعلیمی) journey. You have soared through (کامیابی حاصل کر کے) the examination with flying colours. The glow of your distinctive (تمیز دہنی) success makes our hearts swell with pride. You have surpassed (میں سے اچھے) our expectations (توقعات). This momentous (ہنگامہ) occasion has sent waves of joy among your family and friends. Your parents surely bask (میں سے لطف اندوز ہوتے ہیں) in the radiance (تابکاری) of their dreams, which you have so magnificently turned into a splendid reality. On this joyful occasion, *Coleridge's sweet words echo in my ears:*

"Joy is the sweet voice, Joy the luminous (روشن) cloud-  
We in ourselves rejoice!"

Your father is a beacon (روشن چراغ) of dedication (فخر برداری) who toils from dawn (سورج) to dusk (شام کا اندھکا) to facilitate you to get quality education. *Barack Obama aptly underlines the thing that makes a man a true father, "Any fool can have a child. That doesn't make you a father. It's the courage to raise a child that makes you a father."* You have superbly (مہم طور پر) replied to your father's Herculean (اچھا) efforts with a symphony (زمرن) of success. You have paid off (ادا کر کے) his labour in the best possible way. Your admission to a medical college is as sure as the dawn follows night. In near future, you will don (پہنا) the white coat of a doctor and enjoy a new realm of respect and esteem. Very soon, I will be there with you to revel (لطف اندوز ہوں) in the glow of your splendid triumph. I extend my warmest congratulation to you and your family on this auspicious (مبارک) milestone (نکاح).

Dear cherished (پیارے) companion, you must continue to keep your nose to the grindstone (غریب کرنا) in order to sail through your MBBS examination with flying colours. This pinnacle (عروج) of success must be your goal. May the Almighty lend you strength to transform your parents' dreams into tangible (دیکھ بھلی) reality! I look forward to (انتظار کرتے ہیں) hearing from you soon.

Yours sincerely,

X. Y. Z.

- ☆ Write a letter to your friend congratulating him on his success or achievement. (Standard)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Aslam,

I hope this letter finds you in good health. I feel overjoyed and proud of you brilliant success in the examination. It is indeed a great achievement. Your performance (کارکردگی) is really admirable (تہنیت). *Dalai Lama aptly remarked, "Happiness is not something readymade. It comes from your own actions."* You have passed the examination with distinction (امتياز). We all expected (توقع تھی) such a big success from you. All of your relatives (رشتہ دار) must be happy at this great occasion (سورج). Most certainly, the proudest of all must be your parents. You have turned their dreams into reality in such a marvellous way.

Your father toils from dawn to dusk to help you to get education. *Barack Obama aptly indicates the thing that makes a man a true father, "Any fool can have a child. That doesn't make you a father. It's the courage to raise a child that makes you a father."* You have rightly paid off your father's hard efforts. Your admission to a medical college is certain. In a few years, you will be a doctor, enjoying a superior status (مقام) in society. Please convey (پہنچانا) my heartfelt congratulations (مبارکباد) to your family. I will come to you soon to celebrate your superb success. Eager to hear from you,

Yours sincerely,

X. Y. Z.

5. Write a letter to you father asking after the well-being of your mother. (Outstanding)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Father,

I hope this letter of mine finds you in good health and high spirits (خوش حالی). I am writing to show my concern (تشویش) about my mother's health. This worry of mine has been bothering (پریشان کرنا) me since I left home last week. She was not feeling well when I departed from home last week. At that time, she was suffering from mild cold and flu, the ailments (بیماریاں) that apparently (ظاہری طور پر) seem minor (مہم) but turn out (دیکھ بھلی) to be quite threatening (خطرناک) sometimes if not managed well in time. As she is an old patient of bronchitis (سہجہ دہن کا درم) and diabetes, she is more likely to be affected by such disorders (بیماریاں).

Father, the advent (آغاز) of harsh winter has intensified (تشدید) my worries. The howling (برقوت) icy winds and continual chilly (نکب) rains have made the weather (موسم) even more formidable (مہلک). Such nasty (ناگوار) weather may worsen her affliction (مصیبت). She needs to remain indoors and keep wearing warm woolen vestures (لباس). I beseech (استدعا کرتا) you to take as much care of her as possible. A famous US poet and critic, John Andrew Holmes Jr. rightly said, "There is no exercise better for the heart than reaching down and lifting people up."

Breathing becomes a challenge for her when she suffers from chest congestion (بکترن ہنجی). Consistent (حتمی) communication with the doctor is essential (ضروری). Enough care is needed to ensure that she takes her medicine regularly. Request the doctor to pay her fortnight (بہر دو دن) visits. If these measures (اقدام) are taken, she will be all right. It is a famous proverb that prevention (پہیز) is better than cure. Benjamin Franklin, the Founding Fathers of the United States, once said, "An ounce of prevention is worth a pound of cure." The ailment (عاری) should be averted (دور کیا) before it strikes (حملہ کرتا) us with its nasty (مزدی) effects. I am sure that you will be very careful in this regard. Please keep me updated (آخبر) on this matter.

Your loving son,

X. Y. Z.

☆..... Write a letter to you father asking after the well-being of your mother. (Standard)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Father,

I hope you are well and happy. I am worried about my mother's health. She was sick with cold and flu (نکام) when I left last week. These can be dangerous for her because she already suffers from bronchitis (بہر دوں کا درم) and diabetes. Father, the cold winter makes me more worried. The icy winds and chilly (نکب) rains make the weather worse. This can affect her badly. She needs to stay inside and wear warm clothes. Please take good care of her. Maya Angelou, an American poet once rightly said, "As you grow older, you will discover that you have two hands, one for helping yourself, the other for helping others." Keep in touch with the doctor and make sure she's taking her medicines regularly. Ask the doctor to visit her once in a week. If you do this, she will be fine. I am sure you will take good care of her. Keep me updated (آخبر) on this matter.

Your loving son,

X. Y. Z.

☆..... Write a letter to you father asking after the well-being of your mother. (Easy)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Father,

I hope you are good and happy. I am worried about my mother. She had cold and

flu when I left. These are bad for her. Father, the cold winter has started. Make sure she stays warm. Please keep in touch with her doctor and make sure that she takes her medicine in time. I know you love her and take much care of her. Please keep me updated (آخبر) about her health.

Your loving son,

X. Y. Z.

6. Write a letter to your friend seeking his help to do the missing assignment. (Outstanding)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I hope this letter finds you in good health and high spirits (بشاش ہوش). I am writing to seek (مائل کرتا) your help to do an assignment that I missed due to my absence from the class. You know that I could not come to college during the last four days due to a family emergency. Now I have to catch up (پہر لگتا) the missed lectures and do certain assignments. I need your help in this regard. Maya Angelou, an American poet once rightly said, "As you grow older, you will discover that you have two hands, one for helping yourself, the other for helping others." I have to submit (پیش کرتا) an assignment on the topic of "Noun and its Types". I have done it well but I do not have any idea of what an 'abstract noun' is. I request you to help me to understand it. I know you are good at English Grammar and have already submitted your assignment on the topic. I want you to give me some tips on how to write it. I am not asking you to do my work for me but just to guide me a little bit so that I may complete my assignment well. I just want to grasp (سمجھتا) the concept (اسرار) thoroughly. You are my best friend and I know you love to facilitate (آسانی بہ پہنچاتا) others. I always appreciate (قدر کرتا) your efforts that you make to help your classmates. Oscar Wilde rightly said, "The smallest act of kindness is worth more than the grandest intention (ناراد)." I am sure you will help me and oblige (مسنون کرتا). Waiting eagerly (پہتلائی سے) for your response,

Your friend,

X. Y. Z.

☆..... Write a letter to your friend seeking his help to do the missing assignment. (Standard)

Examination Hall,  
A. B. C. (City).  
April 02, 2024.

Dear Friend,

I hope this letter of mine finds you in good health. I am writing to get your help to do an assignment that I missed due to my absence from the class. I have to submit (پیش کرتا) an assignment on the topic of "Noun and its Types". I have almost done it but I do not have any idea of what an 'abstract noun' is. You are good at English Grammar and you have done your assignment. I know you like to help others. Albert Einstein rightly said, "Only a life lived for others is a life worthwhile." I do not want you to do my work for me but just to help

me a little bit. Just give me a few tips on how to write it well. I will surely be obliged (ممنون).  
Waiting for your reply,

Yours sincerely,

X. Y. Z.

☆..... Write a letter to your friend seeking his help to do the missing assignment.  
(Easy)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I hope you are doing well. I need your help with an assignment. I missed it because I was absent from the class. The topic of the assignment is "Noun and its Types". I have almost done it but I do not have any idea of what an 'abstract noun' is. You are good at English Grammar and you have done your assignment. Please give me some tips on how to write it well. I will surely be obliged (شکریہ). Waiting for your reply,

Yours sincerely,

X. Y. Z.

7. Write a letter to your friend seeking his help with a little money.  
(Outstanding)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I hope this letter finds you very well. I am writing this letter to seek a little financial help from you. *Helen Keller once said, "The unselfish (بے لوث) effort to bring cheer (خوشی) to others will be the beginning of a happier life for ourselves."* You know I hardly make both ends meet (مٹانے کے لیے کوشش کرتا ہوں). Though I am trying my best to cover my expenses, I have not yet succeeded in doing so. I am working as a part-time tutor to cover my expenses (اخراجات). You know very well that I am a son of a mason (سماں). My family lives from hand to mouth (جھکنا کھا لینا). Last week, my father fell ill and could not get to work. Rather I have to send a little amount of money for his treatment (طلاج). Resultantly (نتیجتاً), I have fallen short of (کی کمی) money. I am left with a meagre (بہت کم) amount of money to meet my expenses this month.

I tried to get a loan from the bank but my application was rejected on the basis (بنیاد) of a poor credit score. I beseeched (درخواست کی) some of my relatives to help me but they themselves were hard up (تاراج). You always help me in my hour of need. Therefore, I, with a heavy (بوجھل) heart, have turned to (رجوع کیا) you for help in this embarrassing (پریشان کن) situation. A little financial support from you would be a big relief (سہارا) for me during this stressful (تشنش ناک) time. *Oscar Wilde rightly said, "The smallest act of kindness is worth more than the grandest intention (ارادہ)."* I hope you will consider my request sympathetically (ہمدردی سے) and help me with a little money. Eagerly (بے تابی سے) waiting for your reply,

Your friend,

X. Y. Z.

☆..... Write a letter to your friend seeking his help with a little money.  
(Standard)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I hope this letter finds you well. I am writing this letter to request you to help me with some money. You know I can hardly meet (پہنچنے کے لیے) my expenses (اخراجات). I also work as a part-time tutor. My father is a mason (سماں). Last week, he fell seriously (بہت) ill. He could not get to (پہنچنے کے لیے) work. I had to send him some money for treatment (طلاج). Now I am left with a little amount of money. I tried my best to arrange some money from somewhere but could not succeed in my efforts. You always help me in need. So, I request you to help me with some money. It would help me a lot. *Oscar Wilde rightly said, "The smallest act of kindness is worth more than the grandest (مہم ترین) intention (ارادہ)."* I hope you will not hesitate (تکلیف نہ ہوگی) to help me. Looking forward to (انتظار کرتا ہوں) your reply,

Yours sincerely,

X. Y. Z.

☆..... Write a letter to your friend seeking his help with a little money. (Easy)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I hope this letter finds you well. I am writing this letter to request you to help me with some money. You know I can hardly meet (پہنچنے کے لیے) my expenses (اخراجات). I also work as a part-time tutor. Last week, my father fell ill. I had to send him some money for treatment (طلاج). Now I am left with a little amount of money. I request you to help me with some money so that I may meet my expenses. I hope you will not disappoint (اپمیں کرنا) me. Looking forward to (انتظار کرتا ہوں) your reply,

Yours sincerely,

X. Y. Z.

8. Write a letter to your friend informing him about the death of your uncle.  
(Outstanding)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I am writing to you with heavy (بوجھل) heart and great grief (غم). I want to share the sad news of my uncle's demise (انتقال). He died from heart attack two days ago. *In the words of Shakespeare, he has gone to "The undiscovered (غائب) country from whose bourn (مصدر) no traveler returns."* His tragic death has wrapped (پھیل گیا) my spirit (روح) in a heavy cloak (لباں) of sorrow. It has left all my family in massive (بڑا) shock (صدف).

My uncle had been battling with cardiovascular (دل کی) disease for quite some time. We all hoped that he would overcome the disease. But unfortunately, his condition

worsened (خراب ہوئی گئی) gradually during the last few weeks. Two days ago, he suddenly collapsed (گرنے) at home. We hurriedly took him to the hospital, but he expired (فوت ہو گئے) on his way to the hospital. The doctors said that he had undergone a massive (بڑا) heart attack and could not survive (نہمور ہوا). But I believe with Carson McCullers, an American writer, when she says, "How can the dead be truly dead when they still live in the souls of those who are left behind?"

He was a wonderful man. He possessed (مالک تھا) exceptional (غیر معمولی) qualities of integrity (دراستداری), wisdom and compassion (مروتی). He was a disciplined man with remarkable (گنایاں مند) resilience (مداومت). People loved and respected him for his amiable (خوش) and cheerful disposition (مزاج). We all are missing him very desperately (بہت زیادہ). It takes centuries to fill the vacuum (خلاء) left by such people like him. But he will live forever in our hearts. *Thomas Bailey, an American historian and author, rightly said, "What is lovely never dies, but passes into other loveliness."*

His last funeral (قبرستان) ceremonies (مراسمات) will be performed at my house on (date) at (time). Your presence at this difficult time could be a great source of solace (آسائش) and comfort for all of us. Soothe (سکون دینا) our perturbed (پریشان) souls with your presence and preserve (محفوظ رکھنا) the cherished (پیارے) memories of the departed soul. *Richard Puz, an American historian rightly said, "Death leaves a heartache (دردمانی کرب) no one can heal (مندرل کرنا). Love leaves a memory no one can steal." I do hope you would come to share our sorrow. Waiting anxiously for your arrival,*

Your friend,

X. Y. Z.

☆..... Write a letter to your friend informing him about the death of your uncle. (Standard)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I am writing to tell you that my uncle died yesterday. His death is a big shock (صدمہ) to all of us. My uncle was suffering from heart disease. He was under treatment. Things got worse recently (حال ہی میں). Yesterday he fell sick and was taken to the hospital. Though the doctors did their best to save him, he could not survive (نہمور ہوا).

He was really a great man. He was known for his kindness and wisdom. It is really hard to find people like him. We all will miss him forever. But he will live forever in our hearts. *Thomas Bailey, an American historian and author, rightly said, "What is lovely never dies, but passes into other loveliness."* His last funeral (قبرستان) ceremonies (مراسمات) will be held at my house on (date) at (time). Your presence at this occasion (موقع) would console (آسائش) us a lot. You must come to preserve (محفوظ رکھنا) the cherished (پیارے) memories of the departed (موتی) soul. *Richard Puz, an American historian rightly said, "Death leaves a heartache (دلی صدمہ) no one can heal (مندرل کرنا). Love leaves a memory no one can steal." We are looking forward to (انتظار کر رہے ہیں) seeing you.*

Yours sincerely,

X. Y. Z.

☆..... Write a letter to your friend informing him about the death of your uncle. (Easy)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

I am sad to say that my uncle died yesterday. His death is a big shock (صدمہ) to all of us. My uncle was suffering from heart disease. Yesterday he suddenly fell sick and died. He was really a great man. People respected him for his kindness and wisdom. We will miss him forever. His final funeral (قبرستان) ceremonies (مراسمات) will be held at my house on (date) at (time). Your presence at this difficult time would really console (آسائش) our sad souls. We are looking forward to (انتظار کر رہے ہیں) seeing you.

Yours sincerely,

X. Y. Z.

9. Write an application to the principal for college leaving certificate. (Standard)

The Principal,

Govt. College,

A.B.C. (City).

Subject: Request for College Leaving Certificate

Sir,

I have been a student in your college for six months. My father has worked in this city as a superintendent in the Irrigation Department. Recently, he has been transferred to Lahore. He has tried to get his transfer orders cancelled but to no avail. Now my family is shifting to Lahore. I have to go with them. I cannot stay behind alone. Therefore, I cannot carry on my studies in your college. You are requested to issue me a college leaving certificate so that I may get admission to a college there. Your kind consideration will oblige me a lot. I thank you in advance.

Yours obediently,

X. Y. Z.

☆..... Write an application to the principal for college leaving certificate. (Easy)

The Principal,

Govt. College,

A.B.C. (City).

Subject: Request for College Leaving Certificate

Sir,

I have been a student in your college for six months. My father has worked in this city as a teacher in the Education Department. Now, he has been transferred to Lahore. My family is shifting to Lahore. I have to go with them. I cannot stay behind alone. You are requested to issue me a college leaving certificate. I hope you will oblige me.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

10. Write an application to the Principal requesting him for leave to attend a seminar. (Outstanding)

The Principal,  
Govt. College,  
A. B. C. (City).

Subject: Leave Application for Attending a Seminar

Sir,

I am a student in your esteemed (محترم) Institute. I am the captain of the football team of your college. I have been selected to attend a seminar on 'Sports and Physical Education' organized by 'Pakistan University Sports Board (PUSB)'. I am writing this application to have your permission for leave from college for three days i.e. from (date) to (date) so that I may go to Islamabad to attend this seminar.

Seminars polish and enlighten (پولش اور روشن) our minds. They provide people with opportunities (مقامات) to share their knowledge and experiences (تجربہ). Oscar Wilde, an Irish poet, rightly said, "The only thing to do with good advice is to pass it on. It is never of any use to oneself." This seminar is a great opportunity for the students who take interest in sports and physical activities. I am very enthusiastic (مہم) about learning new skills and techniques from experts (ماہرین) and scholars in the field of sports and games. The seminar would involve (شریک کرنا) me to interact (میل جول کرنا) with other students who have the same passion (جناب). Benjamin Franklin, an American statesman, rightly said, "Tell me and I forget, teach me and I may remember, involve (میل جول کرنا) me and I learn." This seminar covers various topics i.e. the importance of physical education, the value of health and fitness, the trends (ترکات) and innovations (اختراعات) in sports and games, the challenges and opportunities for sports loving people and the career prospects (امکانات) for students in this field.

I assure you that I will do my utmost (پوری کوشش) to cover the missed lessons by coordinating (میل جول کرنا) with my classmates. I will try to minimize the academic (تعلیمی) loss. My dedication (وفا) to my studies is evident ( واضح) from my past academic record. Sir, this is also an academic venture (کام) that could contribute (مسددا) a lot to my personal and academic growth. You are requested to grant me leave for the dates mentioned (ذکر) above. I will definitely (پوری طرح) be obliged (شکر گزار). Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... Write an application to the Principal requesting him for leave to attend a seminar. (Standard)

The Principal,  
Govt. College,  
A. B. C. (City).

Subject: Leave Application for Attending a Seminar

Sir,

I am a student in your college. I am also the captain of the football team. I have been invited to attend a seminar on 'Sports and Physical Education' organized by 'Pakistan University Sports Board (PUSB)'. The seminar will be held in Islamabad. It covers various (کئی) topics i.e. the importance of physical education, the value of health and fitness, the

trends (ترکات) in sports and games, the challenges (مشکلات) and opportunities (مقامات) for sports loving people and the career (ملازمت) prospects (امکانات) for students in this field. I want to attend the seminar. This event is an excellent chance for me to learn from experts (ماہرین) and scholars. It would involve (شریک کرنا) me to interact (میل جول کرنا) with other students. Benjamin Franklin, an American statesman, rightly said, "Tell me and I forget, teach me and I may remember, involve (میل جول کرنا) me and I learn." You are requested to grant me leave for three days from (date) to (date). I will definitely (پوری طرح) be obliged (ممنون). I assure you that I will cover the missed lessons with the help of my classmates. Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... Write an application to the Principal requesting him for leave to attend a seminar. (Easy)

The Principal,  
Govt. College,  
A. B. C. (City).

Subject: Leave Application for Attending a Seminar

Sir,

I am a student in your college. I am also the captain of the football team. I have been invited to attend a seminar on 'Sports and Physical Education' organized by 'Pakistan University Sports Board (PUSB)'. It will be held in Islamabad. I want to attend it. It will be a big event for me to learn from experts (ماہرین) and scholars. You are requested to grant me leave for three days from (date) to (date). I will certainly be obliged (ممنون). Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

11. Write an application to the Principal seeking his permission for organizing a sports gala. (Outstanding)

The Principal,  
Govt. College,  
A. B. C. (City).

Subject: Request for Permission to Organize a Sports Gala

Sir,

I am the president of the Sports Club in your Institute. I am writing on behalf of the sports club. The purpose of writing this application is to obtain (مائل کرنا) your permission to organize a sports gala (تقریب) in our Institute. It will be a two-day program. The event aims to promote (ترقی دینا) sports, physical fitness, teamwork and the spirit (ہند) of sportsmanship (مکمل اشتراق) among students. It will be a great opportunity (موقع) to celebrate (منشن) the achievements (کامیابی) and accomplishments (کامیابیوں) of our sportspersons (کھلاڑی). We also intend (نما) to invite the local sportspersons to grace (مہمان بننا) the occasion (موقع) and inspire (میل جول کرنا) the students with their insight (ہمیرت). The program will include (میل جول کرنا) the following sport activities and athletic skills.

There would be competitions (مسابقہ) of 100 metre sprint (تیز دوڑ), relay race (دھڑل), dart throwing (تیر پھینکنا), long jump and high jump. The team sports tournaments will consist of

the matches of football, hockey, basketball and volleyball. Moreover, there would be single and double matches of badminton and table tennis. Fun activities will include sack race (پوری دوز), tug-of-war (دوسری) and musical chairs to amuse the spectators (ماشرین). In the end, the winners and the runners-up will be awarded trophies, medals and appreciation (تقریب) certificates. *Dan Gable, an American wrestler, rightly said, "Gold medals aren't really made of gold. They are made of sweat (پسینہ), determination (مزم), and a hard-to-find alloy (دھاتی) called guts (جوش).*"

The Sports Club with the help of college staff will organise the whole event. The funds will be raised through sponsorship (امداد) of gentries (شرقا), teachers and students. All the necessary measures (اقدامات) will be taken to make the event a success. Trained medical staff with adequate (موزوں) first aid kits will ensure prompt (فوری) medical response (مدد) in case of injuries or medical emergencies.

The event will be helpful in promoting sports culture. It will urge (آباد کرنا) the participants (شرکت کرنے والے) to pay heed to their health, physical fitness and well-being. *John F. Kennedy, the 35th president of USA rightly said, "Physical fitness is not only one of the most important keys to a healthy body, it is the basis of dynamic (تحریک) and creative intellectual (فکری) activity."* It will enhance (بڑھانا) the reputation of our college and attract more students to get enrolled in our college.

You are requested to grant us permission to organise the event and help us to make it a successful and memorable event. We will take every measure to ensure that there would be no violation (خلاف ورزی) of rules and regulations of the college. Looking forward to your positive response,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... Write an application to the Principal seeking his permission for organizing a sports gala. (Standard)

The Principal,  
Govt. College,  
A. B. C. (City).

Subject: Request for Permission to Organize a Sports Gala

Sir,

I am the president of the Sports Club in your college. I am writing to seek (مائل کرنا) your permission to hold a two-day sports gala in our college. The event will promote (ترقی دینا) sports, fitness, teamwork and sportsmanship (تکلیف کا شوق) among students. *John F. Kennedy, the 35th president of USA rightly said, "Physical fitness is not only one of the most important keys to a healthy body, it is the basis of dynamic (تحریک) and creative (فکری) intellectual (فکری) activity."* We will celebrate (جشن منانا) the achievements (کامیابی) of our sportspersons. We will also invite the local sports stars to come and inspire (تحریک دینا) the students. The event will include race of 100 metre, relay race (ڈیڑا دوز), dart throwing (تیز پھینکنا), long jump and high jump. It will also include matches of football, hockey, basketball and volleyball. There would be matches of badminton, and table tennis. Fun activities will include sack (پوری) race, tug-of-war (دوسری) and musical chairs. In the end there will be prize distribution ceremony (تقریب).

The Sports Club with the help of college staff will organise the whole event. The funds will be raised through sponsorship (امداد) of gentries (شرقا), teachers and students. Trained medical staff will ensure prompt (فوری) medical response (مدد) in case of medical emergencies. You are requested to grant us permission to organise the event. Looking forward to your positive response,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... Write an application to the Principal seeking his permission for organizing a sports gala. (Easy)

The Principal,  
Govt. College,  
A. B. C. (City).

Subject: Request for Permission to Organize a Sports Gala

Sir,

I am the president of the Sports Club in your college. I want your permission to organise a sports gala (تقریب) in our college for two days. The event will promote (ترقی دینا) sports, fitness and teamwork among students. It will include (شامل ہے) race of 100 metre, relay race (ڈیڑا دوز), dart throwing (تیز پھینکنا), long jump and high jump. It will also include matches of football, hockey, basketball, volleyball, badminton, and table tennis. Fun activities will include sack (پوری) race, tug-of-war (دوسری) and musical chairs. In the end, the winners (فاتح) will be given prizes. The Sports Club and the college staff will arrange the event. We will get funds from sponsors (مددگاروں). Medical staff will be there for emergencies. Please let us hold this event. Looking forward to your reply,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

12 Write an application to the Principal requesting him to arrange make-up classes for English. (Outstanding)

The Principal,  
Govt. College,  
A. B. C. (City).

Subject: Request for Arranging the Make-up Classes

Sir,

Respectfully it is stated that I am a bona fide (حقیقی) student in your college. Last week I fell seriously ill and could not come to college for four days. I sent my application for leave which you sanctioned (مستور کر لی) very graciously (مہربانی سے). The doctor's recommendation (مشاورت) and prescription (نسخہ) were attached for your kind perusal (معاينة). Now I have sought (مائل کی ہے) help of many students to catch up (پہرے کرنا) the missed lectures and do the missing assignments. I have succeeded in my efforts to some extent (حد) except some missed lectures on English grammar. *Abigail Adams, a former first lady of USA rightly said, "Learning is not attained by chance, it must be sought for with ardour (گن) and diligence (مجت).*"

I request you to arrange make up (کی پوری کرنے والی) classes for the subject of English. English is my favourite subject and I am one of the brilliant (نیچن) students of my class. I cannot afford to lag (پچھے رہ جانا) behind in my studies. *Henry Ford, an American business*

magnate (مہنگے) rightly said, "Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young." I want to prepare (تیار کرنا) myself fully for the upcoming examination. I can attend the make-up classes after school hours or on weekends. You may schedule these classes as it is convenient (آسان) for you and as per (کے مطابق) the availability (دستیابی) of the concerned (متعلقہ) teachers.

I assure you that I will work my fingers to the bone (غریب نہ کرنا) to catch up (پہرے کرنا) my missed lectures. I agree with Thomas Jefferson, the third president of the USA, when he says, "I find that the harder I work, the more luck I seem to have." I promise that I will submit (پیش کرنا) the missing assignment and homework as soon as possible. I know you value the studies of your students. I am sure you will consider (غور کرنا) my request favourably (مہربانانہ), enabling me to overcome (تجاوز کرنا) my academic (تعلیمی) problems. Thanking you in advance,

Yours obediently,

X. Y. Z.

☆..... Dated: April 02, 2024.  
**Write an application to the Principal requesting him to arrange make-up classes for English. (Standard)**

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for Arranging the Make-up Classes

Sir,

I am a student in your college. I was sick and could not come to college for four days. I sent you my leave application for leave which you very kindly granted (مشورہ کرنا). I am really obliged (مکرم) for that. After coming to the class, I tried to catch up (پہرے کرنا) the missed lectures. I did most of the task (کام), except (سوائے) a few grammar exercises. I request you to arrange make up (کی پہری کرنے والی) classes for the subject of English. I will attend these classes whenever it suits you and the teachers. As you care about our studies, I am hopeful that you would accept my request. I promise, I would not disappoint (ناپس کرنا) you in learning lessons. I agree with Thomas Jefferson, the third president of the USA, when he says, "I find that the harder I work, the more luck I seem to have." I am looking forward to (انتظار میں) your response (جواب).

Yours obediently,

X. Y. Z.

☆..... Dated: April 02, 2024.  
**Write an application to the Principal requesting him to arrange make-up classes for English. (Easy)**

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for Arranging the Make-up Classes

Sir,

I am a student in your college. I was ill and was granted (دی گئی) leave for four days. As a result, I missed a few lectures. Now, I have done most of the missed work except (سوائے) a few English grammar exercises. You are requested to arrange make up (کی پہری کرنے والی) classes for the subject of English. I promise, I would try my best to learn the missed

lessons. I hope you would accept my request. I am looking forward to (انتظار میں) your response (جواب).

Yours obediently,

X. Y. Z.

13. **Write an application to the principal for a month's medical leave.**

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for One-Month Medical Leave

Dear Sir,

I have been ill for a week. Though I have been taking medicine, I have not got well. Today I went to my doctor for a thorough medical check-up. After various tests, he concluded that I am suffering from hepatitis C. This is a serious disease. He has advised me to take a complete bed rest for a month. Therefore, I request you to grant me leave for one month. Surely, I will be grateful to you for this kindness.

Yours obediently,

X. Y. Z.

14. **Write an application to the principal for condoning the shortage of lectures.**

Dated: April 02, 2024.

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Request for Condoning the Shortage of Lectures

Honourable Sir,

Respectfully, it is stated that all the students of the intermediate class have been asked to fill in the admission forms for the board examination. The clerk has refused (انکار کر دیا) (to give me the admission form as I have fallen short of the required (مطلوبہ) percentage of lectures. My attendance (حاضری) in the subject of English is 67% percent while the required percentage is at least (کم سے کم) 70%. So I have fallen short of lectures by 3% only in the subject of English.

Sir, you are requested to condone (سامانہ کر دینا) the shortage (کمی) of lectures. I assure (یقین دلانا) you that I would fill the required percentage by remaining present (حاضر) in the class during the remaining (باقی) three months of our academic (تعلیمی) session (دستہ سال). Surely, I would be obliged to you for this kindness (شفقت).

Yours obediently,

X. Y. Z.

15. **Write an application to the Principal for taking one week leave for your sister's marriage. (Outstanding)**

Dated: April 02, 2024.

The Principal,  
Govt. College,  
A. B. C. (City).

**Subject:** Leave Application for Sister's Marriage

Dear Sir,

I am a bona fide (حقیقی) student in your college. The purpose of writing this

application is to request you to grant me one-week leave from school due to my sister's marriage. It is an important family event and my presence at home is very necessary as I am the sole (واحد) brother of her. *Maya Angelou, a famous American poet says, "I sustain (سنبھال) myself with the love of family"* I have to help my father in making proper arrangements for the marriage. We have to make a lot of preparation (تاری) to make the event impressive (تاریک) and memorable. *Albert Einstein rightly said, "Rejoice (خوشی منجیں) with your family in the beautiful land of life."*

The marriage is scheduled (ترتیب دی گئی ہے) to happen on (date). The marriage celebrations (تہنیکات) will start two days before the marriage. Thus I have to be there at home three days before and two days after the marriage so that thorough (مکمل) preparations and arrangements (انتظامات) should be made well in time. Therefore you are requested to grant me leave for five days i.e. from (date) to (date).

I do understand the importance of studies. It is true that I will miss a few lectures and assignments. But I assure you that I will complete all the missing assignment within a short span (کچھ وقت) of time with the help of my classmates and teachers. I have already asked my class fellows to take necessary notes for me. I promise that my absence will not affect my studies. *I agree with Thomas Jefferson, the third president of the USA, when he says, "I find that the harder I work, the more luck I seem to have."* I am sure you can understand the importance of this occasion (مرتبہ) and will not hesitate (چھوڑے گا) to approve (مستور کرے گا) my leave for absence.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... Write an application to the Principal for taking one week leave for your sister's marriage. (Standard)

The Principal,  
Govt. College,  
A. B. C. (City).

Subject: Leave Application for Sister's Marriage

Dear Sir,

I am a student in your college. I request you to grant me one-week leave from school due to my sister's marriage. It is a big family event and I need to be at home. *Maya Angelou, a famous American poet says, "I sustain (سنبھال) myself with the love of family"* I have to help my father in making arrangements (انتظامات). The event will take place (تاری) on (date). The celebrations (تہنیکات) will start two days before the marriage. I want to be at home three days before and two days after the marriage to help with everything. You are requested to grant me leave for five days i.e. from (date) to (date). I know I will miss some classes but I have planned to catch up (پہرا کرتا) the missed lessons with the help of my classmates. I promise that my absence will not affect my lessons. *I agree with Thomas Jefferson, the third president of the USA, when he says, "I find that the harder I work, the more luck I seem to have."* I hope you will grant me leave. Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... Write an application to the Principal for taking one week leave for your sister's marriage. (Easy)

The Principal,  
Govt. College,  
A. B. C. (City).

Subject: Leave Application for Sister's Marriage

Dear Sir,

I am a student in your college. I need one week leave for my sister's marriage. It is a big family event (تہنیکات). I am to help my father in making arrangements (انتظامات). The celebrations (تہنیکات) will start two days before the marriage. I need to be at home for five days i.e. from (date) to (date). It is true that I will miss some classes but I promise that I will catch up (پہرا کرتا) the missed lesson with the help of my class fellows. I hope you will grant me leave. Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

16. Write an application to the principal of your college for seeking apology for misconduct. (Outstanding)

The Principal,  
Govt. College,  
A.B.C. (City).

Subject: Offering an Apology for Misbehaviour / Misconduct

Sir,

Yesterday, I was listening to the lecture of economics in the class. It was the sixth period at about 12 pm. I was sitting just under the fan. I do not know when I fell asleep. Obviously I could not listen to the lecture and see the diagrams the professor had drawn on the white board. After finishing the lecture, the professor awakened me and asked me the reason of sleeping. I tried to explain that I had not slept intentionally. It happened just by chance. But the professor was infuriated and considered it insolence (کستنی) on my part. I tried again to explain the whole situation. But he did not listen to me and ordered me to leave the class immediately. I felt insulted at this. I refused to leave the class. As a result, he himself left the class.

Sir, no doubt, it was my mistake. I should have left the class in accordance with the orders of the professor. But it was a natural reaction to what had happened in the class. I had been insulted for nothing. Anyhow, I offer my humble apology for the misbehaviour. I have also apologized to the professor and he has forgiven me very generously. Sir, I assure you that in future, I would be extremely careful about my behaviour towards professors. I hope that you would accept my profound apology in this regard. Thanking you in advance,

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... **Write an application to the principal of your college for seeking apology for misconduct. (Standard)**

The Principal,  
Govt. College,  
A.B.C. (City).

**Subject:** Offering an Apology for Misbehaviour / Misconduct

Sir,

Yesterday, I was listening to the lecture of Economics in the class. It was sixth period at about 12 pm. I was sitting just under the fan. I do not know when I fell asleep. After finishing the lecture, the professor asked me the reason of sleeping. I tried to explain that I had not slept intentionally. It happened just by chance. But the professor was angry and ordered me to leave the class. I felt insulted at this. I refused to leave the class.

Sir, no doubt, it was my mistake. I should have obeyed my teacher and left the class. Anyhow, I offer my humble apology for the misbehaviour. I have also apologized to the professor and he has forgiven me. Sir, I assure you that in future, I would be very careful about my behaviour towards my teachers.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

**17. Write an application to the principal for the change of a subject. (Standard)**

The Principal,  
Govt. College,  
A.B.C. (City).

**Subject:** Request for the Change of a Subject

Sir,

I am a student of Intermediate class in your college. The college offered seven optional subjects at the time of admission. I wanted to take up geography as a subject of my studies. But unfortunately, there was no professor of geography in our college at that time. Therefore, I took up Urdu as one of the optional subjects. But recently, a professor of geography has joined our college. Now I want to take up geography in place of Urdu. It is my favourite subject. I request you to allow me to change the subject. I hope that you would take my application into your kind consideration. I thank you in advance.

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

☆..... **Write an application to the principal for the change of a subject. (Easy)**

The Principal,  
Govt. College,  
A.B.C. (City).

**Subject:** Request for the Change of a Subject

Sir,

I am a student of Intermediate class. I took up Urdu as a subject of my studies at the time of admission. But now I want to take up geography in place of Urdu. You are requested to allow me to change the subject. I thank you in advance.

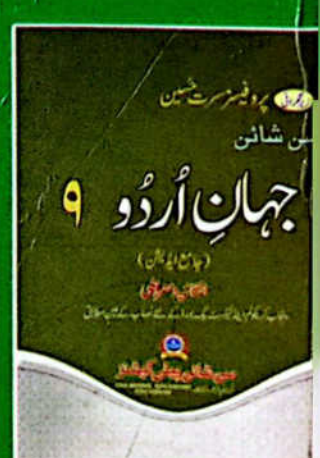
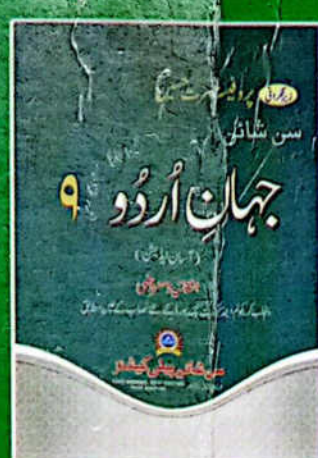
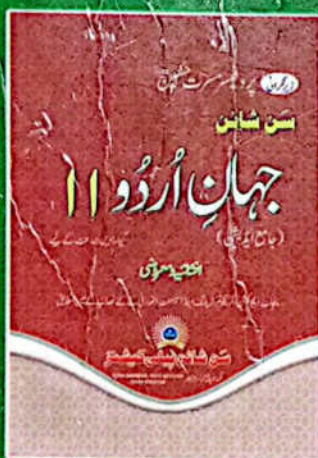
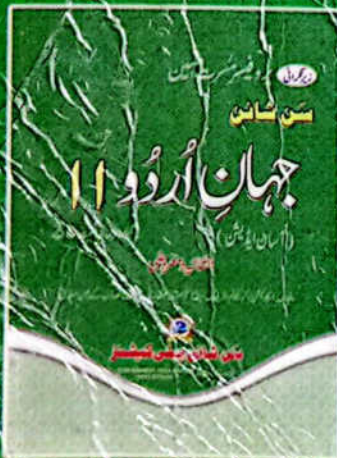
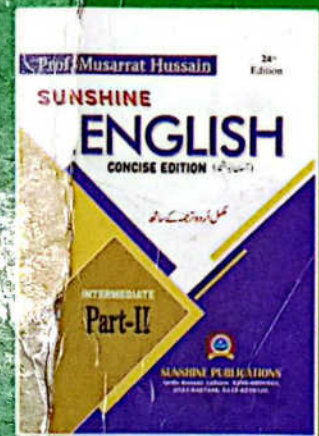
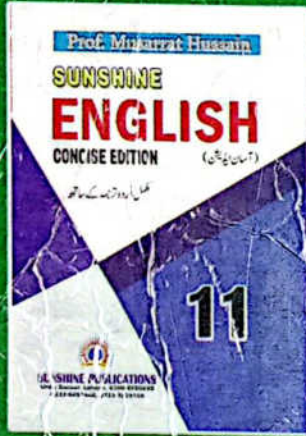
Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

-----☆-----THE END-----☆-----

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