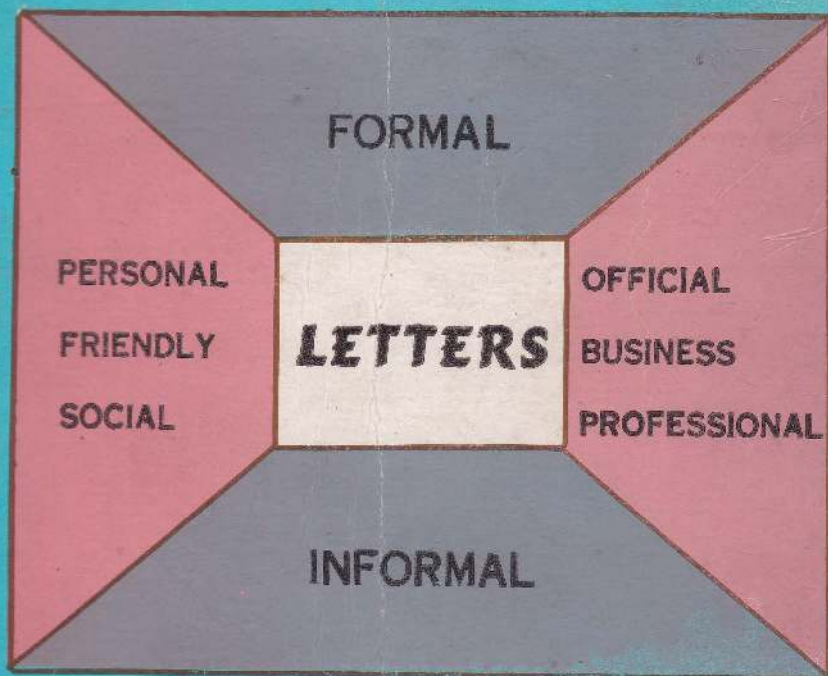


**WRITING  
LETTERS  
IN  
ENGLISH**

A T.E.M.P.L.E. PUBLICATION



OVER  
**70**  
MODELS

T. N. PUNJAKSHARAM





40/2

# WRITING LETTERS IN ENGLISH

*k Rajganne!*

A T.E.M.P.L.E. PUBLICATION

*k Rajganne!*

OVER  
**70**  
MODELS

T. N. PUNJAKSHARAM

WRITING LETTERS  
ENGLISH

A T.E.M.P.L.E. PUBLICATION

**TO  
MY BROTHER YOGAR**

*K. Rajaguru*

OVER  
70  
MODELS

T. N. PUNJABAM



# INTRODUCTION

4 April 1991

Dear Student of English,

Greetings to you!

**T**HIS being a book on 'Letter-writing', I like to write its Preface in the form of a letter.

Many pupils like you have told me that they do not find an 'EASY-TO-READ-AND-UNDERSTAND' compact book in English that explains the basic principles and serves as a guide to Letter-writing. Hence this little book to show you the essentials in writing a letter.

Chapter One in this book from Page 1 to 19 explains in a nut-shell all the principles or "do's and don't's" in Letter writing.

The rest of the book is devoted to specimens or models on Personal & Friendly letters, Writing Postcards, preparing Invitations in real life situations, Official and Business letters, writing letters to the Press and applications for employment purposes.

If you read and re-read all of them as many times as you can, the more, the merrier; you will be able to write letters yourself—perhaps better and more interesting ones!

Please note that the names and addresses used in this book excepting those of well known institutions, are imaginary. They do not refer to anyone or to any place. When you are asked to write a letter in an examination, you are also expected to use such fictitious names and addresses—never your own!

I wish you all success in your study of English—a language that holds the key to your progress.

I am grateful to St. Joseph's Catholic Press, Main Street, Jaffna, for helping me to bring out this book under very difficult and trying circumstances towards the cause of education.

As one always interested in your progress,

THE AUTHOR

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## WRITING LETTERS

Letter-writing is both an Art and a Science. It has its forms, style, rules, do's and don'ts.

A letter must convey the writer's thoughts, ideas, wishes, opinions, purpose, etc., clearly, concisely, correctly, interestingly, movingly, and sincerely.

To write a letter well, a writer needs three things, namely :

- a. The knowledge of words, the meaning of the words and spelling, which is called 'vocabulary' ;
- b. A knowledge of the uses and relationships of the words, which is called 'The Use of Grammar' and
- c. A knowledge of the correct arrangement of the words, which is called 'syntax'.

It is not enough if you can write several hundred words, in English; the words must be planned properly and arranged in clear paragraphs.

With practice anyone can write a good letter by using the apt words and phrases.

Model letters serve as guidance, they are only examples; it is impossible to provide models to suit every occasion and circumstance. It is, therefore, up to the writer to master his or her style conforming to the accepted rules.

Letters are the most common means of WRITTEN COMMUNICATION in almost every field — personal, social, official or business. Everyone today sends and receives a number of letters to and from one's friends or strangers or Government departments, Firms and other organisations.

Letters are broadly classified into two groups or kinds. → Personal or Friendly or Social &

They are: → Official, Business or Professional.

## PERSONAL OR FRIENDLY OR SOCIAL LETTERS:

- a. These letters are those that we write to our parents, brothers, sisters, relatives and friends.
- b. These are intimate, informal, affectionate letters expressing our private thoughts and feelings. The subject-matter may concern trivial personal or family matters; a request for some help, information or assistance; family news, descriptions of how a holiday was spent or about a wedding, a party or about illness or death of near and dear ones; a love letter, a letter of good wishes, an apology or excuse for something done or undone; congratulations, expressions of condolences, sympathies; expressions of thanks for a present or for hospitality received; sending invitations to social functions like a party or wedding or a reception and finally acknowledging and thanking for such invitations.

## OFFICIAL OR BUSINESS OR PROFESSIONAL LETTERS:

- a. These are impersonal, formal and not intimate. The writer and the receiver of the letter may or may not know each other.
- b. Letters to Firms, Govt. Depts., the Press, applications for jobs, orders for books and other things or inquiries about anything belong to this group.

## THE STYLE OF WRITING A PERSONAL OR FRIENDLY LETTER :

This is not bound by many rules. The style is friendly, simple, informal, intimate, natural but polite. **"SPEAK AS YOU WRITE AND WRITE AS YOU SPEAK."** is the golden rule! The writer writes almost in the same way that he talks. This is a sign of close friendship. In other words, you imagine that the person to whom you are writing is sitting just opposite you and you are talking to him.

- b. The letter must show your interest in the person you are writing to. Such a letter looks like a picture - A Pen



Picture - that your receiver would very much like to receive and read witherish!

- c. Therefore, make your style intimate; conversational! You need not observe all details of 'The Standard Letter Form'. You may use just a word or a phrase to express an idea. You may use the contracted forms - e. g. 'I'm' for 'I am'; 'You've' for 'you have'; 'don't' for 'do not'; etc.

**PLEASE READ THROUGH SPECIMEN LETTER No. 7.**  
 Look at the way the letter is laid out; note that the addressee's full name and address not given; note the style; it is friendly; the recipient is addressed in a friendly manner; the person is called by his nick-name - a sort of joke!

**THE STYLE OF WRITING AN OFFICIAL OR BUSINESS LETTER:**

- a. It is written in good language. It is formal, polite, simple but dignified and courteous.
- b. Contracted forms must be avoided. Every sentence must be complete and correct grammatically and idiomatically. There should be no errors in spelling or punctuation.
- c. If written by hand, the writing must be legible. If typed, it must be neat and accurate. A badly written or typed letter with errors or in faulty language serves no purpose. It is discarded or ignored and brings no relief or reward or joy either to the writer or to the receiver.

**ABOUT LETTERS ASKING FOR EMPLOYMENT:**

The letter of application is most important for you. Once you leave school, you will have to write such letters asking for employment or answering advertisements inviting applications from those who are qualified to apply for given jobs.

Your application must have the following details:

- a. Your full name.
- b. Your address in full.

- c. Your age or date of birth.
- d. Your sex and civil (marital) status.
- e. Your nationality.
- f. Details relating to your school; qualifications, your experience, if any, to the post you are applying.
- g. Positions of responsibility held, if any.
- h. Names of Referees if asked for.

11. When you prepare your application on the lines indicated above, see that your application is brief, clear, polite and frank; see that your language is not faulty, your spelling perfect; your handwriting neat and clean. Sometimes employers insist on hand-written ones; otherwise, you may typewrite your application.

Certain employers expect you to send them along with your Letter of Application Your Bio - Data (B.D.) This is also called 'The Curriculum Vitae' (C.V.) or 'The Resume'. A Bio-data may contain all about an applicant but 'The Resume' contains only the following: Name, Mailing address, telephone No. if available, educational background, work experience & references or recommendations.

It is by your letter of application that the Employer makes his first impression of you; and the first impression is the best and rewarding!

**GENERAL GUIDE LINES FOR WRITING A GOOD LETTER, WHETHER IT IS PERSONAL OR OFFICIAL; FORMAL OR INFORMAL;**

- a. Be neat.
- b. Use **PROPER STATIONERY** and **INK**. This is very very important!
- c. Never write a letter in pencil.
- d. You may use a typewriter for official & business letters. It is best to handwrite personal and friendly letters.

d. Your address in full.



e. ALWAYS LEAVE A MARGIN AT THE TOP, AT THE BOTTOM AND AT THE SIDES. A margin looks nice when the margins are wide and equal.

f. Avoid all errors in language, spelling and punctuation. If you follow the above guidelines, your letter will be as fine as a picture!

### GREETINGS OR SALUTATIONS AND COMPLIMENTARY CLOSE OR SUBSCRIPTIONS

#### PERSONAL AND FRIENDLY LETTERS

1. My dear (father, mother, brother, sister, cousin, uncle, aunt, grand pa, grand ma, etc.)

(a) Yours lovingly / affectionately

(b) Your (loving/affectionate) son, daughter, brother, sister, cousin, uncle, aunt, nephew, niece, grand son, grand daughter, etc.,

(c) Your Ever Loving....., Ever your loving.....,

(d) Your (devoted / dutiful) son, daughter, etc.,

Dear friend,  
Dear Ananda,

2. (a) Yours sincerely, (lovingly, cordially)

My dear friend,

(b) Your sincere friend,

My dear Ananda,

Your very sincere friend,

Dear Sir, (Madam)

(c) Yours very sincerely,

My dear Sir, (Madam)

(d) Always your sincere,

Dear (Mr. / Mrs. / Miss) Kumar,

(e) Sincerely,

(f) Cordially,

(g) As ever a friend,

NOTE: "MY" is used before 'dear' if the person is very close and very friendly to the writer. Do not use "MY" to persons who are not very intimate to you.

**OFFICIAL, BUSINESS & PROFESSIONAL LETTERS**

Sir / Madam

Yours truly, / faithfully,

Dear Sir, / Madam,

obediently, / respectfully,

OR

\*Dear Sirs, / \*Mesdames

Yours very truly, / faithfully, / respectfully,

OR

\*Gentlemen

Very truly yours,

OR

Yours most respectfully

I \*Dear Sirs / \*Gentlemen are used in writing to Firms / Companies. \*Mesdames is used when writing to any all-women organisation.

II. Use of TRULY, FAITHFULLY, OBEDIENTLY & RESPECTFULLY in the complimentary close above:

Use: Truly - to strangers, elders, betters, officials

Faithfully - ..... same as above.....

Obediently and Respectfully - to superiors, employers, to your teachers & those worthy to be honoured.

If the addressee is personally known to you, you might, if you like, begin the letter as "Dear Mr. Ram," OR "Dear Ram" and sign it with the closing "Yours sincerely,"

If you begin your letter as "Dear Sir" OR "Dear Madam", "Yours sincerely" is incorrect. It should be: Yours truly OR Yours faithfully.

In a Formal Letter, "YOURS FAITHFULLY" is always correct; if you know the name of the addressee "YOURS TRULY" may be better.

III. Sometimes in the complimentary closing of official, business & professional letters, the following form is also need:

(a) I am, (Sir / Madam)

Yours (truly / faithfully / respectfully / obediently) (Signature).....

(b) I remain, (in place of: I am) is also used.



IV. COMMON COMPLIMENTARY CLOSE TO BOTH PERSONAL AS WELL AS OFFICIAL LETTERS:

Yours truly or Yours sincerely, or Truly yours or Sincerely yours,

V. Do not write 'YOURS' as 'YOUR'S' with an apostrophe. This is a common mistake; avoid it. 'Yours' must begin with a capital letter as 'Yours truly' etc.

IV. In writing a POST CARD, Greetings and Subscriptions are not used. Write only the message or what you want to write and put your signature below it. See the Model Post Cards given in this book.

HOW TO WRITE THE DATE AT THE HEADING OF THE LETTER:

The Heading which is the first part of the letter consists of the writer's address and the date. The date comes after the address and is written in one of the following ways:

- c. g. : (a) 4.3.1991 (b) 4-3-1991
- (c) March 4th 1991 (d) March 4, 1991
- (e) 4 March 1991

(a) & (b) are the most common especially in personal and informal letters; (c) (d) and (e) are used in Official / Business letters; (c) is the British form while (d) is the American form and (e) is the International form.

WRITING INVITATIONS:

Invitations belong to the Personal or Social class of letter. It could be either formal or informal depending on the occasion and the manner in which a party or function is held. The reply to a 'formal' invitation must be given in the 'formal' style while to an 'informal' one, the reply is also 'informal'.

INVITATION: — } → Formal  
 } → Informal

REPLY: — } → Formal  
 } → Informal

In Formal Invitations the letters S. P. appear at the bottom of the left-hand side of the invitation. It is the abbreviation of the French phrase 'Repondez s'il vous Plait' which means: 'Please Reply'. Please read the specimens in the book.

**SOME COMMON ABBREVIATIONS OR SHORTENED FORMS USED IN LETTER-WRITING:**

**I. Use of Mr. Mrs. Miss Ms. Messrs. Rev. Prof. Dr. Ven. Hon. & Esq. in the address.**

- a. 'Mr.' means 'Mister' the form of address used before a man's name.
- b. 'Mrs.' means 'Mistress' the form of address before a married woman's name.
- c. 'Miss' a title for an unmarried girl or lady just as 'Mas.' (Master) is used before the names of boys under 16.
- d. 'Ms.' is used in common before the names of all ladies-married or unmarried.
- e. 'Messrs.' is the shortened form of 'Messieurs' (a french word) used in addressing a Firm or Company that has a personal name like Johnson & Co., addressed as: Messrs. Johnson & Co., This term is not used in addressing a company with an 'impersonal' or Trade name as: THE UNITED MERCHANTS CO., LTD., or THE LANKA TOBACCO CO., LTD.
- f. 'Rev.' Before names of members of the clergy meaning Reverend.
- g. 'Prof.' Before the name of a Professor.
- h. 'Dr.' Before the name of a doctor.
- i. 'Ven.' or (Ven'ble) meaning Venerable; a title for an archdeacon.
- 'Hon.' to address Members of Parliaments, Ministers, etc.



k. 'Esq.' is the abbreviation of 'Esquire'; used at the end of the name of a gentleman of honour. Mr. and Esq. are not used at the same time. We write either as: Mr. A. B. C. Das or A. B. C. Das, Esq., This is not used for ladies.

II. Some common Abbreviations used in the body of the letter :

- inst., (instant) means 'of this month'
- ult., (ultimo)     "     'of last month'
- prox., (proximo) "     'of next month'
- Re. or Ref.         'with reference to
- encl.               means 'enclosed' or 'sent herewith';  
(It is wrong to write: "Enclosed herewith"  
either it should be: 'enclosed' or 'Sen  
herewith' )

*encl. h/w*

P. S. means 'Postscript' which means: written after the letter has been finished; to writet an additional information as an after; thought. Mostly used in Personal or Friendly letters. Avoid it in Business / Official letters

Abbreviations used in the Address:

Ave.	for Avenue	Dept.	for Department
Bldg.	" Building	Inc.	" Incorporated
Co.	" Company	Rd.	" Road
Corp.	" Corporation	St.	" Street
Dept.	" Department	Sq.	" Square
Pvt.	" Private	L'd.	" Limited
C/o	" Care of	Di.	" District.
Regd.	" Registered	P. O. B. or PB	" Post Box
No.	" Number	Apt.	" Apartment

**WRITING ADDRESS ON THE ENVELOPE**

The name of the person and the address to which the letter is to be sent is written a little to the right or centre of the envelope thus:

(a) To a friend : Mr. R. S. Sri Kumar,  
or 22, Temple Road,  
Relation : Shanthipura

OR  
R. S. Sri Kumar, Esq.,  
22, Temple Road,  
Shanthipura.

OR  
Miss Mallika Ranjan,  
"Rose Cot",  
45, School Lane,  
Colombo. 5

OR  
Mrs. Seela Ranjan,  
Teacher,  
62, Church Road,  
Navapura.

- (b) To
- An Official
- .. Incorporated
- .. Road
- .. Street
- .. Square
- .. Limited
- .. District
- .. Post Box
- .. Apartment

- The Government Agent,
- The Kachcheri,
- Kandy.
- The Manager,
- (International Unit) Corp.
- The Bank of Ceylon,
- Hospital Road, Jaffna.
- The Commissioner of Examinations,
- "Data Processing Branch"
- Department of Examinations,
- Colombo 2

*enclosed*



(c) In Business/  
Professional  
Letter:

Messrs. E. B. Roland & Co., Ltd.  
77, Prince Street,  
Colombo. 3

OR

The General Manager,  
E. B. Roland & Co., Ltd.  
Sky Line Bldg.,  
Colombo. 1

OR

INTERCONTINENTAL EXPORTERS  
& IMPORTERS

P.O. Box 1234,  
Harbour Street,  
Colombo. 1

OR

The Editor,  
The Daily News,  
Lake House,  
Colombo.

*messrs*

(d) Addressing a letter C/o a Box No.

The Advertiser,  
Box No. 987,  
C/o The Daily News,  
Colombo, .....

OR

BOX No. 987, .....

C/o The Daily News,  
Colombo, .....

e) Overseas letters:

\* The name of country  
must be written last  
in BLOCK letters.

Mr. N. D. Rengan,  
29, Western Park,  
London, E 15 9SY,  
UNITED KINGDOM. \*

Dr. Alex T. Barathan,  
Community Health Centre,  
112, Bay Bridge Street,  
Los Angeles, CA 98766

THE UNITED STATES OF AMERICA. \*

Note all the addresses given above; in each one, there is a point to note. In

- (a) Note: When Mr. is used; Esq., is avoided. When Esq., is used; Mr. is avoided.
- (b) Note the punctuation marks carefully.
- (c) Note the name of the house ROSE COT given within inverted commas.
- (d) Note the use of MISS & MRS.

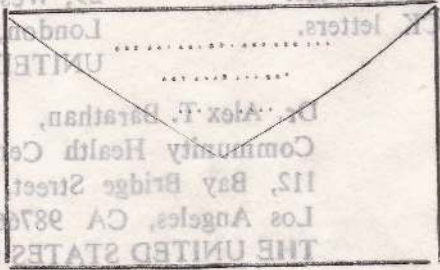
Similarly read through all the addresses and find out for yourself the various points in each under b, c, d and e.

THE ADDRESS OF THE SENDER OR (THE RETURN ADDRESS as it is sometimes called) can be written on the envelope in one of three places: at top right-hand side or at bottom of right hand side or on the reverse of the envelope thus:

BOX No. 987  
 C/o THE DAILY NEWS  
 Colombo

The Advertiser,  
 Box No. 987,  
 C/o The Daily News,  
 Colombo.

Mr. N. D. Rangan,  
 29, Western Park,  
 London, E 15 2SY,  
 UNITED KINGDOM.



The name of country  
 must be written last  
 in BLOCK letters.

THE UNITED STATES OF AMERICA



SOME USEFUL HINTS OR SUGGESTIONS TO BEGIN THE OPENING PARAGRAPH OF PERSONAL & OFFICIAL LETTERS. THERE ARE SO MANY WAYS; THESE ARE SOME COMMON ONES.

\* IN PERSONAL LETTERS:

- (a) I have your (very nice / interesting) letter telling me about.....
- (b) I am really ( pleased happy / delighted / glad ) to get your letter this morning giving me the good news.....
- (c) It's great relief to hear from you after a ( long, very long ) time that you are.....
- (d) Thank you (Ever so many thanks, Thank you so much) for your letter.....
- (e) I don't know why you are very silent.....
- (f) Your letter telling me that.....
- (g) I trust, you are ( well, fine, in the best of health).
- (h) Pray, you are fine! I haven't heard from you for many months now. What's the matter?
- (i) I trust that Time treating you kindly.....
- (j) It was really so (kind / good) of you to have thought of me.
- (k) Please ( forgive / pardon / excuse ) me for my long silence.....
- (l) How is life with you?.....
- (m) How very ( nice / great / good / kind ) of you to think of me in the midst of all your.....
- (n) How are things with you? at home?
- (o) I don't know (I wonder) how I can thank you.....

SOME USEFUL HINTS OR SUGGESTIONS TO BEGIN THE OPENING PART OF YOUR LETTERS & OFFICIAL LETTERS. THESE ARE SO MANY WAYS: THESE ARE SOME COMMON ONES.

- (p) I must apologise to you for.....
- (q) Please accept my apologies for.....
- (r) I'm sure, you will not (take me a miss / misunderstand, be cross with me) for my.....
- (s) What welcome news! Surely.....
- (t) I (am / was) (very / really / extremely) (sorry / shocked / pained / grieved) to hear of.....
- (u) I needn't tell you how (pleased, overjoyed / glad / thrilled / excited) to hear.....
- (v) Please accept my (heartiest congratulations / heartfelt condolences) on your.....
- (w) Just a few lines, to tell you that, I (am having / hope / intend / propose to have).....
- (x) Your long silence keeps me (guessing / worrying).....  
Please do write to me at once telling me.....
- (y) Why are you very silent? What's the matter with you. Surely.....

IN OFFICIAL LETTERS

- (i) I trust that Time treating.....
- (a) I thank you for your letter of March 4, 1991.....
- (b) I have to acknowledge with thanks your letter of March 4, 1991.....
- (k) Please (forgive / excuse / pardon) for my long.....
- (c) While I thank you for your letter of March 4, 1991.....
- (l) How is life with you?.....
- (m) How very (nice / great / good / kind) of you to.....

IN WRITING APPLICATIONS:

- (a) Please consider me an applicant for the position of..... for which you have advertised in the Ceylon Daily News of March 4, 1991.



(b) Your advertisement of March 4, 1991, in the Ceylon Daily News interests me and therefore I send in my application for your consideration.

(c) I should be glad if you would consider how far my qualification and other attainments meet with your requirements for the position of.....for which you have advertised in the Sunday Times of March 4, 1991.

**IN GENERAL**

(a) Please let me know if you could.....

(b) Would you please (send me / let me know / inform me / write me).....

(c) I am sorry to (inform you / bring to your notice / draw your attention).....

(d) I am writing to you on the directions of (one of my teachers / Dr. R. R. Robertson / Prof. S. F. Mendis / a friend of mine) to find out whether.....

(e) Please send me (y ur latest catalogue / the following books) by (V. P. P. / C. O. D.).....

(f) On May 4th I sent you an order for..... but to-date I have had no response. Would you please.....

(g) I should appreciate very much if you would please.....

(h) With reference to your letter of 4th March 1991, I have to.....

(i) I wish to express my sincere thanks for.....

(j) This is to invite your (kind, early, immediate) attention to.....

**THE FORMAT OF A BUSINESS OR OFFICIAL OR PROFESSIONAL LETTER :**

There are three forms, namely **INDENTED, BLOCK** and **MODIFIED**. But, the various points remain the same.

Note the position of **THE WRITER'S ADDRESS & THE DATE**. See how the date is written.

Observe the form and position of **THE INSIDE ADDRESS**. Notice the **SALUTATION** and the "**BRIEF HEADING**" between the salutation and the body of the letter. Observe the central position of "**THE BRIEF HEADING**". In some short, straight-forward letters a **Heading** may not be necessary.

The **Body** of the Letter consists of one or more paragraphs depending on the subject-matter

The 'subscription' or 'complimentary close' in the **BLOCK FORM** is to the left while 'in the **INDENTED**' or '**MODIFIED**' form it is to the right.

The name of the writer and his or her designation if he or she has one or the office held as the case may be is given below the signature.

(g) I should appreciate very much if you would please

(d) With reference to your letter of 4th March 1991, I have to.....

(i) I wish to express my sincere thanks for.....

(j) This is to invite your (kind, early, immediate) attention to.....



# THE MAIN POINTS IN A LETTER

THE MAIN POINTS IN A PERSONAL OR FRIENDLY LETTER		
(1)	10, Zing-ang Lane, Mangalagama, March 4, 1951.	1 Write the Address and the date.
(2)		2 Inside Address
(3)		3 Salutation
(4)		4 Brief Heading
(5)		5 Body of the Letter
(6)		6 Subscriber or Complimentary Close
(7)		7 Signature

POINTS 2 & 4 ARE NOT USED IN PERSONAL OR FRIENDLY LETTERS.

THE MAIN POINTS IN A PERSONAL OR FRIENDLY LETTER

10, Zig-zag Lane,  
 (1) Mangalagama,  
 March 4, 1991.

My dear Uththami, (2) (3)

(4)

(5)

(6)

Yours lovingly, (4)  
 Helen, (5)

(6)  
 (7)

1 Write s address & the date

2 Greetings or Salutation

(3) 3 Body of the letter

4 Close or Subscription

5 Signature

MODEL FRIENDLY / PERSONAL LETTER



MODEL BUSINESS / OFFICIAL / PROFESSIONAL LETTER

12, Main Street  
New Town  
June 20, 1991.

The Secretary,  
British Council,  
Colombo.

Dear Sir,

E. L. T. TEST

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Yours truly,  
N. D. Rajan  
Principal,  
West End School  
New Town

INDENTED FORM

12, Main Street,  
New Town,  
June 20, 1991.

The Secretary,  
British Council  
Colombo,

Dear Sir,

E. L. T. TEST

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Yours truly,  
N. D. Rajan  
Principal,  
West End School,  
New Town

BLOCK FORM

The Secretary,  
British Council,  
Colombo.

Dear Sir,

E. L. T. TEST

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Yours truly,  
N. D. Rajan  
Principal,  
West End School,  
New Town.

MIXED OR MODIFIED FROM

12, Main Street,  
New Town,  
Colombo.

# PERSONAL / FRIENDLY LETTERS

The Secretary,  
British Council,  
Colombo.

1

12, Main Street,  
New Town,  
Colombo.

The Secretary,  
British Council,  
Colombo.

A LETTER FROM A SON TO HIS FATHER TELLING HIM OF HIS NEW SCHOOL AND PROGRESS IN CLASS

"The Kudil"  
Central Lane,  
Inbhapura,  
4-3-1991

My dear Pa,

I am sure you are fine.

This is my first letter in English and I am writing it to you. To whom else could I write it but to you! Writing letters in English is one of the lessons my new school has taught me!

Our English teacher has taught us all about Letter-writing. He wants us to write letters in English to our friends and others if they also know English. This, I think, will help students to improve their English.

Of course, I wrote this letter and got it corrected by the teacher and I am now rewriting it.

My new school is certainly a better place than our local school. Here, we have many facilities; our teachers are good; there are many activities after school. The library is big; students can borrow books every week. I think, you have really helped me by putting me into this school in Year 10. I have lots of things to learn. I do not find my class work difficult; I am able to do well in all my subjects.

My English is weak; but, I think, I can do well in it after sometime. In class, we try to speak in English; our teacher, too, speaks to us all the time in English. There is a common



assembly every Tuesday; the Principal takes the assembly; he speaks in very good but simple English. We enjoy it so much; Fine!

More next time. All at home are fine. My Kind Regards,

EXPRESSING CONCERN:

Your loving son,  
Appan.

105, Galle Road,  
Colombo.  
2-2-1991

2

TO ONE'S FATHER ASKING HIM TO SEND A BOOK OR SOME MONEY TO BUY A BOOK. MENTION THE NAME OF THE BOOK.

Pray, this letter finds you in better health. Just as a Up-hill High School, Down Valley, 24.1.1991

My dear father,

Uncle, you have to be a bit more careful in your diet. Now Pray, your are in the best of health. Excuse me for troubling you. I need your help. Please get me a copy of the latest edition of 'The Advanced Learner's Dictionary of Current English'

I am writing to my father too, today, to see that you This book is not available here. Even if it is available, it is sold at a higher price. Mother says that she hasn't the money. This book costs Rs 300/- but it is worth the money. It is 'the' dictionary for a student like me. Our teacher recommends it highly. So, let this be your birthday present for me this time. Thank you.

I hope to hear from you soon; if you are coming home at the end of the month, you may bring the book with you.

Your loving nephew,  
With lots and lots of Love,

Your loving daughter,  
Kunchu.

Pray, you are in the best health.

the highest Pray. you are in best health. hear

speaks in very good but simple English. We enjoy it so much; Fine!

A LETTER TO ONE'S UNCLE WHO IS IN HOSPITAL EXPRESSING CONCERN:

Your loving son,  
Appan.

105, Galle Road,  
Colombo.  
2-5-1991

2

TO ONE'S FATHER ASKING HIM TO SEND A BOOK OR SOME MONEY TO BUY A BOOK.

Pray, this letter finds you in better health. Just had a letter from sister to say that you are in hospital with some complications. I do not know what you are suffering from. Perhaps you are affected with your usual backache and stomach complications. Pray, nothing is serious.

Uncle, you have to be a bit more careful in your diet and habits. You normally act against doctor's advice. Now that you are in hospital under the care of Dr. Waidyajothi, I am sure you will have a speedy recovery.

I am writing to my father too, today, to see that you get the best attention possible. It's a pity that I am not near you to do my mite. You are in my prayers all the time and I am sure, The Lord will bless you with a quick recovery.

I hope to see you soon as a normal person. With my prayers and all good wishes for your quick recovery,

Your loving nephew,  
Keerthi.

Your loving daughter,  
Kunju.

Almost dead in past year  
the  
year  
highly  
Near

dead  
in the past  
year



5  
4

TO A FRIEND FOR THE VERY KIND HOSPITALITY  
RECEIVED DURING ONE'S STAY AT HIS OR HER HOME:

26, New Road,  
Uthayagaram,  
4-3-1991

Paradise Lane,  
Mangalapura,  
15-3-1991

My dear Krishna,

I'm writing this letter soon after my arrival home after two wonderful weeks' stay with you. I cannot express my feelings in words for the very, very kind care and comforts you have given me during my stay with you. Yours is 'a Home' away from Home; a lovely place! Your Pa and Ma have looked after me like one of their own children. What loving hospitality! How can I ever forget the delicious food and the rich variety! Your Pa has spent many hours during the week-ends taking me around and showing me places. You are all really great!

I look forward for the day when you with your parents will visit us. I hope, you will spend your christmas vacation with us and make us all happy.

My loving regards to your parents and my best wishes to you. Please write to me. With lots of love,

Your ever loving friend,

Kuselan

As Ever a friend,  
Ranjana

A LETTER TO A FRIEND TELLING HIM OF THE WRITER'S PLANS FOR THE FUTURE AFTER SITTING THE "O" LEVEL EXAMINATION.

24, New Road,  
Uthayagama.  
4-3-1991

Paradise Lane,  
Mangalapuram.

My dear Gopi,

I am very pleased to get your letter this morning. Thank you. In fact, I was wondering why you have not written to me for a long time. It's good that you are keen to do medicine. I know you can! Good Luck and Best Wishes.

As for me, I don't want to go to a university and come out with just a degree and join the unemployed or under-employed. I am not that gifted as you are to take to a profession. So, why waste time? After my "O" Level, I mean to follow a course in Computer Science. There are so many places in the city where I can study and gain a good certificate or diploma. This will definitely get me a good job with good pay somewhere. Perhaps, you know Roy, he left school after the O level, followed a course in computer science and now he has a nice job in a Firm in Colombo getting a four figure salary!

I can complete the course in a year and can be sure of a job too!

Write to me again when you find the time, With every good wish to you,

As Ever a friend,  
Ranjan.



7  
6

AN INFORMAL LETTER TO A FRIEND

A LETTER TO A FRIEND ASKING HIM TO EXCUSE THE WRITER FOR A QUARREL HE OR SHE HAD WITH HIM.

Shortie Dear,

Vayal Veli, North,  
Vayal Veli,  
June 5, 1991

Dear Shankar

This letter will take you by surprise. I don't know what you really think of me! You have always been very nice to me but the other day in school I had quarrelled with you in the presence of others. I am really sorry for what I did. If I had in anyway hurt your feelings, please accept my apologies. Be a nice boy and excuse me for my foolish conduct. I really feel guilty. You are such a nice guy that I shouldn't have acted in the way I did with you in class.

Please forgive me and forget the whole thing. Shankar, shall I see you at your home on Sunday morning or will you see me at my home on Sunday evening? We must have tea together; forgive and forget all the silly things that have taken place.

My parents are very, very angry with me that I have been nasty to you. Please come home once and make us all happy. I hope to hear from you soon.

My dear Nava,

Always a friend,  
Saravanan.

I am writing this letter as soon as I saw your name in today's "Daily News" saying that you have won an engineering scholarship for post-graduate studies in Cambridge. Indeed, I am quite proud of your selection and offer you my warmest congratulations! I know, you richly deserve it. It is a timely recognition of your many merits!

7

AN INFORMAL LETTER TO A FRIEND

Home, Sweet Home,  
2nd June

Shortie Dear,

Why very quiet? How about a sea bath next Sunday? Will you come? If you're coming, bring your camera too. Films at your expense! I must take a few shots. Sure, you will come, won't you?

Where's your dad? Did he scold you when you went home late last week-end?

I've a lot to tell you about that lame guy, Soma. He's again trying to go to Colombo. But, where's he to find the money? That's his problem.

Do come on Sunday; don't fail. That's all for now. Cheers!

Your friend,  
Soma.

P. S. That bloke Hari borrowed my Science book; He's keeping it for months. Please ask him to return it early.

Write a letter congratulating a friend of yours on winning a scholarship.

“Eswara Vasa”  
Shivapura,  
6 October 199..

My dear Nava,

I am writing this letter as soon as I saw your name in today's "Daily News" saying that you have won an engineering scholarship for post-graduate studies in Cambridge. Indeed, I am quite proud of your selection and offer you my warmest congratulations! I know, you richly deserve it. It is a timely recognition of your many merits!



I am sure your parents will be very glad although your Mum would feel sorry to miss you for two years.

It is my sincere wish and prayer that you achieve more and more in life and be an asset to all of us and to the country.

When are you leaving? I would like to see you before you go. Please remember that here is a good friend of yours who will always glory in all your achievements watching your progress with great interest!

May the Maker bless you well! Please write to me early. With my Sincere Best Wishes.

As always a friend  
Sankar.

9

A friend of yours has invited you to dinner. But you are unable to attend. Write a letter telling him the reasons that prevent you from doing so.

"Ananda Lodge"

Alagapura

24 November 1997.

My dear Ranjit,

Thank you very much for inviting me to dinner on Friday the first of December. I am sorry, I may not be able to come as I shall be away in Kandy for a week to attend the wedding of my cousin.

I really feel sad to miss your dinner which I know will be a grand one with lots of delicacies. How can I ever forget the choic food I had with you in January this year to celebrate your sister's wedding.

Convey my kind regards to all at home. I shall be seeing you on my return from Kandy. I wish you all the best.

Yours sincerely,  
Santosh.

Mum would feel sorry to not you for two years. I am sure your parents will be very glad although your

10

Write a letter to a friend of your father in Colombo to find out whether you could stay with him for a week. Tell him you have to be in Colombo for a week and the purpose of your visit.

School Lane,  
Devi Gama,  
March 2, 199...

Dear Uncle,

This letter will cause you some surprise. If it does, I won't be surprised since we met only once before two years ago when you were in Jaffna on a brief visit. I am the eldest son of Mr. Pillai, your friend, now working in Kuwait. I hope you are well and happy.

I have to be in Colombo for a week from the 15th of April to sit an accountancy examination. As I have no suitable place to stay, my mother wants me to write to you to find out whether I could stay with you. In case you have any difficulty, please do not worry. I could stay in a lodge or make some other arrangements.

Please let me know by the next post, if I could stay with you.

All at home join me in sending you their Kind Regards.

Yours sincerely,

Nimal.

Yours sincerely,  
Santosh



Suppose a friend or someone from Colombo writes a similar letter to you as Nimal did to his father's friend to find out whether he could be your guest for a week; write the reply you will send him or her.

“Sunshine Villa”,  
Kirigama,  
10 November 199...

Yours sincerely,  
Dear Mohan,

I am pleased to receive your letter. Thank you. Please be assured that nothing will delight us more than playing host to our friends. Our doors are always open. You can walk in anytime and be with us as long as you wish. It will be our pleasure to make your stay quite comfortable pleasant and enjoyable!

So no more letter writing! Drop in any time. I am eagerly awaiting your arrival. All of us send you our warmest wishes.

As ever a friend,  
Sankar.

Having accepted an invitation to attend your friend's birthday party, something happens to you the day before it that prevents you from attending it. Write a short letter explaining the reasons that prevents you and express your wishes.

12  
10, Lanka Road,  
Prettygama,  
15th December, 199...

Dear George,

This letter will cause you some sorrow and anxiety. After all, I won't be able to attend your party tomorrow. I have just had a fracture in my right hand after a fall from my bike. It's a minor one and my hand is in plaster. I am advised complete

bed rest for a month by my doctor. I'm terribly sorry to miss your party which I know is always a thrilling one but it's no use worrying over it.

You are in my thoughts and I wish you many happy returns. Remember me to all our friends. Please give my regards to your parents. I shall see you when I'm better.

Cheers!

Yours sincerely,  
Peter

I am pleased to receive your letter. Thank you. Please be assured that nothing will delight us more than playing host to our friends. Our doors are always open. You can walk in anytime and be with us as long as you wish. It will be our pleasure to make your stay quite comfortable. Write George's reply Peter.

22, Riverside,  
New Town  
17 December, 199...

My dear Peter,

Pray this letter finds you in good cheer. We are all very sad indeed to hear about your accident. It's great relief that you are after all not that serious and that you'll soon be up and about again.

Of course we missed you a lot. My parents, in particular, felt your absence. Nothing can be done now. We plan to have another party as soon as you recover—more in celebration of your wonderful escape from a serious accident!

I hope to see you with some of our friends anytime next week. I know you will take things nicely, and won't be too miserable in bed. More when we meet. Wish you a swift recovery.

As Ever a friend  
George



I have many things to tell you of my country and its people just now, I like to be brief. Remember I am very  
This is a 'Pen Pals' advertisement that appeared in the Daily  
News of yesterday; "I am student and my mother tongue is  
English. I like to write to boys and girls in Sri Lanka who  
are interested in having pen-friends in Canada. Please write  
to: A. B. Charles, Apt. 20, Broadway, Toronto, Canada."  
Answer this advertisement.

15

Sunny valley,  
Subhalokapuri,  
Sri Lanka,  
14th March 199...

Dear Charles,

Greetings to you from Sri Lanka!

I am writing this letter as soon as I saw your advertisement in the Daily News of yesterday. Well, I hope you will find me a good friend.

You can see what I look like from the photograph I am enclosing. I am a lad 15 years old, about 5 feet 4 inches in height and of fair complexion. My photograph is not a recent one and I am afraid it is an informal shot. I shall send you a better one next time.

I attend a secondary school and am in the G. C. E. class. I am sitting the final examination in December this year. I hope to continue my studies and go to the University. I like to do law. My favourite subject is Mathematics; my hobby is philately. I can send some very good stamps of Sri Lanka if you like.

I am the eldest in my family. I have two sisters and a brother. They are all school-going. My father is a mechanic and my mother does not go to work. She runs the home and looks after us.

I have many things to tell you of my country and its people. Just now, I like to be brief. Remember, I am very much interested in your country. Please write to me and tell me more about you but do not know your interests. In my next letter, I shall try to tell you more of me and my home.

I shall close now.

Yours sincerely,  
R. Ranjan.

15

Imagine you have received a letter for the first time from a Pen-friend from an overseas country who has got your address from a Pen Pals Club.

Reply him suitably giving all details about yourself.

18, Hospital Road  
Pretty Gana  
Sri Lanka  
April 4, 199..

Dear Edward,

Your letter asking me to be your pen-pal came to me as a pleasant surprise. Thank you very much. In fact, I have always wanted to write to someone in your country. This, being my first letter, let me tell you all about myself.

I am Sri Sankar and I am fourteen. I live in the extreme north of Sri Lanka which is over 250 miles from the Capital city, Colombo. I live with my parents. I am their only child and so I feel rather lonely at home. Of course, I have a few friends, all students like me.

I attend a senior school in town and I am now in the 'O' Level class. I play cricket as much as you do and I am a member of the school cricket team.

My hobby is photography but I do not have a very good camera. I am a member of the school's camera club. I think



I can send you some very good shots. For a start, I am enclosing a photograph of mine and a few others showing some of the typical local scenery of a Sri Lankan village.

I also collect stamps and I would like to have from you some very good stamps of your country. If you are interested in stamps of my country, I can send you some nice ones from time to time.

I must stop now as I have some homework to do. I hope you will write and tell me more about you and your country.

Yours sincerely,  
S. S. Sankar.

16

A letter to an American friend who has asked you for a description of a typical Sri Lankan village, its environment, people, occupation, etc., etc.,

"Farm View",  
Paradise Lane,  
Uththarapuri.  
(Sri Lanka)

12 October 199...

Dear Ben,

I have your very interesting letter telling me about life in the cities in your country. Thank you ever so much.

Your cities are certainly fascinating. I very much like to visit them!

You have asked me for a description of a typical Sri Lankan village. Well, almost all our villages are very much alike. We have more villages than towns or cities. Nature reigns supreme in our villages with trees, gardens, fields, open lands and a variety of birds.

The average size of a village is about two or three square miles in size. The village is not crowded. The people

know one another intimately. It has its social customs. It is tradition bound. It has its temples, churches and other social welfare centres. The lanes and roads in a village are narrow but they are well-laid out. Transport from one part of the country to another is available by road and rail.

Most of the people are farmers, craftsmen or workers; of course, there are also the white-collar workers and professionals.

A decade or two ago our villages were backward. But things have changed now. For instance, electricity or quick transport or facilities for recreation were absent then. Today every village is electrically lit and has all that makes life comfortable.

Comfort, ease, luxury: these we like very much but the modernity that comes with them have begun to change the rural scene. Our villages might soon lose their calm and cheerful atmosphere and the urban pollution of all sorts might affect the rural sweetness and simplicity. That is something we do not want to happen!

The pride of our villages is its farmers, craftsmen and workers. They are simple, unspoilt people; they are innocent and deeply religious. Our farms and gardens are a feast to the eye.

Well friend, it's very true that God made the country and man made the town!

I shall enclose with this letter a few snaps depicting our village and its general scenery. Perhaps these could reveal more than what I could try to write.

I think I have tried to give you a fair idea of our villages; shall tell you more in my next. I shall close now with my Best Wishes.

Yours sincerely,

S. Sarayanan



We have a special bird sanctuary. It is a paradise of birds and most visitors to our country do not miss it. Perhaps one day you could see it yourself if you visit this country. A letter to a pen-pal describing some birds of Sri Lanka. I must stop now. Shall write to you again after hearing from you.

Yours sincerely,  
Ushthami

Mount Road  
Kandagiriya,  
13 November 199...

18

My dear Catherine,

I trust time is treating you well. You should have got my earlier letter by now. As I am free for a few hours today, I thought I could write and tell you something of the birds in Sri Lanka.

As I told you in one of my earlier letters, our island is a miniature aviary. You could see a lot of them, a variety of them, large, small and tiny ones of multi-colours hopping about, flying and flitting all over looking for food, pecking at berries and feeding on grains, insects and grubs.

We can see lot of them like the small sparrow, twittering all day long, the seven sisters, the golden oriole, magpies, mynahs, green parrots, long beaked honey-suckers, barbets, bulbuls, king-fishers, wood-peckers and the cunning black crow. Of course all birds help the farmers by eating all worms and insects that destroy plants. There are some who are clever nest-builders like the weaver-birds and the tailor birds who make little leaf nests.

I must say something about the pea-cock, one of the most beautiful birds with feathers of many bright colours with its long, blue, thick tail which it can open like a fan. It is grand to see a peacock dance. Have you not heard of the simile, "as proud as a peacock"?

We have a special bird sanctuary. It is a paradise of birds and most visitors to our country do not miss it. Perhaps one day you could see it yourself if you visit this country.

I must stop now. Shall write to you again after hearing from you.

Mount Road

Kandagiriya

13 November 199...

Yours sincerely,  
Uththami.

18

A letter to your uncle thanking him for the birthday present he sent you. State what the present is and why you like it.

Opp. Rural Hospital,  
Suntharagama.

10-5-199...

My dear uncle,

I cannot thank you enough for the lovely present of a Parker pen! I like its colour, the gold cap and the nib with a fine point!

Uncle dear, you must have paid a tidy big sum for it. I am really touched by your very kind thoughts for me! You are, indeed a charming and wonderful uncle! And I'm your very, very, lucky niece!

I'm writing this letter with your Pen. Oh, it writes beautifully! This pen will remind me of you everytime I use it. Thanks a million for this very grand and useful present.

My Pa and Ma think that you are very lavish. They join me in thanking you and in wishing you all the best.

My prayers for your health and happiness. With Lots and lots of love,

Your loving niece,

Genga.



A letter to your uncle whose son is staying with you and attending the school you go to. He joined your school at the beginning of this term and your uncle wants to know how he is progressing. Write to him all about his son and his progress in class.

25, Second Cross Road,  
Vasanthapura.  
3-3-199...

My dear uncle,

We are very glad to hear from you. Thank you ever so much. Your son Mohan too has got yours. His reply is enclosed.

Have no more worries about him. You will be glad to know that he is making good progress. His classmaster is full of praise for him. He doesn't think that he is a dud. Of course, he is weak in Maths, but, he is improving. We have arranged a private tutor for him. He comes to help him during week-ends.

Mohan is not the careless or naughty boy as you think of him. He is very nice! Of course, he misses both you and auntie. Why not both of you visit us on a short holiday? This will pep up Mohan.

He likes us and our home; after all, we are no strangers to him. We are doing our best to make his stay quite enjoyable here.

Please tell auntie not to worry about him.

All join me in sending you their best wishes.

Kind Regards,

Yours lovingly,  
Ravi.

*K. Rajaram*

20

A letter to a friend of yours who is very anxious to hear from you after the news that your area was badly hit by the recent gale and rain.

25, Second Cross Road,  
Vasanthapuram,  
...-3-199...

Market lane,  
Upputhurai,  
5-9-199...

My dear uncle,

Dear Fernando, We are very glad to hear from you. Thank you so much for your very kind letter and your concern for us.

The papers have said a little too much of the gale, rain and floods here, I think! And so you are upset after reading the papers!

Of course, my parents and elders here say that we haven't had such a gale and continuous down pour in recent years. But, the loss or damages are not that alarming. As usual on such occasions, the poor living in low lying areas, in mud-huts were badly hit but they had timely help from the Social Services Department and other Voluntary bodies. How satisfactory or plentiful it was, I cannot tell.

The gale uprooted all old trees, there was loss to the poor cultivators; their crops were destroyed. Almost all the fields and gardens went under flood waters but the floods soon subsided. Roads at certain points were impassable for a day or two.

As I said, the poor had to be evacuated; they stayed in schools, temples and churches for a few days and then went back to their homes.

*(Handwritten signature)*



As for us, we remained indoors. We had to put up with our leaky roof. The tall mango tree near our gate is no longer there. It was a fine tree that gave us shade and its sweet fruit. When you come here next, you can feel the difference yourself!

THE POST CARD

Life is back to normal; have no worries; more when we meet next. Convey our regards to your parents. God Bless!

Love,  
Paul

So, when you next buy, use or receive a post card, remember that it has a story behind it as everything else!

To a friend whose A. L. Examination results you have heard from his uncle,

Second Lane,  
Rajawatte,  
2391

3 3 3

My Heartiest Congratulations! Two A's and Two B's is a splendid performance! You can very well be proud about it. Shall see you soon. Best Wishes

all-round!

Avinid

# WRITING POST CARDS

## THE POST CARD

Do you know the story of 'The Post Card' — the little commercial wonder? The idea of this cheap postal stationery was 'the brain child' of a Professor of Commerce & Economics, Mr. Immanuel Herman. It was introduced by the Postal Dept. of Austria on 7 October, 1869. Great Britain released the first Post Card in 1870; the use of this card went to Europe, India & Sri Lanka in 1873; to the United States in 1873. In the U. S. it came to be called 'the Postal Card'. Prof. Herman called it 'Corresponding Karte'.

So, when you next buy, see, use or receive a post card, remember that it has a story behind it as everything else!

To a friend whose A. L. Examination results you have heard from his uncle,

Second Lane,  
Rajawatte,  
2391

My Heartiest Congratulations! Two A's and Two B's is a splendid performance! You can very well be proud about it. Shall see you soon. Best Wishes all-round!

Arvind.



K. Rajamma

Suppose you are the Secretary of the Youth League of your village

To a friend who likes to own a racing bike about your decision to sell yours and why you want to sell it :

Rising Star Youth League Priyapura 10-3-1991	Church Road, Koilkandy, 12-5-91.
<p>Dad wants some money badly and so, am selling my racing bike. If you are interested in it, please let me know or see me as soon as this card finds you, otherwise, pass this information to those who are interested. Thank you.</p>	
Secretary	Nelson

Write a post card to a Bookshop drawing attention to an order for books you have sent two weeks ago, asking for early action.

TO A NEWS AGENT ASKING HIM TO RENEW YOUR SUBSCRIPTION FOR THE MONTHLY 'STUDENT'S DIGEST'

Navagama M. V., Navatkuli, 15-5-91	Navagama M. V., Navatkuli, 15-5-91
<p>My subscription to The Student's Digest expires next month. Please renew it for another year beginning July, 1991 and bill me the cost to make my remittance. My Subs. No: 778. Thank you.</p>	
R. Sankar	C. Suresh.

Suppose you are the Secretary of the Youth League of your village; write a post card informing committee members that the meeting fixed for next week-end has been postponed. State the reasons.

Church Road  
Koilkandy,  
12-2-91.

Rising Star Youth League,  
Priyapura.  
10-3-1991

The Executive Committee Meeting fixed for next Sunday has been postponed as the President is away. The next date will be informed in due course. Any inconvenience caused to you is regretted.

R. T. Uvais  
Secretary.

Write a post card to a Bookshop drawing attention to an order for books you have sent two weeks ago, asking for early action.

School Lane,  
Navagama,  
1991

V. M. Sankar

I shall thank you for an early reply to my letter of 3rd October for a copy of 'Illustrated Longman's English Dictionary' and for a copy of "Practical English Grammar" by Thompson.

If the books are available and if you are unable to send them by V. P. P. I shall be glad to send you the cost and the postal charges on hearing from you. Thank you for prompt action.

C. Suresh

R. Sankar.



Your friend in Colombo has written to you to say that he is visiting you during the December vacation and likes to spend a few days with you. Send him a post card that you are looking forward to his visit.

Tempic Lane,  
Sthanthigama,  
2 October 199...

Tank View,  
Uththaragama,  
26 October, 1991

Quite pleased to receive your letter. Thank you. My parents and I are thrilled that you will be with us in December. You can be here any time and stay for as many days as you like. It will be our pleasure to have you with us and do everything possible to make your stay quite comfortable and enjoyable. Can meet you at the station if you inform me in time. Best wishes.

S. T. Bharathan

A friend of yours borrowed a story book from you. He promised to return it in a week but he hasn't. Write a post card to him asking him to return the book early.

School Lane,  
Rajapura,  
October 2, 199...

Main Road,  
Santhipura,  
6 August 199...

Just a few lines to remind you of my book "The Trojan Horse" which you removed from my book case nearly a month ago. I trust you would have gone through it by now. As I need it urgently, please see it reaches me as soon as this card sees you. Thanks.

Sankar

Sankar.

Write a post card to your friend inviting him to attend a function at home. Specify time and date and the nature of the function.

Tank View, Uththaragama, 26 October, 1991	Temple Lane, Shanthigama, 2 October 199...
<p>I shall like to have you with me on the occasion of my birthday party on 9-10-1991 at 4 p. m. This is an informal one and I am inviting only a few of my near and dear ones. No presents, please.</p> <p>If you can find the time, please be present. Your presence will delight me and all at home. Thank you.</p> <p align="right">Rohan Kumal.</p>	

Write an informal reply of acceptance to the above on a post card.

Main Road, Santipura, 6 August 199...	School Lane, Rajapura, October 5, 199...
<p>Thank you so much for your card inviting me to your birthday on the 9th. How can I miss it? It's something I am waiting for and so I shall be present. Even without your intimation, I would have come because I know your birthday falls on the 9th. Best Wishes.</p> <p align="right">Sankar.</p> <p align="right">Satkunam.</p>	



Write a post card to your uncle telling him that your father who was ill sometime ago and was in hospital has come home and is better now.

Cross Road,  
Parangam,  
9-10-199...

Alagapura,  
10-10-199...

You will be glad to know that Pa has come home after a week's stay in hospital. He's very much better now, almost normal! The doctor has advised him to rest for a few days before he could resume work. Pa himself will write you soon and wants me to tell you not to worry about him. Of course, he would like to see you over the week-end if you find the time. Thank you.

Saravanan.

Write a post card to a publishing firm in Colombo asking for the latest catalogue of English books.

Free Town High School,  
Navapura,  
10-10-199...

I shall be glad to receive from you your latest catalogue of English Language and Literature books. As soon as I get your catalogue, I shall send you an order for some of the books that will interest me. Thank you for an early reply.

A. B. Charles.

You are ill and have not gone to school for over a week. Write a post card to your friend telling him about it and asking him to see you during the week-end.

<p>Alagappa 10-10-199...</p>	<p>Cross Road, Paranagama, 9-10-199...</p>
<p>This might cause you some surprise. I am confined to bed with an attack of flu. Hence my absence to school for a week now. Could you meet me during the week-end if I am not troubling you? More when we meet. Thank you.</p>	
<p>Kumar.</p>	
<p>SATYANAN.</p>	

Write a post card to a publishing firm in Colombo asking for the latest catalogue of English books.

<p>Free Town High School, Navapur, 10-10-199...</p>	<p>I shall be glad to receive from you your latest catalogue of English Language and Literature books. As soon as I get your catalogue, I shall send you an order for some of the books that will interest me. Thank you for an early reply.</p>
<p>A. B. Charles.</p>	



# INVITATIONS & REPLIES FORMAL & INFORMAL

An Informal invitation to a friend inviting him / her to your birthday party

12, Sky Block,  
Rajagama,  
December 12, 199...

25, Play-way Lane,  
Pleasant Town,  
December 10th, 1991

Dear Dinesh,  
Greetings!

I am having a birthday party on December 25th at 4 p. m. and I should like you to come. Your presence will make us all happy. Would you please let me know if you can?

Yours sincerely,  
David.  
Expressing Regret.

M  
124, Market Place,  
Shantipur,  
13th December, 199...

"Rose Cot"  
Garden Lane,  
Peerpura,  
10 December, 1991

Dear Kamala,

Just a brief note to tell you that I am celebrating my eighteenth birthday next Sunday, December 16th at 4 p. m. My parents and I shall be delighted to see you. Your presence will make the occasion quite enjoyable. Please come.

Thank you.  
Yours sincerely,  
Kamala

Yours sincerely,  
Mary.

Messrs. Daniel Band & P  
Messrs. Johnston & Co

Informal Replies:

INVITATIONS & REPLIES  
FORMAL & INFORMAL  
Accepting the Invitation

An informant's friend inviting him / her to your  
"The Crescent"  
15, Sky Blue Road,  
Rajagama.  
December 12, 199...

Dear David,

Thank you for your kind invitation. How can I miss such a wonderful occasion! You can be sure that I shall be present.

Yours sincerely,

Dinesh

Yours sincerely,

David

Expressing Regret.

124, Market Place,  
Shanthipura.  
13th December, 199...

Dear Mary,

Thank you very much for the invitation to your birthday party on Sunday 16th.

I am afraid I shan't be able to attend as I have to be in Colombo that week-end to see my uncle who is leaving for U. K. I am very disappointed. I do hope that all goes well and I wish you many happy returns.

Yours sincerely,

Mary

Thank you.

Yours sincerely,

Kamala

Mary  
Dinesh



**Writing a Formal Invitation to a Birthday Party**

Mr. and Mrs. Shan Devendra

request the pleasure of the company of

N. Ram Shankar

on the occasion of the 20th birthday celebrations of  
their son

**Theva Alex Bharathan**

at 225, Bo-tree Road, at 5 p. m.

on Sunday December 25, 199...

R. S. V. P.

**Formal Acceptance:**

Mr. Ram Shankar thanks Mr. and Mrs. Shan Devendra  
or their kind invitation to their son's 20th birthday and has  
great pleasure in accepting it.

December 10, 199...

**Formal Reply expressing regret:**

Mr. Ram Shankar thanks Mr. and Mrs. Shan Devendra  
for the kind invitation to their son's 20th birthday but very  
much regrets that he is unable to attend owing to a previous  
engagement.

December 10, 199...

W L — 4

R. S. V. P.

Prepare a Formal invitation inviting friends and relations to the wedding of Laxshani daughter of Mr. Siri Siva and his wife and to the reception following it at Hotel Paradise. The bridegroom is Mr. Kuberan. The marriage will take place on 15-4-91 at 9 a. m at the All Holy Temple, Sakthipura. Address the invitation to anyone whom you may fancy.

Mr. & Mrs. Siri Shiva

have the pleasure in inviting

Mr. & Mrs. Miss Rohan Ragulan

on the occasion of the marriage of

their daughter

LAKSHIMI

with

KUBERAN

son of Mr. & Mrs. Vishnusri

at

The All-Holy Temple, Sakthipura

on

Friday, April 15th, 1991 at 9 a. m.

and afterwards to the reception at

Hotel Paradise

10, Sunshine Road,  
Paranagama.

R. S. V. P.



**Answer accepting the invitation in formal style.**

Mr. & Mrs. Rohan Ragulan thank Mr. and Mrs. Siri Shiva for their kind invitation to attend the wedding of Lakshimi with Kuberan at the All Holy Temple on Friday, April 15, 1991 and afterwards at the reception.

Mr. & Mrs. Rohan Ragulan have much pleasure in accepting the invitation.

**Answer in Formal Style expressing inability to be present.**

Mr. & Mrs. Rohan Ragulan thank Mr. and Mrs. Siri Shiva for their kind invitation to attend the wedding of Lakshimi with Kuberan at The All Holy Temple on Friday, April 15, 1991 and afterwards at the reception.

Mr. & Mrs. Rohan Ragulan, however, regret that because of their child's illness they are unable to attend. They heartily wish the couple every success.

**Write a letter to a friend of yours who has recently married wishing him well.**

"New Castle"  
55, Park Road,  
Anandapura.  
2-2-199...

Dear Sri,

All of us at home are delighted to hear of your marriage. Accept our Hearty Congratulations! It was a pity I couldn't be present at your wedding; I was away in India. I knew of your marriage only after my return. So I take this opportunity to wish you and your partner in life the best of everything, long life and everlasting prosperity.

With Every Good Wish.

As always a friend,  
Sankar

The Principal of your school is retiring from service. The Students' Union decides to accord him a fitting farewell. Suppose you are the Secretary of the Union, prepare a formal invitation card that could be sent to all parents and well-wishers asking them to be present at the function.

THE STUDENTS' UNION

of

THE NEW ROAD NATIONAL SCHOOL

will be pleased to see

Mr. & Mrs.....

at the farewell function  
to be held in honour of

C. D. VIDYA KALA GURU, ESQ.,  
Principal,

on the eve of his retirement on

Friday, December 5, 199... at 2 p. m.

in the school hall.

R. S. V. P.

Dear Sir,

All of us at home are delighted to hear of your marriage. Accept our hearty congratulations! It was a pity I couldn't be present at your wedding; I was away in India. I know of your marriage only after my return. So I take this opportunity to wish you and your partner in life the best of everything, long life and everlasting prosperity.

With Every Good Wish

As always a friend,  
Sankar



## OFFICIAL / BUSINESS LETTERS

A letter to the Head of a State Corporation asking for permission to visit their factory.

Free Town Maha Vidyalaya,  
Free Town,  
April 2, 199...

The Manager,  
The Chemical Corporation,  
Paranthan.

Sir,

I am writing this letter to obtain your permission for a group of forty Science pupils of the G. C. E. "O" Level and "A" Level classes of our college to visit the factory on any working day preferably on the 24th April. We will be accompanied by two of our teachers. We like to visit the factory to study the working of the machinery and the manufacture of chemicals. We should be grateful to you if one or two of your technical officers help us by explaining the working of the factory when we visit it.

We solicit an early and favourable reply. Thank you.

Yours truly,  
T. Sankar.

A letter asking for a testimonial from the Head of your old school.

“ Sea View ”

3, Galle Road,  
Colombo.

29 August 199...

The Principal,  
Green Street College,  
New Town.

Dear Sir,

This letter comes to you from Mohan Roy who was a pupil of yours for five years and left school in December last year after sitting the G. C. E. “ O ” Level Examination.

I shall be glad to have from you a testimonial as I am applying for a job in a Firm in Colombo.

I wish to mention, Sir, that I was a member of the college athletic team and acquitted myself creditably year after year in sports and games. I was also one of the Junior Prefects and you have yourself commended me more than once on my high sense of duty and loyalty. Mr. Roberts, my class master, will bear testimony to my diligence and hardwork. The fact that I was a member of the college debating team and did well in public speaking is well-known to you.

I trust that in the midst of many of your pressing duties you will be pleased to send me a testimonial early.

Thank you.

With my Respectful Regards,

As ever a loyal pupil,  
R. Sankar,



TO THE HEAD OF ONE'S SCHOOL APPLYING FOR  
LEAVE, STATING REASONS

Market Lane,  
Managala Pattu,  
4 April 1991.

The Principal,  
New Town High School,  
Navapura.

Dear Sir,

I am a pupil in Year Eleven 'B'.

I am confined to bed with a very bad attack of  
dysentery. I am under treatment and my doctor has asked  
me to take complete rest for a week.

I am, therefore, unable to attend school. I beg to apply  
for a week's leave from today. Thank you.

I am, Sir,  
Your obedient pupil,  
L. T. Narayanan.

Another specimen on the above subject :

Temple View,  
Sundaragama.  
April 4, 1991.

The Principal,  
Government Girls' College,  
Managalapura

Dear Madam,

I am sorry to inform you the passing away of my  
grand father yesterday. The funeral will take place tomorrow.  
As such, I shall not be able to attend school the whole  
of this week. Please excuse my absence.

I am studying in Year Ten. I thank you for your kind  
permission.

I remain, Madam,  
Yours respectfully,  
A. B. Chandrakanthi.

Write a letter to a Book shop ordering for some books you require.

“ Merry Cot ”  
Mangalagama,  
4th December 1991

The Lake House Book-shop,  
Lake House,  
Colombo.

Dear Sirs,

I shall be glad to know whether the following books are available with you :

1. Webster's International English Dictionary
2. Dicken's David Copperfield
3. Handbook of Modern Accounts by Sam & Ram.

If so, please despatch them by V. P. P. and mail me the advice.

In case you are unable to accept a V. P. P. order, please let me know the cost of the books and the postage so that I shall send you the amount by money order or cheque to enable you to execute the order early.

Yours faithfully,  
S. A. Barathan.

A letter to the Head of the C. T. B. of your region asking for a special bus to carry a party of school children.

Free Town Maha Vidyalaya,  
Free Town,  
2nd March 199...

The Regional Manager,  
Ceylon Transport Board,  
Free Town.

Sir,

### SPECIAL BUS

I shall thank you to let me know whether you will be able to provide us a Special Bus on 16th April 1991 at 8 a. m.



to take a party of forty pupils and four teachers to the Paranthan Chemical Factory. We will be back the same afternoon by 3 p. m. If you can comply with our request, please reserve a bus for us and we shall be glad to pay the rates as fixed by you, if necessary in advance.

We solicit an early reply.

Yours truly,  
M. N. Kirthiraj.

**A letter to the Chairman, Regional Transport Board complaining about irregular bus services.**

Temple Lane,  
Balagama,  
1 September 199...

The Chairman,  
Regional Transport Board,  
Rajapura.

Dear Sir,

### IRREGULAR BUS SERVICE

This is to draw your kind attention to the plight of the commuters by bus from our village to the town,

The service has come down to such a state that hundreds have to wait for long hours to get a bus. If and when a bus arrives, it is jam-packed that children, the old and the sick could not travel in them. Employees and school children are the most affected. There is no school bus service although over hundred children from this area are attending the urban schools. On many occasions several are forced to keep away from their work for want of a bus in time. It appears that buses plying on this route do not follow a time table.

Hence I appeal to you on behalf of the people of this area to remedy this situation. Your kind intervention alone could bring about a solution. We shall thank you for prompt action and speedy relief.

Yours Respectfully,  
R. Shankar.

A letter to the Head of your Local Authority asking him to destroy all stray dogs in the area

Temple Lane,  
Alagapura,  
November 12, 199...

The Chairman,  
Local Development Council,

Sir,

### STRAY DOGS

I am writing this letter to draw your kind and immediate attention to the problem of stray dogs. There are as many as two to three hundred stray dogs within our Council area. Most of them are old and diseased. It is very likely that some of them are rabid too.

These stray dogs are not only a nuisance but also a danger to the people. Most of these stray dogs are found in or near the local hospital, the market and the schools. During the last five days, six people have been bitten by stray dogs. Amongst them was an old lady. She was bitten by a dog near the market while she was returning home from the temple. She was admitted to the hospital and doctors say that her condition is rather bad.

As it is, little children and old people are not safe on our public lanes and roads. We are afraid that unless you take prompt action to have these dogs shot or otherwise destroyed, none of us are safe. Therefore please take immediate action for which we shall be grateful. Thank you.

Yours truly,  
D. Dharma Sri



A letter to the Local Authority on the problem of stray cattle.

No. 46, Temple View,  
Inbhapura,  
12th November 199...

The Chairman,  
Village Council,  
Alagapura.

Sir,

### STRAY CATTLE

This letter is sent to you to draw to your immediate attention to the considerable damages caused to our farms and gardens by the stray cattle of the area. There are over a hundred stray animals that wander about both by day and by night destroying the crops in our fields and gardens. Last week over two acres of paddy plants were eaten by these animals and last night a whole vegetable garden was destroyed by them. They are a nuisance to the poor, hard working farmers of the village. We have on many occasions told the owners of these animals not to allow them to wander about. But, they are indifferent.

You may personally see the damages caused to our gardens and fields if you are interested.

We appeal to you for immediate action to put an end to this menace otherwise we will not be able to do any cultivation. Any delay on your part would mean more damages and hardships to the poor farmers. Therefore please take prompt action.

Thanks you.

Yours faithfully,  
A. B. Chandra

You find a lady's hand-bag containing a few thousand rupees and other valuables under the seat of a bus in which you were travelling. You also find in it an envelope with an address written on it. You entrust the bag with all its contents to the City Police and write a letter to the address found in the bag. Write the letter which you wrote.

10, Central Road,  
Navalokapura,  
12 October 199...

Mrs. Margaret Joseph,  
44/10, Northern Road,  
Shanthipura.

Dear Madam,

This letter will cause you some surprise and perhaps lot of joy if you have lost a hand-bag yesterday while travelling in a city-bound bus. I was a passenger myself in the bus and found a bag containing money and some valuables. Your address, too, was found in the bag written on an envelope.

I therefore consider that the bag may belong to you. If so, please claim it from the City Police to whom I have entrusted it. It is up to you to establish your identity and proof of articles you had in the bag to the satisfaction of the police.

In case you need any further assistance from me, you may contact me at my address above.

I shall be glad to know if you are the absentminded owner of the bag.

Yours truly,  
A. Neethiraj.



A letter to the Post Office that serves you to readdress all your mails as from 1st April stating your reasons.

Temple View,  
Palamoor.  
20 March 1991

The Postmaster,  
Post Office,  
Palamoor.

Dear Sir,

### REDIRECTING MAILS

As we are moving out following the transfer of my father to another station, I shall be glad if you will ensure that all mails addressed to our address above are redirected to: 543, R. R. S. Road, Navapura. As from 1-4-1991.

Thank you for your assistance.

Yours faithfully,  
M. M. Majeed.

To the Local Authority about its failure to remove daily the garbage from the town.

New Road,  
Old Town,  
15 August 1991.

The Chairman,  
The Urban Council,  
Old Town.

Sir,

### STINKING GARBAGE

I am writing this letter to draw your kind and immediate attention to the highly insanitary condition of our town. It has become an eye-sore. The health of the people are threatened. All the refuse, dirt and garbage lie in heaps and thrown about at every nook and corner. Almost at every door step one could find all the left-overs. Flies, gnats and mosquitoes find these rubbish heaps a safe haven to breed in. Even the drains are stinking filled with garbage

This is because the garbage is not removed daily and most of the residents themselves are irresponsible. The Council's truck does not go round daily although there is a truck in running condition. We understand that this truck is used for other purposes but, it is primarily meant to be used for the removal of garbage.

Our personal requests and protests to your staff have had no effect. Hence I make this appeal to you for your personal attention and immediate action in the interest of the health and good life of your rate-payers. Thank you.

Yours truly,  
R. Sankar.

A friend of yours is visiting Sri Lanka. He wants you to book him a room in a hotel for a short stay. He expects maximum comfort with meals provided. He will stay for a week from March 10th to March 17th.

Write to a hotel to make arrangements giving all details

16, Galle Road,  
Colombo.  
15th January, 1991.

The Manager,  
Hotel De Luxe,  
Colombo.

Dear Sir,

### RESERVATION

I shall be glad if you will be able to reserve a single room with all facilities with meals provided for an overseas friend of mine who is visiting Sri Lanka in March this year. He will be staying for a week from March 10th, 1991. An advance deposit, if necessary, will be paid as specified by you.

Please let me know whether you will be able to comply with this request and how much the stay will cost for all facilities provided.

An early reply will be appreciated.

Yours faithfully,  
S. S. Ranjan



Write a letter accepting an appointment as Typist-Clerk offered to you by the Director of the Urban Development Council, Anandapura, as from the first of next month.

10, Station Road,  
Inbhapuri,  
19th November 1991...

The Director,  
Urban Development Council,  
Anandapura,  
Sir,

### APPOINTMENT-TYPIST CLERK

I have to acknowledge with thanks your letter No. 85/675 of 15th November, 1991, appointing me a typist clerk in your office on the results of the interview held on 10th November, 1991.

While I thank you for the offer, I shall report for work on the due date as indicated in the letter of appointment under reference and assure you of my loyal and conscientious services at all times.

Yours Respectfully,  
S. Ray

Write a letter declining the offer stating reasons.

10, Station Road,  
Srinagar.  
19th November, 1991...

The Director,  
New Town Development Council,  
Anandapura.

Sir,  
While I thank you for your letter No. 85/675 of 15-11-1991 appointing me a typist-clerk in the office of your Council with effect from 1-12-1991, I am sorry to inform you that as I have already been chosen for a position in a Bank which is more prospective, I am unable to accept your kind offer.

I am much obliged to you for the consideration shown.

Yours Respectfully,  
Kumar John

Transworld Trades, Ltd., Prince Street, Colombo has selected you for appointment as Accounts Clerk as from the first of next month and has sent you its letter of appointment. As you are unable to assume duties on the first of next month, write a letter accepting the offer and asking for time till the 15th of next month to report for work stating valid reasons.

Church Lane,  
Palaya Kulam,  
24th November, 1991...

APPOINTMENT-TYPIST CLERK

Transworld Trades Ltd.,  
Prince Street,  
Colombo.

Dear Sirs,

APPOINTMENT-ACCOUNTS CLERK

I have great pleasure in accepting your appointment with thanks,

I am, however, unable to report for work on the first of December as required by you as my present employers want me to perfect all work entrusted to me before I leave them as the year is coming to a close and a successor to take my place could not be found immediately. As I have an obligation by my present employers under whom I have worked for three years, I feel it imperative that I clear all work in arrears before I get my release.

I shall therefore be glad if you will give me time till the 15th December to assume duties at your office.

I shall thank you for a favourable reply.

Yours Respectfully,  
Kumar John

Yours faithfully,  
R. A. Roy



We deal in all kinds of Farm Equipments, tools, ploughs, Trailers and Tractors of Japanese manufacture. Ample spares and after sales service available. Please contact our Marketing Manager. RONSON & CO., P. O. Box 1234, COLOMBO-3.

You read the above advertisement and is tempted to buy a mini tractor. Write a letter to the Firm expressing your intention and asking for details. Find out whether easy-payment terms are available.

No. 10, Model Farm,  
Central Tank Scheme,  
Inbhapura.  
15th December, 199...

The Marketing Manager,  
Messrs. Ronson & Co., Ltd.,  
P. O. Box 1234  
Colombo-3.

Dear Sir,

### MINI TRACTOR

Your advertisement in the Ceylon "Daily News" on Farm Machinery interests me. I am a middle class farmer growing several crops on a five acre plot and desire to buy a mini tractor.

I should be grateful if you would send me further details about models available, their prices and whether you could sell one on hire-purchase terms.

Also, let me know whether you have an accredited dealer of yours in our district with facilities for undertaking routine maintenance and repair work as and when the need arises.

I look forward to hearing from you soon.

Yours faithfully,  
G. Niranjan

**“Wanted – Houses, Flats, Bungalows, Rooms, in Colombo and suburbs for foreigners and nationals. Attractive terms arranged. Write with all details to: Rentals and Property Sales Ltd., Colombo-5.”**

Assuming you have a house or houses and desire to rent or sell them, respond to the above advertisement giving all details and your expectations. The details you furnish must give an exact account of your premises :

**SPECIMEN — 1**

6, Lotus Road,  
Colombo-3,  
15th December, 199...

Rentals & Property Sales, Ltd.,  
Colombo-5.

Dear Sirs,

I am making this offer in reference to your advertisement in the Ceylon Daily News of 10th December.

I have a fully furnished, warm, comfortable house with all modern facilities in a posh residential area at Nugegoda, just a quarter of a mile from the main road with three bedrooms, an office room, two rather small rooms, a spacious verandah, kitchen, a good bath room and a garage. There is an open compound in front and a garden at the back.

This house will ideally suit a foreigner or a professional who prefers quiet and clean surroundings.



The house is now vacant and is available in a day's notice. It could be inspected, if necessary, at any time. For more details, you may write to me or I could myself meet you at any time.

Yours truly,  
S. R. Premkumar

## SPECIMEN—2

6, Nelson Avenue,  
Colombo-10  
December 25, 1991

Rentals & Property Sales Ltd.  
Colombo-5.

Gentlemen,

## ROOM—TO LET

This is in reply to your advertisement in "The Island" of yesterday.

A room with attached toilet, separate entrance and other facilities is available in a respectable home at address shown above.

I would prefer to let the room to a lady or gentlemen with respectable references.

I expect a monthly rent at currently prevailing rates. A concession may be shown depending on the person that will come into occupation as we prefer a sober person of respectability.

For further details, if necessary, please write to me or call 46321 between 4 and 6 p. m.

Yours truly,  
R. R. Keerthisri

“ Available for occupation as from January two-bedroomed house with all facilities. Quiet location. Close to schools and hospital-off Galle Road, Dehiwela. Inquiries to: S. S. Stephen Senanayake, 50, Norris Road, Colombo.”

Write a letter in reply to the above advertisement stating that you need it giving brief details of yourself that would interest the landlord.

14, Trincomalee Street  
Kandy,  
25th December, 199...

S. S. Stephen Senanayake Esq.,  
50, Norris Road,  
Colombo.

Dear Sir,

I should be glad if you would consider my offer to rent out your premises, which you have advertised as available as from January, next year.

I am in the Executive Service and am transferred to Colombo as from the 1st January 1991. I am married with two children, both school-going. I find from the details you have advertised that your premises would suit me. I could assure you that you would find me an acceptable tenant in every way.

If you are willing to consider my request, I shall be glad to see you anytime in Colombo. I shall thank you for an early reply.

Yours truly,  
S. A. Francis



To the Local Authority of your area who plan to build a super-market pointing out its unsuitability and suggesting alternative plans.

5, Cross Road,  
New Village,  
14 December, 199...

The Secretary,  
Village Council,  
Navagama.

Dear Sir,

### SUPER MARKET

We understand that you plan to put up a super market within the council's area. A supermarket in a typical village as ours is a luxury. It will not bring the income that is expected. Besides, a lot of money will have to be spent to maintain it. In every sense, a super market in a village area will not help anyone. It would only prove a white elephant !

A single row of stalls is all what we need. A stall for selling fish and meat will be popular and paying. The cost of maintaining these stalls will not be heavy. The rental from the stalls would be quite sufficient for meeting the cost.

Hence, we urge you to reconsider your decision to put up a super market which we repeat will not help anyone.

Yours truly,  
S. S. Deshabhanu

**A letter to an important personality inviting him to declare open an exhibition organised by your School Science Association of which you are the Secretary.**

New Town High School,  
13th November, 1991.

The Secretary,  
Ministry of Education,  
Colombo.

Dear Sir,

We should be glad if you would kindly consent to declare open an exhibition in our school organised by the Science Association on the 10th December 1991 at 9 a. m.

While we are aware that this request of ours may cause you some inconvenience, we trust that you will kindly accept our invitation and grace us by your distinguished presence.

I shall thank you for a favourable reply.

Yours respectfully,

R. J. Chandran,

Hony. Secretary.



## LETTERS TO THE PRESS

A letter to a National Daily or to the Editor of a Newspaper spotlighting the conditions of our roads.

10, Riverside,  
Mahapura,  
5th, September, 199...

The Editor,  
"The Daily News",  
Colombo.

Sir,

### ROADS IN RUIN

May I through the courtesy of your paper draw the attention of the authorities to the state of almost all the main roads in our district after the last rains and floods.

Never have our roads been so neglected as they are now. Even before the rains came, the roads were in a bad state but after the heavy rains, conditions have become deplorable with pits and pot-holes all over. All road-users, are badly inconvenienced. Travel by anyone, anytime, either on foot or in a vehicle has become a severe test of physical endurance.

You will agree, Sir, that if these remain as they are now, they are bound to affect progress, communication, commerce and trade which in turn would retard our economy.

Hence it is high time those responsible gave immediate thought to the repairs and proper maintenance of our highways now in ruin.

Yours truly,  
S. Deshapriya.

A letter to the Editor of a newspaper urging the need for a playground in your town or village.

Red Hill,  
Santhipura,  
17 September, 199...

The Editor,  
"The Times",  
Colombo.

Sir,

A playground is a long felt need of the village. As private appeals to our local council have so far been unheeded, perhaps, a little publicity will bring about the desired effect.

Children returning from a hard day's work at school must play some outdoor games if they want to preserve their health. The value of physical exercise can hardly be under-estimated. Unless necessary steps are taken by our local council to construct a playground, our children are likely to neglect their physical exercise, or will continue to play on the public road. Surely it is highly dangerous for children to play on public roads as there is every likelihood of their being knocked down by passing vehicles, especially buses and lorries which are most often driven at reckless speed.

Unless a proper playground is provided for children to assemble and to spend their time playing useful games, there is every likelihood of their taking to all sorts of bad habits such as smoking, gambling and bullying one another. Disorder, confusion and quarrels among children will breed indiscipline. And children not under discipline from their early age are sure to grow into men of low character given to all sorts of vices. Such men will not make good citizens.

I appeal to all who are interested in the welfare of children to urge the need for a playground to this village or for a matter of that to any village.

Yours truly,  
R. Rohan.



## APPLICATION FOR JOBS

### Answering advertisement for Employment Purpose

Narayanan, a lad of 17, from a poor home and just out of school is keen to get a job to help his parents. He sees the following advertisement and decides to apply.

"A Firm needs young and intelligent people for employment on casual or temporary basis. Permanency possible for the smart and efficient.

Apply:- Elarm & Co., 25, Narrow Street, Broad Town."

Write the application that Narayanan will send.

Lotus Lane,  
Suriyapura,  
11 January 199...

M/s. Elarm & Co.,  
25, Narrow Street,  
Broad Town.

Dear Sirs,

I am writing this letter as soon as I saw your advertisement in today's 'Sun' inviting applications from young people for casual and temporary employment.

To be brief, I may say that I am a lad of 17 just out of school after sitting the 'O' Level examination. I do not mean to continue my studies. I am looking for a job anywhere that will suit me. I have the will to work and the capacity to learn any type of work quickly and to acquit myself well.

I am without any experience. Should you be pleased to give me a trial, I shall be able to give you every satisfaction in my work and conduct.

I shall be glad to supply you with further details if necessary or to see you at any time as you may desire.

I look forward to hearing from you.

Yours faithfully,  
D. Narayanan.

**Answer the following advertisement: "Wanted an Accounts Clerk with or without experience. Apply stating all details to Box No: 6688, C/o. The Daily News, Colombo.**

No. 10, Green Tree Lane,  
Prettygama,  
New Town.  
20 October 199...

The Advertiser,  
Box No: 6688,  
C/o. The Daily News,  
Colombo.

Dear Sir,

### ACCOUNTS CLERK

I should be glad if you would consider how far my qualification and other attainments meet with your requirements for the above position for which you have advertised in the Daily News of today.

I am a citizen of Sri Lanka, bachelor (spinster) aged 20 and have got through the G. C. E. "O" Level examination of December, 1990 with credit passes in English, Mathematics, and General Science.

I have a good knowledge of Elementary Book-keeping and Accounts and could use a type-writer with speed and accuracy.

I have some experience in Accounts having worked in a temporary capacity as a Junior Clerk in the Accounts Section of ABC Stores, New Town.

I am genuinely interested in a mercantile career and wish to specialize in Accountancy.

I enclose copies of my educational and character certificates which will bear testimony to my intelligence and integrity.

Should you be pleased to select me, I assure you, Sir, loyal and conscientious services at all times.



I should be glad to present myself for an interview at any time most convenient to yourself.

I solicit the favour of an early reply. Thank you.

Yours respectfully,  
A. B. C. Speedwin.

**Wanted a smart, young, personable lady for appointment as Receptionist in a Star Class Hotel. Attractive prospects offered Apply: The Secretary, Hotel Paradise, Colombo.**

18, Sunray Lane,  
Mangalapura.

10 October, 198...

The Secretary,  
Hotel Paradise,  
Colombo.

Sir,

### RECEPTIONIST

Your advertisement in today's "Observer" appeals to me very much.

I am a Sri Lankan girl, unmarried, aged 20.

On completing my secondary education, I underwent a course of training in Secretarial work which included typing at the Jasmine Finishing School for girls in my town. I have a good command of written and spoken English while I could also speak some French and a little German. Even as a student, I wanted to take to a job that would bring me in contact with persons of all walks of life.

As Head Girl of the school during the last two years of my stay, I had been a link between the teachers and the taught and served in several student committees in charge of arrangements and reception to visitors to school functions. For two years in succession, I was awarded the all-round student badge.

Presently, I am serving as personal clerk cum typist to the Managing Director of the Glamour Garment Factory in the city.

As I am keen on securing a job that fascinates me as you have advertised for, I offer my services.

Should you be pleased to select me, I shall endeavour to give you every satisfaction.

Yours faithfully,  
(Miss) Kamala Ranjan.

**ANSWER THE FOLLOWING ADVERTISEMENT:**

Vacancies exist in the general and accounts section for intelligent clerks with or without experience. Knowledge of Accounts and Typing would be an advantage but not essential. Submit your Bio-data in the first instance to: The Personnel Manager, Modern Equipments Ltd., Colombo.

**NOTE: WHEN YOU REPLY TO SUCH AN ADVERTISEMENT, YOU MUST WRITE A COVERING LETTER TOO AND ANNEX IT WITH YOUR BIO-DATA.**

PART "A" is a specimen of the covering letter; PART "B" is a specimen of the Bio-data.

**PART "A" : The Letter to be sent along with the Bio-data.**

15, Beach Road,  
Mangalapura,  
20 March 199...  
The Personnel Manager,  
Modern Equipments Ltd.,  
Colombo.

Dear Sir,

**Clerical Position vide Advt. Daily News—March 18**

I like to offer my services for one of the vacancies you have advertised.

My Bio-data is annexed.

*annexed.*



I shall be glad to furnish you with further information that you may require.

I trust that my application will receive your very kind consideration. Thank you.

Yours Respectfully,  
R. L. Srinimal.

**PART " B "**

**A SPECIMEN BIO-DATA.**

Name: R. L. Srinimal  
Address: 15, Beach Road, Mangalapura.  
Age: 25 Years 04 Months.  
Nationality: Sri Lankan  
Civil Status: Unmarried.  
School attended: National College, New Town.  
Educational  
Qualifications: 1. GCE " A " Level.  
2. Certificate in Book-keeping - Associate Stage.  
3. Pitman's Intermediate Certificate in Stenography  
Present job: Temporary Clerk at Messrs. Ray & May Co., Ltd.,  
Reasons for applying for this job: Limited scope at present place; to seek better prospects.  
R. E. George, Esq., Principal, National College, New Town.  
References: H. N. Ananda, Esq., Accountant, Motor Dept., Orient Motors, New Town.  
Other details: Available for work at short notice.  
Thank you

R. L. Srinimal  
Signature.

*Srinimal R. L.*

Wanted for immediate employment in a Multi National Firm  
a Shorthand Typist. Apply giving details of qualification and  
experience to: Box 679 C/o The Mail, Colombo.

"The Speed Cot,"  
6, Narrow Lane,  
Navagama,  
20 October 19...

The Advertiser,  
Box No. 679,  
C/o The Mail  
Colombo.

Dear Sirs,

### SHORTHAND TYPIST

With reference to your advertisement in today's "Mail"  
for the above position, I wish to apply for the same.

I am a Sri Lankan, bachelor aged 20 and I am presently  
serving as a stenographer at United Printers, New Town.

I was educated at the New Town High School and got  
through the G. C. E. 'O' Level two years ago.

I could take down with accuracy in shorthand about 80 W.  
and type over 55 W. per minute respectively.

I desire to leave my present employers to better my  
prospects and to gain more experience by engaging in res-  
ponsible work in an office like yours.

I could give you satisfactory and loyal services.

I shall thank you for an early apply.

Yours faithfully,  
S. S. Seeralan



A Modern Office needs a smart and intelligent stenographer. Apply early giving all details and salary expected to The Secretary, Association of Architects, Colombo.

6, Rosewood Road,  
Rajapura,  
4th October, 19...

The Secretary,  
Association of Architects,  
Colombo.

Dear Sir,

I am applying for post of English Stenographer advertised by you in the Daily News of October 3, 1991.

I am a spinster, aged 23. I received my entire education at the New Town Madhya Maha Vidyalaya and left it in 1989 after passing the G. C. E. 'O' level Examination. Thereafter I attended the National Commercial College and followed a course in Stenography and General English and got through the final Examination in both Shorthand and Typewriting held by Pitmans, London. My speed in Shorthand is 110 W and in Typing 60 W p. m. respectively.

Presently, I am working with a welfare organisation where I do stencil cutting, duplicating, correspondence and filing.

I could present myself for an interview at any time that may suit you.

I should ask for a commencing salary of Rs. 1500/- monthly besides other benefits that you offer your employees.

I enclose copies of all my certificates, one of which is in my own handwriting while the others are typed, also by me, to serve as a sample of my typewriting.

Yours faithfully,  
Ranee King

If you are young and intelligent with not less than 3 A-Level passes including Mathematics and like to make accountancy your career, we could offer you a position as an Accounts Trainee, Apply stating details to Messrs Tall Young & Co., Ltd., Rainbow Street, Colombo.

20, College Road  
New Town,  
21st October, 19...

Messrs Tall Young & Co., Ltd.,  
Chartered Accountants & Tax Consultants,  
Rainbow Street,  
Colombo

Dear Sirs,

### TRAINEE ACCOUNTS CLERKS

I should be glad if you would consider how far my attainments meet with your requirement for the above position advertised in this Week's issue of "The Mercantile Review".

I am 19 years of age and have just got through the G. C. E. "A" Level Examination with a distinction in Accounts and passes in Economics and Mathematics.

I am generally interested in a mercantile career and like to gain professional competence in Accountancy.

I enclose a copy of the testimonial from the principal of my school which will bear evidence to my integrity and intelligence. Moreover, he has consented to give further information about my capabilities to anyone who may write to him.

The fact that you are a reputed firm of Chartered Accountants, I consider, will offer me the advantages I desire. Should you be pleased to select me, I shall do my best to give you every satisfaction in my work and conduct.

I solicit a favourable reply. Thank you.

Yours Respectfully,  
N. R. Sankar





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ST. JOSEPH'S CATHOLIC PRESS  
JAFFNA - 1991  
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