

English Composition

Grade 6-8

Government of Nepal

Ministry of Education, Science and Technology

Curriculum Development Centre

Sanothimi, Bhaktapur

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Preface

This book is a reference cum self-learning material for teachers and students. It is fully based on the learning outcomes as provisioned in the grade 6-8 English curriculum. It has been structured in such a way that teachers and students find it as comprehensive guideline for all writing items included in this level. Moreover, there are self-practice tasks which are helpful for students to practise and develop the intended learning outcomes.

This book was prepared by a team of English language practitioners that include Mr. Hikmat Oli, Mr. Basudev Osti, Mr. Nabin Kumar Khadka and Gangadutta Bhatta. Director General of Curriculum Development Centre, Mr. Baikuntha Prasad Aryal and Ima Narayan Shrestha provided significant guidance and insight in the process of developing the book in this form. The subject committee chairperson, Prof. Dr. Bal Mukunda Bhandari, and the subject committee members; Dr. Bamdev Adhikari, Dr. Netra Prasad Sharma, Mr. Tukaraj Adhikari, Ms. Kunti Adhikari, Mr. Basant Raj Dhakal and Mr. Nawaraj Sapkota contributed significantly on the development of this book. The layout of the book was done by Shreehari Shrestha. Curriculum Development Centre extends sincere gratitude to all of them.

It is, however, true that teacher is the key actor to deliver the curricular contents in the classroom; the introduction and practice tasks included in this book can be adopted or adapted as per the students' needs, level and interest. Moreover, they can also add or design their own tasks for the fulfillment of curricular competency and learning outcomes related to writing skills. An effort has been laid to make the book complete and error-free. However, Curriculum Development Centre always welcomes constructive feedback for the betterment of this publication.

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Sanothimi, Bhaktapur

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Writing skills

Writing skill is all about having adequate knowledge and abilities to express our thoughts and ideas in written words. It is one of the four language skills; listening, speaking, reading and writing. Writing is not only a tool for communication as productive or active skill, but also it serves as a means of learning, thinking and organizing knowledge or ideas. Writing is not merely about presenting the content; there are some aspects that have to be considered such as language use, tenses, and also choice of words.

Writing various forms of composition require respective writing skills which need to be developed and sharpened by constant practice and patience. For example, paragraph writing requires unity and organization of ideas while essay writing requires effective introduction, well organized body and concluding remarks. Students should improve their writing skills, for which teachers have to motivate them to have good writing skills, by providing instruction in writing processes and rules of writing, such as grammar rules and writing practice.

Writing skills in the curriculum

The major focus of the Grade 6-8 curriculum is on language skills viz. listening, speaking, reading and writing and, thus, it aims to develop communicative competence on the part of students. The students learning English in these grades will develop their linguistic base in English for their studies.

As one of language skills, the Grade 6-8 curriculum has laid a strong emphasis on writing skill. It has stated the students would be able to achieve the writing skill related competencies as:

Write for an intended purpose and audience by generating, gathering, and organising ideas and information.

This competency clarifies that writing is done for an intended purpose and audience, and it includes a certain step to achieve the competency. This competency is further elaborated with learning outcomes. By the end of grade six, seven and eight, students can:

Grade 6	Grade 7	Grade 8
<ul style="list-style-type: none"> 1. write personal letters and simple official (school-related) letters, e.g. leave application. 2. write simple, brief instructions. 3. interpret charts, tables and diagrams. 4. write impressions and opinions about topics of 	<ul style="list-style-type: none"> 1. write personal letters and simple official (school-related) letters, e.g., leave application, a complaint letter to head teacher. 2. write simple instructions. 3. interpret charts, tables and diagrams. 4. write impressions and opinions about topics of personal interest (e.g. 	<ul style="list-style-type: none"> 1. Write personal letters and simple official letters. 2. write recipe and instructions. 3. interpret charts, tables and diagrams. 4. write impressions and opinions about topics of personal interest (e.g. lifestyles and culture,

<p>personal interest (e.g. lifestyles and culture, stories), using basic everyday vocabulary and expressions.</p> <p>5. write short, simple biographies.</p> <p>6. write a series of simple sentences about their family, living conditions, and educational background.</p> <p>7. write simple stories based on the given picture or text or both.</p> <p>8. write very short, basic descriptions of events, past activities and personal experiences.</p> <p>9. write short simple essays on topics of interest.</p> <p>10. use punctuation correctly.</p>	<p>lifestyles and culture, stories), using basic everyday vocabulary and expressions.</p> <p>5. write short, simple biographies.</p> <p>6. write a series of simple sentences about their family, living conditions, and educational background.</p> <p>7. write simple stories based on the given picture or text or both.</p> <p>8. write short, basic descriptions of events, past activities and personal experiences.</p> <p>9. write simple essays on topics of interest.</p> <p>10. use punctuation correctly.</p>	<p>stories), using basic everyday vocabulary and expressions.</p> <p>5. write short, simple biographies.</p> <p>6. write a series of simple sentences about their family, living conditions, and educational background.</p> <p>7. write simple stories based on the given picture or text or both.</p> <p>8. write short, basic descriptions of events, past activities and personal experiences.</p> <p>9. write short simple essays on topics of interest.</p> <p>10. use punctuation correctly.</p>
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Who is the book to?

This book is a resource material for teachers; and self-learning and practice material for students studying in Grade 6-8. It is fully based on writing skill included in learning outcomes and scope of sequence for Grade 6-8 English curriculum. It has been structured in such a way that teachers and students find it as comprehensive guideline for all writing items included at this level. Moreover, there are further practice tasks which are helpful for students to practise and develop the intended learning outcomes.

It is, however, true that teacher is the key actor to deliver the curricular contents in the classroom; the introduction, guidance, samples and practice tasks included in this book can be adopted or adapted as per the students' needs, level and interest. Moreover, they can also add or design their own tasks for the fulfillment of curricular competency and learning outcomes.

Presentation of the writing item

Each writing item in the book starts with a short introduction followed by samples. Then, it includes some guiding instructions for that writing item followed by some further practice tasks for students based on the curriculum.

Guidelines for using the book

This book is fully based on writing skills included in Grade 6-8 English curriculum. Therefore, it helps teachers in dealing with these writing items in the classroom systematically. It works as a resource book for teacher. However, it is most important to note that a teacher should follow the process approach for teaching a particular writing item. It means the teacher should teach the process of writing for a certain writing construct, rather than the product.

On the other hand, this book is a self-learning material for students. They can study the guidelines or process and do further practice on the tasks included in the book.

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Unit 1: Mechanics of Writing

1.1 Capitalization

Capitalization refers to the use of capital letters or uppercase letters in writing. Capitalization serves various purposes, such as indicating the beginning of a sentence, highlighting proper nouns, distinguishing titles or headings, and adhering to grammatical rules in a language.

Capitalization and punctuation have specific purposes in written language to aid clarity, comprehension and effective communication.

Uses of capitalization in English

S. N.	Usage	Examples
1	The first word of a sentence	T hey built a temple last year. A good man is hard to find.
2	Proper nouns	<i>Names of people:</i> A kabar, P eter, R ita, G opal R aj S hrestha <i>Names of places:</i> K athmandu, L ondon, I ndia <i>Names of rivers, seas, lakes, mountains, deserts and oceans:</i> the R ed S ea, M ount M akalu, the S ahara D esert, the A tlantic O cean, R ara L ake <i>Names of schools, colleges, institutions, organizations and universities:</i> T ribhuvan U niversity, H imal S econdary S chool, N epal R astra B ank, K hetan G roup, M icrosoft <i>Names of festivals and religions:</i> C hristmas, I d, H induism, I slam, B uddhism <i>Names of days and months:</i> S unday, F riday, M arch, J uly <i>Names of languages:</i> H indi, E nglish, C hinese, U rdu <i>Names of buildings, ships, trains, historical periods and events:</i> T aj M ahal, T itanic, B ullet T rain, the S tone A ge, M iddle A ges, the F irst W orld W ar <i>Names of political parties:</i> N epal C ommunist P arty, N ational F reedom P arty, L abour P arty
3	Major words in titles and headings	I mportance of I nternet (article), G orkhapatra(newspaper), T he D iary of a Y oung G irl (book), S aptahik N epal (magazine), T he L egend of P rince R ama (film), I nternational J ournal of M edical S tudies (journal)
4	Personal pronoun 'I'	When can I meet you?
5	Nationality words	A merican, N epali, B hutanese

6	Abbreviations, acronyms and initials (of names)	B.A. (Bachelor of Arts) M.Ed. (Master of Education) CEO (chief executive officer) WHO (World Health Organization) S.K. Oli (Shyam Kumar Oli)
7	Forms of address (in letters)	Dear Sir, Dear Madam, Dear Mr. Rai
8	Titles of people used before their names	P resident Paudel, P rofessor Awasti, D r. Smith, C aptain Raju Lama
9	The first word of a direct quotation	She said, " H onesty is the best policy." " C lose the window," said my brother.

1.2 Punctuation

Punctuation is a set of symbols or marks that clarifies the meaning of written texts by linking or separating words, phrases and sentences. Punctuation marks, such as periods, commas, question marks, exclamation points, and others, serve as visual cues that guide readers in understanding the structure, rhythm, and intended meaning of a written piece.

Uses of punctuation marks

Name	Symbol	Uses	Examples
Period (Full stop)	(.)	At the end of statements and commands	I am going home now. (statement) Don't play on the road. (command)
		In abbreviations	e.g. (for example) etc. (et cetera) B. Ed. (Bachelor of Education)
		After initials (for personal names)	T.S. Eliot (Thomas Stearns Eliot) M.K. Malla (Mahendra Kumar Malla)
		In websites and email addresses (pronounced as 'dot')	www.moecdc.gov.np hikmat.oli.123@gmail.com
		As a decimal point to separate the whole number from the decimal fraction	3.14 (pi) 10.5 (ten and a half) 0.75 (three quarters)
Comma	(,)	Separating three or more items in a list	I bought apples, oranges and bananas. Nabin, Prakash and Neema are my classmates.
		After the day and the year in a date	He was born on Sunday, May 12, 1980.

		Setting off introductory elements	Well, I'm going to tell you a story. Yes, my uncle is a doctor. However, I disagree with your view.
		Separating dialogues or quotations from the rest of the sentence	She said, "I live in Pokhara." "I'm here to help you," said my friend.
		Separating subordinate clauses (that begin sentences) from main clauses	When she came, I was sitting. If we work hard, we can get success.
		Joining independent clauses (before coordinating conjunctions: and, but and or) <i>Note: If the subject of the second sentence is omitted, the comma isn't obligatory.</i>	He is reading, and she is cooking. I like apples, but I don't like mangoes. I like apples but don't like mangoes. (The comma is not required here.)
		Separating non-defining relatives clauses from the main clauses	Rajesh, who is my neighbor, owns a bakery. My sister, who lives in Gorkha, is a talented artist.
		before 'etc.' in a series	I like fruits like apples, mangoes, etc.
Question mark	(?)	At the end of questions and question tags	Will you help me? What do you do? She's fine, isn't she?
Exclamation mark	(!)	After words, phrases and sentences those express strong emotions like joy, sorrow, surprise, anger, love, praise, etc.	Alas! Wow! Oh! What a nice film! How sweet!
		Adding emphasis to commands or imperative statements	"Get out!" she cried. He shouted, "Stop!"
		Indicating exclamatory or strongly emphasized speech in direct quotations	She exclaimed, 'I can't believe it!'

Inverted commas (quotation mark)	(" ") or (')	Indicating direct speech or dialogue	She said, "I'll see you tomorrow." "What time is the conference?" he asked.
		Quoting someone's words or text	The article states, "Education is the key to success." Shakespeare famously wrote, "All the world is a stage."
Apostrophe	(')	After the possessor (to form possessive nouns)	Ram's bag (singular possessive) The boys' hostel (plural possessive)
		Indicating the omission of letters in contractions	do not = don't she will = she'll
		Indicating plurals of letters, symbols, or words as words	Mind your p's and q's. Dot your i's and cross your t's.
Colon	(:)	Introducing a list or series (between a complete introductory clause and series of items)	Please bring the following items: a pen, paper, and a notebook. I have three hobbies: reading, swimming and travelling.
		Separating hours and minutes in time	The meeting will start at 9:30 AM.
		Introducing an explanation or elaboration	The answer is simple: hard work and determination. The committee has agreed on the agenda: Phones must be switched off during a meeting.
Semicolon	(;)	Separating two independent clauses that are not joined by a conjunction	I have a dog; it doesn't bark. (in place of 'but') Manish was dancing; Rita was singing. (in place of 'and') He was tired; he went to bed early. (in place of 'so')
		Separating items in a list when the items themselves contain commas	The team members included Rahul, the project manager; Pooja, the designer; and Salim, the developer.
Hyphen	(-)	Joining words to form a compound word	ex-husband father-in-law
		Indicating a range of numbers, dates, or times	Pages 10-15 seventy-one 9:00 AM-5:00 PM

		Joining prefixes to words	self-confidence re-examine
		Connecting compound modifiers that come before a noun	A five-year-old child A high-quality product
Slash	(/)	Before two words or phrases to indicate alternatives or options	Please bring your ID/passport. The meeting is scheduled for Monday/Tuesday.
		Expressing a fraction	The recipe calls for 1/2 cup of sugar.
		Indicating a rate, speed and unit of currency	I can run 10 km/h. Apples cost Nrs 300/kg.
Dash	(-)	Indicating an interruption or an abrupt change of thought	If my grandfather were alive—but why think of the past. He gasped, “But I never— “ and fainted.
		Emphasizing or setting off information	The concert was electrifying—filled with energy and excitement. She finally revealed her secret—she was moving to another country.
		Before a word that is repeated for emphasis	I love truth—truth that lies in each human heart.

Tasks for further practice

1. Rewrite these sentences using correct capitalization.

- my name is anil dhami and i live in mahendranagar.
- your cousin ambika will come here next friday.
- he said, "we don't like fishing in the seti river."
- hello, how old is your uncle, shiva?
- my school's name is kalika basic school.
- mount everest is in solukhumbu district of nepal.
- the first month of the year is january.
- when did your father buy the book named 'setobagh'?
- how many people were killed in the first world war?
- i'm nepali, but he is chinese.

2. Insert full stops, commas, questions and exclamation marks where necessary and rewrite the sentences.

- We should be honest helpful friendly and hardworking
- Where are you going at this time rajendra
- I like spinach carrots cabbages peas and potatoes
- Ouch I've trodden on something like a sharp thorn
- Have you ever read a novel written by an English author
- How nice your dress is
- 'Are you angry' 'No I am not'

- (h) Ritesh Rubi and Sabin are classmates aren't they
- (i) Would you help me please
- (j) What a wonderful birthday gift
- (k) No she isn't cruel is she

3. Punctuate these sentences with *apostrophes* and *inverted commas*.

- (a) He said, Im always happy.
- (b) We wont repeat it again.
- (c) Open the door, Meena, said Mom.
- (d) This is my brothers bag.
- (e) Weve been working hard
- (f) Hes got three sons. This is his sons room.
- (g) I cant do this, said he.
- (h) He asked, why arent you following me?
- (i) My cousins mother is my aunt.
- (j) This is the teachers room and that is the principals office.
- (k) Hell come home soon.
- (l) Our blood is red, said she.

4. Insert *colons*, *semicolons* and *hyphens* in the following sentences.

- (a) His mother in law is strict.
- (b) He has got three pets a cat, a dog and a horse.
- (c) She's a nurse her husband is unemployed.
- (d) They are exprisoners.
- (e) I have up to date information.
- (f) My mom is cooking my dad is cleaning the room.
- (g) Ram how are you? Hari I'm fine, thanks.
- (h) They are playing merry go round.
- (i) I have visited only two countries India and Bangladesh.
- (j) Go out I'll beat you.

5. Rewrite the text correcting errors.

mahashivaratri is a festival of hindu people. they go to pashupatinath temple of Kathmandu to worship shiva? other temples of shiva are also crowded with devotees. this festival falls In the month Of Phagun

6. The following extract from a story contains some mistakes. Rewrite the text correcting the mistakes.

the case of the cow was resolved but the issue of the tree was intact Ali made holes in the upper part of the tree and a kind of sweet-smelling juice came out of those holes small pots were attached to the holes where the juice could seep Ali sold the juice and earned a huge sum of money

7. Punctuate the following paragraph.

Nitin is one of the most laid- back students I know he is tall and slim with black hair and he always wears a shirt and black jeans his jeans have holes in them and his baseball

boots are scruffy too he sits at the back of the class And he often seems to be asleep however when the exam results are given out he always gets an ‘A’ I don’t think hes as lazy as he appears to be

8. Punctuate the following below with the appropriate punctuation marks.

How do you spend your holiday I usually do a lot of activities clean rooms do shopping visit new place watch movies etc yesterday I cleaned my room my best friend’s parents like the quality of my cleaning last year they visited our house and saw my cleaning he said wow I love the way you decorate your room while I was cleaning I dropped an ink bottle it broke into pieces it was really tough to clean the floor as the floor turned red because of the smashed bottle I wiped a painting which was gifted to me by my uncle on my birthday we celebrated it on January 22 2023 the day was a memorable one

9. Rewrite the given paragraph correcting the errors.

in 1862 he built a small factory to manufacture Nitroglycerin in 1863 he invented a practical detonator later he invented an improved detonator called blasting cap in 1865 he became very famous for this invention similarly in the year 1870-80 alfred built a network of factories throughout europe to manufacture dynamite called blasting gelatin which he patented

10. Rewrite the following paragraph correctly.

saroj is an honest boy he reads in nepal secondary school in grade six he has many friends in school Some of his friends are: sonu muna sujai and bibhan All of his friends are hardworking one day his sister told him not to be late for home. He replied: “Sure, I will be in time

11. Rewrite the paragraph by correcting the errors.

My friend, david, is one of the most careless people i know. He is tall and slim with black hair, and he always wears a T-shirt, and black jeans. his jeans have holes in them, and his baseball boots are shabby. He usually sits at the back of the class. However when the exam results are published he always gets an 'A' I dont think he’s as lazy as he appears to be. Wow What a talented fellow he is. Once I asked him, why do you always sit on the back bench he responded that nobody would notice him reading all the time on the back bench

12. Rewrite the paragraph by correcting the errors.

Let me tell you about my life I live in butwal and I am 21 years old. I’m studying engineering at university there. I’ve made many friends and my best friends name is Tilak. I have a busy day. I get up early have breakfast and go to university. I return to my room in the evening. Last sunday, Tilak said, you are too busy, aren’t you “Yes, I am”, I replied He suggested I should spare sometime for my friends too. I remarked, “Wonderful idea “

13. Rewrite the paragraph by correcting the errors.

Once there was a shepherd boy who used to graze his sheep in the wood near the river babai. One day, he felt bored and decided to play a trick on the villagers. He shouted, “Help Wolf!” The villagers heard his cries and rushed out of the village and came to the

forest. They asked, where is the wolf The shepherd boy laughed loudly and said “How foolish you all are Youre really fools, aren’t you? I was only playing a trick on you” A few days later the shepherd boy played the trick again. They were very angry. Sometime later, on a sunny day of february, a wolf really went into the field. The shepherd boy shouted for help but nobody came The wolf killed the boys sheep on be one.

14. There are capitalization and punctuation errors in the given paragraph. Rewrite the paragraph by correcting the errors.

Once there were two friends Nirak and Bishal. One day Nirak said, let’s go on a jungle safari “It’s a good idea “said Bishal. On saturday, Im going to visit my relatives on the occasion of dashain I’ll return back home do my assignments and prepare for my exams Isn’t it okay

15. There are ten capitalization and punctuation errors in the given paragraph. Rewrite the paragraph by correcting the errors.

ramesh is my uncle. He has got three hobbies: singling dancing and gardening. I visited him last friday. He said to me, Nabin, do you like gardening I said, “yes, I do.” Then, he took me to his garden It was full of flowering plants like marigolds lilies and so on. I was fascinated I exclaimed, “What a beautiful garden” In fact, my uncles garden was like a heaven, wasnt it?

16. There are ten capitalization and punctuation errors in the given paragraph. Rewrite the paragraph by correcting the errors.

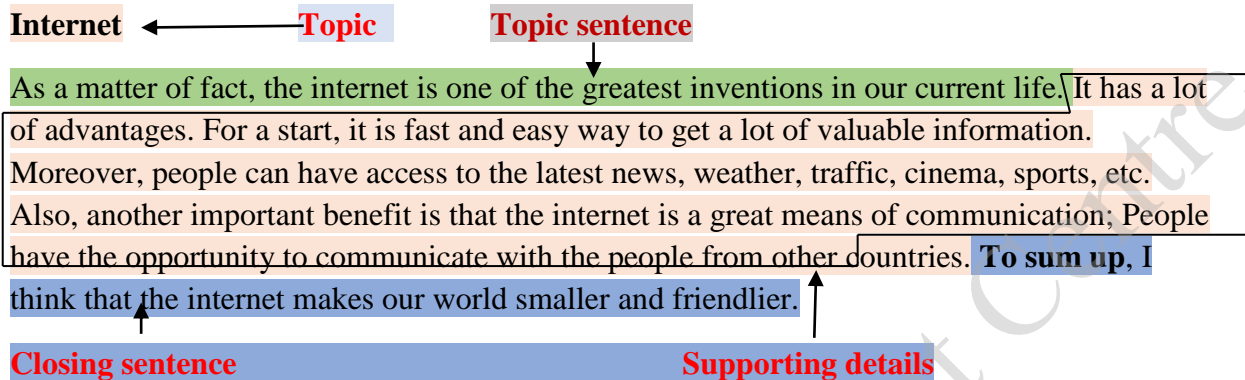
I am Karishma Thapa from Kohalpur, Banke I teach english at Bageshwari Secondary School. My husband is a lecturer. My father-in-law is a retired soldier. Ive got a son and a daughter. We have a long vacation between dashain and Tihar. we go on outings to places like Pokhara Kathmandu and Darjaling. There is love and harmony in my family Many people say to me, Karishma, what a nice family you have I think they envy our family, don’t they

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Unit 2: Writing Paragraph

A paragraph is a collection of sentences which all relate to one main idea or topic. It introduces the topic, presents supporting details to the main idea and ends with a conclusion.

Let's see a sample paragraph.



◆ Parts of a paragraph

1. The topic sentence: It is often the first sentence in a paragraph. It presents the main idea of the paragraph. Some of the terms that introduce a topic sentence are as follows.

As a matter of fact, / It is clear that, / Actually, / Indeed, / In fact, / It's obvious that / There is no doubt that + topic sentence

2. Supporting sentences: They develop the topic sentence. That is, they explain the main idea by giving reasons, arguments, specific details, etc. To explain the topic sentence, the supporting sentences begin with the following words/phrases.

Firstly, / To begin with, / To start with, ----- Secondly, / Then, / Next, / Furthermore, / Also, ----- Thirdly, / In addition to this, / Moreover, / Furthermore, -----

3. The concluding sentence: It is the last sentence in a paragraph. It signals the end of the paragraph and restates the main points/idea. The following phrases are used to conclude the paragraph

To sum up, / Finally, / To conclude, / All in all, / In brief, / In short,

◆ Characteristics of a paragraph

Unity

Unity means that you discuss only one main idea in a paragraph. The main idea is stated in the topic sentence, and then each and every supporting sentence develops that idea. In other words, all the supporting sentences in the body part should remain focused and relevant to

the main (controlling) idea of one's topic. Meanwhile, the concluding sentence usually restates and reinforces the main idea in the topic sentence.

Coherence

Coherence means that your paragraph is easy to read and understand because;

1. Your supporting sentences are in some kind of logical order, and
2. Your ideas are connected by the use of appropriate transition signals. Different connectives and pronouns ensure coherence in a paragraph.

Thus, a well-written paragraph contains five elements: a topic sentence, supporting sentences, a concluding sentence, unity, and coherence.

Types of paragraphs

1. Descriptive paragraph

This type of paragraph describes something and shows the reader what a thing or a person is like. The words chosen in the description often appeal to the five senses of *touch*, *smell*, *sight*, *sound*, and *taste*.

Sample paragraph:

Mobile Phone

The mobile phone is a small handheld electronic device. It is, also known as a cell phone. It has become a part of modern life. First of all, a mobile phone is a communication tool. It helps us talk to others far away through calls, text messages, and video chats. Next, a mobile phone is a gateway to knowledge and information. With access to the internet, we can learn new things. Moreover, a mobile phone is an entertainment hub. It offers lots of fun games and apps, so we can play, read stories, listen to music, watch videos, and even create our own content. Equipped with high-resolution cameras, it also allows us to capture and share precious memories. However, it is important to use mobile phones wisely. We should maintain a balance between screen time and real-life interactions. Overall, the mobile phone has become an essential tool that helps us connect with others, learn new things, and have fun.

2. Narrative paragraph

This type of paragraph tells a story. There's a sequence of actions or there's a clear beginning, middle, and end to the paragraph.

Sample paragraph:

How I Spent My Saturday

In fact, my last Saturday was a busy day as usual. I did not have to go to school. First, I woke up at 7:00 a.m. Then, I went for a haircut. After my haircut, I took a shower and had my food. I had a lot of food today. Then, I finished up all my homework. After doing some other important work, I went out to play with my friend. We played football. I was the goal keeper during the game. I enjoyed it a lot. After that, I got back home and had lunch. My father and I went to his friend's house after lunch. We stayed there till the evening. We finally came home, had dinner and went to bed at around 9:00 p.m. To conclude, I enjoyed the whole day.

3. Expository paragraph

In an expository paragraph, you give information. You explain a subject, give directions, or show how something happens. In expository writing, linking words like *first*, *second*, *then*, and *finally* are usually used to help readers follow the ideas.

Sample paragraph:

How to Make a Cup of Tea

There is no doubt that making a cup of tea is quite simple and easy. First, you have to take a kettle with the required quantity of water. Put the kettle on a stove to boil the water for a few minutes. Then you have to put some tea-leaves or tea dust into it when the water has boiled properly. Then continue to boil it until the water has turned reddish. Next you have to remove the kettle from the stove and pour the liquor into cups through a sieve. After that, you can add some sugar and milk and stir it. One may add ginger or lemon juice instead of milk according to one's taste. Finally serve the tea and enjoy sipping it.

4. Persuasive paragraph

It is the easiest paragraph to understand, but arguably the hardest one to write. The writer has to persuade the readers to believe and follow his/her ideas. So, the writer needs to give reasons and logics on the topic.

Sample paragraph:

Quit Smoking for a Healthier Future

Smoking is a bad habit that harms our health and affects everyone around us. It's important for us to encourage people to stop smoking. When we quit smoking, we protect ourselves and others from getting sick. Smoking causes diseases like lung cancer, heart problems, and trouble breathing. It makes smokers live shorter lives and costs a lot of money for healthcare. Even when we breathe in smoke from others, it can hurt us, especially kids and people who are already sick. When we quit smoking, we make the air cleaner and reduce the risk of diseases. It also helps us feel better, breathe easier, and have more energy. Quitting smoking is a big step in taking care of ourselves and being a good example to others. Let's work together to create a world without smoking, where we can all breathe freely and live healthier, longer lives. It's never too late to quit smoking and make a positive change.

5. Compare and contrast paragraph

A compare and/or contrast paragraph is required if you are asked to examine similarities and/or differences. Compare focuses on similarities. Contrast focuses on differences.

Sample paragraph:

Ocean and Lake

Oceans and lakes have much in common, but they are also quite different. Both are bodies of water, but oceans are very large bodies of salt water, while lakes are much smaller bodies of fresh water. Lakes are usually surrounded by land, while oceans are what surround

continents. Both have plants and animals living in them. The ocean is home to the largest animals on the planet, whereas lakes support much smaller forms of life. When it is time for a vacation, both will make a great place to visit and enjoy.

6. Cause and effect paragraph

A cause and effect paragraph explains the reasons and consequences of a specific event or situation, demonstrating the relationship between the cause and its effects.

Sample paragraph:

Causes and Effects of Pollution

Pollution happens when harmful substances enter the environment and cause problems. There are a few main causes of pollution. One cause is human activities, like factories releasing smoke and chemicals into the air. Another cause is vehicles that burn fossil fuels and release harmful gases into the air. Deforestation, which is when trees are cut down, also contributes to pollution. Pollution has many effects on our planet and our health. It can make the air dirty and hard to breathe, leading to respiratory problems. Water pollution can make rivers and oceans unsafe for animals and humans. Pollution also harms plants and animals, and it can disrupt ecosystems. To protect our planet, we need to be aware of the causes of pollution and take steps to reduce it.

Guiding instructions for writing a paragraph

- Firstly, read the question and choose a suitable title or heading of your paragraph.
- Study the outlines given. If the clues or outlines aren't there, create a mind map.
- Begin your paragraph with a topic sentence.
- Then, write supporting sentences in logical order.
- Explain the main idea by giving reasons, arguments, specific details, etc.
- Write the conclusion that restates the main idea.

Tasks for further practice

1. Look at the following picture and describe it using appropriate forms of adjectives given in the box.

tall	short	long	big	small	high	low
thick	thin					



2. Look at the picture and describe it in a paragraph.

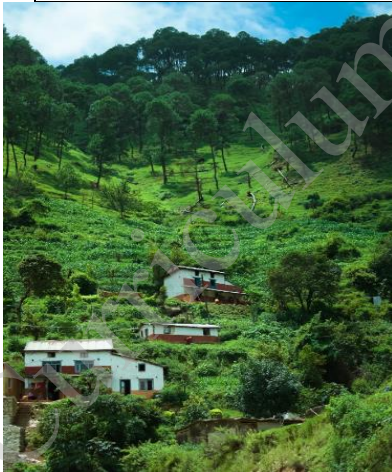


3. Observe the pictures and write the differences you find. Use the given clues.

less population

pollution

big buildings



Begin like this: This is a beautiful village. There are houses, trees, flowers, and many other things in the village. The pine tree is taller than the mango tree.

4. Write a paragraph about a friend. Describe that person including the following clues.

Name ... age ... appearance (height, weight, hair, eyes, complexion) ... characteristics (good, honest, hardworking, honest, friendly etc) ... your liking and disliking

5. Write a paragraph about “Your best teacher” using the following clues.

Name ... age ... appearance (height, weight, hair, eyes, and complexion) ... qualification ... subjects he/ she teaches ... teaching style ... behaviour towards students

6. Write a couple of paragraphs on 'Your best sport' with the clues below:

Name of the game.....number of the players required.....rules of the game.....benefits of the game.....conclusion

7. Write a paragraph about ‘Rhinoceros’ using the clues given.

Large animal ... thick skinned plant eating mammal ...3 m long ... 1.5 high ... 2 tons in weight ... 1 up right horn on the snout ... live in tropical region ... in Chitwan, Nepal ... bad eye sight ... good sense of smell ... main food: grass and leaves ... can run at the speed of 40 km/h ... peace loving animal

8. Write a paragraph on ‘The most memorable event of your life' with the help of the clues given.

Name of the event.....description of the event.....effects of the event on you.....conclusion

9. Write a paragraph on a ceremony (birthday, wedding, prize distribution, etc.) with the help of the clues below.

name of the ceremonywhere and when it took place.....major activities and events.....conclusion

10. Write a paragraph about ‘Usefulness of mobile phone’ using the clues given.

Means of communication ... invented by Graham Bell ... multipurpose instrument ... users receive and send photos helpful in learning conclusion

11. Write a paragraph on ‘Air pollution’ with the help of the guiding questions in the box.

What is air pollution? What are the causes of it? What are the effects of air pollution?

12. Introduce your village or town in a paragraph with the clues given below.

Name.....location.....population.....ethnic communities.....major occupations... attractions of the place

13. Write a paragraph about 'Your favourite festival' using the following clues.

Name of festival ... time of year ... participants ... activities ... why you like it.....conclusion

14. Write a paragraph on 'Your first day at school' with the help of the clues below.

Time of joining school.....your feeling in new environment.....classmates and teachersmaking new friends, etc.

15. The population of the world is growing rapidly these days. Think of the problems the growing population will create in the near future? Write a paragraph about it. Use the clues given in the box.

- cost of living - diseases - deforestation - pollution - other problems

16. Write a couple of paragraphs on environment. Address the following question.

- *What is environment?*
- *What is its importance?*
- *What are the causes of environmental degradation?*
- *How can we protect the environment?*

17. Look at the pictures below. What are the people doing? What may happen in the future there? What might be the results? Make notes and write a paragraph for each.



18. Write a short description of your mobile phone/radio/television.

19. Write a description about how your classroom is different from others. Use comparative adjectives.

20. Which events do you celebrate at your school: Children's Day, Democracy Day, School Day, etc? Choose one and recall how it was celebrated last year. Write a paragraph about it. Use past tense.
21. What types of food do you eat? Are they healthy? Do they make a balanced diet? Do you have any plans to change your food habits? Write a paragraph about your eating habits.
22. Some students think that having a lot of homework is good, while others don't like doing homework at all. What do you think? Write a short paragraph expressing your opinion.
23. Where did you go on your last vacation? Write a short paragraph about it.
24. What game do you like most? Why do you like that game? Write about it in a paragraph.
25. Write in a paragraph. Write any five things you will do after your final exam.
26. With the help of your parent's recall some of your past habits. Write what you used to do and what you did not use to do.
27. How did you celebrate your last birthday? Try to recall and write a short paragraph on what happened on the day.
28. How do you spend a typical day? Write a paragraph describing what you do from the morning to the evening. Use present simple tense.
29. Work in pairs and discuss. What will the earth be like in 20 years' time? Focus your attention to the issues below:

<i>rapid population growth</i>	<i>cutting down of trees/deforestation</i>	<i>increased</i>
<i>pollution</i>	<i>reduction of fuel production</i>	<i>predictions</i>

Now, based on the ideas you have collected, write a paragraph on 'The Future of the Earth'.

30. What things do you do in the festival you like most? Write a short paragraph about the festival.
31. Write a couple of paragraphs about one of the historical places you know.

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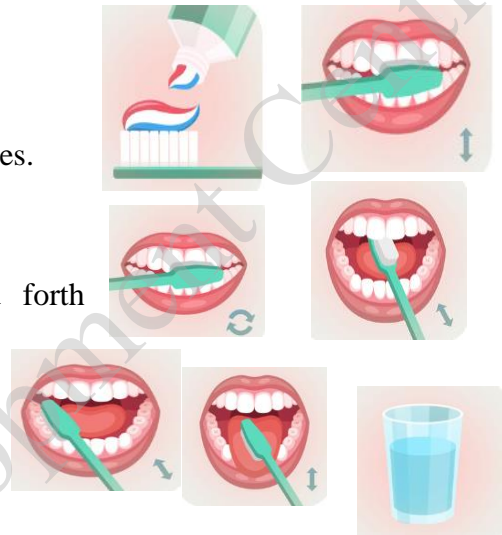
Unit 3: Writing Instructions and Recipe

Instructions are written or spoken directions for carrying out a procedure or performing a task. Similarly, recipes are specific types of instructions for preparing a particular dish. They typically include a list of ingredients, measurements, and a step-by-step procedure on cooking or preparing dishes.

Let's see some samples for writing instructions.

Sample 1: Brushing your teeth

1. Wet your toothbrush with cold water.
2. Use a small amount of toothpaste.
3. Brush the outer surface using up and down strokes.
4. Brush the outer surface using circular motion.
5. Repeat for the inside surface of your teeth.
6. Brush the chewing surface using back and forth strokes.
7. Brush the surface of your tongue.
8. Rinse out your mouth with water.



Tips for writing simple instructions

- Write in the present tense.
- Use short imperative sentences beginning with verbs.
- Arrange the information in logical order.
- Use time linkers such as *first*, *then*, *next*, *after that*, *lastly*, etc.
- Use modal verbs like 'can,' 'should(n't),' 'must(n't),' 'need to,' and so on.
- Mention one thing in each step.
- Write step-by-step instructions.
- Don't omit steps or take shortcuts.
- Check and review your completed draft.

Sample 2: Instructions for washing your hands

1. Turn on the tap and wet your hands with clean, running water.
2. Apply enough soap to cover all surfaces of your hands.
3. Rub hands palm to palm in a circular



motion.

4. Interlace your fingers and rub the backs of your hands.



5. Rub your palms together with fingers interlocked to clean the spaces between your fingers.



6. Clean the back of your fingers by rubbing your interlocked fingers into your palm. Repeat for both hands.

7. Clean around each thumb with your opposite hand.



8. Rub your fingertips into the palm of your opposite hand. Repeat for both hands.



9. Wash each wrist with your opposite hand.

10. Rinse your hands under clean running water.



11. Dry your hands completely using a clean towel or an air dryer.



Sample 3. Instructions for polishing shoes

1. Remove laces and stuff your shoes with some paper.



2. Clean up the dirt and dust with a brush or rag.

time with
a piece of fabric.

3. Apply a small amount of polish at a



4. Use a small brush with polish on it to get in the crevices.



5. Wait for the polish to dry.
You can apply the next layer of polish if you want.

6. Brush the shoe in a circular motion until all excess polish has been removed.



7. Dry the shoes and re-lace them.

Let's see a sample for writing recipe.

Ingredients:

- 2 to 3 eggs
- pinch of salt
- pinch of pepper
- cheese
- tomato
- green onion
- bacon (or ham, sausage, etc.)



1. Use 2 or 3 eggs. Break it and pour it in a smaller pan.



2. Add a pinch of salt and pepper and then mix up those eggs with a fork or whisk.



3. Turn on the stovetop to medium heat and heat up the pan.

4. Add a bit of oil, then add a dollop of butter. The oil and butter will start to sizzle; it is ready to go.



5. Pour the mixture of eggs into the pan. Let it sit for a few seconds, then with a good spatula that won't scratch your pan, go to the edge, move the edge in toward the middle, tilt the pan and let egg from the top move to that little gap you just



created.

6. Then, repeat around the edges until you can no longer do it. Then, let the omelet sit for another 30 seconds or so till it cooks well.

7. Put on toppings of bacon, tomatoes, green onion, and of course cheese! Put it on half of the omelet. Then you can use a spatula and fold it over right in the pan.



8. Next, top it off with more cheese, bacon, tomatoes, and green onion. Then serve it warm. Enjoy! :)

Tasks for further practice

1. Look at the images and write instructions on making a cup of tea.

1



2



3



5



6



4



2. Write a set of instructions for washing your dress. Use the given clues.

*peeling the potatoesslicing the potatoessoaking them in water
.....drying them with (paper) towelsheating the oil and frying
.....drainings and serving*

3. Write a set of instructions on taking a shower using the following clues.

*ensuring the required things like soap, shampoo, a towel, etc.getting the
water temperature rightwetting the body.....applying shampoo , soap,
etc.....cleansing body.....washing face at the sink.....rinsing hair with cold
water.....applying lotion immediately*

4. Write a set of instructions for growing a plant in a vase. Use the clues given in the box.

choosing the vase with drainage holes filling the vase with soil.....putting seeds in the soilwatering the seedsputting the vase in the sunlight.....watering the plant regularly

5. Write a set of instructions for sending an email to someone with the help of the clues given.

signing in into your mail accountcomposing a new mail.....adding the recipient address.....adding subject.....writing messageclicking the Send Button

6. Write a set of instructions for making a cup of coffee using the clues given in the box.

putting some coffee..... adding sugarpouring some boiling water into the cup.....adding some milk (if you like)stirring the mixture.....sipping and enjoying

7. Write a set of instruction on baking chapatti collecting information from your family members.

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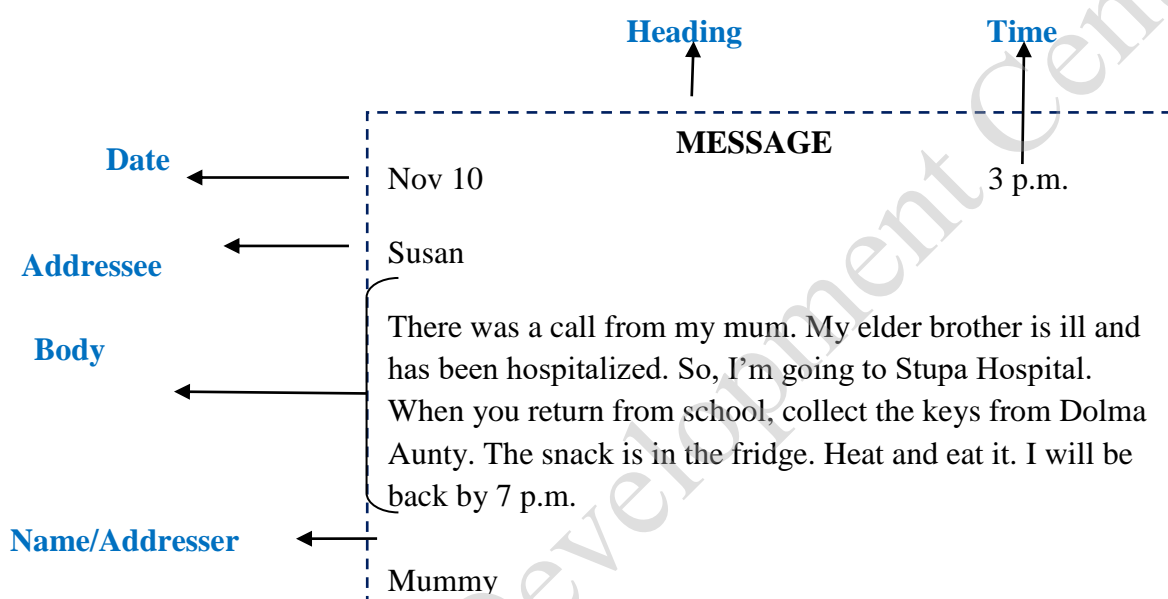


Unit 4: Writing Messages and Notes

A message is a short written or typed piece of information to someone when we cannot speak to him/her directly. These days, it has been easier to write and send messages using mobile phones.

The aim of composing short messages like text messages, instant messages, or social posts is to facilitate swift and effective communication, participate in brief conversations, and express thoughts and ideas in a concise manner.

Let's see a sample message!



Key components of a message

Heading – It is written at the top in the middle of the line in bold, but it is not necessary in all types of messages.

Date – It is written on the left hand side of the page.

Time – It can be written both on the left and right side of the message. However, it is not obligatory or necessary in some types of messages.

Greeting/Addressee – Begin your message with a friendly greeting or salutation to address the recipient. For example, "Hi," "Hello," or "Dear [Name]." In very informal messages, we can only mention the name of a receiver.

Body/Purpose – Write the message to the person you are unable to contact in clear and simple language. This is the main part of your message where you convey the information or purpose or discuss the topic at hand.

Closing/Conclusion – Wrap up your message with a closing statement or a call to action. For example, "Thank you for your attention" or "See you soon", etc.

Sender– After completing the message, mention your name on the left-hand side of the page.
You can also use closing salutations like “Best regards,” “Love from,” “Yours,” etc. before your name.

Useful language tips for short messages

Messages	Common expressions
Thanks giving	<p>Thank you so/very much. I appreciate your guidance/help/time. My sincere appreciation/gratitude/thanks. My thanks and appreciation. Please accept my deepest thanks. Thank you for your help/guidance. I appreciate you. I am grateful for your support. Thank you for the lovely/wonderful gift.</p>
Congratulations	<p>Congratulations!! Congratulations on your grand success. Congratulations on winning the first prize. Well done! Hearty congratulations! Let me congratulate you on your grand achievement. How happy I am to learn about your grand success! Congratulations! Hearty congratulations! Hearty felicitations! Please accept my heartiest congratulations. I/We'd like to congratulate you/name for winning/securing</p>
Invitation	<p>Will you join me for? You're invited! Come and join us for..... Do you feel like joining me for? I'm going for a walk. Would you like to join me? Would you like to have lunch/dinner with me today? What about a cup of tea? Why don't we have some tea/snacks/cold drinks now? I invite you to my birthday party. I would like to invite you to my birthday party. We would like to invite you to</p> <p>You are cordially invited to</p> <p>We request the pleasure of your company at</p>
Condolence Sympathy	<p>Expressing sorrow/grief I was so sorry to learn that..... I was shocked to learn about</p> <p>I am really / extremely very sorry to know about..... I have no words to express how sorry I am to hear about..... Words fail to express my sorrow about..... I'm so sorry for your loss.</p>

	<p>Extending Condolence/Sympathy I /We extend my/our heartfelt condolence to the bereaved family and relatives. My deepest condolences to you and your family. May the departed soul rest in peace in the heaven! I /We pray for the eternal peace of the departed soul. Please accept my heartfelt sympathy. May the Almighty give you enough strength to overcome the loss! May the god provide you with the energy to bear your grief! Sending you love and light as you navigate this loss. My heart goes out to you and your family.</p>
<p>Apologizing Regretting</p>	<p>Saying sorry I'm sorry/I apologize/I deeply regret/Please forgive me. I'm sorry for my mistake. I'm (really) sorry that I'm late. I'm sorry/I'm really sorry that I scolded you/hurt your feelings. I'm sorry about my wrong concept/mistake/behaviour. I (do) apologize/I'm sorry for ignoring /disturbing you. I apologize for slapping you/ fighting with you. I am sorry for not(ing verb)</p> <p>Asking for forgiveness I am truly sorry. Will you forgive me? I have learnt a lesson. Please forgive me. I hate myself for that. Please, forgive me. I apologize for what I've done. Please forgive me. I want to make amends for my mistake. Will you forgive me? I apologize for my actions. Please give me a chance to make it right and forgive me. I'm deeply remorseful for what I've done. Will you grant me your forgiveness?</p> <p>Making a promise I promise it won't happen again. I promise not to repeat it again. From now onward, I am going to manage my stress. I promise to be a good/honest/true friend/student.</p>
<p>Best wishes</p>	<p>Happy birthday Happy birthday! May your special day be filled with joy and laughter! Wishing you a fantastic birthday filled with love and happiness.</p>

Happy birthday! May all your wishes and dreams come true!
Sending you warm birthday wishes and a big hug on your special day.

Happy birthday! May this year bring you great adventures and wonderful moments!

Wishing you a day filled with love, laughter, and cherished memories.

Happy birthday! Celebrate and enjoy this beautiful day to the fullest.

Happy New Year

Here's to a fresh start and a bright new year. Happy New Year!

Wishing you a Happy New Year filled with joy, success, and prosperity.

May the coming year bring you happiness, good health, and great success. Happy New Year!

Wishing you a year filled with love, laughter, and new adventures. Happy New Year!

May the new year bring you peace, happiness, and endless possibilities! Happy New Year!

Sending you warm wishes for a joyful and fulfilling year ahead. Happy New Year!

May each day of the new year be filled with love, laughter, and blessings. Happy New Year!

May the coming year be full of opportunities and positive experiences. Happy New Year!

Festival wishes

Happy! (festival) Wishing you a day filled with gratitude, love, and delicious food.

Happy!(festival) May the festival of bring you happiness and positive energy!

Wishing you and your family a very happy and prosperous Dashain/Tihar/Teej!

Happy Holi! May your life be filled with vibrant colors and endless joy.

Merry Christmas! May your holiday season be filled with love and joy.

Wishing you a magical Christmas filled with laughter and good times.

Eid Mubarak! May this Eid bring joy, love, and prosperity to your life.

Wishing you a joyous and prosperous Diwali!

Here are some samples of various messages. Let's study them to get the ideas of writing these types of messages.

1. Sample of an inform message

A mobile message to parents

15 March, 20xx
p.m.

7. 30

Dearest Dad,

I regret forgetting to let you know that we had a football match right after school today. The match commenced at 4:30 p.m. and concluded at 7 p.m. I'm delighted to share that my team emerged victorious. Currently, I am staying at my closest friend Nabin's residence. I am utilizing his mother's mobile device to send this message. Kindly inform Mom that there is no need to worry about me. I will return home early tomorrow morning. Wishing you a good night!

Warm regards,
Santosh

2. Sample of a thank you message

December 20, 2023

Dear Soniya,

Thank you very much for the wonderful birthday gift. We sang, danced and enjoyed a lot. We missed you very much.

When I got the storybook named 'One Thousand and One Nights', I felt your presence. You know that I am fond of stories. I've read many Nepali folk stories. I wanted to read the folk tales of other places, and you have fulfilled my desire. I'll read the stories in it and share them with my friends.

Once again, I want to thank you for making my birthday extra special.

With love,
Simran

3. Sample of an apology message

12th January 2023

Hello Bindu,

I hope this message finds you well. Thank you for inviting me to your birthday celebration. But I deeply regret not being there to celebrate with you.

It was only yesterday when our school issued the routine of our final exam. From the very day of your birthday, our exam starts. Please understand that my absence is not the reflection of my feelings.

I wish you a very happy birthday. May all your dreams come true! As a present, I am sending you a guitar. Please accept it.

Once again, please accept my heartfelt apologies.

Yours,
Sunayana

4. Sample of a message/note of congratulations

April 12 2023

Dear Puspa,

I am very glad to learn that you have stood first in the national level essay competition. Well done! It is a grand success. Please accept my heartiest congratulations.

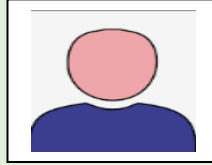
Poonam, you are a brilliant writer. You have won many literary competitions at school and in the district too. You have made your position at the national level. In fact, you have earned the name of our school. Please keep your spirit up.

Once again, I extend my heartiest congratulations and best wishes to you.

Purnima

5. Sample of a formal message of congratulations

Congratulations!!!



Sunita Chaudhary

We'd like to extend our heartiest congratulations to Ms. Sunita Chaudhary, a student of class seven of our school, for her first position in the district-level dance contest. She has won the title 'School Dance Idol' and received a cash prize of Rs. 25,000.

Her success not only reflects her personal abilities but also the guidance and support provided by her teachers, mentors, and family. She has become a role model for all the students. The school family is proud of her achievement.

Head Teacher & School Family
Kalika Secondary School, Dailekh

6. Sample of a message/note of condolence

May 6 2023

Dear Punya,

I am so sorry to hear about the tragic death of your father. When I heard the news, I was stunned. I couldn't believe my ears. I know how you must be feeling.




Mr. Singh was a great person. He was loving, helpful and friendly. He helped the poor and the needy in many ways. Besides that, he was a famous teacher of science. He was always professional. He was popular among all. He will be sadly missed.

My heartfelt condolences go out to you and your family. May the departed soul rest in peace in heaven!

With deepest sympathy,
Laxman

7. Sample of a formal message of condolence

CONDOLENCE

		
Date of Birth July 5, 1965		Death Nov 4, 2023

Late B.L. Singh

We express our deep sympathy and grief at the sudden and untimely demise of Mr. B.L. Singh, a science teacher at our school.

Mr. Singh was a dynamic person. He was loving, helpful and friendly. He was the role model of our school. He was equally liked by all the students, parents and teachers. Unfortunately, he was killed in a bus accident near Kohalpur, Banke. He will be sadly missed.

We extend our heartfelt condolences and deep sympathy to his bereaved family and relatives. May the departed soul rest in peace in heaven!

Head Teacher & School Family
Shree Suryodaya Secondary School, Banke

8. Sample of a happy New Year message

To:
Date:
Add Cc/Add Bcc:
Subject:

Dear Anu,

Here's to a fresh start and a bright new year. Happy New Year!
Thank you for being a part of my journey and for the memories we have created together. Your friendship has been a source of strength and inspiration, and I am truly fortunate to have you in my life.
May the coming year be filled with new opportunities, exciting adventures, and moments of happiness and success!

Cheers to an amazing year ahead!

Warmest regards,
Paru

9. Sample of a happy birthday message

Dear Pasang,

"Happy birthday! May this year bring you exciting adventures, great achievements, and all the happiness your heart desires! You are an incredible person, and I feel so lucky to know you. Enjoy your special day to the fullest and make beautiful memories. Cheers to another amazing year ahead! Happy birthday!"

Wishing you a day filled with joy, laughter, and unforgettable moments.

Navin

10. Sample of an invitation message

October 25, 2023

Dear Salina,

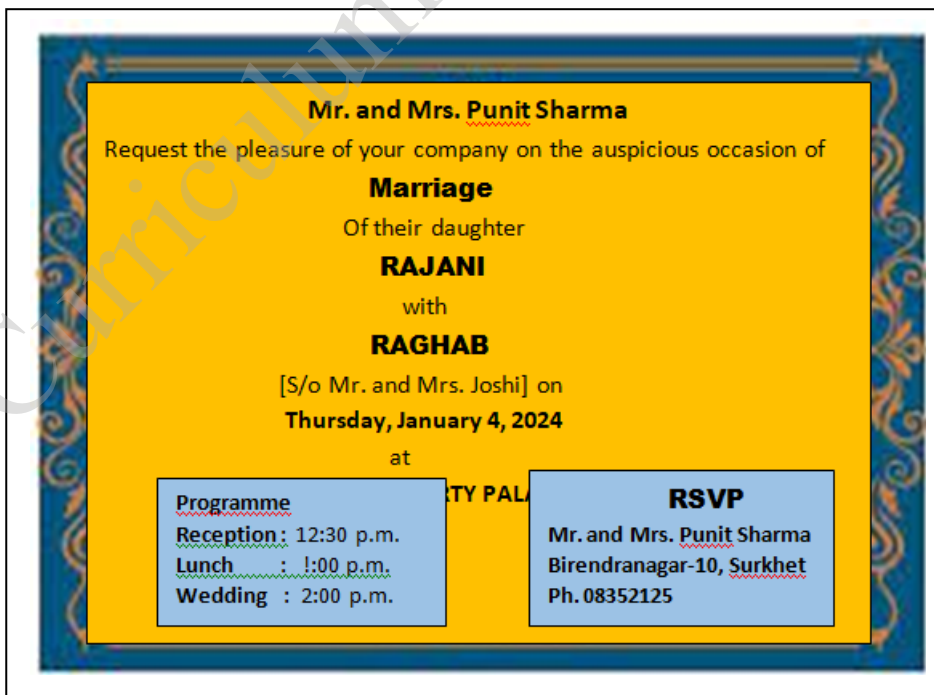
You will be glad to know that my birthday comes off on 29th October. I have arranged a small party at our house in the afternoon, starting at around 5 p.m. on that day. I would earnestly request you to join the party. Milan, Anuja, Lila and some other friends have agreed to attend it and I sincerely believe you will also join us.

There will be lots of fun at the party. I am looking forward to seeing you.

Yours truly,

Bibek

11. Sample of an invitation card



Tasks for further practice

1. Suppose you receive a phone call of your father in his absence and have the following conversation with the speaker. Write a message for your father as you have to go for your tuition class.

Mr. Shrestha: Hello, is this 08521253?

You: Yes. May I know who's calling?

Mr. Shrestha: I am Pritam Shrestha. Can I talk to Mr. Limbu?

You: I am afraid Daddy is not at home. Do you have any message for him?

Mr. Shrestha: Yes, please tell him that the meeting fixed for tomorrow i.e. 4th April has been postponed.

Your: OK. Anything else?

Mr. Shrestha: Please tell him that we shall let him know when the next date for the meeting is fixed. Also remind him to phone me this afternoon.

You: Ok uncle, I shall tell Daddy when he comes back.

2. Tulsi, Anita's mom, had to go to her uncle's house to see her sick aunt. She writes a message to Anita saying that she will arrive home in the late evening and she has left the key with Manamaya, her aunt. Her snack is in the fridge and she can heat and eat it. Now, write a message to Anita.
3. Suppose you were away from school to attend your uncle's wedding. Write a thank you note to your friend for helping you complete your project work of science. Use the given clues.

your being away for four dayswhile in return, the submission date of the project was over... two days' additional time granted to youhelped by your friend.....submitted the workgrateful to him/her

4. Suppose your friend has stood first in the province level table tennis tournament. Write a short email message of congratulations on the basis of the clues in the box.

*Yamuna Rai.....bagged a gold medal in Bagmati Provincial Tennis Tournament
.....cash prize Nrs. 20,000*

5. Suppose your English teacher has been awarded with the title 'Best Teacher of the Province'. Write a message of congratulations to be published in a newspaper using the given clues.

Name of the teacherawarded with a certificate, medal and cash Nrs. 50,000 by the Karnali Provincial Government on Education Day

6. Write a short email message of apology to your friend as you failed to make an appointment with him or her yesterday. Use the hints in the box.

appointment time: 2 p.m. in a parkgrandfather had a heart attackwent to the hospitalforgot to callsorry for not informing

7. Suppose your parents are going to celebrate their Silver Anniversary tomorrow among their relatives, friends and well-wishers. Compose a short invitation email message to your best friend. Use the given hints.

venue and time of the partyinvitees to the event exciting party with great food, music, and entertainment

8. Suppose your maternal grandmother has died. Write a formal message of condolence to be published in a newspaper using the given clues. (Write XYZ as your address.)

Mrs. Shahi 67 years a very laborious farmer always worked hard to feed the family main breadwinner of the family loved and helped all popular in the village never be forgotten

9. Can you write an invitation message inviting your friends and loved ones to join you in celebrating a special occasion? Use the clues in the box.

Name of the special occasionplace, date and time of the eventinvitees..... activities that are taking place at the event

10. Write a short message to someone wishing him/her a happy birthday. Mention your friendship or relation with him/her as a true bond and extend him/her your prayers that he/she may be blessed with success, happiness, adventurous experiences and positive changes in the days ahead.

11. Write a message to a friend extending best wishes on the occasion of one of the festivals viz. Dashain, Tihar, Eid, Christmas, Loshar, etc.

12. Now, write short messages to your friend in the following situations.

- a. Your school starts at 9:00 a.m. tomorrow.
- b. The cricket match for tomorrow has been postponed for the day after tomorrow.

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Unit 5: Writing Short Dialogues

A dialogue, in simple words, is a conversation or exchange of ideas between two or more people on a particular topic. Dialogues can occur in various settings, such as in person, over the phone, or even through written communication.

The purposes of engaging dialogues include sharing information, building relationships, expressing thoughts and ideas, solving problems, making decisions and more.

Look at these dialogues.

Sample 1: A dialogue in person

Greetin	Prem : Hello Mohini, what's up? Mohini : Hi, friend! I'm just getting ready for dinner.
Question- answer or Discussion on thetopic	Prem : How do you think of enjoying a picnic? Mohini : A good idea indeed. Let us fix up a date and the venue. Prem : What about going to Nagarkot next Saturday? Mohini : Oh, that's fine. Who will be with us? Prem : Only your brothers, sister, my nephew and sister. Mohini : When shall we start? Prem : We shall start at 7 a.m. from our residences. Mohini : What about the menu? Prem : Briyani, chicken and salad. Don't you like them? Mohini : Of course.
Farewell	Prem : I shall take my camera to take snaps. Mohini : That's fine. Goodbye. Prem : Goodbye.

Sample 2: A telephone dialogue

Greetin	Puja : Hello? Rita : Hi! It's Rita. How are you? Puja : Oh, hi! I'm good, thanks. How about you?
Question- answer or Discussion on the topic	Rita : I'm doing well too. Hey, I wanted to ask if you want to come over and play at my house this afternoon. Puja : That sounds fun! But I have some homework to finish first. Can we meet later in the park instead? Rita : Sure, that works! What time should we meet at the park? Puja : How about 4 o'clock? Rita : Sounds good! See you at 4 then. Don't forget to bring your soccer ball!
Farewell	Puja : I won't forget. See you later! Rita : Bye!

Guiding instructions for dialogues

A. Language functions in dialogues

Language functions	Examples	
	Structures	Responses
Greeting	<ul style="list-style-type: none"> • Good morning/afternoon/evening, how are you? • Hello/Hi, [First name], how are you? • Morning/Afternoon/Evening! How are you? 	<ul style="list-style-type: none"> • Good morning/afternoon/evening. I'm fine, thanks. How about you? • Hello/Hi, [First name]. Not bad/Pretty well. Thanks. And how are you?
Farewell	<ul style="list-style-type: none"> • Goodbye! • Bye-bye! • Take care. • See you again/soon/tomorrow/later. • Have a great day. • Have a safe journey. • All the best. • Have a wonderful time. 	<ul style="list-style-type: none"> • Goodbye! • Bye-bye! • Take care too. • See you again/soon/tomorrow/later. • Have a great day too. • Thank you. • Thank you, all the best to you too. • Thank you, you too.
Introducing	<ul style="list-style-type: none"> • Hi/Hello, my name is... What is your name? • I'd like to introduce myself. My name is ... • Hi, I'm What about you? • Hi, it's [Name] here. 	<ul style="list-style-type: none"> • Hi/Hello, my name is.....Nice to meet you. • Hi, I'mGlad to meet you. • Hello [Name], pleased to meet you. I'm[Name]
Introducing others	<ul style="list-style-type: none"> • This is [Name], [he/she] is my [relationship]. • Allow me to introduce [Name], [he/she] is [details about the person]. • Meet [Name], [he/she] is [occupation or role]. • I'd like you to meet [Name], [he/she] is [brief information about the person]. 	<ul style="list-style-type: none"> • Hello [Name], nice to meet you. • Hi [Name], pleased to meet you • Nice to meet you too, [Name]. • It's a pleasure to meet you, [Name].

Thanking	<ul style="list-style-type: none"> • Thank you. • Many thanks. • Thank you for your kind information. • Thank you for your support. • Thanks a lot. • Thank you for calling/Thanks for the call. 	<ul style="list-style-type: none"> • You're welcome. • My pleasure. • It's okay. • No need to thank me. • That's all right.
Requesting to do something	<ul style="list-style-type: none"> • Please[action] • Can/Could/Would you[action]? • Would you mind[action]? • I was wondering if you could [request]. • Could I ask you to[action]? • I kindly request you to..... [action]. 	<ul style="list-style-type: none"> • Sure, I can do that. • Of course, no problem. • I'd be happy to help. • Certainly, just a minute. • I'm sorry, but I can't[reason].
Suggesting Advising	<p>How about[action]?</p> <p>It might be a good idea to....[action]</p> <p>You should [action].</p> <p>I recommend[action].</p> <p>It would be a good idea to[action]</p> <p>Why don't you[action]?</p>	<ul style="list-style-type: none"> • I like that idea, let's give it a try. • Thank you for the advice, I will consider it. • That's a good suggestion; I'll give it a try. • I appreciate your advice; I'll think about it. • Okay, let me think it over.
Congratulating	<ul style="list-style-type: none"> • Congratulations! You deserve this success. • Congratulations on your hard work. • My sincere/heartfelt/warmest congratulations to you. • I commend you on your accomplishments/success. • Well done! 	<ul style="list-style-type: none"> • Thanks. • Thank you very much. • Thanks a lot. • Thank you for the congratulations. • Thank you for inspiring me. • It was so nice to hear from you. • Thank you for your support

Asking questions for information	<ul style="list-style-type: none"> • Where do you live? • What do you do? • How old are you? • Where are you going now? 	<ul style="list-style-type: none"> • I live in Dhangadi. • I am a farmer. • I am 30 years old. • I am going to market
Agreeing	<ul style="list-style-type: none"> • That's a good idea. • I think so, too. • Absolutely. • You are right. • I support your view. • That's true! • That makes sense. 	<ul style="list-style-type: none"> • Really? Thanks. • Yes, exactly. • I'm glad you agree. • That's what I was thinking. • I'm pleased we're in agreement.
Disagreeing	<ul style="list-style-type: none"> • I don't think so. • I disagree. • I don't think you're right. • I can't agree to that. • I know what you mean but.... 	<ul style="list-style-type: none"> • Don't you? But it is right. • Why do you think so? • You should agree because.... • I hear you, but I still hold a different view. • I understand your view, even though I disagree.

B. Tips for composing dialogues

- * **Begin a dialogue with proper greeting between or among the characters.**
- * **Then, enter the topic through one of the characters as in the following ways:**

Any information or confirmation questions

- What do you think about[Topic]
- Are you free this afternoon/evening/Saturday etc.
- What do you think of[Topic]?
- What are your plans for the weekend?
- What about going to[Place/Program]?
- I'd like to speak to[Name].
- Can you help me?[Problem]
- Have/Did you[Action]? Etc.
- Let's[Action], shall we?

- * **Answer the topic or question briefly.**
- * **Focus on the topic of discussion and give details about it.**
- * **Cross-question when necessary in the flowing ways:**

- Can you give me an example to illustrate your point?
- But why/how/when/where can/should/will we/you.....[Action]?
- I think so. Do you agree?
- Could you expand on that idea?
- How do you feel about this?
- Am I right on the subject?
- Are we doing that right?
- What are some specific reasons or factors behind your statement?

* **Use the words or intensifiers to convey emotions, attitudes, or emphasis.**

<ul style="list-style-type: none"> ○ Yes, sure. ○ I agree. ○ Absolutely. ○ Exactly ○ That's right ○ You're right. ○ No, I disagree. ○ I'm afraid I can't agree. ○ Incredible! ○ Fantastic! 	<ul style="list-style-type: none"> ○ Certainly. ○ Definitely. ○ Oh, my god. ○ Really? ○ Good news! ○ I like it! ○ That's surprising! ○ Amazing! ○ I love it! etc.
--	--

* **Conclude the dialogue with appropriate farewell expressions.**

Let's see some other specimen dialogues.

Two friends talking about visiting a museum

- Roshan:** Hi Manoj, do you have any plans for next Saturday?
- Manoj:** No. What about you?
- Roshan:** I think I'll visit a museum. Have you visited any museum in Nepal?
- Manoj:** Of course. I visited the national museum in Kathmandu last year. I was really impressed with the large number of weapons, art and cultural and historical things.
- Roshan:** Can we get information about great people?
- Manoj:** Yes, we can. There is information about great people, inventions, cultural heritages etc. You can see valuable antiques there.
- Roshan:** Thank you for the information. I'm excited to visit a museum.
- Manoj:** Ok. We'll talk more tomorrow. Bye.
- Roshan:** Bye. See you again.

Two friends talking about a friend's road accident

Rahul: Do you know that Manish was hit by a two-wheeler?

Priti: Oh no! When did it happen?

Rahul: He was hit by a motorcycle on his way back from school yesterday.

Priti: How did it happen?

Rahul: He was crossing the road at a zebra crossing when a speeding motorcyclist jumped

the traffic light and knocked him down.

Priti: Is he badly injured?

Rahul: He has fractured his arm.

Priti: Oh that's sad! I suppose he will not be able to participate in the Inter-school swimming competition next week. He was sure to have won the trophy this year, too.

Rahul: Yes. He was quite upset about it.

A student and a teacher talking about the preparation for the exam

Student: Sir, my examination is round the corner. Can you give me some instructions on how to prepare?

Teacher: Certainly! But first, get rid of your mobile. That is a major distraction.

Student: Ok, sir.

Teacher: Read your texts thoroughly, for you must have all the information while you study.

Student: Sir, I have a problem in memorizing.

Teacher: Instead of learning, try to understand it. Try to concentrate on one major theme at a time until you grasp it well.

Student: Sir, a few of my friends were planning to do group study. Will it be useful?

Teacher: Yes, definitely. You also must solve old question papers because those will help you get acquainted with the format of the questions.

Student: Thank you, sir.

Teacher: If you need anything else, let me know.

Student : Sure, sir.

A guardian talking to the class-teacher of his child

Guardian: Good morning, sir! You asked me to see you.

Class-teacher: Good morning. Your son is Amar, isn't he?

Guardian: Yes, sir.

Class-teacher: I want to tell you that he is not careful in his studies.

Guardian: Which subjects is he weak in?

Class-teacher: Particularly in English.

Guardian: But he got very good marks in half-yearly exams.

Class-teacher: Yes, I know but he did copy at that time.
Guardian: Very sorry, and what about other subjects?
Class-teacher: He performance in math isn't also satisfactory.
Guardian: What about his conduct?
Class-teacher: That's alright. Don't worry.
Guardian: What do you suggest to improve his math?
Class-teacher: I suggest that you should arrange a tutor for him.
Guardian: I will do so. Thanks for the suggestions.

A student talking to the librarian about a lost book

Student: Good morning Sir!
Librarian: Good morning! How can I help you?
Student: Sir, I have lost a book from the library that was issued to me last week.
Librarian: (Asks name and checks the issue record). You were issued two books last week.
 Which book did you lose?
Student: 'China Harayako Manchhe.'
Librarian: Oh! This was actually the only copy in our library. It is not easily available in the market. You should have been careful about this.
Student: I am extremely sorry for this. Please guide me, what I should do now?
Librarian: You have to purchase the same book from the market and submit it here. In case the book is not available, you have to pay the fine.
Student: Sir, I will try my best to get the copy of the book. What would be the deadline to submit the new copy?
Librarian: You can submit it till next Friday.
Student: All right Sir. Thank you.

A customer talking to the salesman at a store

Salesman: Good morning. How can I help you, sir?
Customer: I'd like to see some shoes. Do you have shoes for grown-up ladies?
Salesman: Certainly, sir. We have the latest arrival in stocks.
Customer: It's my wife's birthday today. So, I need a modern and latest brand for her.
Salesman: Here we are. I'll show you what we have in stock.
Customer: I'm really looking for high heels which suit her party dress. Low heels are old-fashioned
Salesman: What size would be fit for her, sir?
Customer: Size three and a half
Salesman: Oh, sorry, sir. This size is not here. You can see them in the next showcase.
Customer: Thank you

A guest talking to a hotel receptionist about a room

Receptionist: Good morning, Sir. Can I help you?

Guest: Yes, I need a single bedroom.

Receptionist: No problem, Sir. How long will you stay here?

Guest: I have to stay three nights. What facilities do you provide?

Receptionist: All kinds of modern facilities! The rooms are cozy and comfortable. They have attached bathrooms with all modern facilities.

Guest: I see. Please book a room for me.

Receptionist: Okay, Sir. Which floor do you prefer?

Guest: I would prefer the first floor.

Receptionist: Then, I think Room No. 210 will be quite alright for you. Here is the register. Please put in your particulars and your signature as well.

Guest: Okay. How much should I pay now?

Receptionist: NRs 2,400 only for three nights.

A patient talking to the doctor about his problem

Patient: Hello doctor, good morning.

Doctor: Good morning, have a seat. Please tell me what happened.

Patient: (showing the knee) For the past few months, I have been experiencing a severe pain in my left knee whenever I stand up or walk long distances.

Doctor: (checking the knee) Yes, it is slightly swollen, but probably nothing is broken. Can you please stand up for me?

Patient: (stands up) It really hurts when I try to stand.

Doctor: Did you fall down or hit your knee somewhere?

Patient: No doctor, as far as I remember I didn't hurt my knees.

Doctor: Okay, so I'm giving you Ibuprofen. It will help bring down the swelling and pain. Have the medicines for two days and come back for another check-up once the swelling is gone.

Patient: Sure doctor. Thank you.

Doctor: You are welcome.

Tasks for further practice

A. Broken Dialogues

1. Nabina and Nita are discussing birthday presents for their dad. Complete the dialogue with the words from the box and act out the dialogue.

Let's sounds good	How about don't think so	Why don't Shall we	I don't think perfect	What about
-------------------	--------------------------	--------------------	-----------------------	------------

Nabina: It's Dad's birthday on Friday. buy him some socks?

Nita: that's a good idea. Socks are such a boring present to give someone.

Nabina: taking him to a football match then?

Nita: Hmm. I The tickets would be quite expensive. we make a birthday cake for him?

Nabina: We are both terrible at cooking. buying him a watch?

Nita: Yes, that He doesn't have a watch. go to the shopping mall this afternoon and buy one.

Nabina: That's

2. Complete the following conversation with appropriate expressions from the box.

<i>I am fine.</i>	<i>I did well.</i>	<i>Can you bring it back tomorrow?</i>
<i>How are you?</i>	<i>Let's go to the class.</i>	

Ronish: Hi, Ramila.....

Ramila: Thank you.

Ronish: How was your exam yesterday?

Ramila: What about yours?

Ronish: I also did well. Will you please give me your notebook today?

Ramila: Of course. But, I need to read it tomorrow.

Ronish: Sure. Don't worry.

Ramila: Thank you Ronish. It's time for our class.

Ronish: Yes, let's go.

3. Complete the following dialogue using the appropriate sentences/phrases from the box below.

Amrita: Neeta, why are you rubbing your eyes?

Neeta: I feel acute irritation in them.

Amrita:

Neeta: It is due to air pollution.

Amrita:

Neeta: These fumes have poisonous gases.

Amrita: Yes, it has sulphur dioxide and nitrogen oxide.

Neeta: How would sunglasses help?

Amrita:

Neeta: Then, I'll also wear mine from tomorrow.

Amrita: Yes,

- | |
|---|
| <ul style="list-style-type: none">i. you should do that.ii. I forgot to bring my sunglasses today.iii. They shield the eyes from harmful gases.iv. Oh yes, the air is full of fumes.v. What is the reason for this? |
|---|

4. Complete the following dialogue using the appropriate sentences/phrases from the box below.

Receptionist: Dr. Khadka's clinic. How may I help you?

Patient: I'd like to make an appointment to see the doctor.

Receptionist:

Patient: I have a slight fever and aches and pains.

Receptionist: OK, Dr. Khadka can see you tomorrow. Can you come in the morning?

Patient:

Receptionist: How about 10 o'clock?

Patient: Yes, it's okay.

Receptionist: By the way,

Patient: Yes, it's Seema Chand.

Receptionist: Yes, here you are. OK, I've scheduled for ten o'clock tomorrow morning.

Patient:

Receptionist:

Patient: Thank you. I'll do my best. Goodbye.

Receptionist: Goodbye.

- i. may have your name?
- ii. Thank you very much.
- iii. Yes, tomorrow morning is fine.
- iv. Drink plenty of warm fluids and get a good night's sleep!
- v. Certainly, what is your problem?

5. Complete the following dialogue using the appropriate sentences/phrases from the box below.

Binod: How is your study going on Rama?

Rama: Very fine.

Binod: Oh, mine isn't well, you know. Our teachers are not regular and punctual. There are no strict rules and regulations at my school.

Rama: How will you improve your study, Binod?

Binod:

Rama: If so, you can join our school. There are qualified teachers, helpful and hardworking classmates. We have the facility of a modern IT lab, too. Terminal examinations are held on fixed time tables.

.....

Binod: You're right. Your school is getting good results every year.

.....

Rama: Good idea!

- i. So, I think my school is providing quality education in this area.
- ii. I will request my parents to transfer me to your school today.
- iii. I think I'll change my school.
- iv. What about yours?
- v. I'm sorry to hear that.

6. Complete the following dialogue using the appropriate sentences/phrases from the box below.

Soniya: Hello, Sujan!

Sujan: Hi, Soniya. Is that right?

Soniya : Yes, I have decided to visit Lumbini.

Sujan: Oh, excellent decision! Yes, during the last summer vacation I visited Lumbini with my father.

Soniya: Nice! What is Lumbini famous for?

Sujan: Lumbini is a place of historical interest. Many people from home and abroad come there.

Soniya: What important things did you see there?

Sujan: The Maya Devi Temple dating from the 3rd century BC, the Ashoka Pillar, Buddhist stupas, etc.

Soniya: Would you please tell me about the Maya Devi Temple?

Sujan: Yes, There are drawings showing his birth. Inside the complex of the temple, there is a sacred garden, a pool of water, the Ashoka Pillar and the sacred Bodhi Tree. They are proving the birth spot of Gautam Buddha.

Soniya: Thank you for the information.

Sujan: You are most welcome. Have a nice visit.

- i. It is the place where Gautam Buddha was born.
- ii. I think I should visit the place soon
- iii. I hear you are going on a tour.
- iv. It is the birth place of Lord Buddha.
- v. Have you ever visited Lumbini?

7. Complete the following dialogue using the appropriate sentences/phrases from the box below.

John: Well, here we are.

Julia: Yes, it's lovely! Very nice!

John: Let's go and sit in the corner there, shall we?

Julia: Yes, that would be better.

John: Now, then, could you ask the waiter, Julia?

Julia: Well,

John: We haven't got one here.

Julia: Waiter! Waiter!

Waiter: Yes, Madam?

Julia: Er, we haven't got a menu.

Waiter: Oh, I'm sorry

Julia: It's okay.

Waiter: Here's the menu, sir. Sorry for the trouble

- i. Let's see what services we can get here.
- ii. Can I help you?
- iii. I'll bring it to you straight away.
- iv. we need a menu first, don't we?
- v. Do you like the place?

8. Complete the following dialogue using the appropriate sentences/phrases from the box below.

Journalist:

Rajesh: Sure, I get up early - at 7 in the morning. Then I have breakfast. After breakfast, I go to the gym.

Journalist:

Rajesh: Yes, I'm working on a new film called "Ek Barko Jindagi".

Journalist: What do you do in the afternoon?

Rajesh:

Journalist: Which scene are you acting today?

Rajesh: I'm acting in a scene of an angry lover.

Journalist: That's very interesting. What do you do in the evening?

Rajesh:

Journalist: Do you go out at night?

Rajesh: Not always, I like going out at weekends.

Journalist:

Rajesh: It's my pleasure.

- i. I go home and have dinner and study my scripts.
- ii. Thank you for taking some time off from your busy schedule.
- iii. First I have lunch, and then I go to the studio and shoot some scenes.
- iv. Are you working on any films these days?
- v. Could you tell us about an average day in your life?

9. Complete the following dialogue choosing appropriate sentences from the box given below.

Costumer: Hello, I am looking for a T-shirt.....?

Shopkeeper: Certainly madam. What kind of T- shirt do you want?

Costumer: Perhaps a woolen one.

Shopkeeper: How about this?

Costumer: Yes, but it's too heavy.

Shopkeeper: How about this yellow one?

Costumer: Hm. It's quite nice but it's too short, and.....

Shopkeeper: What colour do you want?

Costumer: Oh, red or brown.....

Shopkeeper:

- i. It is very attractive.
- ii. I don't know really.
- iii. Can you show me one?
- iv. I don't like the colour very much.
- v. Have you got anything lighter?

10. Complete the following dialogue choosing appropriate sentences from the box given below.

Patient: Excuse me, doctor. May I come in, please?
Doctor: Yes, you can. Please sit down and tell me your problem.
Patient: Sir,
Doctor: OK. First, get your stool tested and
Patient: All right, doctor.
 [After sometime]
Patient: This is the pathology report.
Doctor: Let me see it. Well, you have gastritis.
Patient: What should I do, doctor?
Doctor: Don't leave your stomach empty. Take the medicine according to the prescription and see me after two weeks.
Patient: Thank you, doctor. I'll do so.

- i. Here you are, doctor.
- ii. well, you shouldn't eat spicy and oily food
- iii. I have stomach pain. I can't digest anything.
- iv. show me the report.
- v. You must be careful about your food.

11. Complete the following dialogue with the correct expressions from the box given below.

Customer: Good afternoon!.....
Chemist: Let me first look at the whole prescription. Hum! Oh I'm sorry.....
Customer: Brother I will take another drug with the same formula.
Chemist: Well, I do have another one,
Customer: Even in an emergency?
Chemist: If I were you.....
Customer: Thank you so much.

- i. I'd go back to the doctor and ask him about alternatives.
- ii. This one at number three is not available.
- iii. Can you make up this prescription?
- iv. Yes, that's a good idea!
- v. But I can't sell any drug without a doctor's prescription.

12. Choose the correct expression from the box and complete the dialogue.

- Is there any chance of an appointment with Dr. Singh today?
- But, he might be able to see you at 5 pm.
- I had my teeth filled by Dr. Singh two weeks ago.
- That would be great.
- What the problem is

A: Hello, No Pain Dental Home. How can I help you?

B: Hello.

A: Could you tell me exactly

B: Yeah, Now, it is broken, and it's really, really uncomfortable.

A: Well, let me see. Dr. Singh is very busy today. Is that ok?

B: Any earlier?

A: Yes, if he comes early, he'll be here at 3:00 pm.

B: Oh,

A: Could I take your name please?

B: Yes, it is Simran.

A: Thank you Simran. See you at 3:00 p.m.

13. Read and complete the following conversation using any correct expressions of your own.

Joe: What did you do yesterday?

May: Not much, I read a book. ?

Joe: I watched TV for a couple of hours and went to bed early. I've been really tired lately.

May: What from?

Joe: Nothing in particular, I think I'm just bored.

B. Composing Dialogues

1. You and your friend are planning for a picnic next week. Compose a dialogue that takes place between you.
2. Write a dialogue between two friends about planning a picnic.
3. Compose a dialogue between two friends about visiting a zoo.
4. Write a dialogue between two friends about the importance of ICT. Include at least five exchanges.
5. Compose a dialogue that takes place between you and your friend. Include examples of surprise and dismay.
6. Write a dialogue between a customer and a salesman about the purchase of jeans and jackets. Write at least five exchanges.

7. Write a dialogue between a teacher and a parent who inquires about the performance of his/her son/daughter.
8. Compose a dialogue between you and your father or mother in which you seek permission to watch a TV show.
9. Write a dialogue between a receptionist at a hotel and a customer about the price of accommodation.
10. Compose a dialogue between you and your friend about air pollution in your area.
11. Write a dialogue between a waiter and a customer about ordering and serving some special food items. Write at least five exchanges.
12. Suppose you are introducing two of your friends to each other. Compose a dialogue that takes place during the introduction.
13. Compose a dialogue between you and your friend talking about your plan to visit Lumbini.

ΩΩΩ

Unit 6: Writing Personal Letters and Emails

A personal letter is a type of informal letter that usually concerns personal matters and is sent from one individual to another. It is usually handwritten or typed, and it can be sent through postal mail or delivered in person. On the other hand, an email (short for electronic mail) is a digital form of communication exchanged between individuals using electronic devices such as computers, smart phones, or tablets.

The purpose of personal letters and emails is to foster and sustain personal connections, express thoughts and emotions, and share personal experiences with family, friends, or acquaintances.

Let's examine these samples.

Sample of a Letter

Sender's address	→	Gokarneshwar-4, Kathmandu
Date	→	April 6, 2024
Salutation	→	Dear Eliza,
Introduction	→	Thank you for your last letter. It was nice to hear from you. You asked me to tell you about my trip to Chitlang. So, here we go.
Main content	→	<p>You know that Chitlang is a beautiful village in Makawanpur district. We were six people in our tour. It was a one night and two days' package tour. Having reached Chitlang, we had Newari snacks at Chitwan Organic Village Resort. It was like a piece of heaven. We could see delightful scenes like green dense forests, Nepali and foreign visitors and striking landscapes. In the evening, we enjoyed a barbeque of fish around a campfire. Then we enjoyed a local cultural show. We slept in tent houses that night.</p> <p>In the morning, the weather was chilly. We enjoyed peaceful walks around Chitlang through beautiful forests, goat farming, peach gardens, and so on. After snacks, we enjoyed the quad bike adventure through rice fields, forests, mud tracks and cultural heritages. Having had our meal at 11 a.m., we went to the largest man-made lake of Nepal called Kulekhani. We enjoyed boating there for two hours. We took our photographs of happy moments and returned back.</p>
Conclusion	→	I wish you could have been there with me, experiencing all these incredible moments together. I recommend you to visit Chitlang in the future.
Subscription	→	Take care, my dear friend, and let's plan an adventure together soon!
Signature/Name	→	Warmest regards, Elina

Sample of an Email

Receiver's address	To:	rahul2010@gmail.com
	Add Cc/Add Bcc:	
Subject line	Subject:	My new school
Salutation	Dear Rahul,	
Opening	I hope this letter finds you in good health and high spirits. I wanted to share with you the exciting news about my new school.	
	I have recently joined my new school in Surkhet. The name of my school is Amar Jyoti Secondary School. It is a model school of Nepal. There are more than three thousand students. The school has very attractive buildings. The classrooms are big, airy and spacious. The furniture is comfortable and attractive. The surroundings are neat and full of greenery. There are two big playgrounds.	
Main content	The teachers use the latest technology for explanation and for giving assignments. The school boasts state-of-the-art facilities, including computer labs, interactive smart boards, and access to educational software. Emphasis is not on cramming but on learning by doing. Learning is fun and I look forward to going to school every day. Rapport between the teachers and children is also good. We are not scared of our teachers, and corporal punishment is banned in our school. In fact, our school is a child-friendly institution. There are different clubs that carry out different co-curricular activities.	
Conclusion	In conclusion, my new school has exceeded my expectations in every way. I feel fortunate to be part of such a welcoming and inclusive environment.	
	I look forward to staying connected and sharing our new chapters in life.	
Subscription	Love,	
Signature/Name	Jiten	

Parts of a letter/email

1. The Address

Letter	Email
The writer's address is written at the top left/right corner of the page. Notes:	From (Sender's email address): It is usually automatically filled by the email clients like Gmail, Apple Mail, Yahoo Mail, etc.

(i) In formal and official letters, it is written at the top left corner only.	To (Receiver’s email address): We need to type it. CC (Carbon copy) adds the e-mail address of another recipient. (The recipient is visible to others on the email BCC (Blind carbon copy) includes the address added to the recipient list. (The recipient is not visible to others on the email.)
(ii) In informal letters or casual letters, the sender’s address is optional.	

2. The Date

The date is written two lines below the address in the following format:

British : day-month-year	<i>1 July 2024</i> <i>1st July 2024</i>	<i>There is no comma between the date and the year in British style.</i>
American : month-day-year	<i>July 1, 2024</i> <i>July 1st, 2024</i>	<i>Put a comma between the date and the year.</i>

Note: The date is usually automatically filled by the email clients.

3. The Subject

Style	Informal	Formal
Letter	Not mentioned	Mentioned
Email	Mentioned	Mentioned

4. The Salutation

It is the form of the greeting to the person to whom the letter/email is written. It varies from person to person depending on the degree of intimacy. We use a comma after the salutation.

Common forms of salutation and subscription

Relation	Salutation /Greeting	Subscription/Closing
Relatives a) Elder b) Younger	(a) My Dear/Dear Father/Uncle, (b) Hi/Hello/Dear [First name],	With love, Lots of love, Yours lovingly, Yours affectionately, Your loving/affectionate + Dad/Mum/Aunt/First name

Friends	Dear [First name], Hello [First name], Hi[First name], Hey [First name],	Best regards, /Warmest regards, / Yours truly, /With love, /Take care, /Hugs and kisses, /Yours sincerely, /Sincerely yours, /Ever yours, /Yours, + [First name]
Acquaintances	Dear Mr./Mrs. [last name], Dear [First name], Hello [First name], Hi [First name],	Sincerely, /Best regards, /Yours faithfully, /Kind regards, /Warm regards, /Regards, /Yours sincerely, /Yours truly, + [Full or First name]
Strangers	Dear Sir/Madam, Dear [Last name],	Sincerely, /Yours faithfully, / Respectfully, /Best regards, Kind regards, /Yours truly, + [Full name]
Teachers Professors Principals	Dear Mr./Mrs./Ms. [Last name], Dear Professor [Last name], Dear Dr. [Last name], Dear [Title] [Last name] (e.g., Dear Principal [Last name]),	Thank you, /Sincerely, / Respectfully, /Best regards, Yours faithfully, /Gratefully, With appreciation, / Yours obediently, / Yours sincerely, + [Full name]
Newspaper Editors	Dear Sir/Madam, Dear Editor,	Best regards, /Yours faithfully, /Thank you, Respectfully yours, + [Full name]

5. The Body

This is the main part of the letter where we can share your thoughts, experiences, or stories and provide information. It is generally divided into 3 parts:

- ◆ **Introduction:** It is the opening paragraph where you introduce yourself or establish the purpose of the communication. It sets the tone and provides context for the rest of the letter or email.
- ◆ **Main contents:** The main content of the letter or email contains your message. Here you share information, ask questions, or discuss specific topics. The body can be divided into multiple paragraphs to organize the information effectively.
- ◆ **Conclusion:** Here we can summarize our main points, offer solutions or suggestions, or express your desired outcome.

Some common expressions for ending letters:

- ⊕ Anticipating the pleasure of meeting you soon.
- ⊕ Can't wait to meet you face-to-face.
- ⊕ Counting down the days until we can meet.
- ⊕ Eagerly anticipating our upcoming meeting.
- ⊕ Hope you will write/visit me soon.
- ⊕ Hoping for the chance to meet you in the near future.
- ⊕ Hoping to hear from you soon.
- ⊕ I hope to hear from you very soon.
- ⊕ I look forward to seeing you soon.
- ⊕ I'm looking forward to hearing from you soon.
- ⊕ Longing for the opportunity to meet you in person.
- ⊕ Looking forward to meeting you in person.
- ⊕ Once again, thank you for your time and consideration.
- ⊕ Please pass/convey my best regards to your parents and love to your brother/sister.
- ⊕ Please pass/convey my kindest regards to your mom and dad.
- ⊕ Thrilled at the prospect of meeting you soon.

6. The Subscription

After the ending, the subscription is written. It shows respect, affection and other feelings the writer wants to express. It begins with a capital letter and may be placed on the right or left hand side of the page at the end of the body of the letter. (*See the forms of salutation and subscription below.*)

- 7. The signature/name:** Just below the subscription, the signature and the name of the sender are mentioned. But in emails, the signature is just the sender's name.

Types of personal letters

1. Informative letters/emails

These letters convey specific details, news, or facts to the recipient, such as sharing information about an event, providing updates on personal matters, or offering insights on a particular topic.

Sample 1. Write a letter to a friend informing him/her of your favourite festival.

Rajbiraj-4, Saptari

15 July 2022

Dear Salim,

I am very glad to receive your letter this morning. Thank you very much for your letter. I knew many things about your favourite festival Eid. As you want to know about my favourite festival, I'm telling you about the same here.

Well, I like several festivals. But Holi is my favourite festival. You know that Holi is a festival of colour. It is the most popular festival in our region. It is a spring festival. It comes off in March. In this season, nature is also colorful. The festival is celebrated with great joy. In my community, everybody enjoys Holi.

On the day of Holi, we play with colored water. Young guys mix colors and water. They throw the coloured water on each other. Even the adults make their group. They take colorful powder and go to the streets. They smear powders on each other. Husbands and wives also play Holi. Similarly, we sing and dance. We eat tasty food items. Everybody is in a jolly mood. In fact, Holi is a gala festival. It offers us joy, pleasure and fun. It has become a sign of brotherhood. Holi is not the festival of a single religion. Today people of all religions play Holi. Holi has been a symbol of unity and brotherhood. People forget their enmity and become friends.

That's all for today. I look forward to hearing from you about your studies. Goodbye and take care.

With love,

Arun

Sample 2. Write a letter to your friend about your school rules and regulations.

25th January 2024

Dear Trishna,

I hope this letter finds you well. I am also fine here, just missing you all a lot. I will tell you about my new school and its rules and regulations in brief.

You know that I joined the present school a month ago. It's an English medium public school. It is a model school in the district. The facilities at the school are top-grade. The teachers are loving, caring and friendly. The school starts at 9 a.m. and ends at 4 p.m. Like at my previous school, we have to follow different rules and regulations here.

Let me start from the school uniform. We must be in the school uniform. However, we are allowed to wear casual dresses on Fridays. Another important aspect is punctuality. We must arrive at school by 9 a.m. Those who are a little late are not allowed to enter the school gate. Similarly, mobile phones are strictly prohibited here. Even teachers aren't allowed to enter the classrooms with their mobiles. This is a co-ed school. So, boys and girls can sit together.

We are supposed to clean our classrooms ourselves. Shouting, fighting and bullying are forbidden in the school premises. Likewise, we aren't allowed to call our teachers with their first names.

Overall, the school has created a good learning environment with such rules and regulations. Hope you are doing well in studies. Wishing you a fantastic academic year!

Lots of love,

Amrit

Tasks for further practice

1. Suppose you went to your nearest market last week. Write an email/a letter to your friend describing your experiences. Use the guidelines given.

who you went with describe the market place things you saw and the things you liked things you bought your feeling about the market

2. Write a letter to your friend about an exciting tour you have recently made.
3. Suppose you are away from home for your study. Write a letter to your parents about your studies.
4. Write a letter to your friend informing him/her of the picnic that you have participated in recently.
5. Write a letter to your friend about your most favourite hobby.
6. Write an email to your friend telling him/her on what you did during your last summer, winter or festival vacation.
7. Write an email to your foreign friend describing how you celebrate your favourite festival.
8. Suppose you have recently read a book or watched a movie. Write a letter to your friend about it.
9. Your school is going to organise an educational tour to Lumbini. You also want to go with your school friends. Write a letter asking your sister, who lives away from home, for permission to go on the trip.

2. Thank you letters/emails

These are written to express gratitude and appreciation for a gift, favor, or act of kindness received from someone.

- Sample 1. Write a letter of thanks to your uncle for a wonderful birthday gift.**

Gunras-4, Dailekh

12th March, 2023

Dear Uncle,

I am glad that you came along with the entire family for my birthday. Hope you have enjoyed the party and reached home safe.



First of all, thank you so much for the wonderful birthday gift, a smartwatch. Wow, what a beautiful watch! I always wanted to have this kind of watch. You fulfilled my desire. The smartwatch you gifted me is absolutely amazing. So, I'm thrilled to have it. It has so many functions. It is going to be my health assistant as it can monitor my heart rate, count the steps and calories burnt. With its timekeeping and sleep tracking functions, I will be more punctual at my daily activities. It even receives notifications from the phone. In future, when I am allowed to use a mobile phone, then this watch will be fully used.

Uncle, your presence in my life has always been a source of inspiration and support. Thank you for always being there for me and for making my birthday extra special with your wonderful gift.

Once again, please accept my sincere thanks for the smartwatch. It means the world to me, and I will cherish it dearly.

Yours lovingly,
Dhruba Oli

Sample 2. Write a thank you email to one of your teachers for his/her proper guidance to you.

	16:30	
To: urmila2050@gmail.com		
Subject: Thank You		
<p>Dear Ms. Singh,</p> <p>Thank you very much for everything you have done for me this year. Your support and guidance in and out of the classroom has been amazing. I'm really grateful to you. You know that I joined this school last year. I was very weak in math. I was hopeless about my math performance. But your techniques are wonderful. Gradually you grew my interest and confidence in math. You took out your valuable time and taught me after school hours. Finally, I was able to get a good grade. Besides this, you encouraged me when I was feeling down. You helped me stay on track with my schoolwork. Your mentorship inspired me to love learning. I improved my performances in all subjects.</p> <p>Once again, thank you so much for your inspiration. I feel lucky to have you as my teacher. I appreciate everything you have done for me. I can never forget it. I look forward to learning more and more in the future too.</p> <p>With deepest appreciation, Dikpal Tharu</p>		
		Send

Tasks for further practice

1. Write a letter to your relative thanking him/her for sending you a beautiful birthday gift.
2. Write an email to your English teacher to help you improve your English.
3. Write a letter to your friend thanking him/her for lending you interesting storybooks.
4. Write a letter to the principal thanking him for providing you with a scholarship to further your study.
5. Write a thank you letter or email to your friend who invited you to his/her birthday celebration.
6. Write an email of thanks to your uncle who has sent you a mobile set.

3. Letters/Emails of congratulations

These are letters or emails sent to congratulate someone on their achievements. Basically we want to let the receiver know that we are also very happy in his/her achievement and we want to show that the receiver is a very special person of our life

Sample 1. Write a letter of congratulations to a friend who has secured a 4.0 scale GPA in his/her final examination.

Mahendranagar

12th May 2024

Dear Rupa,

I am very glad to learn that you have passed your final examinations with GPA 4.0. What an accomplishment! I most heartily congratulate you on your grand success.

Rupa, I am very proud of your hard work and dedication. Your success is really remarkable. It is said that labour never goes unworthy. You have proved it. You worked hard. You did not waste your time. You avoided bad company. Then, you deserved this result. Your parents and teachers must be feeling proud of you. In fact, this success reflects your talent, and you have set an excellent example for your peers.

Once again, congratulations on your outstanding achievement. I wish you continued success and growth in your academic journey.

Wishing you continued success and happiness in your future academic journey.

Yours sincerely,

Lila

Sample 2. Write a letter of congratulations to a friend who has bagged a gold medal in the province level karate do contest.

Bandipur-3, Tanahu

July 7, 2023

Dear Sumina,

I'm very much delighted to hear that you have won a gold medal in the interschool provincial level karate do competition. Well done! You're a genius! May this be the start of tomorrow's accomplishments! Heartiest congratulations to you, dear friend!

Sumina, your victory is the result of your determination and regular practice. Hard work never goes unrewarded, and you have proved it. You have already won many district level competitions. This time you have made your position in our province. Now you are a national level player. You have become a source of inspiration among all karate practitioners.

We all are proud of you, friend. We want to see you reach greater heights in the future. Once again, I extend my heartiest congratulations and best wishes to you. May you be blessed with greater success in the games ahead!

I look forward to seeing you soon. Goodbye and Take care.

With love,

Puspa

Tasks for further practice

- 1. Write a letter of congratulations to your friend who has won the best prize in the district level arts competition.**
- 2. Your friend has got a scholarship to study at Budhanilkantha School Kathmandu up to class 12. Write a letter or email of congratulations expressing your best wishes.**
- 3. It is the birthday of your best friend. Write him/her a letter wishing him/her congratulations.**
- 4. Draft an email to your friend who has been elected as the Students' Leader of the Year.**
- 5. Write a letter of congratulations to a friend who has passed his final exam with a GPA of 4.0.**
- 6. One of your relatives has won the gold medal in shooting in the Asian Games. Write him/her a letter or email of congratulations.**

4. Letters/Emails of apology

We apologize /say sorry when we do something wrong. We regret not being able to do something or causing some displeasure and inconvenience.

Sample 1: Write a letter to a friend apologizing for not attending his/her birthday party.

Lahan-2, Siraha
10th March 2024

Dear Sanam,

Let me express my sincere regrets for not attending your birthday party. I received your invitation and I was sure to attend the function, but circumstances did not favour me and I could not come to your place. I was eager to see you and other friends at your place.

The reason I could not attend your birthday was my grandmother's illness. On the day of your birthday, she had a sudden heart attack. So, we took her to the hospital. I had to be with her all the while. My mother had to look after my younger brother, who is not well, and my father was in Kathmandu at a business conference. My grandmother is still in the hospital. Her condition is improving. I was in such a rush that I even forgot to call you. I hope you will understand my situation and forgive me. As a gesture, I have sent you your birthday gift at your address which you will receive soon.

Please convey my regards to your parents and love to your brother. I hope to see you soon.

Ever yours,
Poonam

Sample 2. Write an apology letter or email to your friend for misbehaving him./her at school. Assure him/her that you won't repeat it again.

To:	aakasha 87@gmail.com	
Date:	March 10, 2024	7.00 p.m.
Add Cc/Add Bcc:		
Subject:	Sincere Apology	

Dear Aakash,

I sincerely apologize to you for my misbehavior yesterday. I quarrelled with you for nothing. I blamed that you had hidden by bag. Later on, I learned that it was another classmate who had done so as fun.

I must admit I behaved vary badly. I scolded you with many bad names. I even threatened to beat you. You tried to cool me down, and didn't use any rude words. When I came back home, I recalled that shameful moment. I realized how foolish I had been. Now I am writing this mail because I cannot face you. I loathe my disgusting behavior with you. It was all so bad on my part. So, now I deeply regret it.

Dear friend, I know I have no excuses, so I will not make any. I just want to tell you sorry a thousand times over for every remark I uttered. I wholeheartedly promise that I will never repeat such a thing with you. Pease forget the incident and forgive me like a big brother.

I hope to see you smiling at me when we meet tomorrow.

Regards,
Prabin

Tasks for further practice

1. Write an apology letter/email to your friend for being rude to him/ her at school. Assure him/her that you will not repeat it again.
2. Suppose you borrowed a book or item from a friend and accidentally damaged it. Write a letter or email apologizing for the damage and offering to repair, replace, or compensate for the item.
3. Write a letter of apology to a friend with whom you had a quarrel, and you used rude words due to some misunderstanding.
4. Write an email to your relative apologizing about your failure to attend his/her birthday party.
5. Consider a scenario where you missed a deadline for submitting an assignment or project. Write a letter or email of apology to your teacher or supervisor, acknowledging the delay and taking responsibility for not meeting the deadline.
6. Write a letter of apology to the principal of your school for bunking your school without informing anyone.
7. Suppose you were invited to the wedding ceremony of your friend's uncle but you failed to attend the ceremony. Write a letter apologizing about your negligence.
8. Write an apology email to your class teacher as he/she is ready to take action for your making a lot of noises in the classroom while he/she is teaching.

5. Letters/Emails of invitation

These are sent to invite someone to an event, celebration, or gathering, such as a birthday party, wedding, or graduation ceremony.

Sample 1. Write a letter of invitation to your friend to the wedding of your elder brother.

Anamnagar
February 23, 2024

Dear Anup,

I am here in good health and hope the same for you. I'm pleased to share wonderful news about my elder brother. You know he is getting married on the 21st of this month. I cordially invite you and your family to the ceremony. A formal invitation card is being sent to you soon.

The groom's procession or janti will leave for the bride's home on 21st March early morning. Only special invitees will take part in the procession. As you are my special friend, I want you not to miss this joyous moment. So, we will take part in the colourful and musical procession. We will enjoy the reception party at the bride's home. After that,


the wedding ceremony will take place on the same day. Then we will return home and enjoy a grand party with music and dance. There will be a photo session of all friends and relatives with the newly married couple.

Therefore, I request you and your parents to come here one day before the wedding date to grace all the happy moments.

Please convey my warm regards to your parents. Hope to see you all at the wedding ceremony.

Yours lovingly,
Pritam

Sample 2. Write a letter or email of invitation to your teacher to your father's birthday party.

New Message	
To: milandc26@gmail.com	
Subject: Invitation	
Dear Sir,	
I'm writing this mail to invite you to my birthday party. As my teacher, you have played a great role in my academic journey. So, I'll be honoured if you come and bless me.	
The birthday party will take place on April 6, 2024 at our residence in Shantinagar. It will be an evening filled with joy, laughter, and cherished moments. I have planned an enjoyable event with delicious food, music, and fun activities.	
Sir, you're not only my teacher but also a friend and a guardian. Please consider this email as a personal invitation. I understand that you have a busy schedule. So, I'd be grateful if you could take some time out to join me. Your presence will add mirth to the occasion. Your blessing will be a milestone in my life.	
Kindly RSVP by the 5 th April to let me know if you will be able to attend. I hope that you will accept my invitation and join my birthday celebration.	
I look forward to your arrival.	
Sincerely yours, Nabin Lama	
Send	

Tasks for further practice

1. Write a letter to a friend inviting him/her to a religious ceremony at your home.
2. Write an email inviting your class seven classmates to your birthday party, including the date, time, venue, and any specific instructions or contributions required.
3. Suppose you are hosting a dinner gathering at your home. Write a letter or email inviting your class teacher to the dinner, including the date, time, menu, and any additional information necessary.
4. Write a letter to someone inviting him/her to the marriage ceremony of your elder brother/sister.
5. Write a letter to a friend inviting him/her to the engagement party of your uncle.
6. Write a letter of invitation to your teacher to your parents' wedding anniversary.

6. Letters/Emails of condolence and sympathy

These are the letters written to offer sympathy and support to someone who has experienced a loss or bereavement. The purpose of a sympathy or condolence letter is to honour the life of the deceased and to support the bereaved.

Sample 1. Write a condolence letter to your friend whose grandfather has recently passed away.

Urlabari-8, Morang

25th June 2023

Dear Aalok,

I was deeply shocked when I heard the tragic death of your grandfather. I know what must be going on in you and your family. Please accept my heartfelt condolences and sympathy.

Your grandfather was a wonderful person. He was a great social worker. He was kind, gentle, helpful and loving. He always served the poor and the needy. As a retired soldier, he was always at the front of any social activities. His wisdom, kindness, and love will continue to be an inspiration to us all. He was equally popular among adults and youths. He will be sadly missed.

Aalok, if there is anything we can do to support you, please let me know. My thoughts and prayers are with you and your family at this hour of bereavement. Once again, I extend my deepest sympathy and heartfelt condolences to you and your family. May the departed soul rest in eternal peace in heaven!

With heartfelt condolences,

Manbir

Sample 2: Write an email of sympathy to a friend who has been hospitalized due to dengue fever.

New Message _ ↗ ✕
To: salina111@gmail.com
Subject: Deep Sympathy
<p>Dear Salina,</p> <p>I'm sorry to hear that you have been hospitalized. I have learnt that you have been suffering from typhoid for a week. Please accept my heartfelt sympathies.</p> <p>Dear friend, be bold and think that you are quite well. Typhoid is not a serious illness now. The hospital, where you are, is a good hospital. Please cooperate with doctors and follow the instructions properly. Rest, nourish your body with proper nutrition, and stay hydrated. You will get well soon. Thousands of people suffer from typhoid every year, and they recover with timely medication.</p> <p>I wish I was beside you in the hospital now. But I am in my village to see my grandparents. I will come and meet you in two days. You aren't alone at this difficult time. We are all here to support you.</p> <p>I pray for your strength, comfort, and a speedy recovery. Hope to see you after two days.</p> <p>Yours ever, Priya</p>
Send A 📎 🔗 😊 📷 📎 🖋️ ⋮ 🗑️

Sample 3: Write a letter of sympathy to a friend who has got a poor grade in his/her final examination.

Tulsipur-12, Dang 26 th April 2024
<p>Dear Uttam,</p> <p>I was very sorry to learn about your result. Your mum called me this morning and said that you were in tears all the time. My deep sympathies are with you. Don't worry, I am here for you.</p>

Dear friend, your poor grade doesn't mean that your world has fallen apart. Everyone fails at some point. Plenty of other people in your class are in the same position as you. Remember that failure is not the end; it is an opportunity for growth and improvement. So, please do not remain sad about the poor result. Use this moment to reflect on your study methods. Try to concentrate on the areas which you need to improve. Don't hesitate to share your problems with me, your parents and teachers. I had a similar result in class five, but I picked up my performance in class six. So, please do not give up on your hopes. You will surely achieve the expected result next year.

Forget the past and take care of the future. If there is any way I can help you, let me know. I am here to listen as long as you need me.

I look forward to seeing you spirited when I meet you soon.

Yours sincerely,

Kundan

Tasks for further practice

1. Write a letter of condolence to your friend who has lost his mother in a car accident.
2. Suppose one of your friends has had a road accident and has been hospitalized. Write him/her a letter or email expressing your deep sympathy.
3. Consider a situation in which your relative's house has collapsed due to an earthquake. Write him/her a letter or email extending your heartfelt sympathies.
4. Write a letter of sympathy to one of your relatives whose brother has died due to a fatal disease.
5. Write a letter or email of condolences and sympathy to your friend whose sister has untimely died.

ΩΩΩ

Unit 7: Writing Official Letters and Emails

These letters include applications, letters to editors, official letters, letters to and from organizations, government departments, business letters, etc.

The purpose of an official letter is to facilitate formal communication within a professional or organizational context. Official letters are typically used for business, government, academic, or legal purposes.

Sample formal letter

Sender's Address	Madhyapur -4, Bhaktapur
Date	November 25, 2023
Recipient's Post	The Editor The Kathmandu Post Kathmandu, Nepal
	Recipient's Institution & address
Subject	Subject: Improper disposal of protective masks
Salutation	Sir/Madam,
Introduction	Through the columns of your esteemed newspaper, I'd like to draw the attention of the public as well as the concerned authorities about careless disposal of face masks.
Body	After the spread of COVID-19, it has become a fashion to wear face masks. These days, people wear face masks to be safe from dust and smoke. But the problem arises with the careless throwing of the masks. We can see the masks littering public spaces, streets, and even natural environments. They may contain pathogens, bacteria, and viruses. They may come into people, animals and surfaces and spread infections. The plastic in the masks can last our environment for centuries. They cause water and soil pollution. In the long-term, they pose a serious environmental threat.
Main Content	
Conclusion	Therefore, face masks must be disposed of in designated places with proper safety measures. So, I request you to highlight this issue in your newspaper so as to promote awareness in the public.
Subscription	Yours truly,
Signature/Full name	Dawa Tamang

Layout/Parts of formal letters

Part	Example
Sender's Address	Bharatpur-5, Chitwan Shantinagar, Birendranagar-10, Surkhet
Date	March 20, 2023 20 March 2023
Receiver's Designation or Name, Institution & Address	The Principal Himalaya Secondary School Tansen-3, Palpa M/s Mandal Brothers Paper Merchants Rajbiraj-3, Saptari
Subject	Application for sick leave Regarding the traffic jam in our city Requesting for an excursion
Salutation	Sir/Dear Sir(s)/Dear Madam/Respected Sir/Madam
Main Body	Introductory part Middle part (main content) Concluding part
Subscription	Yours truly/faithfully/sincerely
Name /Signature	Rajib Shahi

A. Leave applications

A leave application is a formal written request to take a designated period of time away from one's school, college, or workplace. It serves as a means to seek permission for leave and provides details regarding the duration of the requested absence.

Sample application letter

Date	5th March 2023
Recipient's post Name and address of school	The Head Teacher Janak Secondary School Gaindakot-6, Nawalpur
Subject	Sub: Application for Leave
Salutation	Dear Sir,
Purpose, reason for leave and duration	I am writing to inform you that I am suffering from stomach infection. According to the doctor, it has been caused by food poisoning. I am instructed to stay in bed for at least three days. So, I will be unable to attend my class for the next three days.

Request	Hence, I kindly request you to grant me leave for three days effective from today
Catch-up plan	I assure you that I will consult with my friends and teachers to cover the missed lessons and homework.
Gratitude	Thank you for your kind consideration.
Subscription Name	Yours sincerely, Binit Chaudhary Class VIII Roll No. 1

Guiding instructions for leave application writing

Beginning an application letter

- I am writing to request your permission for leave...
- I'd like to inform you that I need to take leave for...
- I am writing this letter to formally request a leave of absence for...
- Respectfully I beg to inform you that
- I am writing to seek permission to take leave from [start date] to [end date] because...
- I am writing to request time off from work/school for the purpose of...
- I am writing to inform you that...

Providing reasons for leave

- I am suffering from + illness
- I am not feeling well today.
- I have a headache/fever/stomach pain etc. and the doctor has instructed me complete bed rest fordays.
- I have to/need to attend a + name of any ceremony
- I am going to participate in + event
- There has been an accident of
- I regret to inform you that myhas passed away.
- I have a very urgent piece of work at home.

Requesting for leave

- I request you to kindly grant me leave of days/week(s).
- I am writing this application to request leave from school for
- Kindly grant 3days leave to my son/daughter
- This is to respectfully state that
- I would be grateful if you would grant me leave for today / days.
- Kindly grant me leave for days.

- Please excuse my son's / daughter's absence from school for
- days from (Date).
- Kindly grant me leave of absence for days on medical grounds.
- Would you kindly grant her leave for days / date?

Let's see some more samples:

1. An application letter to the class teacher requesting for sick leave.

5th March 2023

The Class Teacher
Chhabi Secondary School
Birendranagar-6, Surkhet

Sub: Request for Leave

Dear Sir,

I am writing to inform you that I am in bed with an attack of viral fever. According to the doctor, the fever is communicable, and I have been advised to take complete bed rest for a week. So I will not be able to attend my school for a week. Therefore, I kindly request your permission to grant me sick leave from today.

I assure you that I will consult with my friends and teachers to cover the course topics I have missed.

Thank you for your kind consideration.

Yours sincerely,

Seetal Pun
Class VIII
Roll No. 12

2. An application letter to the head teacher requesting for leave of absence to attend a wedding.

6th March 2023

The Head Teacher
Aadarsh Secondary School
Birendranagar-12, Surkhet

Sub: Leave Application for Attending a Wedding

Dear Madam,

I am writing to inform you that my cousin is getting married on the 8th instant. I will have to leave for Dang tomorrow along with my parents. We will be returning home on March 10. I, therefore, request you to grant me leave of four days starting from tomorrow.

I assure you that I will consult with my friends and teachers to cover the missed lessons or assignments.

Enclosed with this application, please find a copy of the wedding invitation for your reference.

Thank you in advance for your permission.

Yours obediently,

Anil Singh

Class VII

Roll No. 15

3. An application letter to the school principal requesting for leave of absence by a parent

6th March 2023

The Principal
Saraswati Secondary School
Jorpati, Kathmandu

Sub: Application for Leave

Dear Madam,

I am writing to request your permission for leave on behalf of my child Anita Rai, who is a student at your school in class VI with roll number 23.

I am sorry to inform you that she is currently unwell. She has got stomach pain. She is under the care of a doctor. It may take some days for her recovery. So, I kindly request you to approve her leave starting from today. She will resume her class after her recovery.

I assure you that she will complete all the missed assignments upon her return.

Thank you for your attention to this request.

Yours sincerely,

Bishal Rai

Tasks for further practice

1. Suppose you are not feeling well. Write a letter of application to your class teacher requesting for sick leave.
2. You have an urgent piece of work at home. Write an application to the head teacher requesting for leave of absence.
3. Write an application to your school principal requesting leave for a family function.
4. Write an application to your teacher seeking permission to participate in a debate competition.
5. Suppose you are going on a family tour somewhere. Write an application to your class teacher requesting for leave.
6. Suppose you have to attend a religious function with your relatives. Write a leave application to your school principal.
7. Write a leave application to your head teacher stating that you are going to attend a religious ritual of your relative.

B. Application/Letter for Support/Help

Applications for support/help are request letters written to the heads of institutions and organizations. They are about different things like requesting for scholarships, permission, donations, etc.

Things to include while writing an application/letter for support/help:

- Mention the subject
- Start with an introduction
- Make your request
- Explain the reason for the request
- Include your commitment if necessary
- Show your gratitude
- Conclude the letter

Let's see some specimen letters.

1. An application letter to the school principal requesting for the library improvement

The Principal
Saraswati Secondary School
Jorpati, Kathmandu

16th March 2024

Subject: Request for improvement of library facilities

Dear Mrs. Limbu,

I'd like to draw your attention towards our school library. We know that ours is a renowned school in the district. There are around two thousand students. We have a library, but its condition is not satisfactory.

I regret to inform you that the library lacks literary books like storybooks, novels, poetries, biographies, dramas, cartoons, etc. We also need reference books. Most of the books available are very old with many pages missing. We cannot get the books of our interest and choice. Next, our library room is very small. Similarly, the furniture is not supportive. We need more chairs, reading tables and good lighting. At least, we need to have enough space and furniture for a class at a time.

Therefore, I sincerely request you to look into this issue. In fact, a good library is the need of the time for our academic development.

We all students are looking forward to your positive response and initiation.

Yours sincerely,
Bimala Tamang
Class 8

2. An application to the school head teacher requesting for organizing an educational tour

The Head Teacher

Kalika Secondary School Dhading

August 25, 2023

Subject: Request for arranging an educational tour

Dear Sir,

Respectfully, I would like to state that I am the class leader of Standard Eight. I am writing this letter to you on behalf of all the students. I hereby kindly request you to organize an educational tour for our class. All my classmates are quite willing to go on an educational tour. We all wish to visit historical places like Janakpur, Lumbini, Kathmandu, Bhaktapur and Lalitpur. Similarly, we want to visit Chitwan and Bardiya National Parks. These places are to be read about in our social studies. So, we want to see them with our own eyes to make our learning more effective.

I hope you will give thought to our desire. The appropriate time will be between

Dashain and Tihar because we will be on our vacation.

We are looking forward to your positive response.

Thanking you,

Yours Sincerely,

Mukesh Khatri

Class 8

3. An application to the school principal requesting for grant of scholarship

The Principal

Horizon Academy

Birendranagar, Surkhet

April 10, 2023

Subject: Application for grant of scholarship

Dear Sir,

I am writing to kindly request you for a scholarship. I am studying in your school in Class 8. I have a good educational record and I have always managed to achieve excellent grades.

Unfortunately, I cannot afford to continue my studies as I am from a humble background. My father has recently lost his job and my family is under immense financial burden. I have an excellent result throughout my educational career, as can be seen from my previous progress reports. We do not have a source of income and cannot pay the school fees.

Enclosed herewith are my academic records, certificates of participation in extracurricular activities, and any other relevant achievements.

I would be highly grateful if you could kindly consider my request for a scholarship.

I am eagerly looking forward to your positive response.

Yours obediently,

Bhawana Thakali

Grade 8

Roll no 7

4. An application to the mayor of the municipality to provide street lights in your locality

Shantinagar, Birendranagar-10
Surkhet

5th January 2024

The Mayor
Birendranagar Municipality
Birendranagar, Surkhet

Subject: Application for street lights

We, the residents of Shantinagar Tole, are writing to inform you about the urgency of street lights in our area. It is a matter of safety and wellbeing of the residents.

You know that our area is in the centre of the municipality. But it can be called the dark cave of the city. Recently several accidents and criminal activities have taken place here at nighttime. Druggists gather in the dark corners for illegal activities. They can attack anyone for money. Women and girls do not dare to come out. It is not safe to walk here for anyone. Bike and motor accidents have become common. As a result, we are greatly suffering. Anyone can be harmed by drug addicts and criminal minded people.

Thus, we request you humbly to consider our problem seriously. We hope you will take some immediate steps to address our issue.

Thanking you,

Yours sincerely,

Tikaram Dhakal

Chairperson of Shantinagar Tole Committee

Tasks for further practice

- 1. Suppose you need some sports materials for your class-wise football completion. Write an application to your school principal requesting for the materials you may need.**
- 2. Write a letter to the chairperson of your ward requesting him/her to provide some funds for your community library.**

3. Suppose you weren't able to attend your terminal exams due to some emergency. Write an application requesting him/her to let you appear for the tests you have missed.
4. Write an application to your Principal, requesting him to issue you a character certificate as you need one for submitting it to a scholarship trust.
5. Write an application to your principal complaining against a senior student of your school.
6. Write a letter to the mayor of your municipality requesting the regular supply of water in your locality
7. Write an application to your class teacher requesting him/her to organize a picnic immediately after your final examination.
8. Write an application to your class teacher requesting him/her to organize a picnic immediately after your final examination.
9. Suppose you are suffering from diarrhoea. Write an application to your Head Teacher asking him/her to grant you a two-day sick leave.
10. Below is the format of an email. Fill up the blanks with the phrases from the box below to complete the email.

Sanskriti, good health, 15th, 21st April, 2021, your positive reply, attend my sister's wedding in my village, seven days' leave, your permission, cover all my missed lessons, Sanskriti Rai

Leave application
— ↗ ✕

To samjhana@gmail.com ✕
Cc Bcc

Leave application

Dear Ma'am,

Namaskar! I hope my email finds you in I am
 your student of grade 7B. I am writing to you to request for
 from to It is because

I have to It is very important.
 Thus, I will be highly obliged if you kindly granted me For
 the same. I assure you that when I come back, I will

Looking forward to

Yours sincerely,

↶ ↷ Sans Serif ▾ ↕ ▾ **B** *I* U A ▾ ☰ ▾ ☷ ▾

Send ▾

A
📎
🔗
😊
📌
📧
🕒
✍️
⋮
🗑️

11. Here is an email written by an online marketing company to a regular customer. Read it carefully and write a reply to it. You can accept or deny the offer.

To : sameerdangol@gmail.com

Subject: About the New Offer

Dear Mr.Dangol,

Nepal Sunglass house has an important announcement that you get two pairs of sunglasses for the price of one. This is a seasonal offer for this week, only one for summer. Place your order as soon as possible.

For more details, visit our website: www.npsunglassea.com with best regards,

Sukla Devkota

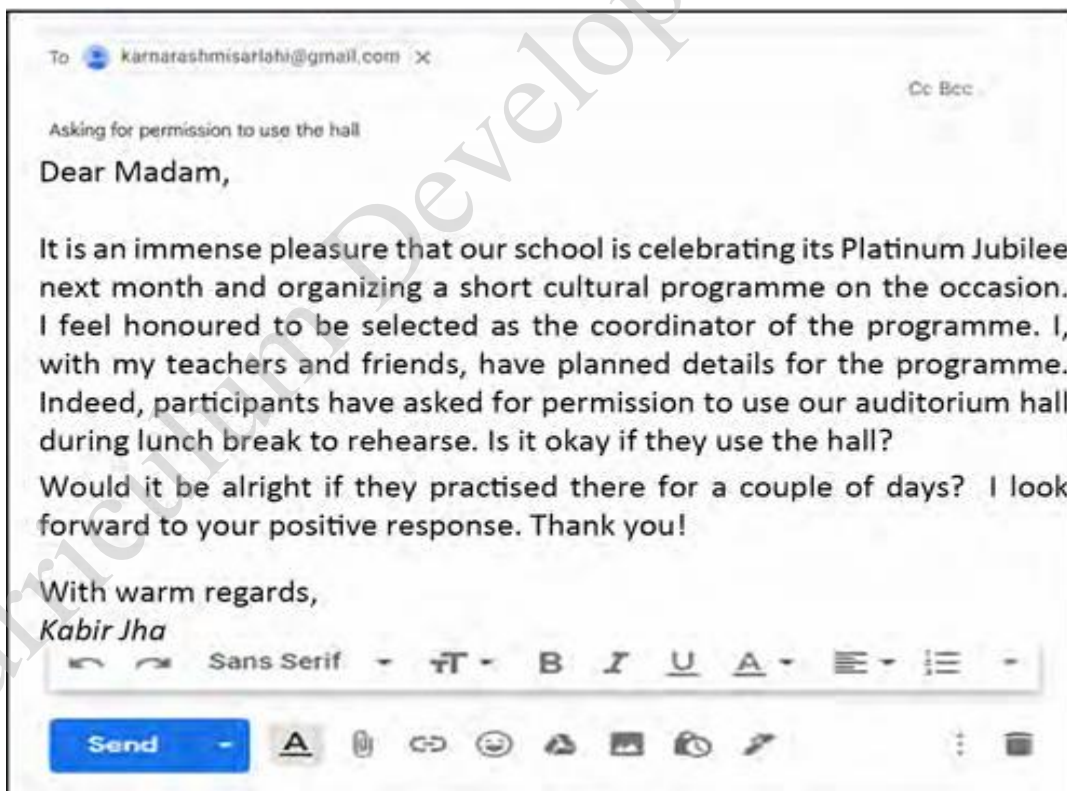
Managing Director

Nepal sunglasses House

Tinkune, Kathmandu

Email: Nepal –sunglassehouse@gmail.com

12. Imagine you are the headteacher. Write a reply email responding to the request made by Kabir Jha to use the hall.



C. Letters to the editors

Guiding instructions for writing letters to the editors

- **Purpose of a letter to an editor**

We write letters to express our opinions or provide additional insights on recent news events, social issues, public policy, local community issues, and so on to draw the attention of the concerned authorities and the public.

- **Things to include in the body of letters**

Body	Language/Content
Opening paragraph	<ul style="list-style-type: none"> • I am writing to express my concerns regarding _____(issue or topic). • I am writing to share my thoughts and experiences related to _____(topic). • I am writing to commend your publication for shedding light on _____(topic). • Through your esteemed daily, I want to inform the concerned authorities about _____ (problem). I shall be obliged to you if you give it a little space in your paper. • I'd like to draw the attention of the public about _____(problem) through your popular newspaper. I'll be thankful to you for your kind consideration and publication of the letter • As a long-time reader of your publication, I am writing to share my thoughts on _____. • I would like to draw attention to an issue of great importance that has been overlooked. It is _____(topic).
Mid paragraphs	<ul style="list-style-type: none"> • Describe the problem or issue in detail. For example, the causes of the problem, its effects and prediction about future events. • Share personal thoughts and experiences related to the topic. • Provide supporting details like facts, statistics, research findings, or expert opinions that support the central argument or viewpoint of the letter. • Provide concrete examples or case studies on the issue being discussed. • Include a call to action, urging readers, authorities, or relevant stakeholders to take specific steps or consider certain solutions in response to the issue being addressed.
Closing paragraph	Social or community issue related letters <ul style="list-style-type: none"> • I appeal to the government to take necessary steps to alleviate this problem. Thus, the problem is very serious. Some preventive measures must be taken in time. I hope the concerned authorities

	<p>will take some immediate steps to check the problem.</p> <ul style="list-style-type: none"> • Thus, the aforementioned problem is great. The concerned authorities seem to be reluctant. I therefore, request them to step in to overcome the problem. • The problem is epidemic. So, I request everyone to join hand in hand to root out the problem. I hope the concerned authorities will initiate the reforms. • I would request the concerned authorities to look into this matter and take immediate action. <p>Miscellaneous topics related letters</p> <ul style="list-style-type: none"> • I hope readers will give their opinions about the topic. • By sharing my story, I hope to raise awareness and foster empathy for those who have undergone similar experiences. • I encourage others who have had similar experiences to come forward and share their stories for meaningful change. • Thank you for providing a platform for open dialogue, and I trust that my letter will contribute to the ongoing conversation about this topic. • I urge readers to carefully evaluate the counterarguments presented. • I hope my arguments will further open the door of dialogue.
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Specimen letters to the editors

1. A letter to the editor of a newspaper about harmful effects of plastic bags

<p>Mahalaxmi, Lalitpur 22nd Magh 2080</p> <p>The Editor The Nepali Times Patandhoka, Lalitpur</p> <p>Subject: Harmful effects of plastic bags</p> <p>Sir/Madam,</p> <p>Through your esteemed daily, I'd like to draw the attention of everyone about the harmful effects of plastic bags. I also appeal to the concerned authority to ban them permanently.</p> <p>Plastic bags have become an integral part of our daily lives. They have huge demands among the public because they are cheap, light and durable. They are used and thrown</p>
--

everywhere. No one seems to care about it. Plastic is not biodegradable. It takes thousands of years for it to decompose. It is very harmful for our environment and wildlife. Plastic materials are finally dumped in forests, rivers and oceans. They release toxic substances. Even if we burn them, they cause air pollution. They cause respiratory and skin diseases. Plastic is fatal to sea animals and plants too. Thus, plastic is a major threat to life on the earth.

Everyone should stop using plastic bags. There are alternatives to plastic bags. We can use paper or jute bags which are biodegradable. Such bags can be used multiple times too.

I appeal to the government to take necessary steps to reduce the use of plastic bags. I also request the public to protect our environment by giving up plastic bags.

Yours truly,
Riya Shrestha

2. A letter to the editor of a newspaper about poor traffic quality

Kohalpur- 4, Banke

August 5, 2022

The Editor
The Rising Nepal Kathmandu

Subject: Traffic quality in our city

Sir/Madam,

Through your esteemed daily, I'd like to draw the attention of everyone about the worst traffic quality in our city. The increasing traffic jams have affected our lives badly.

The number of vehicles is increasing day to day. The roads in residential areas are small. During peak hours, there are traffic jams everywhere. The emission of smoke, loud honking and poor traffic management are really frustrating. The visibility is poor due to the smoke and dust. Pedestrians try to cross the roads from anywhere they like. Bikers try to overtake the vehicles all the time. But the traffic management is very poor. As a result, road mishaps take place almost every day.

I urge our local government to take action and explore solutions. Road expansion is time taking. The immediate steps can be traffic calming measures, such as speed bumps or roundabouts, to slow down traffic and reduce congestion. How about encouraging the public to walk, cycle, or carpool?

I, therefore, request you to highlight the issue in your newspaper. Only then will the concerned authority be aware of it.

Yours faithfully,
Pemba Tamang

3. A letter to the editor of the Kathmandu Post about frequent breakdown of electricity

Nayabazaar, Dailekh

5th December, 2023

The Editor
The Kathmandu Post
Kathmandu, Nepal

Subject: Frequent breakdown of electricity

Dear Sir/Madam,

I am a resident of Nayabazaar, Dailekh. I live with my family here. We have a great problem here. There is frequent breakdown of electricity every day.

These frequent breakdowns of electricity are affecting our day-to-day activities very much. No work goes as planned because none knows when the power supply goes out. There are continuous fluctuations in voltage. As a result, we can't run electric devices. Students are not able to study in the evenings. Business people have to close their stores before it gets dark.

We have approached the electricity and municipal authorities many times. They promise to solve the problems, but nothing happens. According to them, the problem is created due to the lack of powerful transformers. I think it is not only the problem of our area but of the entire district.

Therefore, we request you to highlight the situation in a column of your esteemed newspaper. We believe that this will get the attention of the government authorities.

Thank you for your time and consideration.

Yours truly,
Nirmal Thapa

Task for further practice

1. Is there any public problem (e.g. noise, traffic, drainage) in your locality? Write a letter either to the editor of a local newspaper or to the ward chairperson about the problem. Use the letter above as a guide.
2. Write a letter to the editor of a national level newspaper in about 200 words on the bad condition of roads in your area.
3. Write a letter to the editor of the Rising Nepal about the misuse of mobile phones by teenagers.
4. Write a letter to the editor of a newspaper about increasing road accidents in your place.
5. Write a letter to the editor of a local newspaper about noise pollution created by the reckless use of loudspeakers at different functions in your residential area.
6. Write a letter to the editor of a newspaper about frequent traffic jams in your area.
7. Write a letter to the editor of the Himalayan Times about improper garbage disposal in your area.

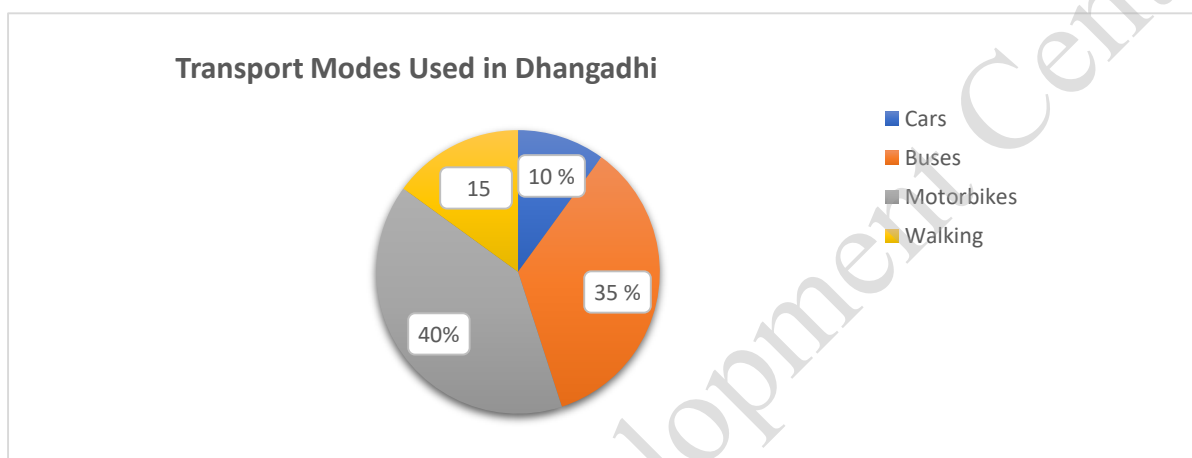
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Unit 8: Description of Tables/Charts/Diagrams

There are different kinds of reading materials. Charts, graphs, and diagrams are symbolic visual reading materials which contain a lot of information. We interpret those texts into paragraphs. Interpreting charts, diagrams, tables, etc. is crucial for extracting meaningful information and insights from visual representations of data. Moreover, they provide a visual summary of data, making it easier for individuals to grasp patterns, trends, and relationships.

Let's see a sample of interpreting charts.

The following pie-chart illustrates the popular modes of transportation in Dhangadhi. Interpret the chart making comparison if necessary.



Answer:

Popularity of Transport Modes in Dhangadhi

The given pie-chart exhibits the popularity of various modes of transportation used in Dhangadhi. In terms of vehicle transport, motorbikes are the most popular choice in Dhangadhi, preferred by 40% of people. This is followed by bus usage.

According to the chart, 35% of the people use public bus service in Dhangadhi. The chart reveals that 10% of people use their cars as a means of transportation. As such, 85% of people use either of these motorized vehicles as a form of transportation. However, only 15% of people prefer walking. Travelling on foot is the least popular choice in Dhangadhi. On the basis of the chart, we can say majority of the people use motorbikes and public buses as a means of transportation.

Guiding Instruction for Interpretation

- ❖ Read the given charts, diagrams, table, etc. carefully to find out what the graphic text is about.
- ❖ Write the suitable title or heading for your explanation. (The question itself gives the clue to write heading) **For Example;**
 - Number of Students of XYZ School.
 - Monthly Expenditure of Mr. Sharma.

- ❖ Start by saying exactly what the pie-chart, diagram, table show. Avoid copying words in the question- use other words with the same or similar meaning.

Your first sentence may start like this.....

- The given **pie chart/bar diagram/flow chart/table** *shows/ presents/ exhibits/ reveals* that
- The graph *displays/ depicts/ illustrates* that.....
- The above given chart *entails* that

- ❖ Maintain coherence in your writing using these expressions to begin a new paragraph.

- According to the pie chart/table
- As per the data/chart/table/diagram.....
- On the basis of the chart, we can say.....

- ❖ Explain what the different sections of the pie chart/bar diagram/flow chart/table refer to. And, try to present your ideas logically using these transition words.

Comparing	Contrasting
<i>Similarly, Likewise, Furthermore, Moreover, In the same way, In addition</i>	<i>Whereas, On the one hand, On the other hand, However, Yet</i>

- ❖ Compare and contrast the data or information presented in the picture. If there are two pie-charts, you must highlight the key changes/trends.

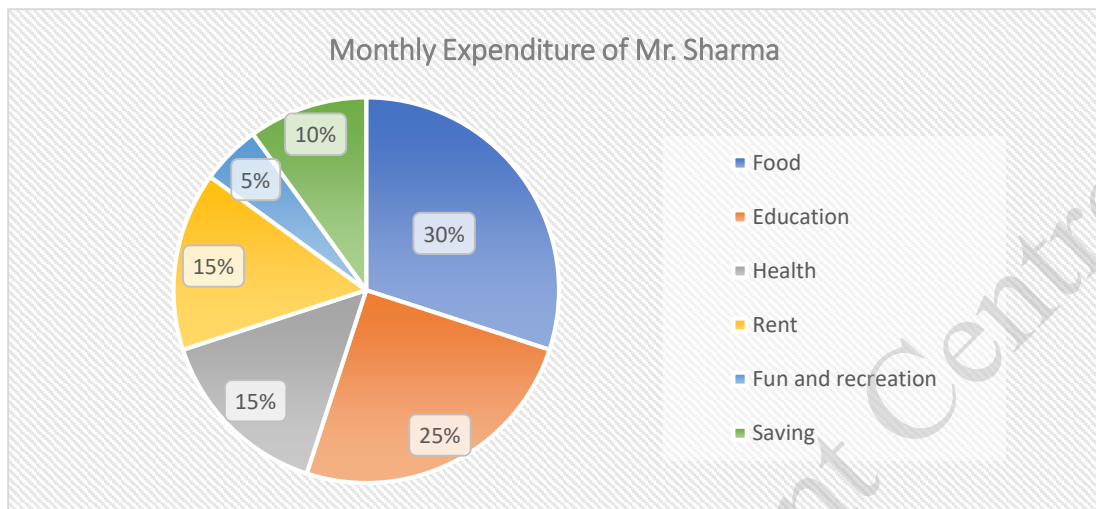
Vocabularies to use while describing the charts and diagrams

Upward trend	increase, rise, rocket, climb, lift, grow, go up, jump, surge, shoot up, soar, arise, an increase, growth, an upward/rising/increasing trend, an improvement, a jump, a surge, extend, expand, step up, progression
Downward trend	decrease, drop, decline, fall, go down, slump, plummet, a fall, a decrease, a decline, a downward/falling/decreasing trend, a slump
Constant trend	remain stable/constant/steady at, stay at the same level, stabilize, keep stable, hold constant
Degree of change	dramatic(ally), vast(ly), huge(ly), a lot, significant(ly), considerable(ly), moderate(ly), slight(ly), substantial(ly), a little
Speed of change	rapid(ly), quick(ly), swift(ly), gradual(ly), gentle(ly), little by little, slow(ly), quiet(ly)

- Conclude your overall description like; *To conclude, In conclusion, In a nutshell, Finally, Overall, etc.*

Specimen-1

Interpret the following pie chart that shows the monthly expenditure of Mr. Sharma.



Answer:

Monthly Expenditure of Mr. Sharma

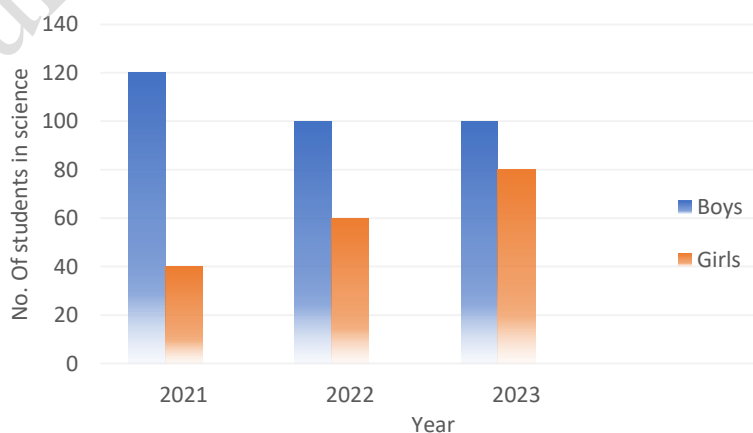
The above pie-chart demonstrates the monthly expenditure of Mr. Sharma. It vividly exhibits that Mr. Sharma spends his monthly income on five different areas; food, education, health, rent and fun & recreation besides saving.

According to the pie chart, Mr. Sharma spends the highest amount of his earnings on food, i.e. 30%. Similarly, he spends 25% of his monthly income on children's education. The chart also reveals that he also allocates an equal amount i.e. 15%, the third largest amount of his income on health and rent. In addition, he spends 5% of his total income on fun and recreation. However, he saves 10% of his total income in a month. His saving clearly shows that he is very conscious about his future.

In conclusion, as per the pie-chart, he spends the highest amount of money on food and the lowest on fun and recreation. It is also revealed through data that Mr. Sharma is a very futuristic person due to his monthly saving habit.

Specimen-2

The following bar-chart shows the number of boys and girls studying Science at XYZ College, Kathmandu. Study the chart and write a description of it.



Answer:

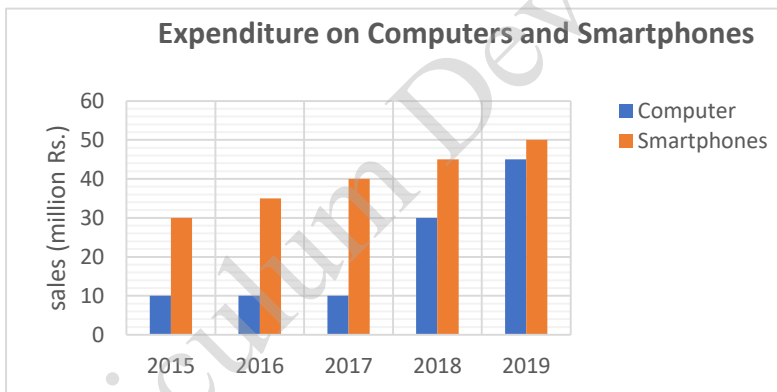
Number of Students of a College in Kathmandu

The bar-graph illustrates the number of boys and girls studying Science at XYZ College, Kathmandu. The above bar chart also exhibits the comparison between the number of the boys and the girls studying each year between the years 2021 and 2023.

According to the bar-graph, the number of boys fell slightly from 120 in 2021 to 100 in 2022 then remained constant in 2023. The number of girls is relatively low starting at 40 in 2021. However, as the number of boys declined, the number of girls increased. The number of girls grew steadily by 20 each year and reached 80 in 2023. This led to a rise in the total number of science students from 160 to 180 during three years. The number of boys continue to make up the majority of the students whereas, the proportion of girls gradually increased.

Overall, we can see a clear upward trend in the number of girls studying science in XYZ college, Kathmandu while the number of boys went down in 2021 and remained constant in 2022 and 2023.

Specimen-3



Answer:

Expenditure on Computers and Smartphones

The chart shows the amount of money people from Kathmandu spent on computers and smartphones between the years 2015 to 2019.

According to the chart, there were upward trends in spending on both items. Smartphone sales increased steadily by 5 lakhs each year. Computer sales remained constant at 10 million until 2017 and then increased dramatically, reaching 45 million rupees in 2019.

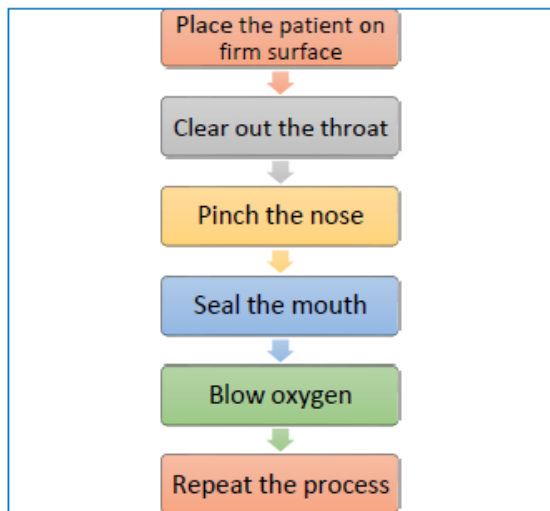
People's total expenditure on these electronic devices rose dramatically in this period. The total amount was 40 million rupees in 2015 and it went up to 95 million rupees in 2019.

Overall, the sales of both of these items grew, but smartphone sales grew more quickly. If

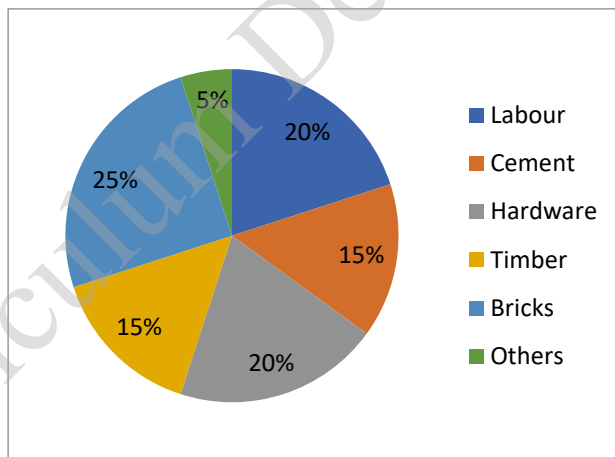
these trends continue, we can expect computer sales to overtake smartphone sales in 2020 or soon after.

Tasks for further practice

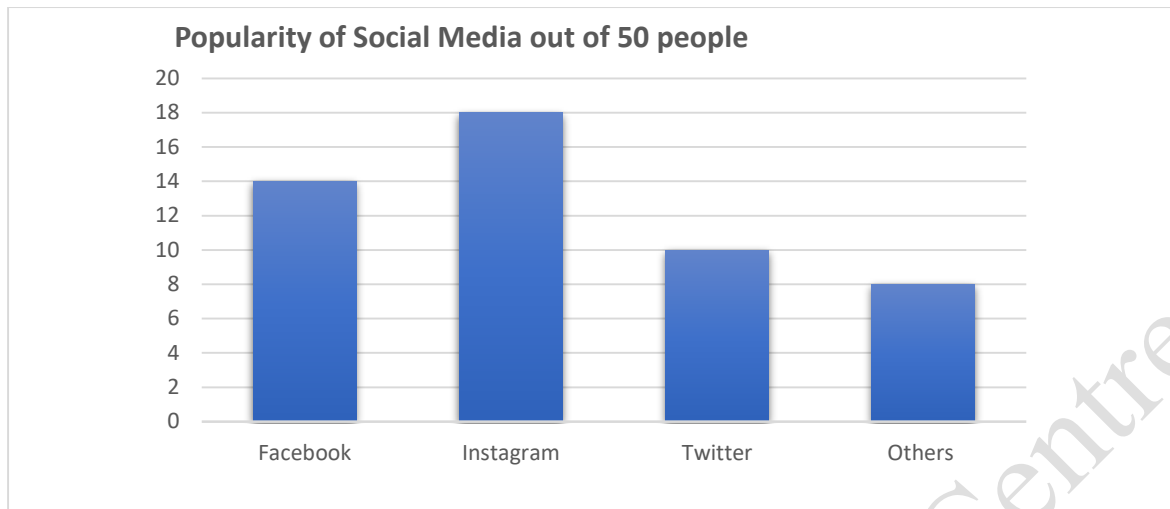
1. The following flow-chart shows the process of mouth to mouth resuscitation. Study the chart and write a short description of it.



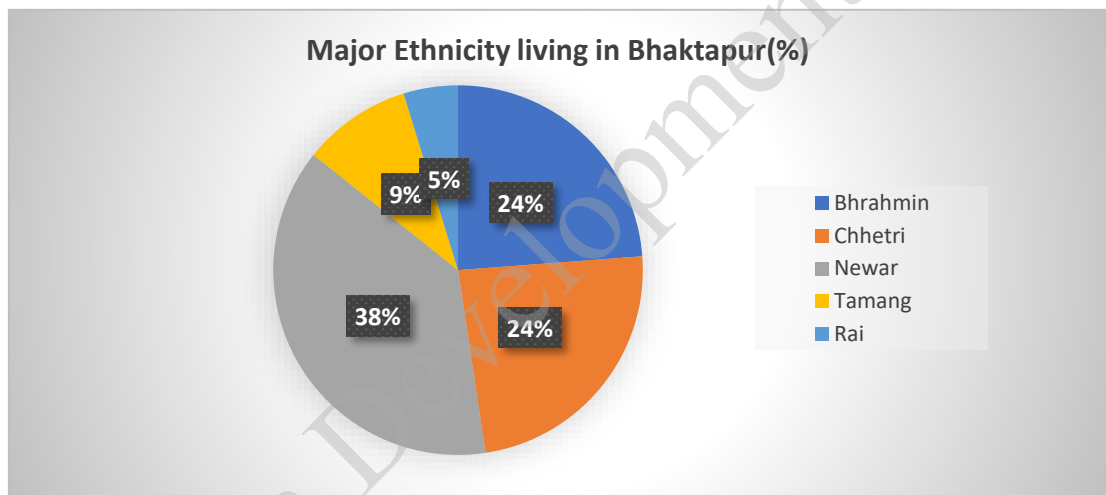
2. Interpret the following pie-chart about the cost of construction of a house in Butwal in about 100 words.



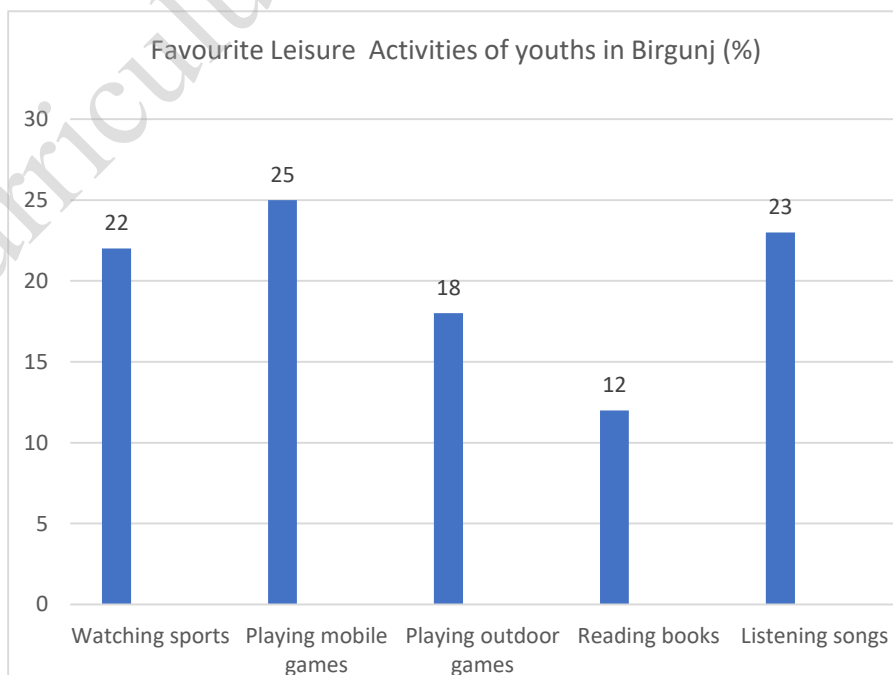
3. Interpret the following bar diagram that displays the survey report of social media popularity.



4. Interpret the following pie chart which shows the population of different ethnicities living in Bhaktapur.



5. Study the following bar chart and interpret it. Make comparisons if necessary.



6. The table below shows the age-wise population percentage of Nepal over three years. Interpret the table in your own words.

Age group	2017	2018	2019
0-14	31.34%	30.41%	29.57%
15-64	63%	63.86%	64.65%
65+	5.66%	5.73%	5.78%

7. Study the sports timetable below and interpret it.

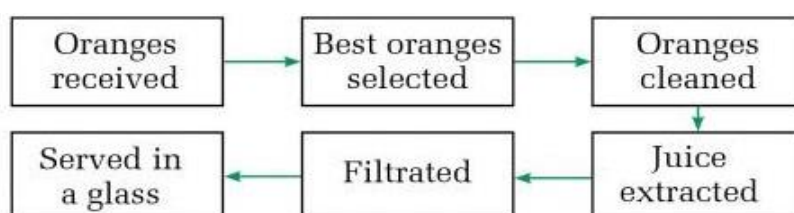
Janata Secondary school
Inter-house Football Tournament

Date/Time	10:00-12:00 am	1:00 pm onwards
May 3	Opening, registration of teams and players	Sagarmatha House vs Manaslu House
May 4	Cultural performance by Grade 8 students	Machhapuchhre House vs Annapurna House
May 5	Final Match	Prize distribution and closing

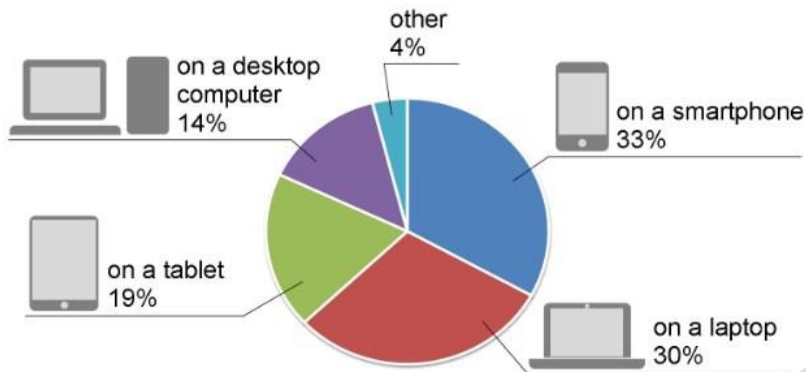
8. The chart below shows the number of men and women studying engineering in a university. Write an interpretation of the chart.



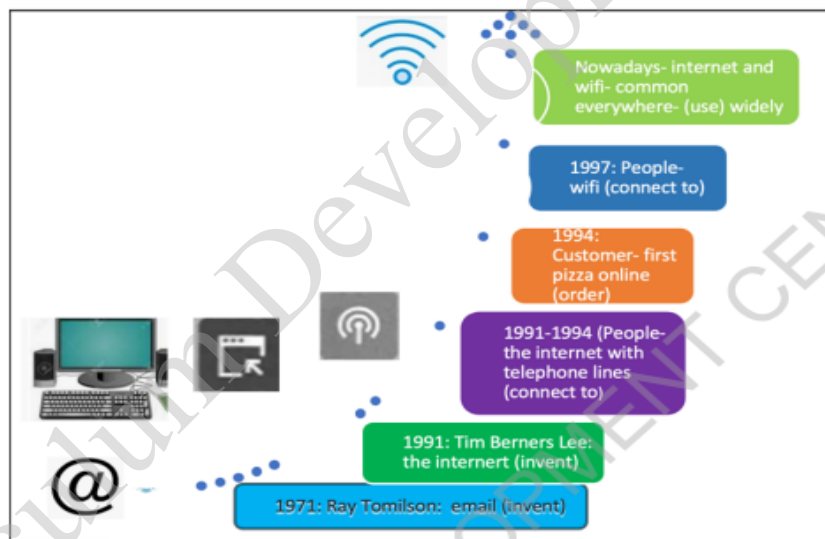
9. The following flowchart shows the process of making orange juice. Study the chart and write a short description of it.



10. The pie-chart below illustrates how internet users aged 16+ prefer to access the internet at home and other places. Summarize the information in the pie-chart by selecting and reporting main features.



11. Look at the information on the timeline. Then write about the invention of the internet. Use the verbs in the brackets to help you.

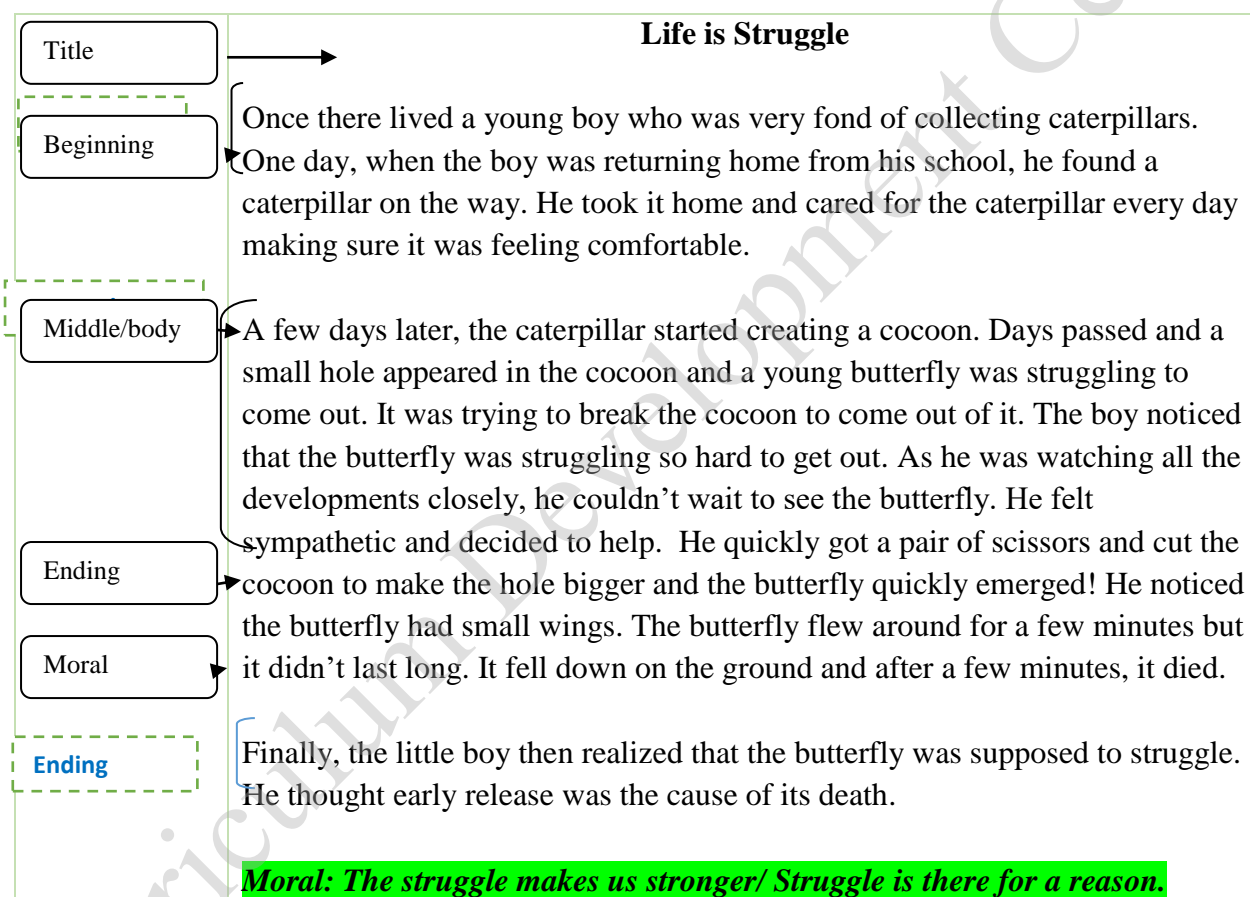


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Unit 9: Writing Short Story

A short story is a fictional work that is short in length and can be read in one sitting. It typically focuses on a single incident, character, or theme. Unlike novels, short stories are shorter in length and often aim to convey their message or explore their theme in a concise and efficient manner. They offer immense pleasure of storytelling, allowing readers to experience powerful emotions, explore diverse themes, and encounter memorable characters within a short period of time. Many short stories are written primarily to entertain readers. The major components of a short story are; *characters, setting, plot, conflict, theme, point of view, style, symbol*, etc.

Let's see a sample of writing a story.



Analyzing the elements of story

- 1. Beginning/Exposition:** This part contains two things:
 - i. Characters:** Characters are usually animals with human traits in fables. And, sometimes human characters are also used. In the story above, **a caterpillar** and **a little boy** are the characters.
 - ii. Settings:** Setting means the time and place in which the story takes place. The story above is set **at home**.
- 2. Middle:** This part presents a brief story. It also includes two elements:

- i. **Rising action:** In the story above, **the caterpillar started creating a cocoon and young butterflies' struggle to come out** are the examples of raising action.
 - ii. **Climax:** **The caterpillar's death** is the climax.
3. **Resolution:** The end of the story is a lesson resolution. In the above story **the boy realizes his mistake** is resolution.

Guiding instruction for writing short story

- ❖ First of all, study the skeleton story as a guide, but don't be limited. You can add or change details to suit your own creative ideas.
- ❖ Identify the characters in clues and know their roles.
- ❖ Then find out what the story is about and make the framework/plot of the story in your mind.
- ❖ The outlines sometimes may not be in an order. So, connect the points logically.
- ❖ Imagine the (setting) time and place of the story.
- ❖ Outlines are usually given in present tense. But, we simply use past tense while developing a story.
- ❖ Students need to present the story in an interesting way using meaningful sentences, phrases and words. Replace the words given in the clues with synonymous words, if possible.
- ❖ **Begin the story in the following ways:**

Once upon a time/many years ago/A long time ago/ Long-long ago
Once, there was/were/V2 + the name(s) of the main character(s) in a village/in a countryside/in a jungle/in a city, etc.

- ❖ Use these words or phrases for the body of a story to maintain *the order and cohesion of events*.

- **To show the order of events:** *Firstly, Secondly, Thirdly, Then, Next, After that, Finally, At last*
- **Other Adverbials:** *One day/night/evening, After sometime, Immediately, Suddenly, Next day, etc.*
- **Connectives:** *and, but, because, because of, so, therefore, as, although, however, when, as soon, as, etc.*

- ❖ **Make sentences from each clue using the past tense. Add your own relevant ideas as far as possible. You can use the present tense for current activities.**
- ❖ **Give an appropriate title in the beginning and a moral at the end.**
- ❖ **If asked, write the moral of the story in a separate paragraph in the following ways:**

- Moral: Any suitable proverb/command/quotation
- Or, We should/shouldn't + V¹-----
- or, We should/shouldn't be + noun/adjective

Specimen-1

Develop a readable story using the following outlines.

A farmer has a wonderful gooselays a golden egg daily...feeds healthy diet... wants to become the richest man in the country..... kills the goose in order to get all the golden eggs... gets nothinglose the goose as well as golden eggs... curses himself moral.

A Greedy Farmer

Once there lived a farmer in the countryside. He had an amazing goose. The goose laid a golden egg every day. The farmer used to take care of the goose and feed nutritious food daily. He was very happy as he was becoming a very rich man because of the strange goose. He had a dream that he would be the richest man in the country because of the gifted goose.

Soon, he became very impatient and did not want to wait any longer to meet his dream. Therefore, he thought of a plan. There and then he caught his dearest goose and stabbed a sharp knife. The poor creature gave a long outcry and died. Now, the farmer opened its stomach to get all the golden eggs instantly. Unfortunately, he got nothing. Being sad, he began to curse himself and his desire for gold and wealth. He lost the goose and golden eggs. What he got was only flesh, bones and blood of the goose.

Moral: *One who desires more, loses all. We should remain satisfied with what we get.*

Specimen-2

Prepare a readable story on the basis of the following outlines. Give a suitable title and a moral too.

A hungry fox..... wanders a lot..... gets nothing..... moves to the villagesees ripe grapes..... seem juicy... thinks of satisfying hunger..... grapes hung high..... jumpsnot reachtries again..... fails.... gives up.... goes away.... says "Grapes are sour"..... moral.

The Fox and the Grapes

Once upon a time, a fox lived in a dense forest nearby a village. He got nothing to eat for many days. He wandered here and there in search of food but could not get anything. Meanwhile, he planned to move towards the village. He noticed a beautiful garden on the way. Luckily, the fox spied a beautiful bunch of ripe grapes. The grapes seemed ready to burst with juice, and the fox's mouth watered as he gazed longingly at them. The bunch was hung from a high branch, and he had to jump for it. The first time he jumped he missed it by a long way. So, he walked off a short distance and took a running leap at it, but failed. Again

and again he tried, but all went in vain. Now, he sat down and looked at the grapes in disgust. "What a fool I am," he said. " Here I am trying to get a bunch of sour grapes." And off he walked very, very scornfully.

Moral: A bag carpenter quarrels with his tools.

Specimen-3

Write a story beginning with ‘Once the Sun and the Wind were having a friendly discussion about their power.....’

The Sun and the Wind

Once the Sun and the Wind were having a friendly discussion about their strength. They could not agree on who was stronger. In order to settle their argument, they decided to have a contest. Looking down from the sky, they spotted a traveler walking on the road wearing a heavy coat.

The Wind said, "I am stronger. Watch how easily I can make the traveler remove his coat" Having said that, the Wind blew with all its might, trying to force the traveler to remove his coat. However, the harder the Wind blew, the tighter the traveler grabbed his coat. Instead of removing the coat, the traveler buttoned it tightly.

The Sun smiled and said, "Dear Wind, let me try. I believe I will get him to remove his coat." The Sun began to shine warmly and its gentle rays fell upon the traveler. The warmth was pleasant. Soon, the traveler felt too hot in his heavy coat. First, he unbuttoned it. After a few minutes, he took his coat off willingly and continued his journey. The Sun turned to the Wind and said, "You see, my friend, gentle persuasion is far more effective than forceful attempts." The wind remained quiet.

Moral: Kindness and warmth are more powerful than force and aggression.

Tasks for further practice

1. Prepare a readable story on the basis of the following outlines. Give a suitable title and a moral too.

A woodcutter..... hard working..... cut wood to survive..... one day, cutting a tree..... axe falls into the river..... cries and curses..... a stranger appears asks him what happened..... tells the reason..... dives and shows him a golden axe..... refuses..... silver axe..... says ‘No’ iron axe..... woodcutter becomes happy..... thanks to the stranger..... pleased with his honesty..... give all axes moral.

2. Prepare a readable story on the basis of the following outlines. Give a suitable title and a moral too.

A happy parrot.....lives in dense forest..... a big storm occurs..... lightning in an old tree..... fire.....flies.... dips the body into water..... tries to extinguish fire.....eagle asks

not to do so..... ignores advice..... continueseagle realizes.... joins the parrot all birds come.... success.... praise parrot's deed.... moral.

- 3. Prepare a readable story on the basis of the following outlines. Give a suitable title and a moral too.**

A cat grows old.....gets no food.....plans to trap rats.....wears a garland of flowers.....rings the bell.....hearing the sound rats come to him.....he keeps eyes shut up.....a rat asks him.....he replies he commits crime no more..... is devote of God.....rats trust.....walk freely.....the number of rats decreases-moral.

- 4. Prepare a readable story on the basis of the following outlines in about 100 words. Give a suitable title and a moral too.**

A farmer.....buys a well from neighbor.....goes to draw water.....neighbor refuses.....says he sold the well not water..... farmer becomes angry..... goes to the judge..... asks for justice..... judge calls the neighbor..... tells to keep his water, else pay rent....dispute settle.....moral.

- 5. Prepare a readable story on the basis of the following outlines. Give a suitable title and a moral too.**

A poor boy..... lives in a village educated but unemployed.... goes to many doors ...asks for job.... finds no job.... plans to go to town.... on the way, finds a bag.... opens it..... sees an identity card and large amount of money.... calls the bag owner and returns.....owner becomes happy...praises his honesty...gives him a good job.....moral.

- 6. Prepare a readable story on the basis of the following outlines. Give a suitable title too.**

A boy... falls in a bad company.... mother urges to leave the group.... doesn't obey... thinks of a plan.... gives good apples... rotten too.... asks to put both together.... tells him to see after few days.... finds all rotten.... boy learns a lesson.... becomes obedient...moral.

- 7. Prepare a readable story on the basis of the following outlines. Give a suitable title too.**

An old farmer... three lazy sons falls sick.... dying....calls all his sons....tells them a secret... gold buried in the field.... dies.... sons dig.... finds nothing.... plant potatoes... harvest...immediately, price hikes... earns a lot selling them.... moral.

- 8. Develop a story with the help of the clues given below. Give a suitable title to the story.**

A crow sticks some peacock feathers flies to peacocks claim peacock as relatives they drive him away fly to ducks ducks also drive him away crow is left alone friendless

- 9. Develop a story based on the outlines given below. Write a suitable title too.**

A poor shoemaker and his wife live in a small house..... has tough days to earn his daily bread always dream of living happily runs out of money has a piece of leather to sew shoes gets up in the morning and finds fine pairs of shoes gets surprised and sells them in market buys more leather cuts it out to make more pairs and leaves on his work-table finds many pairs there sells them and becomes rich continues for some weeks ... buys a beautiful house comes to know about the elves helping them leaves pairs of beautiful shoes for them elves never come back again.

10. Write a short story on the basis of the following outline.

Old crane can no longer catch fish starving finds an idea tells fish that the fisherman would come and catch them fish asks crane to help them takes them to another pond eat them one day crab asks the crane to take him to the other pond crane agrees along the way crab notices fish bones ... asks the crane about the fish crane said that he ate them all crab kills the crane with his pincers.

11. Write a short story on the basis of the following outline.

A thirsty crow searches water finds a pitcher can't drink the water is low has an idea picks up pebbles in its beak drops them into the pitcher water level rises can drink.

12. Write a short story on the basis of the following outline.

The mice very unhappy..... the cat killed many of them..... held a meeting to discuss how to get rid of the cat various suggestionsno plan practicable. Then a young mouse suggested that a bell should be tied round the cat's neck..... all welcomed the proposal with joy..... an old mouse stood upasked who was going to tie the bell round the cat's neck.

13. Write a short story using the following outline. Suggest a suitable title too.

An old man..... three sonsabout to diecalls his sons to give adviceasks to bring sticksgives them sticks.... asks the eldest son to breakunable to breakasks another son to breakunable to breakasks another son to break..... unable to break...old man asks to work together and try once..... easily break it.

Moral: Unity is strength

14. Write a story that ends in 'She finally realised her mistake'.

15. Write a story beginning with 'Two friends were walking along the forest'

ΩΩΩ

Unit 10: Writing News Story/News Report

A news story is a written or recorded article or interview that informs the public about current events, concerns, or ideas. They are written by journalists or reporters who gather information from a variety of sources, including interviews, press releases, and public records and are published or broadcasted through various media outlets such as newspapers, television, radio, and online platforms. News stories are typically presented in a straightforward style and without editorial comment. It is written to serve the public interest by providing accurate, relevant, and timely information that helps individuals navigate their world more effectively.

Let's see a sample!

Plane Crashes at Borhletar ← (Headline)

RSS ← (Byline)

March 15, LAMJUNG ← (Dateline and place line)

A Twin Otter Plane flying from Kathmandu to Pokhara crashed at Borhletar early this morning killing all aboard. It is known that the plane hit the TV tower at Borhletar and fell straight to the ground with thick mass of fume. (Lead)

The officials at Nepal Airlines Corporation (NAC) confirm that the plane was carrying 15 research students including two crew members who were heading for Pokhara to study on Mountain Tourism. They further reported that the cause of accident was poor visibility as the sky at the area was covered with exceptionally thick cloud. **One of the local people who saw the crash said,** "I heard a big bang in the beginning and looked up to find a smoky place falling down like a shot bird. The plane immediately turned into a big mass of fire and subsequently into a heap of ashes."

Issuing a press report the Ministry of Civil Aviation has expressed its deep condolences to the relatives the deceased ones and has announced the compensation of R 5,00,000 to the family of each dead passenger. Further investigation about the crash is underway.

Quotation

BODY OF NEWS

Source: SEE English Question paper, 2078

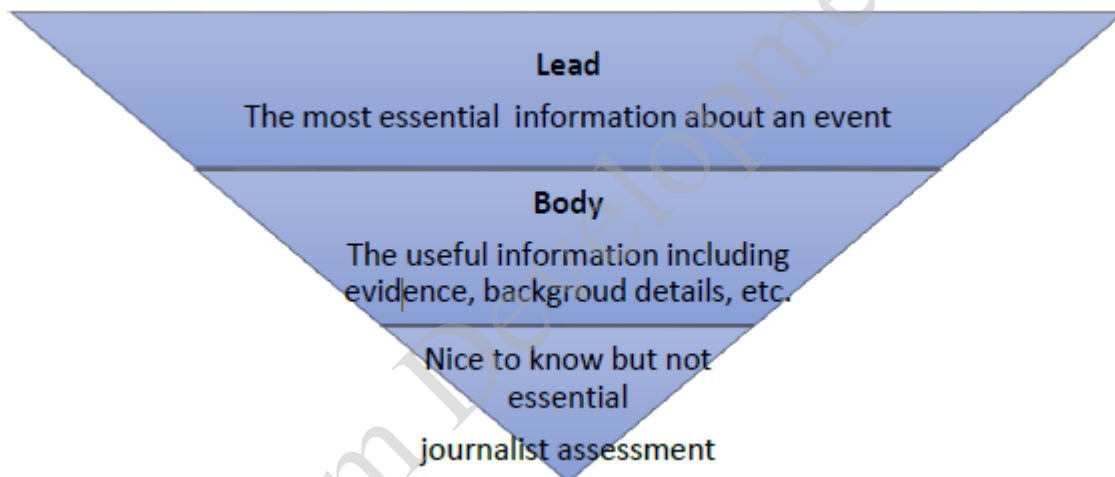
Components of a News Story

- ❖ **Headline:** This refers to a short phrase at the top of a news story. It summarises the story and encourages people to read the news. People often read the news headlines to get a quick sense of what is going on in the world even when they are busy. It is usually written in present simple tense. Here, the most important information is taken to make headlines.
- ❖ **Byline:** It is the source of news or name of the reporter who has prepared the news.

- ❖ **Dateline and place line:** It refers to the date of the news published and place where the news event occurs.
- ❖ **Lead:** The opening paragraph of a news story which generally describes/elaborates the headline is called lead. It gives the audience the most important information of the news story. It is the brief summary/highlight of the news. Generally, it seeks the answer of '5WH1' (what, where, why, when, who, how).
- ❖ **Body:** Here, the writer elaborated the lead giving other useful information such as evidence, background details to complete the news report. This part often incorporates quotes from relevant sources such as eyewitnesses, experts, officials, or individuals directly involved in the events being reported.

Guiding Instruction for Writing a News Story

A well-written news story typically follows a specific format known as the inverted pyramid, where the most important information is presented at the beginning (the lead), followed by additional details and background information in descending order of importance.



1. First, read the outlines given carefully and write a short and catchy headline of the news.
 2. Then, write byline, dateline and place line.
- ❖ Now, develop the lead based on the outline given. The most information is taken to prepare leads.
 - ❖ We generally use the 5Ws **H Approach** while developing news reports. We prepare a draft of the news report answering the following questions.
 - **What** is the event/story about? What has happened?
 - **Where** did the event/story take place?
 - **When** did the event/story take place? Or When did it happen?
 - **Who** are involved in the event/ incident/story?

- *Why* did the event happen?
 - *How* did it happen?
- ❖ Edit your answer and prepare the final draft. You can add the answer of these two questions to make the news reliable.

- **What do the witness/participants say?**
- **What happened after the incident?**

Specimen-1

Develop a news report on the basis of the following outlines.

Brilliant Students Awarded Medals

On Education Day... 4.0 GPA in SEE-2079 honoured by Joint Examination Committee, Bhaktapur..... prize: gold medals and Certificates of Appreciation ... chief guest: Mr. Sunil Prajapri, (Mayor)congratulate the students and school family.....encourage to work hard.

Brilliant Students Awarded Medals

By Raji Prajapati

September 9, BHAKTAPUR

Talented students from Bhaktapur Municipality were awarded with medals on the occasion of National Education Day- 2079 in Bhaktapur yesterday.

Altogether four students, the highest scorers in the Secondary Education Examination (SEE), held last year, were honoured with gold medals and Certificates of Appreciation by Joint Examination Committee, Bhaktapur. The students were honoured with prizes in recognition of their outstanding achievement. The students, who had secured 4.0 GPA in the SEE, were conferred with medals by Sunil Prajapati, the Mayor of Bhaktapur Municipality.

Speaking in the programme, the chief guest, Mr. Prajapati said, "Education is the foundation for the nation's overall development" He congratulated the students and the entire school family after medal distribution. Furthermore, he encouraged all the participating students in the programme to work hard to achieve their dream in life.

Specimen-2

Prepare a news story using the following outlines.

A bus fall into Trishuli river near to Chumlingtar heading to Bhirahawa 40 passengers 6 die on spot 23 injured treatment in Chitwan bus collided with truck from opposite direction driver into custody.

Six Killed in Bus Accident

By a staff reporter

The Himalayan Times

July 6, CHITWAN

At least six passengers have been confirmed dead and several others injured when a night bus fell into the Trisuli River near Chumlintar, Chitwan yesterday.

The bus (Na 3 Kha 2585), belonging to Lumbini Deluxe, was heading to Bhairahawa from Kathmandu carrying 40 passengers. It collided with a truck coming from the opposite direction and skidded off the main highway. Ultimately, it fell into the Trisuli river, resulting in the death of six passengers on the spot. "Some passengers are still missing in the river. It's highly unlikely for anyone to survive for so long under water," said one of the police officers. It is reported that 23 injured are rescued and they are taken to the Chitwan Medical College for their immediate treatment. Authorities have identified the bus driver and taken him into custody for further investigation.

The accident occurred around 50 km (30 miles) west of the city on the Prithvi Highway that connects Kathmandu with the southern plains.

Tasks for further practice

1. Prepare a news report on the basis of the following outlines.

Yeti Airlinesgoing to Pokhara from Kathmandu.... carrying 72 including crew members..... 15 foreign nationalsthe aircraft plunged into gorge....68 people died.... search and rescue ongoing.... no survivors found yet.....hundreds of rescuers from the army and the police..... Nepalis in grief.

2. Prepare a news story based on the following information.

A family of five memberSurnaya rural municipality-3, Baitadi..... consumed wild mushroom..... hospitalized.....treatment at Dadeldhura hospital; police inspector saidhealth improving.

3. Prepare a news story using the outlines given below.

unidentified group torched..... seven houses in Jumla chairperson of Guthichour rural municipality speaks also set fire on parked tractor.....police team deputed, said DSP..... details yet to come.....investigation going on.

4. Write the news story of a school function with a help of following clues.

Kailpal Secondary School..... celebrated Diamond Jubilee..... Chief guest- Chairperson of Bhageshwor Rural Municipality cultural programme includes folk songs and dance.....SEE students awarded for excellent grades..... chief guest encouraged the students.

5. Prepare a news story on the basis of the following information.

Tara Airgoing to Mustang22 people on board ... poor visibilityhit the hillcrashNepal Army deployedrescuers find 21 dead bodies formed a panel to investigate the fatal crash.

6. Prepare a news story on the basis of the following clues.

deadly bridge collapse.... India's Gujarat state... 54 children killed....among 135.... 200 people estimated on the bridge built during British ruleacross the Machchhu RiverGujarat CM Bhupendra Patel announced \$5,000 compensation each deceased family....\$600 to injured...rescue

7. Prepare a news story on the basis of the following information.

Raju Agrawal18 years old.....studying in class 12.....intelligent boy.....use of excessive sleeping pills.....found dead in his own bed.....cause of the suicide not known.....investigation going on.

8. Develop a news report on the basis of the following outlines.

Pokhara international airport inaugurated.....inaugurated by Prime Minister Pushpa Kamal Dahal ... contribute to the economic development, said in his speech....the third international airport....financial support of China..... built by CAMC Engineering Company.... started in July 2017 ended in 2023..... cost of Rs 22 billion.....people look cheerful and hopeful about the future..... extended gratitude by the Prime Minister.

9. Write a news report using the following clues.

Hospital inaugurated in Doti

A hospital inaugurated among a big mass by Minister of Health built from the financial support of the Government of Nepal work started in 2019 ended in 2021 has the capacity of 60 bedspeople look happy and hopeful about the future.....

10. Write a news story with the help of the guidelines below.

Nepali youth awarded in Delhi

- *Mohammad Irfan from Banke*
- *National Youth Icon Award 2022*
- *ceremony held in Delhi*
- *awarded by Chief Minister of Delhi*
- *for his excellent contribution to the field of development*
- *started career with USAID in Jumla*
- *is a very active social and political activist for disability awareness*

ΩΩΩ

Unit 11: Writing Biography

A biography is a written account or narrative of the history of a person's life written in the third-person perspective. It covers the author's life in full; birthplace, childhood experiences, partnerships, education, achievement, significant events and so on. Biographies can cover historical figures, political leaders, artists, scientists, celebrities, or any person whose life story is deemed significant or interesting. The purpose of a biography is to present a factual and often researched depiction of a person's life, providing readers with a better understanding of their journey and legacy. Moreover, it is written to inspire the readers through someone's struggle and success.

Let's see a sample.

Ganesh Man Singh: The Iron man

Ganesh Man Singh is publicly acclaimed as an acceptable leader of democracy. It is a sign of respect that all the Nepalese show towards him that they call him supreme leader.

He was born to a well-to-do family on November 09, 1915 in Itumbahal, Kathmandu as the son of Gyan Man Singh and Sanunani Shrestha Singh. His father died when he was six. So, his grandfather Ratna Man Singh brought him up.

He studied in Darbar High School till grade six. He was expelled from the school for not respecting his fellow students who were Ranas. He went to India to continue his studies. After completing his I.Sc. from Vidyasagar College, he returned to Nepal.

As soon as he returned to Nepal, he planned to protest against the autocratic rulers of Nepal. In 1940, he joined the Praja Parishad, the first political party in Nepal. Unfortunately, he was arrested on October 18, 1940. Though he was sentenced to life in prison for anti-Rana activities, he ultimately escaped from Bhadragol Jail in 1944. After that he fled to India.

In 1949, he became one of the founding members of the Nepali Congress. Following this, he played a significant role in overthrowing the Rana Regime in 1950. In 1958, he became a cabinet minister. However, after the coup by late king Mahendra on 31st December 1960, he was arrested and kept at Sundarijal Military Detention Camp for eight years. Yet he refused to let his spirit be broken. Instead, he became one of the main leaders advocating democracy in Nepal after he was released on 30th October 1968.

He spent many years struggling against the partyless Panchayat System. Finally, he led the Nepalese Democratic Movement in 1990 which overthrew the Panchayat System. After the restoration of democracy, in 1990, he transcended party politics. Later he started working in favour of the nation and her people. Sadly, 'the iron man' died on September 18th, 1997 in Chaksibari, Kathmandu.

Ganesh Man Singh was awarded the United States Peace Run Prize in 1990. Moreover, he was the first Asian to be honoured with the United Nations Human Rights Award which he received in 1993. He was the first commoner to receive the State Funeral in Nepal.

Shukra Raj Shastri: A Freedom Fighter

Shukra Raj Shastri was a Nepali freedom fighter for democracy who became a martyr. He was one of the four martyrs of the revolution that brought down the Rana rule in Nepal. Shukra Raj was born in Varanasi, India in 1950 B.S. His parents; Madhav Raj and Ratna Maya were originally from Lalitpur. Shukra Raj was schooled in India. He got his early education from his father. Later, he received the degree of Shastri in Sanskrit from Punjab University. Thereafter, he was called Shukra Raj Shastri.

Shukra Raj Shastri was also a social reformer and author who wrote a number of books. He authored several books like Nepal Ko Jhalak, Satyarth Prakash, Sanskrit Pradeep, Satya Kalpana, Brahm Sutra, Swarga Ko Dwar. His contribution to Nepali literature was admirable. When the country was ruled by the Ranas, Shastri joined the democratic movement to overthrow the Rana regime. He spoke out strongly against the Rana regime and demanded the people's rights. For this act, he was arrested and on 24 January 1941, he was hanged at Teku, Kathmandu.

Guiding instruction for writing biography

- ❖ First, write a short title having the name of the person/figure.
- ❖ Begin the first paragraph with an introduction that grabs the reader's attention. Include basic information such as birth, parenting, schooling, family background, childhood days, etc.
- ❖ The body paragraph mainly consists of the person's major contributions, struggle and success, etc. We can follow the following format to write a short biography from the given clues or outlines.

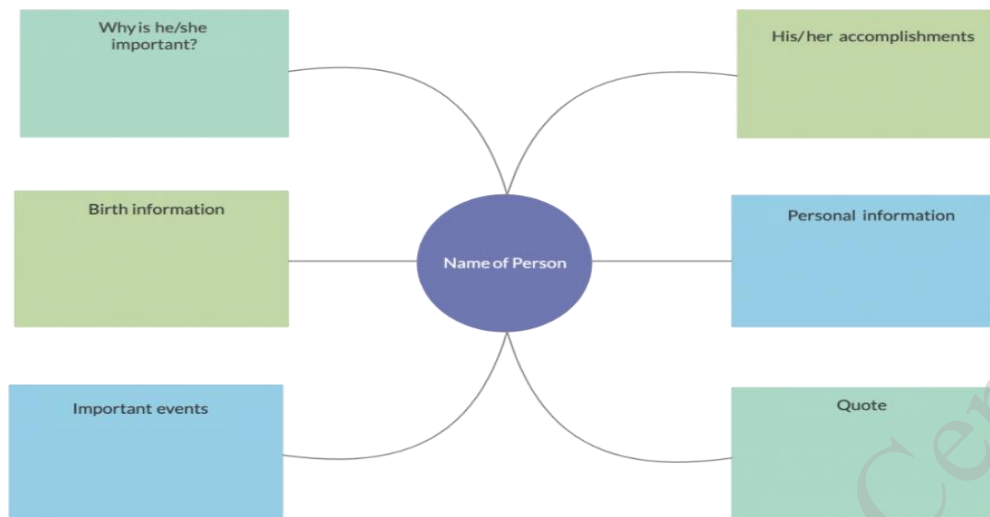
Introduction

- Briefly discuss birth, parenting, schooling, etc.
- Highlight the family background
- Talk about childhood days

Body

- Highlight the major contributions
- Discuss the successful/failure incident(s)
- Mention his/her inspiring story.
- Mention awards/rewards (if received)
- Reasons why people still remember him/her
- Discuss the death (if died)
- Your perception towards him/her.

- ❖ If the clues or outlines are not given, use the following graphic organizer for collecting information to write a biography. Then, prepare the final draft with the help of the information.



Specimen-1

Prepare a short biography of Dr. Mahabir Pun. Use these outlines.

A researcher and scientist ...born on January 22, 1955 in Nangi, Myagdi ... father Krishna Pun and mother Purbi Pun ... attended a village school.....later moved to Chitwan...studied science at Amrit Science Campus.... worked as a teacher for 12 years.... received scholarship to study the USA first man to introduce wireless internet in rural parts of Nepal.... awarded the Ramon Magsaysay Award (2017) ... founder of National Innovation Centre, Kirtipur.

Answer:

Dr. Mahabir Pun: A Tech Pioneer

Dr. Mahabir Pun is a well-known researcher and scientist of Nepal. He was born on March 23, 1971, at Nangi in Myagdi District. His parents, Krishna Pun and Purbi Pun, raised him in a village where he attended a local school to begin his education journey. Later, his family moved to Chitwan and settled there.

Mahabir pun studied science at Amrit Science Campus, Kathmandu and completed his Bachelor's Degree. Receiving Bachelor's Degree, he returned to Chitwan and worked as a science teacher for 12 years. Meanwhile, Dr. Pun received a scholarship to study in the United States. After completing his study, he returned back to Nepal and made history becoming the first person to introduce wireless internet service to the remote parts of Nepal. His innovation played a crucial role in connecting remote communities to the digital world, transforming the rural lives of Nepal. In recognition of his outstanding contributions to society, Dr. Pun was honored with the prestigious Ramon Magsaysay Award in 2017. Recently, Dr. Pun set up the National Innovation Centre at Kirtipur, Kathmandu. Being the founder of NIC, he encourages youths to be social entrepreneur.

Specimen-2

Read the following clues and write a short biography.

Satya Mohan Joshi..... born: 12 May 1920..... Lalitpur, Nepal.....writer, historian...studied at Durbar High school.....Education: B.A from Tri-Chandra College..... Notable work: Hamro Lok Sanskriti..... Awarded with Madan Puraskar three times (1956, 1960, and 1970)..... died: 16 October 2022 at the age of 102.

Answer:

Satya Mohan Joshi: A Legendary Figure

Satya Mohan Joshi, a legendary figure, was born on 12 May 1920 in Lalitpur District, Nepal. He began his education at Durbar High School. Later, he joined Trichandra College and earned a BA degree.

Satya Mohan Joshi was a publicly acclaimed Nepali writer and historian. He wrote several books and made a significant contribution in Nepali literature. One of his masterpieces was "Hamro Lok Sanskriti," which describes Nepali cultural heritage. His notable works earned him the prestigious Madan Puraskar three times, in 1956, 1960, and 1970. Throughout his life, he was an advocate for cultural heritage and historical research. Sadly, Satya Mohan Joshi passed away on 16 October 2022 at the age of 102, leaving behind an unforgettable mark on Nepalese culture.

Tasks for further practice

1. Prepare a short biography on the basis of following outlines.

Bhim Datta Pant.... revolutionary leader.....born:1983 BS Mangshir10...Amargadhi, Dadeldhura District, Nepal.....father: Taranath Panta struggled for the betterment of farmers..... advocated for the rights of farmer.... fearlessly spoke against injustices....died:2010 B,S Bhadra 7.....Jogbuda, Dadeldhura

2. Write a short biography of B.P. Koirala. Use these prompts.

Born in Banaras, India.....on 24th Bhadra 1971 B.S.....Parents; Krishna Prasad and Dibya Devi....first elected Prime Minister of Nepal..... founder member of Nepali Congress party..... played role to abolish Rana regime...visionary leader.....great writer..... written many books.... his masterpieces; Sunnima, Modi Aina, Tin Ghumti, etc.died on 6th Shrawan 2039 B.S.

3. Write a short biography of Anuradha Koirala. Use these prompts.

Born on 14 April , 1949..... Rumjatar, Okhaldhunga..... father Colonel Pratap Singh Gurung and mother Laxmi Gurung..... social activist..... the founder of Maiti Nepal..... advocates against girl trafficking and women rights..... operates a rehabilitation home in Kathmandu, as well as homes in the Indo-Nepal border towns..... received the courage of Conscience Award in 2006.....CNN Hero of the Year-2010.....Governor of the Bagmati Province of Nepal from 17th January 2018 – to 3rd November 2019 source of inspiration.

4. Prepare a short biography of Dr. Sanduk Ruit. Use the clues.

known as the ‘God of Sight’..... born: September 4, 1954 in the remote mountainous village Olangchunggola, Taplejung, Nepal..... father, Sonam Ruit and mother, Kesaang Ruit..... schooling at the age of 7 in Saint Roberts school Darjeeling.... received a scholarship to study MBBS at King George medical university in Lucknow India.... MD in Ophthalmology from AIIMS in 1984... worked in Bir Hospital for 3 years... In June 1994 Tilganga eye hospital established....more than 100,000 cataract surgery... invented intraocular lenses... received Ramon Magsaysay Award in 2006.... Isa Award for Service to Humanity by the Kingdom of Bahrain 2023.

5. Write a short biography of Bal Krishna Sama using the given clues.

Name: Bal Krishna Sama
 Real Name: Bal Krishna Shamsher Janga Bahadur Rana
 Date of Birth: Magh 24, 1959 BS (February 08, 1903)
 Birthplace: Gyaneshwor, Kathmandu
 Parents: Samar Shamsher Janga Bahadur Rana / Kirti Rajya Lakshmi Rana
 Early Life: Studied in Durbar High School, Rani Pokhari and I. Sc. from Tri-Chandra College, Ghantaghar
 Contribution: Wrote many stories, poems, essays, compositions and biographies
 : Known as one of Nepal’s greatest dramatists
 Literary works: Mutuko Byatha, Mukunda Indira, Pralhad, Andhabeg, Bhakta Bhanubhakta, Prempinda, Amar Singh, Swasni Manchhe, etc.
 Death: Saun 06, 2038 BS (June 20, 1981)

6. Study the information below about Pasang Lhamu Sherpa; the first Nepali woman to scale Mt. Everest. Write a short biography of her based on the given information.

Birth	Solukhumbu, on 16 December, 1961
Early age	grew up in a mountaineering family, started to climb mountains in her teen age
At the age of 17	went to Kathmandu with her love Lhakpa Sonam Sherpa and together with him owned a travel agency
1989	first climbed; Mount Pisang (6091m), climbed Mt. Blank (4848m) but failed to climb Mt. Everest reaching the height of 8000 m only

1991	made two attempts to climb Mt. Everest but could reach 8750m and 8500m respectively
April 22, 1993	reached the top of Mt. Everest
Death	April 22, 1993; died due to bad weather while climbing down
Honours	National Hero, highways and mountains named after her

7. Write a short biography of Shukra Raj Shastri using the following prompts.

freedom fighter for democracy..... became martyrborn in Varanasi, India in 1950 BS parents; Madhav Raj and Ratna Maya (Lalitpur) schooled in India early education from father..... got degree of Shastri in Sanskrit from Punjab University wrote a number of books; Nepal Ko Jhalak, Satyarth Prakash, Sanskrit Pradeep, Satya Kalpana, Brahmansutra, Swarga Ko Dwar joined the democratic movement spoke out against the Rana arrested on 24 January 1941, hanged at Teku, Kathmandu.

8. Write a short biography of a person you like most. Use the following clues to help you.

- Full name, date of birth, place of birth
- Early life
- Educational details highlighting any major achievements
- His/her contribution to the society
- Why he/she is famous
- Awards and achievements

9. Visit the library in your school or take help from your English teacher and note down the details about any popular figure you like most. Write a short biography of him/her.

10. Choose a historical figure and write a short biography detailing his/her early life, significant achievements, and lasting legacy.

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Unit 12: Writing Essay

Essay is a short literary composition or group of paragraphs on a particular theme or subject. It expresses information as well as the writer's opinions. It is usually prose in nature and precise on a particular subject. Essays are versatile forms of writing that can serve a wide range of purposes, from conveying information and persuading readers to reflecting on personal experiences and entertaining audiences.

Let's see a sample of an essay.

Dadeldhura: An Amazing Place

Dadeldhura is an amazing place and a centre of tourism attraction for several reasons. Thousands of people visit this district every year because it is one of nature's most awesome sights located in a hilly area. It lies in Sudurpaschim Province covering an area of 1538 sq. km. ***The landscape, natural beauty and historical significance has made Dadeldhura a truly amazing well-worth place to visit.***

Dadeldhura is famous for its scenic beauty. First, you get to see the clear views of snow-capped mountains like Api and Saipal from there. The dense forest around the villages is simply mesmerizing. Pine, fir, juniper, and rhododendron are mostly found here. Secondly, it is a home to many wild animals such as leopards, deer, tiger, bear and many more. ***Similarly, it offers a range of adventures for the visitors.*** Visitors can enjoy rock climbing, boating in Mahakali River. In addition, you get to visit exotic places with beautiful scenery like; Sayal Jharana (falls), mysterious Parshuram Dham and many more wondrous places. ***Moreover, it is also equally famous for historical monuments and temples.*** We can explore and enjoy places like Amergadhi Fort, Ajayameru Kot, Ugratara temple. Many tourists prefer to visit these amazing places due to their cultural importance.

In conclusion, Dadeldhura is a famous place for many reasons. Its amazing location, cultural representation and unique flora and fauna has added its beauty. Indeed, Dadeldhra is one of the major hubs for eco- tourism and finest destinations for pilgrims and adventurers.

General statement/hook

Thesis statement

Supporting details

Concluding paragraph

Topic sentence

Structure of Essay

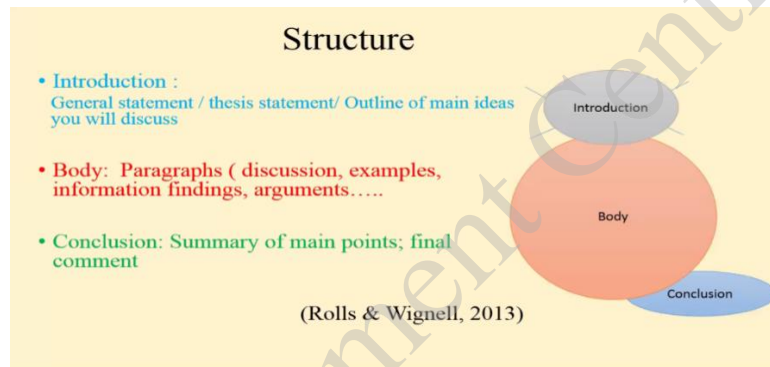
Introduction

General statement (background; attract the attention of readers)

Thesis statement (main idea of essay; written in a complete sentence)

Body

- **Topic sentence**
Supporting details
- **Topic sentence**
Supporting details
- **Topic sentence**
Supporting details



Conclusion

Summarization / Restatement of thesis statement

Final comment / personal opinion

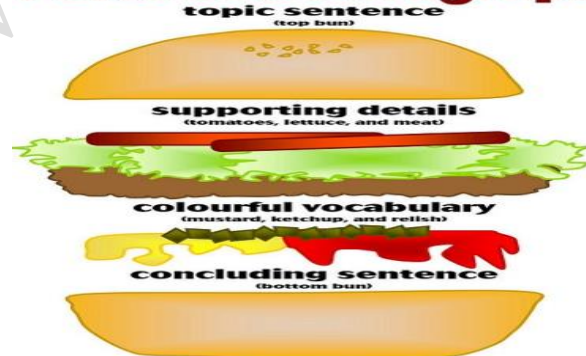
Topic sentence: It is a hook sentence which opens our paragraph supporting the thesis and includes the main points of the paragraph. It is also called the blueprint of the paragraph.

Supporting details: Supporting details cover these things which help to justify the topic sentence.

- *elaboration of topic sentences*
- *examples, data, quotes, facts*
- *detail reasons, analysis or arguments*
- *personal experience, anecdotes, etc.*

Thesis Statement: A thesis statement defines the main purpose and claims of your essay. It is typically defined in one or two sentences and is added at the end of your introductory paragraph. It limits the topic in the essay.

Parts of a Paragraph



Guiding Instruction for Writing Essay



Planning	There are many different types of essays like descriptive, narrative, expository, argumentative, persuasive, etc. Knowing the type of essay, you can brainstorm your topic.
Getting Ideas	Before you write an essay on a specified topic, collect some topic sentences and facts, information, and other details like names, dates, physical characteristics, background information, etc. from different sources.
Organising the Ideas	Now, select the relevant ideas and facts about the topic.
Preparing an Outline	When you create an outline, you organize your thoughts about your topic. First, write your topic at the top of the page. Then list all the points or arguments you want to make about the essay topic. Finally, list the facts, examples and statistics that support those points or arguments.

**Edit and Prepare
Final Draft**

Prepare the final draft editing your essay. Begin the first paragraph with a hook (opening statement usually the first sentence) that grabs the readers' attention. Present your thesis statement at the end of your introductory paragraph. Each body paragraph should have at least one topic sentence. The topic sentence must be justified by the supporting details such as facts, quotes, examples and statistics. You can use popular sayings/proverbs related to the topic. Use **Transition Words** to make the essay coherent. It provides flow and sequence to your essay.

First Body Paragraph	Second body Paragraph
At first	•Simultaneously
To start with	•Meanwhile
In the first place	•After that
First and foremost	•Subsequently
In the beginning	•Moreover
Initially	•In addition to this
	•Likewise
	•Furthermore

Rephrase the main ideas of your essay for the concluding paragraph. Do not introduce new ideas for the first time. Use **Transition Words**.

Last Paragraph (Conclusion)	
In conclusion	Finally
Last but not least	To sum up
Altogether	All in all

Types of Essay

a. Descriptive Essay

Descriptive essay puts the picture in readers' minds. It consists of the description of some person, objects, an event, place or thing. The author visualizes what he sees, hears, tastes and feels.

Specimen Essay:

The Person I Like Most

The person I like most is my mother. She is 50 years old and fulfills the role of our homemaker. Being the most caring person in our family, she is loved by everyone. My mother is a supportive and multitalented lady who possesses several amazing virtues.

First, my mother is very loyal and kind lady. She is ready to help anyone in need. She sometimes helps me completing my homework. Most of my friends like her because of her kind nature. In addition, she is a guide and counselor of our family, too. She has a good sense of humour. We never see anger on her face. She is a multi-talented person. She often

writes, sings and paints the beautiful sketches. Mostly, she is fond of painting. We can see many types of arts on each wall of our house. Furthermore, she tends to our kitchen garden, cultivating a variety of vegetables, thereby eliminating the need for market purchases.

My mother is a good manager of our family. She buys a lot of things for us. She buys toys for my small brother, books and other required things for me and my sister. She has also bought a pet puppy for me. For this, she had to argue with my father for he didn't want to have pets in the house. Sometimes I think that she is still a child at heart. Moreover, she never breaks a promise she has made to us.

In a nutshell, my mother stands as the cornerstone of our family. She encourages us to be the best in all that we do. And even if I falter, she is there to support me without any criticism. She is more like a friend to me and there is nothing that I can't share with her. This profound bond is why she holds the utmost place in my heart.

b. Narrative Essay

A narrative type of essay refers to a written composition whose story is told from a defined point of view. It consists of the narration of some event, action or movement. The event may be imaginary or historical or a personal experience of the writer. It is usually written in the first person (I, me). The writer concentrates on his/her memories, life, thoughts.

Specimen Essay:

Memorable Experience of My Life

Travelling is what I love to do most in my free time. Last month, my parents and I decided to explore eastern Nepal during my break from school. We rented a bus and set off on our adventure.

On the first day, we visited the Mechi River, which marks the eastern border of Nepal. Stopping the bus on the way, we explored different places that we liked. After three hours of visit, we returned to the hotel and started to have lunch. Afterwards, we were ready to start our journey to Ilam. But, my brother Santosh was not seen around. We were worried because none of us knew the area well. After about ten minutes, he finally showed up. We scolded him and asked where he had been. He said he had gone to find his favorite ice-cream, Vanilla, and even brought one for me. Whenever someone talks about visiting, it reminds me of the incident.

Finally, we reached Kanyam, Ilam and observed tea estates. I found the place really fascinating. It made me forget all the worries and anxieties. I got refreshed and I renewed myself. I felt happy in the company of nature. The clouds sailing across the sky and the snow-covered peaks of the high mountains filled my heart with joy. Even though it was my first time visiting eastern Nepal, I made a lot of memories to cherish.

c. Cause and Effect Essay

It discusses about the causes, effects and measures of any matter/topic.

Specimen Essay:

Environmental Pollution

Pollution happens when harmful and toxic substances are in the environment. The main types are air pollution, water pollution, and land pollution. Pollution is a big problem all over the world today.

There are many reasons why it happens. The air gets dirty from gases coming out of cars, factories, and burning fuels. Trash and chemicals from industries, oil spills, plastic waste, and city garbage thrown into water can make rivers and oceans dirty. Farming with chemicals can harm the soil. Cutting down trees, building cities, and accidents like nuclear spills also cause pollution. Pollution harms animals, plants, the environment, ecosystems, and people. Greenhouse gases in the air cause global warming. Pollution can make people and animals sick with diseases like asthma, cancer, and lung problems. Using too many fertilizers can make soil less fertile, leading to hunger. Polluted water hurts creatures living in it. Loud noises can damage people's hearing. Wildlife suffers from pollution in the air and noise.

It is very necessary therefore to prevent any damage to the environment and natural resources caused by human activities. Environmental pollution is a global threat and it must be prevented by making new laws and implementing them with full diligence.

d. Persuasive essay

This essay wants the audiences/ readers to agree on a particular subject. It is usually presented in a debate format which compares and contrasts. Persuasive writing is a type of writing which contains justifications and reasons to make someone understand an issue from their perspective.

Specimen Essay:

Dangers of Fast Food

Nowadays, many children eat consume foods rather than nutritious and organic foods. They prefer to eat fast foods because of their tempting taste. They certainly give pleasure but give little to no benefit to their health. Consequently, fast foods like pizza, burgers, noodles, etc. invite numerous health problems.

First and foremost, fast food causes obesity among children. Children prefer to eat foods which are often high in calories, sugar and fat, but very low in protein, vitamins and minerals. Fats from fast foods trigger the brain to want more food. As a result, children gain unnecessary weight. Ultimately, it invites serious health problems like diabetes, heart disease, and hypertension. In addition, fast food causes several adverse effects on children's health. Consumption of fast foods can lead the children to nutritional deficiency which hinders children's proper growth and development. Such foods distract

the children's mind as well. If the children consume fast foods regularly, it is likely to lead them to violent behavior later in life.

To sum up, health is the most valuable property. It is determined by the food we consume. We should not eat fast foods because it is the cause of various health problems. Therefore, everyone needs to be conscious of our health and avoid eating fast foods.

e. Expository Essay

An expository essay is an informative piece of writing, where the writer explains a topic, using facts, data, statistics, and examples. It never uses personal comments, thoughts and ideas. It deals strictly with presenting the facts.

Specimen Essay:

The Importance of Games and Sports

Games and sports are an essential part of human life that provide us fun and recreation. Some people engage in games and sports for their career and other people purely do sport for enjoyment. Games and sports serve a variety of purposes such as physical fitness, character building, promoting competition and friendship besides fun and recreation.

One of the main benefits of games and sports is that they make us fit and fine. First, they make our heart and lungs strong, improve muscle and reduce the risk of obesity, heart disease, and other health problems. Secondly, games and sports help boost metabolism and reduce mental stress. Similarly, games and sports help people build good characters. Playing games and sports requires discipline, determination, leading capacity, collaboration and so on. They help people develop valuable life skills at the same spot. Furthermore, games and sports promote friendship and teamwork. They instill we-feelings among the players.

In conclusion, sports and games play a vital role in human life providing plenty of opportunities for all round development of a person. Indeed, students should actively participate in sports to ensure healthier lifestyle and character building. They really boost the ability to face the challenges in the future.

Tasks for further practice

- 1. How can we make the best use of smart phones? Write an essay about the uses of smart phones in about 150 words.**
- 2. Narrate how you spent your recent vacation. Express your feelings and experiences being away from school and daily routine life in about 150 words.**
- 3. People have different hobbies and interests which may lead them to success in life. Write an essay on your hobbies and interests in about 150 words.**
- 4. Where do you love to reside; in a city or in a village? Write an essay giving your opinions supporting either one.**

5. People say a small family is a happy family. Do you agree or disagree with the statement? Write a short essay presenting your views supporting either one.
6. Write an essay about the importance of discipline in students' life in about 150 words.
7. Write an essay about your English teacher. Include his physical appearance, good habits, way of teaching, etc.
8. Write an essay on 'Advantages and Disadvantages of Computer.'
9. Everybody sets their aims and goals in life. What's your aim in life? Write an essay about it.
10. You have summer/winter holidays every year. How do you spend your holidays? Write a short essay in approximately 150 words. Use the following questions as clues.
 - a) When does your school close for the holidays?
 - b) How long is the next holiday?
 - c) What things do you usually do during the holidays?
 - d) What's your plan for the coming holiday?
11. You might have attended a ceremony, e.g. birthday, picnic, etc. Write a short narrative essay about it. Include the following details about the event:
 - a) What was the event?
 - b) When did you attend it?
 - c) Where did it happen?
 - d) What happened in the ceremony?
 - e) How did you feel?
12. Some people prefer to have food from restaurants while others prefer homemade food. What is your preference? Write an essay giving your opinion.
13. Do you think extracurricular activities are important for students? Write an essay giving your opinions. Divide your essay into following parts.
 - a) Introduction: Define and examples of extracurricular activities
 - b) Body: importance and challenges of extracurricular activities
 - c) Conclusion: summing up ideas
14. Some people think that listening to the radio and watching television is important for students, while others believe that it impacts them negatively. Write an essay expressing your opinion about it.

15. The internet has significantly changed the way we live. Write an essay comparing and contrasting the ways of people's living before and after the invention of the internet.

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Curriculum Development Centre

Unit 13: Preparing a Notice

A notice is a formal written or printed announcement that disseminates important information or instructions to a specific group of people. Notices are commonly used in various settings such as schools, workplaces, communities, and public spaces to communicate information efficiently and effectively. They serve several purposes, including making announcements, providing instructions, raising public awareness, issuing reminders, and notifying individuals in emergencies. Notices are written to ensure that information is delivered clearly, reaching the intended audience effectively. They often follow a specific format, contain essential details, and are prominently displayed in places where the target audience is likely to see and read them.

Let's see a Sample

BAGISWORI SECONDARY SCHOOL
Chyamhasing, Bhaktapur

Date of notice published → Date: 16th February 2024

Letter head

Heading / title
Notice about the Programme

Body

It is notified that our school is organizing Inter-House Spelling Contest next Friday. The contest will be held among the students of grade 9 & 10. Therefore, the interested students of the respective classes are informed take part in the contest. The students, who are willing to take part in the competition, can inform to their class teacher by Wednesday. The top three students will be awarded with medals and certificates. The Chairperson of the School Management Committee, Mr. Rabindra Jyakhwo will be joining us as the chief guest of the programme.
We are hopeful that with your active participation, we will make our event a grand success.

Programme Details:
Date: 23rd February 2024
Time: At 10 am sharp
Venue: Auditorium Hall

Signature/ authority Krishna Prasad Dhanchha
Principal

Guiding instruction for preparing a notice

- Write a letter head which the question demands.
- Mention the date of notice published.
- Give short heading like; **Notice/Notice for the Programme/Notice for School Closure, etc.**
- **We need to consider these things while writing the body of a notice:**
 - i. We can use these structures to begin the notice;**
 - ❖ This is to notify that
 - ❖ It is notified that
 - ❖ It is informed that
 - ❖ It's our immense pleasure to inform that
 - ❖ We are pleased to informthat

- ii. **Specify your audience:** Who are you addressing?
- iii. **Purpose of issuing a notice:** Clearly define the purpose of the announcement. Is it to inform, invite, celebrate, or request action?
- iv. **Highlight the key message:** What is the most important information you want to convey?
- v. Mention the programme details like; **Date, place and Venue.** (if it is necessary)
- vi. Write the name and designation of the person who issued the notice.

Specimen-1

Write a short notice on behalf of your school about a one-day closure of the school. Give a reason in the notice as to why the school will remain closed.



Dear Parents/Guardians,

This is to inform all the parents that Nepal English Language Teacher Association (NELTA) is going to conduct its 28th NELTA International Conference 2024 from 17th February to 19th February, 2024 on face-to-face mode at DAV Sushil Kedia Vishwa Bharati School, Jawalakhel, Lalitpur. Such, the school will remain closed for the students of Kindergarten - Grade XI on 18th February, 2024 (Sunday). The classes will resume from 20th February, 2024 (Tuesday) as usual.

Looking forward to your kind co-operation.

Thanking You,

Dr. Bhubaneswari Rao
(Principal)

Specimen-2

Some of your students are suffering from viral conjunctivitis which is spreading fast among the children. Prepare a notice for three days school closure on behalf of your school.

Kailpal Secondary School
Bhageshwor-1 (Paniut), Dadeldhura
 August 19, 2023

Notice for School Closure

This is to notify all the students and teachers that the School Management Committee has decided to close the school for three days because of the rapid spread of viral conjunctivitis in recent days. The school will remain closed from August 20, 2023 to August 22, 2023.

Some of the students have already been suffered from viral conjunctivitis and it is spreading fast among the children and teachers. Therefore, we urge all the teachers and students to take precautions as the infection of the disease may increase.

Since the school will remain closed for three days, the students are informed to make necessary arrangements for the learning. Furthermore, regular classes will resume from August 23, 2023.

Nar Bahadur Thakurathi
Head Teacher

Specimen-3

As a secretary of the Eco-Club of a reputed school in Kailali, draft a formal notice for the oratory competition which is going to be organized in your school by the committee.

Use these clues.

Oratory Contest slogan: Beat the Plastic Pollution on World Environment Day for grade 9 & 10 date/time/venue of the programme cash prize chief guest: Principal

Answer:

SARASWOTI ECO-CLUB
Saraswoti Secondary School
Dhangadhi, Kailali

Date: 1st June 2023

Notice about the Programme

It's our immense pleasure to inform that the Eco Club of our school is going to organize an 'Oratory Contest' with the slogan *Beat the Plastic Pollution* on the occasion of World Environment Day 2023.

We believe that the event will be an effective tool to advocate about environmental issues. We also hope that this programme will bring us together and unite to combat the existing environmental pollution.

The contest will be held among the students of grade 9 & 10. Therefore, the interested students of the respective classes are requested to register their names to participate in the competition by 3rd of June at school administration. The chief guest of the programmes will be our respected principal who will plant a mango tree on the schoolyard.

We are confident that with your kind support, we will make our event a grand success.

Programme Details:

Date: 5th June 2023

Time: At 10 am sharp

Venue: School premises

Rabina Pandeya
Secretary

Tasks for further practice

1. Suppose you are the In-charge of Extra-Curricular Activities at your school. Your school is organizing a mega drawing competition. Draft a notice to be circulated in the class including the points given in the box.

Mega drawing competition grade 8, 9 &10 studentspurpose of the event.....date/time/venue.....signature.

2. Write a short notice on behalf of your school about a one-day trip to a historical place of your district. Mention the date, necessary instructions and information in the notice.
3. You are the Chairperson of the Child Club of your school. Draft a notice in not more than 100 words informing all the committee members to attend the meeting for next Monday. Include the date, time, and agendas in the notice.
4. Suppose you are Dibash Joshi, Administrative Officer of Dabur Nepal Pvt. Ltd. Draft a notice for a local newspaper, informing the public about the change of the company's address.
5. You are secretary of Students' Welfare Committee at your school. Write a notice appealing all the teachers and students of your school to generously donate in cash and kind for the victims of flood affected areas.

Unit 14: Writing Announcements

Notice and announcement are similar in that they both convey information to a group of people. However, an announcement often serves to publicize or declare something of importance, such as an achievement, upcoming event, or change. They can be made orally, in writing, or through various media channels like social media, radio, or public speeches. Announcements may target a broader audience and may be intended for public consumption.

Let's see a sample of an announcement.

Captain's Announcement

Ladies and gentlemen,

On behalf of the captain and the rest of the crew, I'd like to welcome everyone on Rightwing Flight 86A with nonstop service to London. We are currently cruising at an altitude of 33,000 feet at an airspeed of 400 miles per hour. The time is 1:25 pm. The weather looks good and with the tailwind on our side we are expecting to land in London approximately fifteen minutes ahead of schedule. The weather in London is clear and sunny, with a high of 25 degrees for this afternoon. If the weather cooperates we should get a great view of the city as we descend. The cabin crew will be coming around in about twenty minutes' time to offer you a light snack and beverage, and the inflight movie will begin shortly after that. I'll talk to you again before we reach our destination. Until then, sit back, relax and enjoy the rest of the flight.

Guiding instruction for writing announcement

- **Give a short title like: Announcement for the Programme, School Annual Day Announcement, etc.**
- **Then, address your audience.**
- **Begin the announcement like;**
 - a) It's our immense pleasure to announce that
 - b) It gives me great pleasure to announce that...
 - c) We are pleased/excited/delighted to announcethat
 - d) We feel privileged to announce that.....
 - e) I have an important announcement to make.
 - f) I am pleased to tell you that...
 - g) We are sorry/regret to announce that (in the adverse situation)
- **Mention the purpose of announcement:** Is it to inform, invite, celebrate, or request action?
- **Highlight the key message:** What is the most important information you want to convey? Mention the programme details like; Date, place and Venue. (if it is necessary)
- **Write the name and designation of the person who issued the notice or name of organization/institution.**

Specimen-1

Draft a short announcement on behalf of school to celebrate school annual day at your school. Include what, when, where, who and how the event is going to be celebrated.

School Annual Day Announcement

Dear Students, Teachers, and Staffs,

We are pleased to announce that our school is going to celebrate the much-awaited Annual Day celebration on March 15th with the auspicious occasion of our school's 66th anniversary. The programme will be held on the school premises at 11:00 a.m.

This year's event will be a splendid showcase of talent, creativity, and delight. The Annual Day festivities will include spellbinding performances, inspiring speeches, and exciting activities for everyone to enjoy. We are excited to enjoy captivating cultural performances. Moreover, we want to share that there will be something for every member of our school family to enjoy.

We extend a warm invitation to all students, parents, teachers, and staff to join us in this joyous celebration of our school's achievements. It is our honour to announce that the Chairperson of Bhageshwor Rural Municipality will grace the ceremony as the chief guest.

Let's come together to create unforgettable memories. Mark your calendars, spread the word, and get ready to be part of this grand event.

Thank you!

Ashigram Secondary School, Dadeldhura

Specimen-2

Suppose you are the general manager of Yeti Airlines. Draft a short announcement for flight cancellation due to bad weather.

Flight Cancellation Announcement

Dear valued customers,

We are extremely sorry to announce that our flights to Nepalgunj have been cancelled due to bad weather. We are compelled to cancel all flights due to poor visibility, especially in the Terai region, particularly in the Nepalgunj area. The entire atmosphere is covered with dense fog and mist. People even cannot see two metres distance. Therefore, the airlines decided to cancel the flights.

As soon as we get the weather report updates, we will inform through our media platforms. We will re-schedule our flights as soon as the weather gets fine and the sky is clear. So, we kindly request you to stay connected with us. Our staffs will announce our new flight schedule as soon as it becomes available. We further request all our customers to have patience on flight cancellation. We apologize for the inconvenience caused.

Thank you for choosing us!

Yeti Airlines

Tasks for further practice

1. Write a short announcement on behalf of class captain/monitor to celebrate any one event (e.g. Children's Day) at your school. Include what, when, where, who and how the event is going to be celebrated. Also request people to attend the function.
2. You are the captain of grade VIII. One of your friends has lost your library book which was issued to you, in the class. Draft a short announcement to inform the students about it.
3. Imagine that your school has decided to host the inter-school football tournament. Write an announcement on behalf of your school to be circulated in the school assembly to invite all the students to cheer for the teams.
4. Suppose you are the in-charge of extra-curricular activities at your school. Write a short announcement on behalf of school to organise inter house spelling contest. Include when, where, who and how the event is going to be organised.
5. Suppose you are the general manager of ABC Electronics. Draft a short announcement for the launch of the new smartphone manufactured by your company. Also request people to attend the event.

Unit 15: Writing Rules and Regulations

Rules and regulations are a set of guidelines established by authorities, organizations, or communities to govern behavior, activities, or processes within a particular context. They are developed to establish and maintain law and order.

Let's see a sample of rules and regulation.

Rules and Safety Guidelines at Central Zoo

Please abide by the rules and safety guidelines.

- Visitors must stay in line at the ticket counter.
- Visitors are obliged to show the ticket to the zoo officials when asked.
- Visitors must not make loud noises. It disturbs the animals and other visitors.
- Plastic or plastic products are not allowed on the zoo premises.
- Pets like cats or dogs should not be brought inside.
- Alcohol and smoking are not allowed on the zoo premises. If anyone is found doing so they will be punished.
- No one is allowed to tease, poke or feed animals.
- Plucking of buds, flowers and tearing the leaves are punishable.
- The litter should be kept in the bins.
- Selling of goods of any type by the visitors in the zoo premises is prohibited.

The Zoo is a public place. It is our duty and responsibility to keep it clean and safe.

Thank you.

Central Zoo
Jawalakhel, Lalitpur
Nepal

Guiding instruction for writing rules and regulations

- ❖ **First, read the question thoroughly and think what is allowed to do and what is not allowed to do at the given place.**
- ❖ **If the clues are given, read the clues carefully and write in complete sentences.**
- ❖ **Follow the standard regulation structures.**
 - Use present simple tense to show timetable.*
 - is/are + (not) allowed to/permitted to + infinitive*
 -is/are + (not) supposed to + infinitive*
 -is/are required/expected to.....*
 - strictly prohibited/forbidden to.....*
 -should/ought to/have to/must*
 - should not /must not.....*
 - can/cannot*
 -will/will not.....*

Specimen-1

Write a set of rules and regulations to be followed in a hospital. Use the following clues.

*free ticket for children silence wait for turn wastes in the bin
..... visiting time outside food not allowed for patients wear
masks respect privacy, etc.*

Rules and Regulations for Hospital

- All children will receive a free ticket. No registration fee will be charged.
- Visitors are supposed to observe silence within the hospital premises. Visitors cannot disturb patients or interfere with their treatment.
- Patients are requested to wait patiently for their turn during consultations, check-up, or any other hospital services.
- It is expected to maintain cleanliness by disposing of all waste, including wrappers, tissues, etc. in the designated bins.
- Visitors must follow the visiting hours and guidelines set by the hospital. Visiting hours are from 8 am to 2 pm daily. Emergency service is open for 24 hours.
- Outside food is not allowed for the patients. Visitors cannot bring any fast foods without doctor's consent.
- Wearing mask and sanitization of the hands are obligatory to visit the patients.
- Visitors are expected to respect the privacy of the patients and their families.
- Visitors are not permitted to enter into the operation theatre.

Specimen-2

Write a set of five rules and regulations to be followed in the library using the given clues in about 100 words.

*membership card maintaining silence book return fine for pages torn
..... placing the book in appropriate shelf no eating and drinking no
marking/highlight*

Rules and Regulations for the Library

- Photo identification library card is required to sign out the library material. Everybody has to produce their valid membership card upon entry.
- Visitors are supposed to maintain silence to study and reading. Loud conversations are not permitted. You cannot play music, games in any other electronic devices.
- All the members are expected to return the borrowed book/s before the due date.
- Damaging to library materials, including torn pages will be fined.
- After use, please return books to their designated shelves or designated areas to

ensure proper accessibility for other readers.

- Visitors are not allowed to eat food or drink any beverages in the library.
- Marking with a pen/pencil or highlighting on reading materials is strongly discouraged
- Some magazines and journals are supposed to read only in the library. They must not be taken home.

Specimen-3

Write a set of rules and regulations to be followed by the visitors in the temple.

Pashupati Area Development Trust

Gaushala, Kathmandu

Rules and Regulations for Visitors

- Only Hindu devotees are permitted to enter the main temple. Visitors are prohibited from bringing leather bags or belts into the temple premises.
- Prior to entering the temple, please remove your shoes as a sign of respect.
- Throwing rubbish around the temple is a punishable act. Visitors must throw the dust into the dustbins placed nearby.
- Never think of drinking alcohol and smoking inside the temple.
- Everyone is requested to queue up to worship God inside the temple.
- Taking photograph is strictly prohibited.
- Visitors have to register their names for special Pooja and rituals.
- You ought to give a top priority to the physically challenged and elderly citizens to worship.
- Safety of the personal belongings is merely the visitor's duty. Don't put on expensive jewelries.

Be aware of pickpockets!

Tasks for further practice

1. Write a set of rules and regulations for visitors in the public park. Use the clues given below.

entry fee no offense..... care about cleanliness not plucking flowers
no pets, etc.

2. Write a set of rules and regulations to be followed in school by the students. You may use these prompts.

arrival time: 9:45 am wear uniform obey teachers preserve school
property no harassment clean the class, etc.

3. Write a set of rules and regulations to be followed by the visitors in the museum. You may use these outlines.

open and close get ticket silence no touch be respectful no smoking, etc.

4. Write a set of rules and regulations for public bus (public transportation). Use these clues.

no talking to driver tie seat belt no cattle smoking prohibited maintain silence never eat given by stranger, etc.

5. Write a set of rules and regulations for the examinees in the examination hall. Use these clues.

maintain silence reach in time no books and notes produce entrance card no write up on question paper, etc.

6. Write a set of classroom rules and regulations to be followed by the students.
7. Prepare a list of rules and regulations to be followed by the students at your school.
8. You might have a computer lab at your school. Prepare a set of rules (at least six) to be followed by students when they visit.
9. Write a set of obligations and prohibitions to be followed at the hostel.
10. Write a set of rules and regulations to be followed by the visitors in the national parks or wildlife reserves.

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