

LETTERS

1. Write a letter to your younger brother advising him to give up smoking and pay heed to studies. (Outstanding)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Ali,

I am extremely (انتہائی) sad (غمگین) to hear from one of your friends that you have adopted (اختیار کرتا) the disgusting (مکروہ) habit of smoking. It is really a shocking (حادثہ انگیز) news for me. You cannot even imagine how down-hearted (دل برداشت) I am to hear this. Remembering the words of *Emily Dickinson*: "Hope is the thing with feathers (پر) that perches (بیر کرتی ہے) in the soul," I still harbour (رکھتا) the hope that this news may not be true. I know you are a sober (سنجیدہ) and virtuous (نیک) boy, but anyone can be tempted (دور لٹا) to such sugar-coated (شیشی) evils.

Brother, you know, it is far easier to take up a bad habit than to get rid of (چھڑا کر دھال کرنا) it. You are still at the initial (ابتدائی) stage of that injurious (نقصان دہ) habit and can abandon (ترک کرنا) it with a little effort. I hope you will sincerely (خلوص سے) try to give up this habit. The sooner you get rid of it, the better. *Shakespeare wisely advised, "Better three hours too soon than a minute too late."* Moreover, I have also been informed about your apathetic (سردہر) attitude towards your studies.

Brother, I am very worried about your lethargic (سست) attitude towards your studies. Negligence (بے پرواہی), once in a while, is excusable (قابل معافی), but when it occurs (ظاہر ہوتا) in quick succession (تواتر), it cannot be overlooked (نظر انداز کرنا). I feel that you have formed (پال لی ہیں) harmful associations (دوستیاں) and unavailing (بے فائدہ) pastimes (تفریحات) which divert (بھٹکتا) you from the right path. You must keep in your mind *Benjamin Franklin's words, "An investment in knowledge pays the best interest (منافع)."*

Brother, think seriously of your affairs (محامات). It is never too late to mend (صحیح کا بھولا شام کو گھر واپس آ جائے تو اُسے بھولنا نہیں کہئے). You ought to know that the soul of success lies in diligence (محنت) and assiduity (تدنی). You must know that it is better to wear out (بھس جانا) than to rust out (زنگ لگ جانا). Only such a determination (عزم) can bring you credit (اعزاز) and add to the comforts of your family. You must remember *Robert Frost's words, "The woods are lovely, dark and deep, But I have promises to keep, And miles to go before I sleep."* I am profoundly (انتہائی) hopeful that you will renounce (ترک کرنا) your evil habits.

Your loving brother,

X. Y. Z.

- ☆..... Write a letter to your younger brother advising him to give up smoking and pay heed to studies. (Standard)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Ali,

I am shocked (حادثہ ہوا ہے) to know that you have fallen prey (فکارت ہو چکے ہیں) to the harmful

habit of smoking. This is really a horrible news for me. Remembering the words of *Emily Dickinson*: "Hope is the thing with feathers (پر) that perches (بیرا کرتی ہے) In the soul," I still harbour (رکھتا) the hope that this news must not be true. Brother, give it up immediately if you have taken up this bad habit. You might not have developed the habit yet. So, it is easy to nip it in the bud. But when it clutches (جکڑ لیا) you in its iron claws (کھپے), you will be helpless. The sooner you get rid of it, the better. *Shakespeare wisely advised*, "Better three hours too soon than a minute too late." Brother, you must know that smoking causes many diseases. People hate to sit with the smokers. It is a social evil in the sense that it harms others also. I hope that you would sincerely (خلوص سے) try to abandon (ترک کرتا) it.

Moreover, I have been informed about your lack (کمی) of interest in your studies. Your result of the December Test is not satisfactory (تسلیم بخش). You have failed in chemistry and biology. Even the result of Urdu is not good. You should pay special heed (توجہ) to your studies. *Benjamin Franklin rightly said*, "An investment in knowledge pays the best interest (منفعت)." Brother, you know that we belong to a poor family. Our father sweats blood (نختِ محنت) to shape a rosy future for us. Therefore, we should also make extreme efforts to change his dreams into reality. *Robert Frost rightly stated*, "The woods are lovely, dark and deep, But I have promises to keep, And miles to go before I sleep." You must avoid (بچنا) such activities as may divert your heed from your goal (مُزل).

I hope, you would act upon my advice and get rid of (ہٹکارا حاصل کرتا) your bad habits. I will visit you soon to see whether you have bettered (بہتر بناتا) your routine activities or not. May ALLAH help you to choose the right path!

Your loving brother,

X.Y.Z.

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

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

My dear Nadeem,

I have the honour to invite you to spend a few days of the summer vacation with me at my village. You know I live in a village situated in the heart of mountains. Here in my village, in the words of *Coleridge*, there are many "gardens bright with sinuous (بل کمانی) hills (عریاں)". Again in the words of *Coleridge*, there grow "many incense bearing (خوشبودار) trees" on the slopes of these hills. Here as *Coleridge says*, one can find "enfolding sunny (غما ت) spots (جگہیں) of greenery" in my village. The fresh atmosphere (ماحول) enhances (بڑھاتا) the beauty of this place. It is a place worth enjoying. You must visit my village to share the joy and feel the coolness. A few weeks ago, you promised to spend the vacation with me at my village. Now you must honour your promise.

You must be sick of the dreary (بے کیف) and monotonous (اکتادہ دہنے والی) routine work. You must be tired of the haphazard (بے ہنگم) rush and the disorderly (بے ترتیب) clamour (شور و غوغا).

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

"In some melodious (نغمہ آلود) plot

Of beechan green and shadows numberless

Singest of summer in full throated-ease."

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

Hoping a fairly prompt (فوری) reply from you,

Yours sincerely,

X. Y. Z.

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

(نوٹ: یہ خط پنجاب ٹیسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Aslam,

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

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

Waiting anxiously (بیقراری سے) for your reply,

Yours sincerely,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Yaseen,

I am extremely sad and grieved (غمگین) to know about your failure in the examination. No one can expect that a shining (نشین) and promising (پرومیسنگ) boy like you should fail in the examination. But I must consider (ملاحظہ رکھنا) the adverse (مشکل) circumstances (حالات) that have contributed (موجبہ) to your failure.

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

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

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Naveed,

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

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

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

Yours sincerely,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

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

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

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

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

Hoping for a positive response (جواب),

Your loving son,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

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

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

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

Your loving son,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

I have just received your kind letter. In this letter, you have asked me to express (تجربہ) my views (خیالات) about the hostel life. Mother, it is truly a novel experience (نیا تجربہ) for me to live amidst a multitude (جوم) of students. Hostel life has unfolded (آٹھار کرنا) a new world before me, one that is brimming (بریں) with a medley (آمیزش) of diverse (مختلف) perspectives (نظریات) and invaluable (نامول) experiences (تجربات). It reminds me of the sagacious (راشندانہ) words of the renowned (مشہور) American writer, *Mary Anne Radmacher* (ریڈ ماکر), *'I am not the same, having seen the moon shine on the other side of the world.'* The sheer (مکمل) joy and fun of living in a hostel are indeed unparalleled (بیکارے مثل). I am thoroughly relishing (مزے لینا) my time here. My roommate is quite a noble soul. He is an extremely hard working and painstaking (جھاکش) student. He extends (پیش کرتا) immense (بہت انتہا) support in my academic (طلی) pursuits (تجربہ). The discipline (نظم رتق) in our hostel is remarkable (نہایت عمدہ). Our hostel superintendent is a man of principles (اسول). He enforces rules with an unwavering (غیر حزل) commitment (دائستگی). His ethos (نقطہ نظر) echoes (متکس کرتا) the philosophy of *Aristotle, who once said, 'Excellence is never an accident. It is always the result of high intention (مقصد), sincere effort, and intelligent execution (نفاذ).'* He is intolerant (غیر تحمل) of violation (ظاف ورزی) of rules or discipline.

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

Currently, I am acquainting (جان پہچان کرنا) myself with numerous (شعور) fellow students, creating an atmosphere (نفا) of healthy competition (مقابلہ) in studies. This cooperative spirit (جذبہ) among the students vividly (واضح طور پر) illustrates (توضیح کرتا) *Helen Keller's savvy (حکیمانہ)*

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

Your loving son,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

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

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

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب بک بورڈ کی کتاب 'انٹرنیشنل گرامر اینڈ کمپوزیشن' میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

My dear Father,

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

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

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

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

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

Your loving son,

X. Y. Z.

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

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

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

Your loving son,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Ali,

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

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

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

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

Yours sincerely,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

My dear Naveed,

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

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

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

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

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

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

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

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

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

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

Your loving son,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

well that this demand of mine will put an extra burden (بوجھ) on you. You are supporting (سہارا دینا) a large family. You work day and night to make both ends meet (تکڑا کرنا). It indicates (ظاہر کرتا) your unwavering (غیر متزلزل) commitment (والتکلی) to our welfare.

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

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

Your loving son,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Rehman,

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

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

Your father is a beacon (روشن چراغ) of dedication (خودپردگی) who toils from dawn (سور) to dusk (شام کا اندھکا) to facilitate you to get quality education. **Barack Obama aptly underlines the thing that makes a man a true father, "Any fool can have a child. That doesn't make you a father. It's the courage to raise a child that makes you a father."** You have superbly (عہدہ طور پر) replied to your father's Herculean (انتہائی مشکل) efforts with a symphony (ڈھن) of success. You

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

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Aslam,

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

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

Yours sincerely,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

The first hurdle (رکاوٹ) on my academic (تعلیمی) path was my active involvement (دراصل) in co-curricular activities. Though these activities are supposed to enhance (بڑھانا) our learning experience (تجربہ), they actually blurred (دھندلا کر دیا) my vision and deflected (گمراہ کر دیا) me from establishing my priorities. My enthusiastic participation (شمولیت) in sports and cultural events consumed (کھا گئیں) a significant portion of my time and energy. This emotional association (دراصل) inadvertently (لاشعوری طور پر) made me compromise (سمجھوتہ کرنا) on my academic activities.

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

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

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

All these challenging circumstances culminated (نقطہ عروج پر پہنچے) in severe (شدید) stress and heightened (بڑی) anxiety (تشویش). The psychological turmoil (افرائزی) cast a dark shadow (بر اثر ڈالا) over my mental faculties (صلاحیتیں). The relentless (بے رحم) grip of anxiety impaired (نقصان پہنچایا) my memory and disturbed my concentration (ارتکاز توجہ). It inhibited (روک دیا) my ability to collect information, think clearly and apply my insight (فراست) with precision (ہاریک بینی). Within the desperate (مایوس کن) environment of the examination hall, all these adverse (غلاف) effects got magnified (بڑھ گئے), impeding (رودکا) my way to perform well. They proved to be a tangible (دراصل) barrier (رکاوٹ) that stood between me and the academic success. *Alexander Graham Bell aptly said, "Concentrate (توجہ مرکوز کرنا) all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus."*

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

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

Your loving son,

X.Y.Z

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

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

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

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

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

I promise I will try my best to overcome (تلاش کرنا) all these difficulties. I would handle stress and seek (حاصل کرنا) help from my teachers to do well in the upcoming exams. I hope you would encourage me. Expecting (ترقبہ ہے) a positive response (رد عمل) from you,

Your loving son,

X.Y.Z

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Kaleem,

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

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

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

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Rashid,

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

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

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

Yours sincerely,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Faheem,

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

Yours sincerely,

X.Y.Z.

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

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Saleem,

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

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

Yours sincerely,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

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

Your loving son,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

Your loving son,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

Your loving son,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

I am much worried (فکرمند) about my mother's health. She was not feeling well when I departed (روانہ ہوا تھا) from home last week. She was suffering (جھلٹتی) from slight (لچکاسا) cold (زرد) and flue (زکام). She is an old patient (مریضہ) of bronchitis (سانس کی نالی کی سوزش) and diabetes (شوگر). Father, it is the advent (آغاز) of terrible (خوفناک) winter now. She needs to be nursed (تعمیرداری کرتا) and looked after (دیکھ بھال کرتا) adequately (مناسب طور پر). She finds it difficult

(شکل) to breathe (سانس لینا) when she suffers (شکار ہوتی ہے) from the congestion (دباؤ) of lungs (ہوائیں). It has been raining steadily (مستل) for some days. The icy (برفانی) winds (ہوائیں) are roaring (پھٹا رہی ہیں) all the time. In such grim (بھیاں ک) weather (موسم), she should be asked to keep inside and wear warm woolen (ارنی) clothes. Please keep in touch with the doctor continuously (مستل). Enough (کافی) care is needed to ensure (یقینی بنانا) that she takes her medicine regularly (ہر گاہگی سے). Request (درخواست کریں) the doctor to pay her fortnight (چھ دن) visits. If these measures (اقدامات) are taken, she will be all right. It is a famous (مشہور) proverb (مطالع) that prevention (پہیز) is better than cure (علاج). So the ailment (بیماری) should be shunned (روک تھام کرنا) before it strikes us with its nasty (نرے) effects (اثرات). I am sure that you will be very careful (حفاظ) in this regard (بارے میں). Please inform (مطلع کریں) me about all this matter (ماملہ) in the earliest (جلد از جلد).

Your loving son,

X. Y. Z.

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

(نوٹ: یہ خط جناب ٹیکسٹ بک بورڈ کی کتاب "انکس گر اسیڈیویشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

I often get captivated (سحر) by tales of Dickens' bustling (سرگرمی سے بھرپور) streets, Austen's gentle landscapes (قدرتی مناظر), and the windswept (ہاورد) terrain (خطہ) of Bronte. The allure (سحر و کشش) of literary narratives (حکایات) is irresistible (دل آویز). Fascinating (کشش) stories provide an escape (فرار) from monotonous (بیزار کن) life. They are the gateway (راستہ) to realms (مسلطنتیں) where genuine (خالص) emotions are felt. Every scene they unfold (آکار کرنا) looks beautiful and charming as if they were scenes "painted by the fingers of the dawn (سہا) and dusk (دھندلا)," to quote the Bengali poet Rabindranath (راہندر ناتھ) Tagore (ٹیگور).

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

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

Yours sincerely,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

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

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

I eagerly (بے تابی سے) await (انتظار میں) your response (جواب) with a hopeful heart. May our mutual (ہماری) love for literature, *in the words of Helen Keller, "be the tie (بندھن) that binds (باندھتا) our hearts in closest friendship!"* (203 words)

Yours sincerely,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

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

Yours sincerely,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Nadeem,

What a marvellous (حیران کن) experience (تجربہ) it was to stay (قیام کرنا) with you in your scenic (خوش منظر) village. I am writing this letter to express (اظہار کرنا) my big thanks for your generous (فیاضانہ) hospitality (مہمان نوازی). Really (یقیناً، واقعی), the people living among the hills are generous (سخی) and big-hearted (بڑے دل والے). I can never forget (بھولنا) the long and joyful (جھاک انگلی) rambles (سیر) among the lush green (سرسبز و شاداب) mountains surrounding (ارد گرد) your village. The vast (وسیع) meadows (سبزہ زار), the green tablelands (میدان), the foaming (جھاک انگلی) streams (نद्याں), and murmuring (گنگناہٹے) brooks (نالے) had a magical (جادوئی) effect on my soul (روح). The snow-clad (برف پوش) peaks (چوٹیاں) often (اکثر) played hide and seek (آکھ چھولی) with the silvery clouds. The usual (معمول) delicate (ہلکی) drizzle (پوندہ اندی), the revitalising (روح پرور) fanning strokes (جھونکے) of balmy (خوشبودار) breeze (ہوا) and the shady clumps (جھنڈ) of whispering (سرگوشیاں کرتے) trees..... all was so wonderful (حیران کن) and charismatic (کرتاشی). Thank you for all you did for me. I can never forget (بھولنا) the kind (مہربان) and gentle (نہیں) people of your village. Especially (خاص طور پر), the loving face of your kind mother and affectionate (مشفقانہ) manners (اخلاق) of your warm-hearted (شفیق) father imprinted (لکھ کر) an indelible (انست) impact (اثر) on my mind. My stay (قیام) in your village is one of the happiest experiences (تجربات) of my life. It would ever shine (چمکنا) in my mind's eye like the lonely (تنہا) bright (روشن) star in the blue lake (جھیل) of sky. Please convey (پہنچا دیں) my humble (ادنی) gratefulness (شکریہ) to your parents.

Yours sincerely,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Sister,

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

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

Yours affectionately,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Parents,

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

Your loving son / daughter,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

My dear Father,

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

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

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

Your loving son,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear All,

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

My dear Father,

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

Your loving son,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

My dear Father,

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

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

Your loving son,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Ali,

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Sister,

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

Your loving sister / brother,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Ali,

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

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

My dear Father,

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

Your loving son,

X. Y. Z.

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

(نوٹ: یہ خط پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Ali,

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

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Ali,

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

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

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

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

Your loving friend,

X. Y. Z.

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

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

Dear Brother,

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

Your loving brother,

X. Y. Z.

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

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

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

Dear Brother,

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

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

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

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

Yours sincerely,

X.Y.Z.

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

(نوٹ: پیچہ پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Brother,

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

(قرن وسطی) *Charlemagne* (شارلسی مین), a medieval European ruler, once said, "To have another language is to possess a second soul." I appreciate (دانت) your passion (ہنہ). I suggest the following steps for improving your English.

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

Yours sincerely,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Brother,

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

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

Yours sincerely,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

Your loving son,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Brother,

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

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

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

Your loving brother,

X. Y. Z.

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

(نوٹ: یہ خط پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

Your sincere friend,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Sister,

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

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

Your loving brother,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Sister,

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

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

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

Your loving brother,

X. Y. Z.

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

(نوٹ: یہ خط پنجاب ٹیکسٹ بک بورڈ کی کتاب "انٹرش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Brother,

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

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

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

Whispers (سرگوشیاں) have reached me that your passion (جذبہ) for your scholarly (ادبیات) pursuits (جستجو) has subsided (ٹھنڈا پڑ جانا). "Education is the kindling (لگائی) of a flame, not the filling of a vessel (کشتی، بحری جہاز)," as Socrates (ساکراٹیز) said. Your recent (حالہ) test results reflect (ظاہر کرتا) your declining (زوال پذیر) interest in your studies. Reignite (بھڑکائی) your dedication (لگن، دھن) to learning and let it "shine like the whole universe is yours," in the words of Rumi.

In Milton's words, education is a "golden key that opens the palace of eternity (ابدیت)." It paves (راہ ہموار کرتا) the way to marvellous (حیرت انگیز) opportunities (مواقع), phenomenal (فیر معمولی) success, and enormous (عظیم) growth. "Genius (ذہانت) is 1% inspiration (جذبہ), 99% perspiration (عرق ریزی)," Thomas (ٹامس) Edison declared. Sometimes, it seems somewhat tiresome (پزار کن), but "The roots of education are bitter, but the fruit is sweet," Aristotle once wisely said.

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

Your loving brother,

X.Y.Z.

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

(نوٹ: بیضہ متاب ٹیکٹ بک بورڈ کی کتاب 'انگلش گرامر اینڈ کمپوزیشن' میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Brother,

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

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

Whispers (سرگوشیاں) have reached me that you have lost your passion (جذبہ شوق) for studies. Reignite (پھر کاز) your dedication (گن شوق) to learning and let it "shine like the whole universe is yours," in the words of Rumi. Education is a golden gateway (راستہ) to a rosy (گل رنگ) future. It paves (سوار کرتا) the way to bright success. Sometimes, it seems a bit tiresome (بیزار کن), but the fruit it yields (پیداوار دیتا) is very sweet.

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

Your loving brother,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ہائسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کیویشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Brother,

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

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

Your loving brother,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ہائسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کیویشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

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

finally come to a close. Now, I am feeling stress-free and relaxed (رہ سکن). I am breathing (سانس لینا) soft sighs (سانس) of relief (بھین) and tranquillity (سکون).

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

The paper of Biology was a bit (قدرے) trickier (پچیدہ). Some questions were relatively (نسبتاً) easy. However, a couple (دو) of unexpected (غیر متوقع) questions made me slightly (قدرے) nonplussed (بے کلامی کا شکار). Nevertheless (تاہم), I applied (بروکار لایا) all my knowledge and experience (تجربہ) to answer them. **Albert Einstein rightly said, "The only source of knowledge is experience."** I became pretty successful in my attempt (کوشش). My last thorough (مفصل) revision (دہرائی) made the difference (کام آئی), and I pulled off (کمل کر لیے) decent (مستقل) answers.

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

My overall (مجموعی) performance in the exam had been convincing (اطمینان بخش) and creditable (مستحق). Doing some papers made me feel confident (ہم اعتماد), while others made me feel that I needed more preparation. Nevertheless (تاہم), I assess (اندازہ لگاتا) my performance as commendable (قابل تحسین). This exam, beyond (سے پرے) just grades, was a real test of my resilience (ابلیت) and dedication (تکفل). **Winston S. Churchill appropriately (مناسب طور پر) once said, "Difficulties mastered (پر قابو پاتا) are opportunities won."**

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب بک بورڈ کی کتاب "انٹرنل گرامر اینڈ کیویشنز" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

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

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

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

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

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

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

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

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

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

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

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

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

I hope this letter finds you well and in good spirits (مزاج). Today, I want to share my experience (تجربہ) of spending my first day at college. It marks (علامت ہے) the beginning of a new chapter in my life. Shifting from the dull (پڑاؤ کن) life of school to the thrilling (دور بخیز) life of college feels like a giant (جیگنٹ) leap (پھلانگ) (جست، چلانگ).

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

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

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

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

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

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ایکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

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

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

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

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

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

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ایکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Mother,

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

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

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

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Dad,

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

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

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

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

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

Indeed, this educational tour will be a valuable experience for me. I do not want to miss this invaluable (مطلوبہ) opportunity for learning. I am looking forward to (غواہل کرتا) being a part of this enriching (مالا مال کر دینے والا) experience. Please consider (غور کرتا) my request and grant me the honour of embarking (برازندہ ہوتا) on this tour. (343 words)

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Dad,

I hope all is well with you. I am writing to ask if I can join an upcoming (مترقبہ قریب ہونے والا) educational tour that my college is organizing. The purpose of the trip is to enhance (بڑھانا) our knowledge in academic (تعلیمی) and practical terms. We will visit historical sites (مقامات), museums, and other places of scientific and cultural interest. *I agree with the famous American author Elizabeth Gilbert when she says: "To travel is worth any cost or sacrifice (قربانی)." You have often told me that "The world is the best classroom," and I genuinely (جسے) believe that this tour embodies (ٹھوس شکل ہے) that idea. It is a unique (جسے) chance to learn about various cultures and traditions. Saint Augustine uttered (بول) only truth when he said: "The world is a book, and those who do not travel read only one page."*

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

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Dad,

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

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

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

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ایکسٹ بک بورڈ کی کتاب انگلش گرامر اینڈ کمپوزیشن میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Dad,

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

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

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

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

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

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

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

Yours sincerely,

X.Y.Z.

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

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Dad,

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

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

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

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

Yours sincerely,

X.Y.Z.

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

(نوٹ: یہ خط منجانب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Dad,

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

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

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

Yours sincerely,

X.Y.Z.

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

(نوٹ: یہ خط منجانب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

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

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

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

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

Your loving son,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

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

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

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

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

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

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

Yours sincerely,

X.Y.Z.

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

(نوٹ: یہ خط جناب ٹیکسٹ بک بورڈ کی کتاب "انٹرش گرامر اینڈ کیپریٹیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

You should spend some time in physical activity or sports. Physical activities keep us healthy and active, improve (بہتر کرتا) our stamina, and sharpen (بڑھاتی ہیں) our focus (دھیان). They break the routine of our monotonous (پہر مارکن) life and boost (بڑھاتا) our energy. **Read a famous proverb: "All work and no play makes Jack a dull boy."** It is rightly said that a healthy body keeps a healthy mind. A sportsman feels energetic (پست و تازا) and focused (موجہ منہک).

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

Yours sincerely,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

Your sincere friend,

X. Y. Z.

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

(نوٹ: یہ خط پنجاب ٹیکسٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

Such unfortunate (ناگہانی) accidents make us realize how fragile (فلس) and delicate (نرک) life is and how important our health is. I can just imagine the painful feeling of discomfort, pain and frustration (ناپس) you are going through, but I know you are a man of strength and resilience (مقبول). I am sure you can endure (برداشت کرتا) this affliction (سیت) with patience and fortitude (استقلال). **Read the beautiful words by John Ruskin, "Endurance (برداشت) is nobler than strength and patience than beauty."**

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

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

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

Yours sincerely,

X.Y.Z.

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

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

I will be there with you in a day or two. Then, we will recall (یاد کرتا) our old adventures (جوشم) and happy moments. We will chat (کپ شپ کرتا) together for hours and watch our

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

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

Yours sincerely,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیکسٹ بک بورڈ کی کتاب "انٹرنل گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

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

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

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

commendable (قابل تحسین). When I recall (یاد کرتا) the stress we took, our late-night study sessions, and our strenuous (جہد) efforts to understand complex (موجید) topics, I genuinely (مستحق) feel that this exam, beyond (کے علاوہ) just grades, was a real test of our resilience (مستحکم) and dedication (تکفل). **Winston S. Churchill appropriately (بجائے طور پر) once said, "Difficulties mastered (تسلیم کرنا) are opportunities (موقع) won."**

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

Yours sincerely,

X.Y.Z.

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

(نوٹ: یہ خط پنجاب ٹیکٹ بک بورڈ کی کتاب "انگلش گرامر اینڈ کمپوزیشن" میں بھی شامل ہے۔)

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

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

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

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

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

Yours sincerely,

X.Y.Z.

Grammar Exercise - 10

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

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

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

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear All,

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

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

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

Your friend,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Ali,

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

Your friend,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

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

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

Yours friend,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

Yours friend,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

Yours friend,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend/Father (etc.),

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

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

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

Your friend/son/wife (etc.),

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend/Father (etc.),

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

Your friend/son/wife (etc.),

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend/Father (etc.),

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

Your friend/son/wife (etc.),

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Rehman,

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

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

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

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Aslam,

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

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

Yours sincerely,

X.Y.Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Father,

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

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

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

Your loving son,

X. Y. Z.

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

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

Dear Father,

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

Your loving son,

X. Y. Z.

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

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

Dear Father,

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

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

Your loving son,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

Your friend,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

Yours sincerely,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

Your friend,

X. Y. Z.

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

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

Dear Friend,

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

Yours sincerely,

X. Y. Z.

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

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

Dear Friend,

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

Yours sincerely,

X. Y. Z.

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

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

Dear Friend,

I am writing to you with heavy (گھم) heart and great grief (غم). I want to share the sad news of my uncle's demise (اتقال). He died from heart attack two days ago. *In the words of Shakespeare, he has gone to "The undiscovered (انہات) country from whose bourn (محد) no traveler returns."* His tragic death has wrapped (پھنسا دیا ہے) my spirit (روح) in a heavy cloak (لباد) of sorrow. It has left all my family in massive (بڑا) shock (سدم).

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

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

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

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

Your friend,

X. Y. Z.

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

Examination Hall,

A. B. C. (City).

April 02, 2024.

Dear Friend,

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

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

Yours sincerely,

X. Y. Z.

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

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

Dear Friend,

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

Yours sincerely,

X. Y. Z.

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

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

Subject: Request for College Leaving Certificate

Sir,

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

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.

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

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

Subject: Request for College Leaving Certificate

Sir,

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

Yours obediently,

X. Y. Z.

Dated: April 02, 2024.