

## IELTS Reading Formal Letter

একটি letter যাকে লেখা হয়েছে তাকে আমাদের চেনা বা না চেনা এবং letter এ বর্ণিত situation এর ভিত্তিতে আমরা বলতে পারি, letter টি formal নাকি informal। যেমন, a letter of complaint, applying for a new job or resigning from our existing job সবসময়ই formal. যার উদ্দেশ্যে letter টি লেখা হয়েছে, তাকে যদি আমরা না চিনে থাকি তাহলেও letter টি formal।

### USEFUL PHRASES

Beginning:

- I am writing this letter with regard to...
- I am writing to bring to your attention...
- I am writing to inform you that...
- I am writing to express my dissatisfaction with.....

Requests & Suggestions :

- I would be grateful if you would...
- I would like you to...
- I am entitled to request that you....
- I was wondering if it would be at all possible to....
- I would like to suggest that....



Ending :

- I look forward to hearing from you.
- I look forward to receiving your response.
- I await your prompt service.
- I thank you for your consideration.
- Please respond at the earliest convenience.

NB - Formal letters এ abbreviations / contractions ব্যবহার করা উচিত নয়।

### SAMPLE QUESTION

On a recent holiday you lost a valuable item. Fortunately, you have travel insurance to cover the cost of anything lost.

Write a letter to the manager of your insurance company. In your letter  
describe the item you lost  
explain how you lost it  
tell the insurance company what you would like them to do

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### SAMPLE ANSWER:

There is an ever-increasing use of technology, such as tablets and laptops, in the classroom. It is often argued that this is a positive development, whilst others disagree and think it will lead to adverse ramifications. This essay agrees that an increase in technology is beneficial to students and teachers.

It is clear that the Internet has provided students with access to more information than ever before. This has given learners the ability to research and learn about any subject at the touch of a button. It is therefore agreed that technology is a very worthwhile tool for education. Wikipedia is a prime example, where students can simply type in any keyword and gain access to in-depth knowledge quickly and easily.

However, many disagree and feel that technology deprives people of real human interaction. Human interaction teaches people valuable skills such as discourse, debate and empathy. Without these soft skills, many people find it difficult to become successful in work and their personal lives. Despite this, human interaction is still possible through the internet and this essay disagrees that technology should be dismissed for this reason. For instance, Skype and Facebook make it possible for people to interact in ways that were never before possible.

While the benefits of technology, particularly the internet, allow students to tap into limitless sources of information, some still feel that people should be wary of this new phenomena and not allow it to curb face to face interaction. However, as long as we are careful to keep in mind the importance of human interaction in education, the educational benefits are clearly positive.

