

IT'S TIME
TO
WRITE
LETTER



Personal letters can be divided into two broad categories, based on the intended recipient: person-to-person letters and person-to-business letters.

It is important to note that a lot of confusion exists as to what are true personal letters and what are NOT personal letters. For example, a "cover letter" used to transmit a report is NOT a personal letter - it is a business letter. On the other hand, a "cover letter" for a resume or c.v. IS a personal letter.

Letters that some people loosely define as personal letters which are NOT personal letters at all include: covering letters, employee letters, introduction letters, marketing letters, publicity letters, project letters, customer relation letters, financial and credit letters, order-related letters, sales and marketing letters, follow-up letters, announcements, fundraising letters, among others.

Today, we'll focus on letter of condolence and apology. Read the letters carefully and look at the style and tone of personal attachment in them.

Condolence letters, or letters of condolence, are also known as sympathy letters. Sending such letters is appropriate in various personal and business situations in which some sort of loss or tragedy has occurred, such as a death. They should always be sincere and heartfelt. Personal condolence letters should usually be handwritten.

COMPREHENSION QUESTIONS

- Where else is online shopping creating chaos besides city streets?
- What did the article say was skyrocketing?
- What are hundreds more trucks leading to besides congestion?
- What did the article say delivery drivers are battling for?
- What did the article say double parking adds to?
- By how much did parcel deliveries surge between 2014 and 2016?
- What kind of measures have many cities taken to counteract problems?
- When are some trucks barred from deliveries in many European cities?
- What is London considering using to deliver parcels?
- What must food deliveries apply for in one London district?

Find the answers in next MONDAY issue

ANSWER KEY TO THE LAST EIS PAGE
ACTIVITIES (DATED JANUARY 22, 2018)

COMPREHENSION QUESTIONS

1.The effects of diet on mental health 2.People over 30
3.Wellness 4.It is well established 5.Mental well-being
6.Anonymously and online 7.Three times a week
8.Carbohydrates 9.The Mediterranean Diet 10.The healthy structure of the brain

GAP-FILLING EXERCISE 1,2&3

ago 1 average 2 today 3 countries 4 examples 5 interesting 6 lived 7 those 8 used 9 American 10 less 11 before 12 knew 13 dangerous 14 a 15 body 16 their

Fill-in the gaps using Simple Present / Present Continuous tense :

is, are shaking, is really killing me, are bleeding, still

175A Park Ave.
Gulshan
M5W 1F2
January 29, 2018

Dear Rahul:

I would like to express my sincere condolences on the recent demise of your father. My wife Pamela and the children are equally shocked to learn and through this letter, they are sending their prayers to you and your family at this difficult time.

Although I didn't know your father that well, but over the years I have met him a good number of times and have realized his great kindness and compassion towards those less fortunate than him. And I do know that he was very highly respected throughout this community and profession, and his good works changed the lives of many around him.


You were truly fortunate to have such a man who has guided you and nurtured you all these years.

As you know, it was not that long ago that my own father passed away, so I know what you and your family are going through. In fact, no word of comfort is quite enough to replace the loss.

Please pass my deepest sympathies on to your mother, and brother, and sister, and to all other family members.

Yours in sympathy,

Anik



A personal letter of apology, or apology letter, should be short and sincere. If you are going to write one at all, make sure it is heartfelt, or there is really no point. Sending someone a sincere letter of apology can have significant impact, and can go a long way towards patching up interpersonal differences. The sample apology letter below is from one neighbor to another.

January 22, 2018
175 Pitkin Park Road
Apt. No. 15
Montpelier, VT
05602-2950

Dear Masud:

Re: Parking Garage Problem

Please regard this as a letter of apology for the recent problems that I caused you by moving your belongings in the parking garage without your permission.


Believe me, I had no intention of causing you any problems. Over the long weekend I decided to rearrange my space in the garage and install some new shelving on the front wall opposite my parking space. While I was at it I thought I would also tidy up the entire garage. It was during that process that I noticed that your boxes of books were stored dangerously close to the high-voltage electric cables. So, I took the liberty of moving those boxes to the other side of the garage. It didn't occur to me at the time that this would block the entry and exit on the passenger side of your vehicle.

After you brought this to my attention Monday evening I immediately moved your boxes back to where they were stored originally. As you suggested, by stacking them carefully I was able to place them so that there was sufficient safe clearance from the electric cables. I trust you will find everything in order now.

I'm really sorry that I didn't check with you first before moving your belongings. I can now see how it would have upset you to return after the holiday weekend and find your belongings moved for no apparent reason. All I can say is that it won't happen again.

Sincerely,

Galib



MATCH THE FRAGMENTS OF SENTENCES IN A WITH THOSE IN B.

COLUMN A	COLUMN B
1. The huge surge	a. up city streets
2. hundreds more trucks are clogging	b. permission
3. battling for often non-	c. to intensify
4. adding to the gridlock	d. by almost 50 per cent
5. the problem is set	e. existent parking spaces
6. volume of parcel deliveries surged	f. when roads are busiest
7. cities have taken tough	g. in the popularity
8. barred deliveries during times	h. on food delivery
9. cracking down	i. for other road users
10. apply for	j. measures

want to, Currently I am travelling, is, always walks, complains, do, sitting, are discussing, don't know, just calls, speaks, trying, says, tries, also seems

Match the fragments of sentences in A with those in B.

Stay in the bath until the phone rings.

The car swerved to miss Mr Jamal, who had slipped off the pavement.

Both the cockroach and the bird would get along very well without us, although the cockroach would miss us most.

When a distinguished but elderly scientist states that something is possible, he is almost certainly right.

The human brain never stops working until you stand up to speak in public.

Supply the definite article the, where necessary:

1 the 2 zero article 3 The 4 zero article 5 the 6 The, the, the 7 the 8 zero article, zero article 9 The 10 the, the

Write an essay

Its threatening effects are increasing day by day and creating danger for human life. Global warming is the main and only reason of rising sea level, flooding, changes in weather patterns, storms, cyclone, epidemic diseases, lack of food, death, etc. The only solution to


READ THE PASSAGE AND ANSWER THE QUESTIONS:

Online deliveries clogging up city streets

The huge surge in the popularity of online shopping is creating chaos on the streets of our cities and on our road networks. As the number of online deliveries is skyrocketing, the number of delivery trucks making sure we get our parcels has also increased. The result is that hundreds more trucks are clogging up city streets. This is increasing congestion and adding to levels of pollution. There are literally hundreds more delivery trucks in cities around the world all trying to get time. Delivery drivers are battling for often non-existent parking spaces. Many are forced to park illegally, or double park, adding to the gridlock for other road users. And the problem is set to intensify.

The BBC reports that the volume of parcel deliveries has surged by almost 50 per cent between 2014 and 2016. It said this increase could continue to up to 28 per cent a year over the next three years. Many cities have taken tough measures to counteract the problems associated with the increasing number of deliveries. Many cities in Europe and Asia have barred deliveries during times when roads are busiest. London is looking at the possibility of using buses for parcel deliveries. Some areas of London are also cracking down on food delivery motorbikes after their streets were being 'swarmed' by scooter riders. Food delivery companies in one London district must now apply for permission to operate.

You Can Do It!



CAN YOU COMPLETE THE FOLLOWING ESSAY PARAGRAPHS?

A Rainy Day

In summer the heat is intense. Hot winds blow. A dark cloud or a shower of rain is always welcome. If the rain does not fall people pray for it. It is difficult to go out in burning heat.

In summer a rainy day is a day of enjoyment. When dark clouds cover the sky, we begin to dance with joy. When breeze blows and rain falls every heart is filled with delight. People go out to

Everything in nature has fresh look after rain. The grass which looked withered in summer's heat a day before,

There are pools of water here and there. Houses and streets wash off their dirt. Trees and plants are bathed in rain water. They look gay and green. Animals and birds also enjoy the rain. The frogs make a very pleasant noise after the rain. They begin to croak.

After rain, roads, lanes and streets are covered with mud. It causes

solve the issue of global warming is the individual level social awareness. People must be aware of its meaning, cause, bad effects and other things about global warming to get it eradicated from worldwide and make the possibilities of life on earth forever as usual. People should stop producing CO2 by just stopping their bad habits such as stop the use of oil, coal and gas, inhibit cutting plants, minimize the use of electricity, etc. Just small changes in everyone's life all over the world, we can be able to stop the huge negative changes in the atmosphere by lessening the effects of global warming and even stop it a day.

Punctuate the following sentences :

1. We Pittsburgh, Pennsylvania; Columbus, Ohio; Wilmington, Delaware. 2. cake; in fact, pieces. 3. paint; pictures. 4. Having milk, closed. 5. Yes, we'd dinner. 6. I'll Dr. Corrigan o'clock a.m. 7. It's Kansas City, it's Buffalo night. 8. Flemming, M.D., Women's Club luncheon. 9. I faux pas. Is bad? 10. You'll first; otherwise, won't well. 11. leading; he's rounds. 12. yellow, orange, beige, tan. 13. N.W. Street, can't October. 14. up, breakfast, dishwasher, shopping. 15. Is Dr. Sanders, Dr. Banes, Dr. Daniels? 16. "How minutes?" Cindy. 17. following: chocolate, tea, lemonade. 18. Betty, Phil, Alaska September 19. My American History Tuesday Thursday 20. classes: Algebra, Physics, Art