

English Language Series

SCHOOL

LETTERS & STORIES

الم المائلة المائلة

Nazar Hussain Bhatti Senior English Teacher



17-Urdu Bazar, Lahore. (Pakistan) Ph. 7120060-7230333





SCHOOL

Essays **Letters & Stories**

By.

Nazar Hussain Bhatti Senior English Teacher

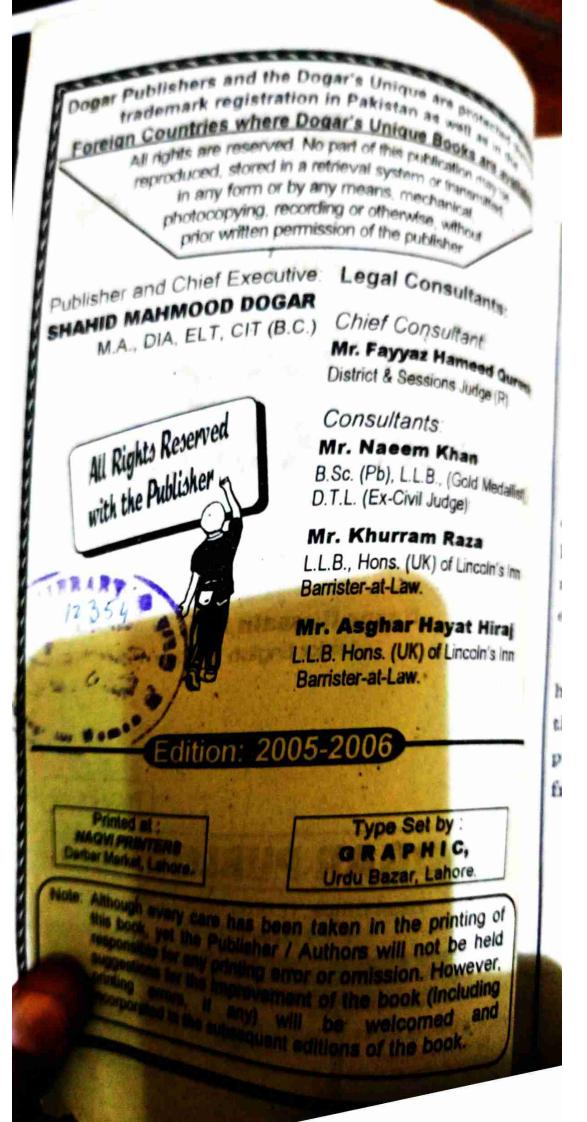
Price Rs: 60

Head Office: 17 Urdu Bazar, Lahore. Ph: 7120060-7230332

Dogar's Unique Books, Committe Chowk, Rawalpindi: Ph: 5533165

Dogar's Unique Books, Akber Bazer, Shelkhupure, Ph: 52730

Dogar's Unique Books, Student Bazar, Urdu Bazar,



PREFACE

I always extremely realized the need of such a book to meet all the requirements of the students. This book will prove (Insha-Allah) an excellent addition to the countless books already available in the market for School and College Students.

This is the most comprehensive book that contains no extra material. Simple, clear and lucid language is used in the book. The meaning of the large number of difficult words have been given in Urdu to enable you to understand each and every sentence.

The first edition of the book is now in your hands. It is you who can ensure an improvement in this book. All the valuable suggestions, sincere proposals and fair criticism would greatly be welcomed from both the honourable teachers and the students.

Hopping for your brilliant success.

SAHID MAHMOOD DOGAR Chief Executive / Managing Editor

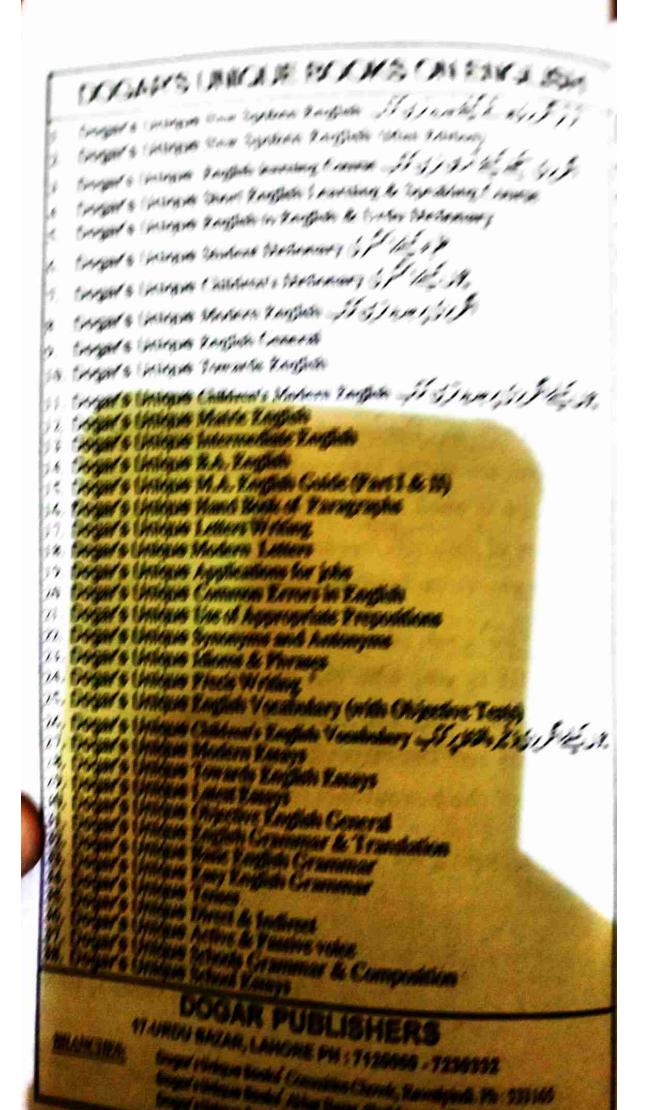


TABLE OF CONTENTS



Quaid-I-Azam Muhammad Ali Jinnah	17
Allama Muhammad Iqbal	19
My Teacher	21
My Best Friend	23
My Neighbour	25
A True Muslim	26
A Fortune-Teller	28
A Visit to A Museum	30
A Visit to A Zoo	32
A Visit to A Historical Place	34
A Visit to A Hill Station	36
A Visit to A Hospital	38
A Hockey Match	40
A Cricket Match	42
Sports and Games	44
My School	45
My Last Day at School	47
Colord Contagn	49
My Favourite Book	50
My House	51
A Rainy Day / The Monsoon	52
Village Life	54
Life in A Big City	56
A Road Accident	58

A House on Fire	60
A Street Quarrel	61
A River in Flood	62
A Picnic	64
A Railway Journey	66
A Scene at The Railway Station	68
Fashions	69
My Hobby	71
(My Ambition	73
Television	75
Basant	77
SPakistani Women	79
Sov Scouts	80
Girl Guides	82
A Meena Bazaa	84
The Policeman	85
The Postman	
A Street Hawker	
The Juggler	
A Visit to an Industrial Exhibition———————————————————————————————————	90)
A Visit to a Fair	92
A Dream	94
A Morning Walk	96
Health	97 \$
Health How to Keep our City Clean Libraries A Scene in The	99 🕻
Libraries	
A Scene in The School in The Recess Period————————————————————————————————————	102
The Happiest Day in My Life The Cow The Holy Quran-	104
The Holy Quran	106
《大大大学 》在第二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十	107
mm.	-



APPLICATION

PERSONAL LETTERS (a) LETTERS TO BLOOD RELATIONS

	(ii) L. I. I Later A to be a few and the second of the sec	%
•	La father about comper brother's illness successions and	: 110 Z
)	For Buther, for permission to spend a week-commission	1117 X
١.	for father, asking for money presentations recommended	: 11# Z
١	to father, about your eafe arrival exercises accommissions.	11# 7
١	To father, about your sale arrival	: 119]
(Fo father, to engage you a futor consequence of consequences	- 120 Z
(solver explaining the cause of your lattice	120 7
-	The same of the sa	121 /
		. (22)
7	to father, seeking permission to job. To father, describing your 1st day at schools***********************************	. 123
₽ .	COLUMN THE PROPERTY OF THE PRO	124
١	For nather, telling him agents in studies ************************************	100
١	Formother, about progress in studies ************************************	1
5	to mother, about preparation is bostel assessment assessment and	12"
(Total the sened to	IN TOO !
(To mother, from the seneor post. To daughter, reply to the above letter **********************************	127
(Complaining about the root in the second sec	128
1		129
1	To elder brother, about your result	130
)		. 131
		131
>	To older brother, about expectations in the value of the colder brother, congratulating on recovery from illness and report accounts to purply brother, on a bad report accounts in games accounts.	_ 132 (
5	To counger brother, or advising to take part in games.	133 (
5	To younger brother, on a bad report ************************************	134 (
(To younger brother, advice about the examination and younger brother, on the choice of profession	_ 134 (
(To younger brother, advice of profession	. 135
(To younger brother, on the for regularity and punctuanty	
		The second second

CONTRACTOR OF First	~~~
To sister, with a beautiful gift on Eid	
giving her home news	1.4
To make reminding him of his promise	130
To uncle, condolence on the death of your aunt	136
To uncle, apology for delay in replying a letter	
To uncle, apology To uncle, introducing your friend to him	
To uncle, introducing y To aunt, describing a family wedding	139
To aunt, describing a ranny To cousin, thanking for birthday present	140
To cousin, thanking for birthday programme of a holiday-	141
To cousin, regarding your programme of a holiday-	141
To cousin, about your illness and treatment	142
(b) LETTERS To FRIENDS	
To friend to lend a camera	143
To friend, for the loan of a bicycle	
To friend, for the loan of a watch	
To friend, congratulating on his success in exam	
To friend, on his birthday	145
To friend, on his birthday To friend, on his failure in the examination	145
To friend, on his birthday To friend, on his failure in the examination To friend, who is suffering from serious illness	145 145 146
To friend, on his birthday To friend, on his failure in the examination To friend, who is suffering from serious illness To friend, on his recovery from illness	145 145 146
To friend, on his birthday To friend, on his failure in the examination To friend, who is suffering from serious illness To friend, on his recovery from illness To friend, inviting him to join a picnic	145 145 146 147
To friend, on his birthday To friend, on his failure in the examination. To friend, who is suffering from serious illness To friend, on his recovery from illness To friend, inviting him to join a picnic To friend, about change of address	145 145 146 147
To friend, on his birthday To friend, on his failure in the examination. To friend, who is suffering from serious illness To friend, on his recovery from illness To friend, inviting him to join a picnic To friend, about change of address To friend, about your sister's sudden marriage.	145 145 146 147 148
To friend, on his birthday To friend, on his failure in the examination. To friend, who is suffering from serious illness To friend, on his recovery from illness To friend, inviting him to join a picnic To friend, about change of address To friend, about your sister's sudden marriage To friend, inviting him to a teaments.	145 145 146 147 148 148
To friend, on his birthday To friend, on his failure in the examination. To friend, who is suffering from serious illness To friend, on his recovery from illness To friend, inviting him to join a picnic To friend, about change of address To friend, about your sister's sudden marriage To friend, inviting him to a tea-party To friend, about how you miss him	145 145 146 147 148 148 149
To friend, on his birthday To friend, on his failure in the examination. To friend, who is suffering from serious illness To friend, on his recovery from illness To friend, inviting him to join a picnic To friend, about change of address To friend, about your sister's sudden marriage To friend, inviting him to a tea-party To friend, about how you miss him To friend, advising him to a tea-party	145 145 146 147 148 148 149
To friend, on his birthday To friend, on his failure in the examination. To friend, who is suffering from serious illness To friend, on his recovery from illness To friend, inviting him to join a picnic To friend, about change of address To friend, about your sister's sudden marriage To friend, inviting him to a tea-party To friend, about how you miss him To friend, advising him to take part in sports To friend, inviting him during	145 145 146 147 148 148 149 150
To friend, on his birthday To friend, on his failure in the examination. To friend, who is suffering from serious illness To friend, on his recovery from illness To friend, inviting him to join a picnic To friend, about change of address To friend, about your sister's sudden marriage To friend, inviting him to a tea-party To friend, about how you miss him To friend, advising him to take part in sports To friend, inviting him during vacations To friend, accepting the advisions	145 145 146 147 148 148 149 150 150
To friend, on his birthday To friend, on his failure in the examination. To friend, who is suffering from serious illness— To friend, on his recovery from illness— To friend, inviting him to join a picnic— To friend, about change of address— To friend, about your sister's sudden marriage— To friend, inviting him to a tea-party— To friend, about how you miss him— To friend, advising him to take part in sports— To friend, inviting him during vacations— To friend, accepting the above invitation— To friend, informing the above invitation—	145 145 146 147 148 148 149 150 151
To friend, on his birthday To friend, on his failure in the examination. To friend, who is suffering from serious illness To friend, on his recovery from illness To friend, inviting him to join a picnic To friend, about change of address To friend, about your sister's sudden marriage To friend, inviting him to a tea-party To friend, about how you miss him To friend, advising him to take part in sports To friend, inviting him during vacations To friend, accepting the above invitation To friend, informing about lost of camera To friend, reply to all	145 145 146 147 148 148 149 150 151
To friend, on his birthday To friend, on his failure in the examination. To friend, who is suffering from serious illness To friend, on his recovery from illness To friend, inviting him to join a picnic To friend, about change of address To friend, about your sister's sudden marriage To friend, inviting him to a tea-party To friend, about how you miss him To friend, advising him to take part in sports To friend, inviting him during	145 145 146 147 148 148 149 150 151

to a book involved in an accident	154
I to spend summer vacations	•
I have the subject you study	•
I have the small elelel's wouldness	
* ** ** ** ** ** ** ** ** ** ** ** ** *	
To friend, apology for not attending marriage To friend, describing inspectors visit to your school. To friend, describing inspectors visit to your school.	158
LETTERS CONCERNING SCHOOLS	5
AND COLLEGES	{
AND COLLEGES	160
To the principal, explaining your absence from examination -	160
To the principal, explaining your absence to the principal, requesting to buy new books for library To the principal, requesting to buy new books for library	161
To the principal, requesting to buy new social To the principal, requesting to play a friendly match	162
To the principal, requesting to play a friendly To the principal, asking information about admission To the principal, asking information about admission	163
To the principal, asking information about admission and the control of the nazim, inviting him to be Chief Guest	164
To the nazim, inviting him to be Chief Guest To the principal, on leaving school to join college——————————————————————————————————	5
- I-downs of water supply	105
To the editor, about frequent breakdowns of the editor, about the rising prices————————————————————————————————————	160
To the editor, about the rising prices To the editor, about the need of parks and gardens To the editor, about the need of opening a girls college	16/
To the editor, about the need of parks and gardens To the editor, for the need of opening a girls college To the editor, for the need of opening a girls college	168
To the editor, for the need of opening a girls congestor the editor, about cause and effects of begging's	169
To the editor, about cause and the officials	<u> </u>
To the S.P, reporting theft	172
To the S.P. reporting theft To the Health Officer, to open free dispensary	. 172
To the Health Officer, to open free dispensary To the Health Officer, against insanitary conditions————————————————————————————————————	174
D -terester against 1105	
BUSINESS LETTERS	175
A CONTRACTOR OF THE PARTY OF TH	175
To book-seller, ordering some books To book-seller, returning the wrong books To book-seller, returning the wrong books	113
To book-seller, returning the wrong books———————————————————————————————————	11/4
and the seller from the mean of	The second second second second

APPLICATION-WRITING

Application to the Principal for leave for urgent p Application to the Principal to attend brother's ma	
Application to the Principal to attend brother's ma	rece of work 172
) ligation to the Principal for sick leave	-8C1-
Application to the Principal for remission of end	170
Application to the Principal for a character costic	170
Application to the Principal for fee concession Application to the Principal for migration certification.	179
Application to the Principal for migration certification to the Principal for school leaving	180
(spendation to the remorpal against the lease	
The state of the state of the state of	
Letter to the Principal, seeking information	183
Application to the Principal to change your section -	184
Application to the Principal giving work	185
Application to the Principal giving your reasons of a	bsence 186
Application to the Principal for leave	186
\Annicos:	
Application for the poer of	188
Application for the post of a clerk	100
Application for apology for your misbehaviour Application for the post of a clerk Application for the post of a teacher Application for the post of a training officer	109
of a training of	190
The state of the s	
Application for the post of a teacher Application for the post of a training officer	191