

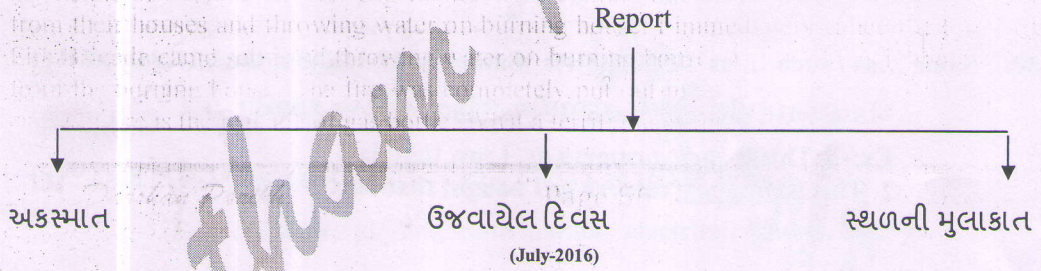
PART :- B

SECTION :- C

Question19	Report	Marks 05
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રીપોર્ટ લખતી વખતે ધ્યાનમાં રાખવાની બાબતો

- ⇒ રીપોર્ટ ૧૨૫ થી ૧૫૦ શબ્દોમાં લખવો.
- ⇒ રીપોર્ટ જુદી જુદી ઘટના, પ્રસંગને આધારે હોય છે.
- ⇒ રીપોર્ટ હમેશા પેસીવ વોઈસ માં જ લખાય.
- ⇒ રીપોર્ટ ટૂંકમાં લખાય, બહુ લંબાણથી લખવાની જરૂરીયાત નથી.
- ⇒ રીપોર્ટ લખતા પહેલા શીર્ષક ટૂંકમાં લખવું
- ⇒ રીપોર્ટમાં શીર્ષક લખ્યા પછી જમણી બાજુએ તારીખ લખવી.
- ⇒ રીપોર્ટમાં હમેશા હકીકતોનું વર્ણન ભૂતકાળમાં કરવું.
- ⇒ રીપોર્ટમાં સમય, સ્થળ, તારીખ અને ક્રિયા મુખ્ય છે.
- ⇒ ‘Report’ ના ઘણા પ્રકાર છે. તેમાંથી ધોરણ-૧૨ માં નીચે મુજબ ના ‘Report’ પુછવાની શક્યતા છે.



અકસ્માત અંગેનો Report

“Report on a house on Fire”

6th January, 2015
Maska-Mandvi-Kutch

There were loud screams in my neighborhood yesterday. I rushed out and found that my neighbor's house on fire. Big flames were coming out of the house. Many people rushed out from their houses and throwing water on burning house. I immediately called the Fire Brigade. The Fire Brigade came soon and throwing water on burning house. At last, my neighbors were taken out from the burning house. The fire was completely put out in an hour. There was no loss of life. The cause of fire is the leakage of gas bottle. What a terrifying event it was!

ઉજવાયેલ દિવસ અંગ્રેજી રીપોર્ટ (July-2016)

6th January, 2016
Maska-Mandvi-Kutch

Last week 'fair'નું નામ was organized by our school. It was held in our school ground. There was the huge gate with large posters. There was different section like સેમીનાર/fair મુજબ સેક્શન લખવા બધા જ સેક્શન ના લીસ્ટમાંથી કેટલાક સેક્શન ના એક એક વાક્યો લખવા. There were many visitors at સેમીનાર/fairનું નામ. They ask many questions and the students give answers. The સેમીનાર/fairનું નામ opened for three days.)જો Republic day/ Independence day / Teacher's day મુજબ તો આ વાક્ય ન લખવું. Most of the city visited this fair. The સેમીનાર/fairનું નામ was organized under the guidance of the teachers and principal. The efforts of the students were praised by all. It was an entertainment with education.

સ્થળ ની મુલાકાત માટેનો રીપોર્ટ

6th January, 2015
Maska-Mandvi-Kutch

Last week an exam was over. We were free. So we decided to visit સ્થળ નું નામ. On that day, I went there with my parents. We went there by bus. This place is very far but familiar and worth seeing.

We got up early in the morning and got ready. We gathered at the fixed place. We sat into the bus and reached સ્થળ નું નામ in time. It was crowded place. There were ત્યાં જે જોયું તેના વિષે 2 કે 3 વાક્યો લખવા. It was neat and clean place. Then after sometime, we sat there for a while and took breakfast and tea. We became fresh. Some told interesting jokes. We played some games also. We wanted to stay there more but it was almost 6:00 p.m. and we had to start back home.

Our visit took about three hours. Our visit to સ્થળ નું નામ was very pleasant and we enjoyed it very much. It was a well-spent day. Really, a visit can teach more than a man. We liked the place very much. We brought many memories with us.

We will never forget our visit to સ્થળ નું નામ.

‘NOTICE WRITING’ નું ‘ફોર્મેટ’

Whom to contact:

સ્કૂલ / કંપની નું નામ

Last date for registration:

બોર્ડની પરીક્ષાના દિવસની તારીખ

NOTICE

પ્રશ્નમાં આપેલ નોટીસનો વિષય

Competition Date: બોર્ડની પરીક્ષાના દિવસથી દસ દિવસ પછીની તારીખ

Place:

Time:

Whom to contact:

Last date for registration: બોર્ડની પરીક્ષાના દિવસથી પાંચ દિવસ પછીની તારીખ

B/O

નોટીસ લખનાર વ્યક્તિનું નામ અને હોદ્દો

PART :- B

Section:-C

Question No	‘Reported Speech’	Marks
21		4

* સામાન્ય નિયમો:-

- બે વ્યક્તિના સંવાદને ‘Direct Speech’ કહે છે. તે સંવાદને કોઈ ત્રીજી વ્યક્તિ દર્શાવે ત્યારે ‘Indirect speech’ બને છે.
- બોલનારને ‘reporter’, સાંભળનારને ‘listener’ અને બોલનાર સાથે વપરાયેલ ક્રિયાપદને ‘Reporting Verb’ કહે છે.

* સર્વનામ માં ફેરફાર:-

કર્તા વિભક્તિ	કર્મ વિભક્તિ	સંબંધક વિભક્તિ	સંબંધક વિભક્તિ	સંબંધક વિભક્તિ
I	Me	My	Mine	Myself
We	Us	Our	Ours	Ourselves
You	You	Your	Yours	Yourself/yourselves
He	Him	His	His	Himself
She	Her	Her	Hers	Herself
It	It	Its	Its	Itself
They	Them	Their	Theirs	Themselves

*** સમયદર્શક શબ્દોમાં ફેરફાર:-**

<u>DIRECT</u>	<u>INDIRECT</u>
This	That
These	Those
Here	There
Today	That day
Tonight	That night
Now / just now	Then
Ago	Before
Thus	So
Yesterday	The previous day
Tomorrow	The next day
Next week / month / year	The following week / month / year
Last week / month / year	The previous week / month / year
So far	Till that time
Come	Go

*** કાળમાં ક્યારે ફેરફાર ના થાય? :-**

- ⇒ ‘Reporting Verb’ તરીકે ‘say / says / will say / shall say’ હોય તો ‘Reported speech’ ના કાળમાં કોઈ ફેરફાર ના થાય. ફક્ત “અવતરણ ચિહ્ન” નીકળી જાય અને ‘that’ થી વાક્ય જોડાય છે. સાંભળનાર અને બોલનાર પ્રમાણે સર્વનામમાં ફેરફાર થાય છે.
- ⇒ ‘Reported speech’ ના વાક્યમાં ‘સનાતન સત્ય / કહેવત / ગણિત ના નિયમ / વિજ્ઞાનના સિદ્ધાંત’ હોય તો કાળમાં કોઈ ફેરફાર ના થાય. ફક્ત “અવતરણ ચિહ્ન” નીકળી જાય અને ‘that’ થી વાક્ય જોડાય છે. સાંભળનાર અને બોલનાર પ્રમાણે સર્વનામમાં ફેરફાર થાય છે.

* કાળમાં થતા ફેરફાર:-

<u>DIRECT</u>	<u>INDIRECT</u>
ક્રિયાપદ નું મૂળરૂપ	ક્રિયાપદ નું ભૂતકાળનું રૂપ
ક્રિયાપદ નું ભૂતકાળનું રૂપ	had + ક્રિયાપદ નું ભૂતકૃદંત
Am / is / are	Was / were (July-2016)
Was / were	Had been
Have / has / had	Had
Shall / will	Would (July-2016)
Can / could	Could
May / might	Might
Should	Should

* Said to ના બદલે:-

<u>વાક્યના અંતે ચિહ્ન</u>	<u>વાક્યનો પ્રકાર</u>	<u>Said to ના બદલે</u>
.	સાદું વાક્ય (July-2016)	Told
?	પ્રશ્નાર્થ વાક્ય (July-2016)	Asked
.	આજ્ઞાર્થ વાક્ય	Told
!	આશ્ચર્યકારક વાક્ય	Exclaimed
.	let થી શરૂ થતા વાક્ય (July-2016)	Told
.	શુભેચ્છા સૂચવતા વાક્ય	Wished

* વાક્ય જોડવા :-

<u>વાક્યના અંતે ચિહ્ન</u>	<u>વાક્યનો પ્રકાર</u>	<u>વાક્ય જોડવા</u>
.	સાદું વાક્ય (July-2016)	That
?	પ્રશ્નાર્થ વાક્ય (ક્રિયાપદ થી શરૂ થતું)	If
?	પ્રશ્નાર્થ વાક્ય (પ્રશ્નસૂચક શબ્દ થી શરૂ થતું) (July-2016)	પ્રશ્નસૂચક શબ્દ થી
.	આજ્ઞાર્થ વાક્ય (હકાર)	To
.	આજ્ઞાર્થ વાક્ય (નકાર)	Not to
!	આશ્ચર્યકારક વાક્ય	That
.	let થી શરૂ થતા વાક્ય (July-2016)	That
.	શુભેચ્છા સૂચવતા વાક્ય	સીધું જ જોડાય છે.

2. પ્રશ્નાર્થ વાક્ય:-

*** વાક્યો ના પ્રકાર મુજબ થતા ફેરફાર :-**

1. સાદું વાક્ય:- (July-2016)

<u>Direct</u>	<u>Indirect</u>
સાદું વાક્ય	'that' થી જોડાય છે.
said to	'told'
says to	'tells'

(1) Pratham said to Tina, " I eat apples."

⇒ Pratham told Tina that he ate apples.

2. પ્રશ્નાર્થ વાક્ય:- (July-2016)

<u>Direct</u>	<u>Indirect</u>
પ્રશ્નાર્થ વાક્ય	સાદું વાક્ય બનાવીને પરિવર્તન કરવું.
said to	'asked'
says to	'asks'
'ક્રિયાપદ' થી શરુ થતું પ્રશ્નાર્થ વાક્ય	'if' / 'whether' થી જોડાય.
'પ્રશ્નસૂચક શબ્દ' થી શરુ થતું પ્રશ્નાર્થ વાક્ય	'પ્રશ્નસૂચક શબ્દ' થી જોડાય.
do / does	did
did	had
? (પ્રશ્નાર્થ ચિહ્ન)	. (પૂર્ણવિરામ)

EXAMPLES:-

(1) Pratham said to Tina, " Do I eat apples?"

⇒ Pratham asked Tina if he ate apples.

(2) Pratham said to Tina, " What do I eat ?"

⇒ Pratham asked Tina what he ate.

3. આજ્ઞાર્થ વાક્ય:-

<u>Direct</u>	<u>Indirect</u>
આજ્ઞાર્થ વાક્ય	'to' થી જોડાય છે.
said to	Ordered (હુકમ), Commanded (ફરજ), Requested (વિનંતી), Advised (સલાહ) Suggested (સુચન), Instructed (સુચનલ) Told / asked
do not	not to

EXAMPLES:-

- (1) Pratham said to Tina, “ eat apples.”
 ⇒ Pratham told Tina to eat apples.
 (2) Pratham said to Tina, “ Don’t eat apples.”
 ⇒ Pratham told Tina not to eat apples.

4. આશ્ચર્યકારક વાક્ય:-

Direct	Indirect
આશ્ચર્યકારક વાક્ય	‘that’ થી જોડાય છે.
said to	exclaimed to, exclaimed with delight/disgust/sorrow/joy
‘oh’ / ‘what’ / ‘how’	ને સ્થાને Very / really / indeed વપરાય છે.
! (ઉદગાર ચિહ્ન)	. (પૂર્ણવિરામ)

EXAMPLES:-

- (1) Pratham said to Tina, “ What a beautiful flower it is !”
 ⇒ Pratham exclaimed Tina that it was really a beautiful flower.

5. પરવાનગી માંગતું વાક્ય:-

Direct	Indirect
પરવાનગી માંગતું વાક્ય	‘to’ થી જોડાય છે.
said to	requested / asked / told
Let	Allow / permit
નકાર વાક્ય	exclaimed ‘not to’ થી જોડાય છે.

EXAMPLES:-

- (1) Pratham said to Teacher, “ Let us play for half an hour.”
 ⇒ Pratham told Teacher to permit them play for half an hour.”

6. દરખાસ્ત સૂચવતું વાક્ય:- (July-2016)

Direct	Indirect
દરખાસ્ત સૂચવતું વાક્ય	‘that’ થી જોડાય છે.
said to	proposed to / suggested to
Let	should

EXAMPLES:-

- (1) Pratham said to Tina, “ Let us eat apples.”
 ⇒ Pratham told Tina that they should eat apples.

7. શુભેચ્છા સૂચવતું વાક્ય:-

Direct	Indirect
શુભેચ્છા સૂચવતું વાક્ય said to	સીધું જ જોડાય છે. 'wished' / 'prayed' / 'thanked'

EXAMPLES:-

- (1) Pratham said to Tina, " Good Morning."
⇒ Pratham wished Tina good morning.
(2) Pratham said to Tina, " Thank you."
⇒ Pratham thanked Tina.

*** ફકરા માટેના કેટલાક જરૂરી ફેરફારો:-**

DIRECT	INDIRECT
હકારાત્મક વાક્ય said to	told positively
નકારાત્મક વાક્ય said to	told negatively
પ્રશ્નોનો જવાબ આપતી વખતે said to	Replied
ફરીથી જવાબ આપવા	again replied
ફરીથી પ્રશ્ન પુછવા	again asked
'Sir' જેવો માનવાચક શબ્દ	'told with respect' 'replied with respect'
'dear' જેવો પ્રેમવાચક શબ્દ	'told lovingly' Replied lovingly
એક જ વ્યક્તિ બે સંવાદ બોલે ત્યારે	added
યાદ અપાવવા	reminded
આમંત્રણ આપવા	invited
ટીકા કે ટકોર કરવા	remarked
માહિતી આપવા	informed
ચેતવણી આપવા	warned
આજીજી કરવા	begged
ખાતરી કરાવવા	reassured
ફરીથી કહેવા	repeated
સહાનુભૂતિ દર્શાવવા	told sympathetically

PART :- B

Section:-D

Question No	‘Paragraph Writing’	Marks
22		6

∴ Visit to સ્થળ નું નામ (March-11, July - 2013)

Last week an exam was over. We were free. So we decided to visit સ્થળ નું નામ. On that day, I went there with my parents. We went there by bus. This place is very far but familiar and worth seeing.

We got up early in the morning and got ready. We gathered at the fixed place. We sat into the bus and reached સ્થળ નું નામ in time. It was crowded place. There were ત્યાં જે જોયું તેના વિષે 2 કે 3 વાક્યો લખવા.

It was neat and clean place. Then after sometime, we sat there for a while and took breakfast and tea. We became fresh. Some told interesting jokes. We played some games also. We wanted to stay there more but it was almost 6:00 p.m. and we had to start back home.

Our visit took about three hours. Our visit to સ્થળ નું નામ was very pleasant and we enjoyed it very much. It was a well-spent day. Really, a visit can teach more than a man. We liked the place very much. We brought many memories with us. We will never forget our visit to સ્થળ નું નામ.

∴ FESTIVAL (March - 2013)

India is the country of festivals. There are many festivals celebrated in India. There are three kinds of festivals in our country. They are religious, social, and national. They are the Uttarayan, the Holi, the Diwali, and the Independence Day etc. Each festival has its own importance. And all the festivals are celebrated with great joy.

People celebrate the day with great joy. તે તહેવાર વિષે 2 કે 3 વાક્યો લખવા. Really, our life is also a glorious festival.

∴ A LIFE OF A DOCTOR, CONDUCTOR, NURSE, POSTMAN, POLICEMAN ∴

Who does not know વ્યક્તિ નું નામ? Everybody knows him/her. He/She is a familiar person of the society. But we think very little about him/her. He/She gets up in the morning and gets ready. He/She puts on his/her uniform and goes to સ્થળ નું નામ. He/She starts his/her work there in time. He/She is never late in his duties.

According to him/her, “work is worship.” તે જે કામ કરે છે તેના વિષે 2 થી 3 વાક્યો લખવા. So he/she does his/her duty well. He/She is very hard working. He/She is always alert and active. His/Her life is not a bed of roses. It is full of thorns. But he/she is delights us with the light of his/her work. He/She is polite and punctual.

He/She is very co-operative. Really, his/her nature is good. He/She is most useful servant of the society. We can't live without him/her. I like him/her very much.

My Ambition

Life without ambition is like a letter without an address. Many great men have achieved great success because of their ambitions.

At present, I am studying in H.S.C. This is the time for every student to think over his aim of life or ambition. There are many curses in this world. So many students think over different careers.

My aim in life is to become a doctor and serve my country. I think it is a very noble profession. The services of a doctor are very important for any human being. Most of the villagers are illiterate. So I wish to go to villages and serve villagers. I will create an awareness for good health and hygiene among the villagers. If required, I will treat them free of cost.

I know that this is a humble aim. I will have to work very hard to achieve my aim in life. I want to give benefit to society. I hope God will help me to fulfil my aim.

Trees Our Best Friends

(July-2016)

OR

Each one Tree one

OR

Importance of Trees in our life

Trees are the saints- we throw stones, they give us fruits. It is true that trees are a great boon to mankind. They are quite connected with human life. Without trees, we can't imagine human life. It is said that, "A friend in need is a friend indeed."

Trees are our best friends. They are very useful to us in many ways. They keep the environment clean. They take in carbon dioxide and give out oxygen. They also keep the temperature down and soil fertile. Trees are our national wealth. So we must not cut them down. If we cut down the trees, our life will be in danger. Without trees. The soil is washed away and the land loses its fertility.

Trees give us fruits, vegetables, flowers, rubber, medicines, etc. They also give us wood for fuel. Paper is also made from the bark of the trees. Tree is also used to make houses and furniture. Trees also give shelter and food for birds and animals. Thus we must understand the value of the trees.

If there were no trees, there would be no rain and land would turn into desert. We would suffer for the want of food, water, fresh air. So our duty should be to conserve the trees and grow more trees.

Each one must grow and protect at least one tree. 'save the trees and the trees will save you.'

Books – Our Best Friends

Books plays an important role in in our life. **Books are our friends** in a real sense. They demand nothing from us. They give us plenty of joy. We also learn a lot from them. They take us into a different world of imagination.

Good books improve our standard of living. They tone up our intellectual taste they make our outlook broad. They console us when we are depressed.

Books encourage us when we are defeated. They inspire us to work hard with hope and courage. They remove our ignorance and add to our knowledge. Thus a good book is our true friend.

We should develop a healthy **habit of reading books**. Reading good books has many advantages. A good book is our ‘friend, philosopher and guide’.

Everybody wants pleasure in life. Man wants wealth and power for the sake of pleasure. We can get pleasure from various things. Spots, games and films are some of them. But the reading of **books gives us the real pleasure of life. Books are of different kinds.** Some books deal with topics of general nature. Everybody likes to read those books. There are also some books on certain topics. Such books are written for a particular set of readers. A general reader likes to read books of general nature. They give us knowledge and pleasure.

Conclusion

A man of wide reading is a man of culture. Books, magazines and journals do not bore us. They make our life happy. Only a sincere reader of good books knows what divine pleasure he gets from reading books.

Natural Calamities

Mother nature is always kind to her children. She loves them more than herself. But sometimes she becomes angry and punishes her children. Her anger is come out many ways. Some of them are – floods, famine, earthquake, stroms or cyclones, heavy rain etc.

When there is heavy rainfall, the rivers are flooded. Flooding rivers or tides in the sea make people homeless. Lots of people aand animals lost their lives. Houses collapse and standing crops are destroyed. There is a great loss of people and prosperity.

Famine is caused by lack of rain or too little rain. Crops are destroyed due to famine. Fields, forests, lands and gardens look barren. There is t he shortage of food and water. A lot of people and animals die because of thirst and starvation.

An earthquake is caused by sudden shaking of a part of the earth’s surface. It lasts for a few seconds or a few minutes. But it destroys houses, dams, bridges and buildings. Thousands of people are crushed under the debris and lose their lives.

A great damage is caused by stroms. Stroms blow up everywhere. A lot of creatures become the victims of stroms.

Man has been trying to face all these natural calamities. But he is always helpless against the anger of nature. The nature has always an upper hand. It proves that how small and helpless we are ! it is not in our hands to stop the natural calamities. The government and other institutes start relief works after natural calamity. The sufferers are given the help as early as possible. It is our duty to show sympathy and help them.

The Problem of Noise Pollution

To pollute means to make dirty, impure, poisonous or dangerous. Ecological disturbance by man is pollution. Man pollutes environment for his selfish purposes. Pollution is a dangerous problem that we are facing today. Pollution can be of different types-air pollution, water pollution, noise pollution etc.

Air-pollution is caused by gases and smoke emitted by vehicles and factories. Water pollution is caused due to the dumping of chemical wastes from nearby industries. Sewage is released into the rivers and the seas. Thus, air pollution and water pollution are very dangerous. But we are hardly aware of noise pollution.

Noises are of different kinds. They create from blasting a bomb, firing of crakers, heavy machines, vehicles, musical instruments etc. these all noises pollute the environment and harm us. When noise levels exceed 90 decibels, it harms us. In big towns and cities, the problem of noise pollution is very serious. It is growing threat to hearing.

Noise pollution is our great enemy. It harms us in many ways. It may affect our nervous system very badly. Constant and loud noise can bring about gradual deafness. We cannot enjoy mental peace too. The persons who are facing noise most hours of day suffer from blood pressure.

There is no immediate effect of this problem. So we do not pay proper attention to this. But there is a solution to this noise pollution and it is easy to handle. We should make minimum use of loud speakers, vehicles, etc. we all should co-operate mutually for the control or removal noise pollution.

The Teacher I Like the Most

It is difficult frankly to say which of my teachers I like most. But as this is in writing and none of my other teacher's will know of this, I may venture to express my feelings. It is in confidence that I am writing the following lines. શિક્ષકનું નામ is the teacher whom I like most. I have my own reasons for my liking him so much. He is first of all a distinguished scholar. His career as a student had been very brilliant. This was because he labored hard for his studies. He never studied only to pass his examinations.

He studied to know and his knowledge of all the subjects he read is vast as well as deep. He can therefore, teach many subjects with equal proficiency.

As regards the teaching of his own subject, we have nothing but admiration for

him. It seems that everything is at his fingers' ends. He leaves nothing unexplained. Most of the teachers are annoyed if questions are put to them for clarification. But he is quite different. He invites questions from the students and is pleased when these are put to him. To him all students are equal. He makes no preferential treatment. His mode of teaching is excellent: He teaches by stories. Whenever there is any difficulty in explaining an expression or passage, he tells us such a story that the difficulty is at once over. His stories in general have a humorous vein in them and we enjoy them very much. So long we stay in his class, we are all attentive to him. We feel extremely sorry when his period is over.

In all our extra academic activities, he is our friend. He mixes with us just like a friend. And he helps us just like a friend. He guides us as an elder brother guides his younger brothers. Each and every action of his shows his profound affection for us. His affection for us is all the more evident when we fall ill. He is then by our side. His tender nursing and sweet words serve as an elixir for us. The first words that come from the lips of an ailing student are: "Will you kindly inform શિક્ષકનું નામ of my illness?"

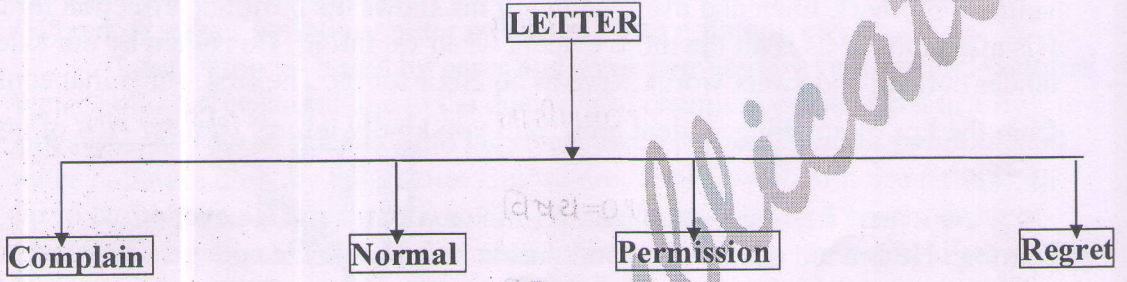
As a man, he is also excellent. He mixes with all and is never proud of his learning. He is a universal friend both inside and outside the college. These are some of the reasons for which I like શિક્ષકનું નામ as the best of all our teachers. It will be most unfortunate if we are to lose him.

PART :- B

SECTION :- D

Question 23	Letter	Marks 06
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⇒ લેટરના ચાર પ્રકાર નીચે મુજબ છે.



⇒ લેટર માં માર્ક્સ નીચે મુજબ મળે છે.

સરનામાં = ૦૧

સંબોધન = ૦૧

તારીખ = ૦૧

વિષય = ૦૧

વિગત = ૦૨

⇒ ઉપરોક્ત રીતે માર્ક્સ ત્યારે જ મળે જ્યારે પૂરો લેટર લખ્યો હોય.

Complain Letter

વ્યક્તિ નું નામ

ઘર નં ,સોસાયટી નું નામ,

નજીકના સ્થળ નું નામ,

ગામ / શહેર નું નામ,,

તાલુકા નું નામ,

જીલ્લાનું નામ-પીનકોડ.

January 6, 2016

To,

Theહોદ્દો,

ઓફીસનુંનામ,

ગામ / શહેરનું નામ.

Respected Sir,

Sub.- Letter of Complaint

I am sorry to write this letter, but I hope you will understand my problem. I have lived at સ્થળ નું નામ for the last ten years. For the last few days, I have been facing a problem. But no any serious steps have been taken yet. તમારી ફરિયાદ વિષે

બે થી ત્રણ વાક્યો લખવા.

Please pay attention to this problem. Take personal interest in this matter.

I hope you will look into this matter and oblige us. Hoping for the quick action.

Yours Sincerely,

x.y.z.

Normal Letter

વ્યક્તિ નું નામ

ઘર નં, સોસાયટી નું નામ,

નજીકના સ્થળ નું નામ,

ગામ / શહેર નું નામ,,

તાલુકા નું નામ,

જીલ્લાનું નામ-પીનકોડ.

January 6, 2016

To, Please write a letter to the soon. Take care.

સામે વાળા નું સરનામું, my regards to all.

Dear સંબંધ,

No letter from you for a long time. What is the reason? Perhaps you are too busy. I hope you will be glad to read this letter. લેટર જેના વિષે લખ્યો હોય તેના

વિષે બે થી ત્રણ વાક્યો લખવા.

Please write a letter to me soon. Take care.

Convey my regards to all.

Yours lovingly,

X. Y. Z.

Permission Letter

વ્યક્તિ નું નામ
ઘર નં ,સોસાયટી નું નામ,
નજીકના સ્થળ નું નામ,
ગામ / શહેર નું નામ,,
તાલુકા નું નામ,
જિલ્લાનું નામ-પીનકોડ.
January 6, 2016

To,
The હોદ્દો ,
ઓફીસ નું નામ,
ગામ / શહેરનું નામ.

Respected Sir,

Sub.- Letter of Permission

We are the students of std – 12th. We are planning to organize an educational trip to your જાગ્યા નું નામ .We are group of fifty students.Please let us know the rules and conditions regarding a visit. We should also like to know the convenient day, date and time of the visit.

May I hope to be favoured with an early response ?

Thank you.

Yours Sincerely,
x.y.z

Regret Letter

વ્યક્તિ નું નામ
ઘર નં , સોસાયટી નું નામ,
નજીકના સ્થળ નું નામ,
ગામ / શહેર નું નામ,,
તાલુકા નું નામ,
જીલ્લાનું નામ-પીનકોડ.

January 6, 2016

To,
The હોદ્દો,
ઓફીસ નું નામ,
/ ગામશહેરનું નામ.

Respected Sir,

Sub.- Letter of Regret

I am sorry for not paying the (light bill/ e.m.i./ telephone bill) regularly this month. I assure you that I will pay regularly from next month.

Please forgive me for this month. I feel regret for it.

May I hope to be favoured with an early response ?
Thank you.

Yours Sincerely,
x.y.z