

1. An English friend wants to learn your language. Write a letter detailing your experience in language learning and explain what you think is the best way to go about it.

23 March, 2022

Bharatpur 10,
Chitwan

Dear Jenny,

Thank you very much for your letter. I am very happy to know that you are interested in learning Nepali language. In this context my experience of how I learned English language may help you in some extent. So, in this letter I am going to detail you my experience of language learning and also explain the best way to learn Nepali language. Learning a foreign language is a difficult job in itself because it is much different from our native language. It needs constant practice, hard-work, patience, motivation and so on.

You know Jenny two years ago I had learnt English language in my country. In the learning process I did reading, writing, listening and speaking. I tried to memorize the sentences spoken by my teacher but it was quite difficult to memorize. I listened BBC news on radio, watched English movies too still there were difficulties in understanding pronunciation and meaning of new words.

Do you remember how many times I used to email you and how you corrected my mistakes? Later, I had been to London for two month and stayed with an English family as an au pair girl. That was a nice chance to learn by hearing and involving in interaction. In that environment I learnt quite easily and fast. So if you want to learn Nepali language, you join Nepali class get some grammatical knowledge. Similarly if you watch videos, listen Nepali songs you can also get some knowledge. Not only that you can make Nepali friends chat with them and email them. But you won't learn well until you come to Nepal. Therefore, the best way to learn Nepali is come to Nepal for one month, stay with Nepali family hear and involve in interaction with them. If you make mistake they will correct you with feedback. The more interaction you involve in, the better learning there will be. You don't have to be worried for accommodation you can join my family.

So, hope my experience and suggestion will be useful for you. Hope to get your reply in Nepali in future.

With love,

Anisha

2. Write a letter to your friend describing why you and your family can't accept his/her invitation.

23 March, 2022

Bharatpur 10,
Chitwan

Dear Susmita,

I've just received your letter and invitation card, I'm so happy to hear that you're going to marry soon. But unfortunately I could not take part in it. You know that, I have got this job after being unemployed for months. And my boss is a very strict person; he wouldn't let me to take leave as it's a peak season in hotel business. This is the main reason for missing your wedding my dear. Hope you will understand me.

Another thing is that my parents are going to fly USA next week, for my sister is going to be a mom soon. They will probably be there for two months. In their absence I am supposed to look after all my household chores even assist my brother in his study.

Also, my brother, Sumit is quite busy these days preparing IELTS. He is striving to secure high score in test. You perhaps remember his friends had invited him to America. In fact, he wanted to go America to pursue his MBA and establish a business company there together with his friends.

Though, I had a great desire to dance on the wedding and at the party I could not make this time. I hope there will be many other friends who will make the ceremony memorable. Please tell Supriya to post pictures and videos of your party on face book. I will see them and satisfy myself later. Anyway I congratulate you on your happy wedding.

Love from all the family,

Usha

3. A letter about a new job

23 March, 2022

Bharatpur 10,
Chitwan

Dear Kausal,

How are things with you? I am fit and fine and hope the same in your side. You know, I am quite busy these days, so I could not get in touch with you for a short while, sorry for that. There have been some changes in my life and I wanted to let you know the latest from my side. I have started to teach in a college named Apex which is just ten minutes walk from my house. The college building is large, modern and clean. It has well equipped computer lab and a library with varieties of books. There is a small canteen at the right side of the college where we can have tea and snacks in the break time. There are 50 lecturers in this college, all of them are highly educated, well trained and experienced. In my department there are 10 lecturers and Mr. Ramesh Chaudhari is our Department Head. He is very supportive to me.

There are nearly five thousand students in this college most of them are much disciplined, interactive and hardworking but some of them are quite irresponsible, noisy and rude. Any way I am enjoying my job fully and feel much honored to be engaged in a profession of imparting knowledge.

So, how about you my friend? Are you still busy working for the earthquake victim? Your job is much more appreciative my friend! Keep on helping the helpless ones, god will also help you. Hope to receive from you soon.

Regards

Sumi Gurung

4. A letter of application for a scholarship to do further studies in Britain.

23 March, 2022

Bharatpur 10,
Chitwan, Nepal

Dear Sir/Madam

I am writing this letter to be considered for the Study Abroad Financial Aid Scholarship being a student of spring semester of my final year at Faculty of Cultural Studies, Tribhuvan University, Kathmandu, Nepal. My first preference is University of London for joining Faculty of Cultural Studies.

One of the main reasons I wish to study at University of London is that it's one

of the renowned universities in Europe where intelligent but economically weak international students will get a chance to do further study. The studies of culture are increasingly of global nature in international universities and it is adopting advanced similarities within different modern civilizations. This scholarship will enable me to study courses related to those I have completed at the faculty of cultural studies at Tribhuvan University.

Another advantage for studying at London University is to get the opportunity to discover the cultural heritage of London in real life and making comparisons rather than watching on television, reading in books or internet. Real study of the cultural differentiation would truly dilate my knowledge. Living and

studying abroad contains benefits which I cannot achieve by short visits. This opportunity will assist me in expanding my knowledge and experience in variety of academic disciplines. This scholarship will also enable me to interact with students from all over the world studying the similar syllabus; I like to accept new challenges and opportunities for my personal development by identifying new ways of promotion.

I am sending a copy of my resume, required transcript, references and personal statements. I hope it will assist you for consideration of my application about scholarship. If you need any additional information, please call me on my mobile. I look forward to your feed back soon.

Yours Sincerely,

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Sachin Gurung

5. A letter about the inefficient bus service which you use ever day to get to work. Explain the inconvenience that you and others have to put up with and suggest ways of improving the service.

23 March, 2022

Bharatpur 10,
Chitwan

Subject: Complain about inefficient Bus Service

Dear Sir/Madam,

I would like to draw your kind attention to the inefficient bus services which we use every day to work. I am a resident of New Baneshwor, the busiest area of capital. In my area the passengers are suffering from the problem of irregular bus services. The buses are never on time. The passengers have to wait for hours to catch a bus. And even on routes where there is enough frequency of buses, the drivers and conductors

are so careless that they do not stop the bus even when there is accommodation inside. Yesterday only, a young girl working in a school received injuries while alighting because the conductor in his haste whistled and the driver in his eagerness moved the bus. They even charge the bus fair in improper way.

Sometimes, we see a number of buses plying on the same route while at another time there is no bus for hours. Does it not show negligence of duty on the part of the drivers and conductors?

I, therefore request you to look into the matter. All Traffic Superintendents of this area should be on their duty and book the erring staff. More buses should be put on road. The useless ones should be written off. It is no use plying buses in the crowded streets, which break down in the way and create traffic jams. I am sure; you will take early steps to make the bus service more useful and efficient for the public.

Faithfully yours,

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Nirajan Shrestha

6. Imagine that you recently stayed in a hotel in Kathmandu. When you got home you discovered that you had left your bag in the hotel room. Write a letter to the hotel.

23 March, 2022

Bharatpur 10,
Chitwan

Mr. Manoj Gurung
Room Division Manager
Hotel Yak and Yeti
Durbarmarg, Kathmandu

Dear Mr. Gurung,

I am writing this letter to inform you about my lost bag which I had when I was in your hotel. I stayed in your hotel on the 23rd and 24th of June. I was in Room 603. When I arrived home, I discovered that I had left one of my bags at the hotel. Could you please check your Lost and Found Department and see if my bag is there?

The bag is small and black made up of leather, document case with a narrow strap. Inside the bag, you will find several business cards, a fountain pen, a small address book, three copies of a business proposal and a silver pocket calculator. These things are not very valuable in money terms, but they have a lot of personal value.

I would appreciate it if you could contact me as soon as possible, particularly since I need the proposals for a presentation this week. If you could send the bag to me by courier service, I would be most grateful. I have arranged to pay for the service.

Thank you for your help.

Yours sincerely,

Jeevan Gaire

7. Complain Letter about a faulty air conditioner

23 April, 2022

Bharatpur 10, Chitwan

ABC Electronic House,
Main Road, Narayangarh
Chitwan

Dear Sir/Madam,

I am writing this letter to complain about the air conditioner that I purchased on 5th July, 2017 from your Electronic House.

Last week I bought 1.5 ton LG Air conditioner with model no (LP 1414) and it was in gray color. The day the air-conditioner was installed it was in the working condition and your customer service person demonstrated well. After an hour it started giving trouble. The room was not at all cool even though we tried to increase the temperature. I thought maybe I was not pressing the right button and called my neighbor who uses it from past three years. She also checked but it didn't work. So, I called your service centre and got it checked with the technician and he checked thoroughly and specified a defect in the product. He assured me that it will be repaired in two days time. But I am not interested in getting my product repaired rather since it is a defective piece I demand a new working piece in replacement.

I have been your customer from past two year and have always purchased most of my electrical items from your store. I believe you will look in to the matter and help me get another new piece. I am really disappointed the way everything was handled.

I hope you will take necessary action at your earliest.

Yours faithfully,

Bimal Bhatta

8. Someone is going to borrow your house or flat while you are be away, but you will not be able to talk to them. Write careful instruction for them concerning all the things they will need to know.

22April, 2019

Dear Sajina,

As we agreed in our telephone conversation last week, here are the instructions for what to do when you arrive at my home. First of all, collect the keys from the Nandan sweets house, which is at the entrance of the lane. The larger key is for the main gate outside, and the smaller ones for the rooms. When you enter the house, the main electricity switch is clearly marked on your right. Turn it ON, and make sure that all the switches next to it are down in the ON position.

For the drinking water you have to get up early, you will get water in the morning after six. If there is no load shedding you can switch on the water pump and get the water easily. If there is load shedding you have to use the hand pump to get the water. Both pumps are under the stairs.

There is a kitchen on the top floor. Open it and you will find everything you need easily. The milkman will come at 7 a.m. in the morning get milk as you needed.

There is a dog in the kennel his name is Marshal, he will recognizes you. Feed him twice a day, morning and evening. Give him a liter of milk and 4 eggs in the morning and rice and meat in the afternoon. There is a small vegetable garden in the backyard; you can pluck it if it is ready.

Before leaving the house on 5th September, make sure all the switches and taps are turned off, and the windows and doors locked. Also please remember to return the keys to the Nandan Sweets House, too!

Well, have a lovely time and thank you once again for standing in for us.

Love

Deepa

9. You have booked a hotel. For some reason you need to change the booking dates and details. Write a letter to the manager of hotel for the same.

February 26, 2022

Narayangarh 10, Chitwan

Mr. Subodh Pradhan
Room Division Manager
Hotel Yak and Yeti
Durbarmarg, Kathmandu

Dear Mr. Pradhan,

My name is Vikas Gupta and I booked two family suites in your hotel for five days in March. I am writing this letter to request you to change our booking dates for the period.

I along with my wife and children were supposed to stay in the hotel from 5th March till 9th June, 2022. We had also booked two taxis for local sight-seeing. However, due to urgent work commitments at my office, we would not be able to check in before 15th March, 2022.

Hence, I am requesting you to kindly change our arrival date to the 15th of June and checkout date to the 19th of March at 12 pm. The taxi booking should also be changed according to our plans. I regret the inconvenience caused to you due to the above changes.

I look forward to a positive reply from your end.

Yours sincerely,

Vikas Gupta

10. A Story about a real or imaginary house which has something mysterious about it.

A Mysterious House

Last Tuesday was the weirdest day I've ever had in my life. It was really cold and my friend Shubha and I were walking down a deserted street on our way home from a party. It was pitch black dark and all the street lights were smashed. There were no buildings what so ever that we could see.

Through the distance we saw a very small house with boards on the windows and bits of the roof missing. We stopped right outside of the house so Shubha could tie up his shoe lace. I watched the house as the door squeaked and screeched and then it finally opened. Shubha stood up and both our eyes were glued to the door. We watched and waited until a few minutes later some sort of shadow appeared at the door. We pelted back down the street as fast as we could and didn't stop running until we got to Shubha's house. We were so scared and Shubha's face was as a ghost.

That night I stayed at Shubha's house. We couldn't sleep at all and I just couldn't stop thinking about that mysterious house that we had never seen before. The next day after college Shubha and I met up and decided to go and see if that house was still there. We walked back up the street and saw the house, so we ran towards it. We stopped right out the front of it again and just as we were standing there something jumped out in front of us. We didn't have a clue what it was. I fell back on the foot path and cut my arm open. I heard Shubha screaming my name so I got up and saw him running back down the street. I quickly chased after him thinking he must have seen something really frightening. I eventually caught up with Shubha. He was so scared he saw something else jump out at him. He was so sure it was a ghost. I didn't believe him at all but we decided to never go back there again!

10. Instruction on how to make an omelet

To prepare an omelette we need the following ingredients:

1. 2 eggs
2. a pinch of salt
3. two spoonful of oil
4. some crumbled cheese
5. herbs (optional)

First crack the eggs carefully in a bowl, add a pinch of salt and whisk them until the white and yolk parts are completely mixed. Heat the oil in the frying pan on a low-medium heat. When the oil is heated Pour your egg mixture into the pan and allow cooking all the way through until it looks like a yellow pancake. This should take 1-2 minutes. When the bottom of your omelet has set, gently lift the edge with a spatula and tilt the pan to allow the runny egg on top to travel to the edge of the pan. Keep doing this until there is no runny egg left. When all the egg is cooked you should add the cheese and to one half of the omelet and then fold the other half over. Transfer to a plate and garnish with herbs to serve.

14. Imagine that you are a BHM graduate. Write an application letter for the post of F and B manager.

Chitwan

2016

Human Resource Manager,
Hotel Royal Century,
BharatpurHeight,Chitwan

Bharatpur 10,

9thSeptember

Subject: Application for the post of Food and Beverage Manager

Dear Sir/Madam,

I would like to apply for the post of Post of Food and Beverage Manager which you have advertised in 'The Kathmandu Post' September 5th 2016.

I believe I meet all the requirements listed in your advertisement. As an accomplished food and beverage assistant manager with a notable career, I offer you an expertise in culinary products and businesses. During my career, I have demonstrated my ability in areas including room service operations, banquet/conferences, special events, security of assets, supervision of daily operations, and ensuring great satisfaction through excellent customer service, while increasing new sales through creative menu development. In my previous employment I have collaborated with managers in measuring inventory cost control, finance and budgeting, staff hiring and development, and overall performance management.

For your further consideration, I have a diploma in Culinary Arts from Natham College. I have good command of English as well as computer and Internet. I have good interpersonal skill. I am a hardworking person, able to work well under pressure as individual as well as in a team, creative, detail-oriented, pleasant, confident, and convenience in dealing with people.

Thank you very much for your attention. I'm looking forward to hear from you soon.

Faithfully yours,

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Nirajan Shresth