

# **Bo Ali Seena English Language Institute**

## **Announcing**

In these significant instances I prefer to invite high knowledgeable personality (Mr. Zahid) to move toward the plat form and expose his comprehensive points of view to the present assembly, so stay with speaker's valuable opinions and academic theories.

## **Thanking**

We thank the speaker for his comprehensive and logical ideas that he just transferred to our minds, so we would say may Allah bless him in his life and knowledge.

OR

## **Announcing**

In this part of the program I would like to invite a high knowledgeable personality (Mr. Ahmed) to come to stage and offer his prepared topic the present gathering, so kindly stay with speaker for a few moments.

## **Thanking**

Bundle of thanks from the speaker that he delivered an interesting topic to the present audience

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*Strictness of teacher is better than father's affection*

# **Bo Ali Seena English Language Institute**

## *Application for Leave*

To

The Director/Head of

Bo Ali Seena English Language

Dear sir!

With due respect I beg to say that I have found a piece of urgent work therefore, I can't attend my class so, kindly grant me leave for ( ) day(s).

I would be really thankful for this kindness.

Your obedient student (Muhammad Talha)

Class: Level One

Director's Sign

Date: 11/03/2021

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## *Application for Illness*

To

The Head of BASELI

Respected Sir!

With due honor, I beg to say that I have been suffering from headache since two days therefore, I can't come to the class , so kindly grant me leave me for ( ) day(s). I will be very grateful for this kindness.

Your obedient student ( Mr. Kabir)

Class: Level Three

Head's Sign

Date: 11/03/2021

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