

## Letter writing ( पत्रलेखनम् )

**Class Objective:- To learn How to write a letter in Sanskrit and their uses.**

### Concept A :- Introduction

\*Important points to remember when writing a letter in Sanskrit -

- The letter should be in brief and compendious.
- When we are writing a place in the letter there should be पंचमी विभक्ति( अपादान) it means separation or ' तः' is added.
- In Sambodhan ( संबोधन) विभक्ति it means for addressing someone. For family members or elder ones we are using सादरं नमोनमः , सादरं प्रणामः , आदरणीय, पूज्य, मान्यवर these type of words and at the end वे can write these type of words भवदीयः , भवतः प्रियः , भवदाज्ञाकारी बालः। For small ones we are using स्नेहाशीष or शुभाशीष , प्रिय, आयुष्मान, स्नेही, these type of words and at the end we can write these type of words त्वदीयः शुभचिन्तकः ।
- If we are writing a letter to a friend then beginning with सप्रेम नमोनमः and at the end write भवदीयं सखा or भवतः बन्धुः।
- When we are beginning the letter then formal letters are starting with Subject ( विषय) and informal letters are starting with "अत्र कुशलं तत्रास्तु " ( Here everything is good and there how's?)
- At the end of the letter we are using these types of words :- पुनः, भवदीयः , भवताम् आज्ञाकारी, तव अभिन्नं मित्रम् , दर्शनाभिलाषी।
- Letters are often asked to fill in the blanks format. Firstly understand the topic or subject of the letter and then fill the blanks with given words.

\*संस्कृत में पत्र लिखते समय इन आवश्यक निर्देशों का पालन करना चाहिए -

- पत्र संक्षिप्त एवं सारगर्भित होना चाहिए।
- पत्र लिखते समय स्थान में पंचमी विभक्ति लगती है या "तः" लगाया जाता है ।
- सम्बोधन में पद अथवा सम्बन्ध के अनुसार एवं पारिवारिक -पत्रों में बड़ों के लिए सादरं नमोनमः , सादरं प्रणामः , आदरणीय, पूज्य, मान्यवर शब्दों का प्रयोग किया जाता है और

1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Footnote**

- 1. **Footnote 1**
- 2. **Footnote 2**
- 3. **Footnote 3**

10. **Page Number**

1. **Introduction**

2. **Background**

3. **Method**

1. **Study Design**
2. **Study Population**
3. **Study Variables**

4. **Results**

1. **Descriptive Statistics**
2. **Univariate Analysis**
3. **Multivariate Analysis**

5. **Conclusion**

1. **Summary of Findings**

6. **Discussion**

7. **Limitations**

8. **Future Research**

9. **References**

1. **Author 1**
2. **Author 2**
3. **Author 3**

10. **Appendix**

1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Notes**

- 1. **Notes**
- 2. **Notes**
- 3. **Notes**

10. **References**

1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Notes**

- 1. **Notes**
- 2. **Notes**
- 3. **Notes**

10. **References**