

Letter writing: Introduction

Class objective: I am able to learn about Letter writing in Kannada.

Concept A: Vocabulary

English	Kannada
letter	patra(ಪತ್ರ)
formal letter	aupacarika patra(ಔಪಚಾರಿಕ ಪತ್ರ)
business letter	vyavahara patra(ವ್ಯವಹಾರ ಪತ್ರ)
parts of a letter	patrada bhagagaḷu(ಪತ್ರದ ಭಾಗಗಳು)
salutation	namaskara(ನಮಸ್ಕಾರ)
subject	visaya(ವಿಷಯ)
body of the letter	patrada deha(ಪತ್ರದ ದೇಹ)
closure	muccida(ಮುಚ್ಚಿದ)
enclosure	avarana(ಆವರಣ)
sample letter	madari patra(ಮಾದರಿ ಪತ್ರ)
greeting	subhasaya(ಶುಭಾಶಯ)
heading	sironame(ಶಿರೋನಾಮೆ)

Concept B: Introduction and Type of introduction of letter.

Aksarada paricaya mattu paricayada prakara.
(ಅಕ್ಷರದ ಪರಿಚಯ ಮತ್ತು ಪರಿಚಯದ ಪ್ರಕಾರ.)

A letter of introduction is a type of correspondence, usually email, used to introduce someone you know to someone else. Introduction letters can help build professional relationships that lead to job opportunities, business growth and collaboration.

Paricaya patravu ondu ritiya patravavyavaharavagide, saman'yavagi imel, nimage tilidiruva vyaktiyanu bereyavarige paricayisalu baḷasalaḡuttade. Paricaya patragaḷu udyogavakasagaḷu, vyavahara belavanige mattu sahayogakke karanavaguva vṛttipara sambandhagaḷannu beḷesalu sahaya maḡuttade.

(ಪರಿಚಯ ಪತ್ರವು ಒಂದು ರೀತಿಯ ಪತ್ರವ್ಯವಹಾರವಾಗಿದೆ, ಸಾಮಾನ್ಯವಾಗಿ ಇಮೇಲ್, ನಿಮಗೆ ತಿಳಿದಿರುವ ವ್ಯಕ್ತಿಯನ್ನು ಬೇರೆಯವರಿಗೆ ಪರಿಚಯಿಸಲು ಬಳಸಲಾಗುತ್ತದೆ. ಪರಿಚಯ ಪತ್ರಗಳು ಉದ್ಯೋಗಾವಕಾಶಗಳು,

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. **Discussion**

7. **Conclusion**

8. **References**

9. **Appendix**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

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. **Discussion**

7. **Conclusion**

8. **References**

9. **Appendix**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

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. **Discussion**

7. **Conclusion**

8. **References**

9. **Appendix**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

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. **Discussion**

7. **Conclusion**

8. **References**

9. **Appendix**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

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. **Discussion**

7. **Conclusion**

8. **References**

9. **Appendix**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

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. **Discussion**

7. **Conclusion**

8. **References**

9. **Appendix**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

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. **Discussion**

7. **Conclusion**

8. **References**

9. **Appendix**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

10. **References**

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. **References**

8. **Appendix**

9. **Tables**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

10. **Figures**