

Dialogue Myself and The Headteacher About Issuing a Transfer Certificate

Question: Suppose, you are a student of Nurpur High School, Chittagong. Recently your father has been transferred from Chittagong to Sylhet. You will have to go with your family. So you need a transfer certificate. Now, write a dialogue between you and your headteacher on the basis of issuing a transfer certificate.

Answer: A dialogue between Munir (myself) and the headteacher about issuing a transfer certificate:

Munir: May I come in, sir?

Headmaster: Yes, come in.

Munir: Good morning, sir.

Headmaster: Good morning. Any problem?

Munir: Sir, I need a transfer certificate.

Headmaster: A transfer certificate! Why? Is there any problem with our school?

Munir: Oh, no sir. My father has been transferred from Chittagong to Sylhet. Our family is going to shift there.

Headmaster: Oh! I see. Can't you stay here for the rest of the session?

Munir: Sorry, sir. I can't.

Headmaster: All right. Where's your application?

Munir: Here's it, sir.

Headmaster: Have you cleared up your tuition fees?

Munir: Yes, sir. Here's the receipt.

Headmaster: Well, you're a student of class IX and have been registered to Chittagong Board. Now, you're going to be transferred to Sylhet Board. Right?

Munir: Yes, sir. That's it.

Headmaster: There's a long procedure for that. Meet the head clerk. He'll make everything clear to you.

Munir: How long it'll take, sir?

Headmaster: I think, at least two weeks. I'll help you in every possible way. Ok?

Munir: Thank you, sir.

Headmaster: Welcome.