

**BISHOP'S SENIOR SCHOOL, MUKONO**  
**FUNCTIONAL WRITING**  
**HOLIDAY WORK**  
**S.3 REVISION**

**(A) FORMAL LETTERS**

**1. Application letter**

Write an application letter to the town clerk of your district applying for the work as a law enforcement officer

**2. Resignation Letter**

You are the youth representative in your village LC 1. You do not agree with the way the LC1 Chairman conducts the meetings. Write a letter resigning from your position

**3. Letter of Complaint**

The teacher of English has been dodging lesson for two weeks. As the class captain write a letter to the Head teacher complaining about lessons dodged

**4. Apology Letter**

You have been dodging lessons for a week. Write a letter to your class teacher apologising and explain what you are going to do to stop dodging lessons

**5. Letters asking for information**

You are the president of the wildlife club of your school. You are planning to visit Entebbe Zoo. Write a letter to the manager requesting for information you need to make preparations

**6. Letters to Newspapers/ the Editor**

The monitor newspaper has published a story about an indiscipline case that never happened. Write a letter to the Editor of the Monitor newspaper telling him that what they wrote was not true

**7. Congratulation letters**

Write a letter to your head teacher congratulating him for the good performance the school registered in the 2019 UCE Examinations

**8. Thank you Letter**

Write a letter to your director of studies thanking him for helping you perform very well in your promotion exams

**9. Appreciation letter**

Write an appreciation letter to your teacher for guiding you throughout your time in school

**10. Condolence Letter**

You are the captain of your school's football team. One of the players of a visiting team from a neighbouring school collapsed and died during a match. Write a condolence letter to the team.

**11. Invitation letter**

You are the captain of your school's football team. Write a letter to a neighbouring school inviting them for a friendly football match

**(B) INFORMAL LETTERS**

**1. Letter of Complaint**

The friend borrowed your calculator and as never returned it. Write a letter to your friend complaining about his behaviour

**2. Apology Letter**

Your best friend has complained that you took his/her calculator and that you have never returned it. Write a letter apologising

**3. Letters asking for information**

Your cousin shifted residence to another place. You want visit him. Write a letter asking for information on how to find his place

**4. Congratulation letters**

Write a letter to your best friend congratulating him for the good performance in the 2019 UCE Examinations

**5. Thank you Letter**

Write a letter to your father/mother thanking him/her for helping you perform very well in your promotion exams

**6. Appreciation letter**

Write an appreciation letter to your Uncle appreciating the things he has done to keep you in school

**7. Condolence Letter**

Your best friend has lost a father. Write a condolence letter to the team.

**8. Invitation letter**

You are celebrating your birthday next month. Write a letter to a friend inviting him/her to the birthday party

**Guideline to answer these questions, check school website; [www.bishopss.com](http://www.bishopss.com), academic holiday work, class and then subject, finally download**