

SECTION .B

BASIC FACTS ABOUT COMPREHENSION

1. Read the instructions carefully and do as required by the examiner.
2. Your answers must be in full sentences.
3. Avoid half sentences (phrases) e.g. 1. Why did Musa go to school?
= To study. (Wrong)
= **Musa went to school to study. (Correct)**
4. Don't use a pronoun at the beginning of your answer for a noun mentioned in the question except when the question has also used a pronoun e.g. (1) Why did Musa go to school?
(a) He went to school to study. (Wrong)
(b) **Musa went to school to study. (correct)**
5. All proper nouns in the sentence must begin with capital letters.
6. Punctuate your sentences correctly.
7. The question and answer must both be in the same tense.
8. Questions beginning with, **have, had, will, can, could, does, did, do, would, etc** should attract a **Yes** or a **No** at the beginning of their answers.
9. A coma has to follow the **No** or the **Yes** before a sentence is completed e.g.
Did John go to the market?
= **Yes, John went to the market.**
= **No, John did not go to the market.**
10. Think questions must attract think answers e.g.
Why do you think John went to market?
= John went to market to buy oil. (Wrong)
= **I think John went to market to buy oil. (Correct)**
11. Handwriting should be legible (**readable**). Consider the following when dealing with handwriting:
Hand writing: 1. Letter spacing in a word.
2. Word spacing in a sentence.
3. Letter formation
12. Try to space the words in the sentence well for easy understanding.
13. A **two in one question** calls for a **two in one answer** e.g.
 1. When and why will John go to the market?
= John will go to the market on Friday. (**wrong**).
= **John will go to market on Friday to buy oil. (correct)**.

COMPOSITION WRITING

In this section, we shall look at three forms of compositions. That is:

- Un-guided composition
- Guided composition
- Picture composition.

UN-GUIDED COMPOSITION

This is where no choice of words are given to guide the learner in the course of writing.

Before you write any un-guided composition, it is wise to know the various types of compositions. This will help you to know where the question given falls.

Note that the type of composition influences the tense to be used.

Look at the following types of compositions carefully.

i. **DESCRIPTIVE COMPOSITION**:-This one calls the learner to give detailed information about a given topic. Describing the internal and external features of the topic is very important here e.g. **Write about Seeta village.**

Write about your best friend.

ii. **NARRATIVE (EXPLANATION) COMPOSITION**: This one requires explaining what you know about something. (In most cases there is need for true knowledge about this type) e.g.

Write about the importance of water

Explain the economic value of River Nile

iii. **CREATIVE COMPOSITION**: This calls for creativity or imagination of the learner. The situation to write about may not be true but the learner has to imagine such a situation was real and then write as expected. e.g.

a) Write a composition of 150 words about the following topic;

MY FIRST DAY TO USE AIR TRANSPORT

b) Write about the day you were kidnapped.

c) You attended a health science seminar last week. Write a composition about it.

d) Your friends got involved in a motor accident and you were at the scene.
Write about it in 200 words.

iv. **ESSAY COMPOSITION**: An essay composition requires the learner to write their personal ideas about a given topic. They are free to oppose or propose the topic given. In this composition type, the learner has to be conversant enough with the side they have chosen. e.g.

a) **“School children should not be given pocket money”**
write your views on this topic.

b) **Gardening should be carried out in primary schools.**
What do you say about this?

c) Write a composition on how our school can be improved.

Note that originality is very important in all compositions.

QUALITIES OF A GOOD COMPOSITION

The following points must be noted in order to produce a good composition:

1. Your composition must be paragraphed in a logical manner. Each paragraph is meant to express a particular part of the main topic.
2. Short, simple correct sentences which follow each other logically should be chosen. Try to be concise enough and clear.
3. Correct tense and verb agreement must be put into account. Don't mix up tenses. Knowledge of the types of compositions will help you to choose appropriate tenses. Try to learn the tenses we commonly use.
4. Word order (syntax) is very important. Words must be arranged correctly in a sentence and use correct grammar.
5. Vocabulary:-use words that you really understand .This will cause you to get good marks.
6. Try to stick to the question given. All that you write must be relevant to the question. Before you write, it is important to really understand the topic.
7. Punctuations: Poor punctuation will change your meaning. Make sure you use the correct punctuation marks and in the right positions.
Get knowledge about punctuation marks clearly before you begin writing.
Look at the following sentences.
Their meanings are different simply because of punctuation:
 - a) After he had eaten the dog, lay down.
 - b) After he had eaten, the dog lay down.
8. Spellings must be correct. Use simple words whose spellings are common to you. You need be extra careful when writing to avoid careless mistakes.
- 9) Hand writing is also very important, as poorly written information will not be easily read. Poor handwriting always leads to loss of marks.
10. Originality is very important. Try to use your head to come up with an original composition.
11. Your composition must have a short heading/title.

PREPARATIONS FOR A COMPOSITION

It is very important to plan for a composition before the actual writing. Make a clear draft to avoid irrelevancies, and repeated ideas.

A draft is an outline showing the points you are going to expound to make paragraphs. Remember, each paragraph must explain a particular part of the main topic. The following is a sample of a topic and a relevant draft;

Topic:

THE AIDS DISEASE

Draft:

Origin

Current status

Mode of transmission

Signs and symptoms

Effects

Prevention/cure

According to the draft, your composition is expected to have six paragraphs, each explaining one of the above outlines. When you come to the actual writing, try to recall all the qualities of a good composition as explained in this chapter. These are the same areas teachers look at when marking compositions.

MAJOR PARTS OF A COMPOSITION

- A composition has got three major parts; these are:
 - a) Introduction - first paragraph.
 - b) Main body - middle paragraphs.
 - c) Conclusion - last paragraph

The first paragraph introduces the topic. The middle paragraphs give all the information needed in details, and the last paragraph gives the summary or conclusion

STEPS TO ACTUAL COMPOSITION WRITING

Actual composition writing begins with

1. Stating the headline/topic in capital letters. Please, don't punctuate the title.
2. A draft can be written to help you avoid irrelevancies and unrelated scattered ideas.
3. Colour your composition by use of idioms and similes. These will make your composition very interesting and attractive to the reader.
4. Consider the **5 Ws+H** (**What, Where, When, Why, Who and How**) in order to balance your story. In fact, when somebody reads your composition, they must get to know what happened, where did it happen, why did it happen, who were involved, and how did it happen or how did it end? This is what we call a balanced story.
5. As you write, remind yourself of the qualities of a good composition. Let these qualities be on the tips of your fingers.
6. Read through every paragraph you have already written. This will help you to reduce some mistakes and increase your chances of passing.
7. Remember to be within the word limit as asked by the examiner. After the last paragraph, read through the whole composition and see if paragraphs are related, and spellings are correct and so on.