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	TERM ONE TOPIC 1: SCHOOL HOLIDAYS Sub- Topic 1A: Holiday Plans	
Vocabulary practice I		
1.	school	a place where children go to learn or to study Atura Hill primary school is a very good school.
2.	School holiday	a period of time when somebody is away from home or school Benita always goes to the village of a holiday.
3.	plan	a series to actions to be taken in order to achieve something My plan is to read hard in order to score aggregate four.
4.	vacation	a very long holiday between terms when a school is closed Babirye will go for a church camp during her P.7 vacation.
5.	traveler	Someone who is travelling or who often travels. My father is a traveler.
6.	remedy	A way or an activity of improving a difficult situation. Our teacher gave us a remedy for hardworking.
7.	relative	A member of your family. Our relatives live in the villages.
8.	Activity	
For questions 1 to 3, arrange the vocabularies in correct ABC order. 1. vacation, traveler, remedy, relative _____ 2. urban, town, village, relative _____ _____ 3. travel, traveler, traveling, travelled _____ _____		
In each of the questions 4 to 11, choose a word from the bracket to complete these sentences 4. Our grandmother told us an _____story. (interesting, sad) 5. My uncle owns a big _____ in the village. (concert, farm) 6. I took part in the music and dance_____. (vacation, concert) 7. I am going to _____rice for the guests. (enjoy, cook) 8. We _____our books every day. (revise, report) 9. Joseph helps his parents with_____. (housework, playing) 10. We went on a _____to Kigezi highland. (tour, nice) 11. Our class has organized a music_____(show, routine)		
In questions 12 to 14, rearrange these words to form a meaningful sentence. 12. a town nice What is this! _____ 13. relatives visit you When normally do? _____ 14. villages our live in the of Most relatives. _____ _____		
Vocabulary lesson II		

1.	village (rural):	A small settlement in a country area. I shall go to the village in my vacation.
2.	birthday	The anniversary of the day on which a person was born. I celebrated my birthday at my aunt's place.
3.	programme/ program	A list of a planned series of events. Visiting my grandmother is one of my programmes.
4.	concert	A public performance of music. Our school is going to have a concert during the holiday.
5.	house work	Work done in a house e.g. cleaning and cooking. I was sent to do a lot of house work last holiday.
6.	trip	A short journey or outing. My cousin and I will go for a trip during our vacation.
7.	report card	A written statement about the work of a student at school, college etc I did not receive my report card.

Vocabulary practice II

For question 1 and 2, arrange these vocabularies in correct ABC order.

1. village, birthday, program, concert

2. trip chores, routine, bash

In questions 3 to 5, rewrite the sentences giving one word for the underlined group of words.

3. Juma went to the small settlement in a country area last week.

4. I made a list of a planned series of events for my holiday's activities.

5. Sarah has a lot of work done in a house today.

For question 6 to 10, use the suitable form of the word in the brackets to fill in the spaces below.

6. She _____ her last holidays in Kenya. (spend)

7. Most children have poor _____ for the word **bash**. (pronounce)

8. Letter 'e' is _____ in the word Wednesday. (two)

9. We enjoyed the birthday party at the _____. (begin)

10. Of the three chores, the third one is the _____. (hard)

For questions 11 and 12, use each of the words in a sentence to show that you know the difference in their meaning.

11. know: _____

12. no: _____

pen pal/pen friend	a person with whom you make friendship by writing letters My pen pal always sends me gifts in the third term holiday.
up – country:	an area of a country that is not near large towns My sister went up – country.

town (urban):	a place with many houses/buildings, shops, schools, hospitals, offices and where many people live or work I spend most of the time in town during holidays.
chores	a tedious or difficult task Chores are tiresome.
routine	a regular or fixed way of doing things It is a routine to do house work.
bash	a large party or celebration We had a bash in my aunt's house.

Vocabulary practice II

Construct any five correct sentences using the words given in the word box.

break up	board	end	relatives	prepare for
travel	pick	plan		town/ urban

Examples

The term has **ended** today.

- _____
- _____
- _____
- _____
- _____

For questions 6 and 7, rewrite these sentences giving one word for the underlined words groups of words.

6. Term one has come to the final part today.

7. I shall get ready for term one vacation soon.

In each of the questions 8 to 10, give the plural forms of these words.

- pen pal _____
- programme _____
- vacation _____

In questions 11 and 12, write the opposites of the vocabulary words.

- rural _____
- relatives _____

For each of the questions 13 and 14, arrange these words in ABC order.

13.study, visit, revise, tour

14.begin, enjoy, farm, camp

Language Structures

The use of:.....going to.....

The structure is used to express the near future activity or event.

It is used instead of the auxiliary verbs: will, shall, __look forward to__, and __likely to__

Examples

Rewrite these sentences using: _____ going to _____

1) I shall visit my parents next holidays.

I am going to visit my parents next holidays.

2) The girls are likely to fetch water this afternoon.

The girls are going to fetch water this afternoon.

3) I intend to work hard in the holidays.

I am going to work hard in the holidays

Trial activity

Rewrite these sentences using:going to.....

1. You have no intention of traveling up-country.

2. Our teacher is likely to prepare for our vacation.

3. I plan to stay upcountry with my parents.

4. My relatives will be happy if I visit them.

5. I strongly believe that we shall pass the examinations.

6. You should board a taxi from the school.

7. We are likely to sit for Primary Leaving Examination in November.

8. The children will go to the sanctuary next Friday.

Grammar

THE USE OF QUESTION TAGS

A question tag is a short question that comes at the end of the sentence or a statement. We have two question tags; the negative and the positive/ affirmative question tags.

Guidelines on the use of question tags

(a) Most question tags are formed from the helping verbs and personal pronouns in a sentence.

(i) She is tall, isn't she?

(ii) They are not active, aren't they?

(iii) It is enjoyable,.....?

(b) When the statement is affirmative, the tag is always negative

(i) He is sick, isn't he?

(ii) They have gone away,.....?

(iii) I can do that work,.....?

(c) When the statement is negative, the tag is always affirmative

(i) They don't eat pork, do they?

(ii) She doesn't write well,.....?

(iii) We shan't go home today,.....?

(d) A question tags consist of auxiliary verbs such as: can, do, has, have, must, will, could, would, had

(i) You will drive me,?

(ii) Anita couldn't get money, could she?

(iii) Jona and Sarah must do that work,?

(e) Helping verbs used in the statement are the same as one in the question tags

(i) She **does** not play football, **does** she?

(ii) They **have** gone to school, **haven't** they?

(iii) We shall sing together,?

(f) If the statement has two or more helping verbs, we use the first helping verb in the question tag.

(i) She doesn't have money, does she?

(ii) I didn't want to do it, ?

(iii) He has been reading since morning,?

(iv) They have had it before,?

Activity

Rewrite these sentences as instructed in the brackets

1. You will go to the village this week, won't you? (Rewrite and end:...,will you?)

2. Your uncle works at Mulago Hospital, doesn't he? (Begin: Your uncle is working____)

3. He knows my holiday plans, doesn't he? (Rewrite and begin: She knows _____)

4. Ronald will attend my birthday party, won't he? (Rewrite and begin: Ronald won't....)

5. We know what we do, don't we? (**Rewrite and begin:** I don't know_____)

6. The driver must pick us from the school mustn't he?
(Rewrite and begin: The driver will.....)

USE OF QUESTION TAGS

We use do/ does in the question tags when the statement is in present simple tense.

(i) Umar lives in Butambala,?

(ii) I play football every day,?

(iii) Brenna and Bonny sing the song well,?

We use did/ didn't in the question tags when the statement is in past simple tense.

(i) I didn't understand the teacher's explanation, did I?

(ii) John attended the party,?

(iii) We didn't enjoy the party meals,?

Special helping verbs with specific question tags

(a) I am has the tag aren't I? Affirmative statement or am I? for negative statement

(i) I am going with you,?

(ii) I am not going to school,?

(iii) I'm right about the date for the party,?

(b). used to takes did/ didn't?

(i) They used to get lunch at school, didn't they?

(ii) We used not to go to school,?

(iii) I used to sing well,?

(c). let's takes shall we, shan't we?

- (i) Let's hurry to school, _____?
- (ii) Let's help him, _____?
- (iii) Let's never do our homework, _____?

After the imperatives, we can use: will/ would/ can/ could/ you? when we want people to do something for us.

- (i) Lock the door, will you?
- (ii) Help me with a glass of water, will you?
- (iii) Open the door, _____?

DIRECT SPEECH

Direct speech means quoting the actual words spoken by a person.
The speech marks are used to enclose the speaker's words ("") for example:

- 1) "I am a teacher of English," he said.
- 2) The teacher said, "We shall break up for holidays soon."

When writing direct speech, you should take note of the following.

- a) A comma is used to separate actual words used by a speaker from the word or verb that reports e.g. said, asked, told me, requested, ordered, exclaimed.
- b) The actual words begin with a capital letter.
- c) The speaker's words begin with opening quotation marks and closes with closing quotation marks. ("...")
- d) The quotation marks only enclose the actual speech and not the reporting verb.
- e) A closing quotation mark is placed clearly away from the nearest punctuation mark, a comma, a full stop, a quotation mark, or an exclamation mark.

Guided Activity

Punctuate the following sentences correctly.

- 1. Juma said holidays is time to relax.

- 2. There are three holiday periods said the teacher.

- 3. We are making holiday plans they answered.

- 4. He said the term one holiday is shorter than the third term holiday.

- 5. Pupils should do house work during holidays said Martin.

- 6. I am watching a movie said Charlene.

- 7. You should learn computer during holidays said my aunt.

- 8. I am going to have holiday studies said Alvin.

LESSON II

Patterns of direct speech

There are three patterns of writing direct speech. i.e. pattern I, II, pattern III.

Pattern I

Reporting verb begins and ends with speaker's words.

He said, "cl _____."

He said, "Every living thing needs a holiday."

They said, "We normally go for holidays in the village."

Pattern II

Begin with speaker's words and end with the reporting word.

"cl _____," he said.

1. "I work with bank of Uganda," said Adrian.

2. "She will write her exams tomorrow," said Moses.

Pattern III

This pattern refers to as broken sentence. The reporting verb comes in the middle of the sentence.

"Cl _____," he said, "sl_____."

1. "I think," said Harry, "we shall go for holidays soon."

2. "Why," asked the headmaster, "haven't you done holiday work?"

Activity

Punctuate the sentences indicating the pattern used:

1. Please hand in your work said the class captain.

2. I think said Hanifa we shall go for holidays tomorrow.

3. Do you come here often he asked.

4. After holidays said Atim, we shall get ready for beginning of term exams.

5. I shall miss you when you have gone whispered James.

6. When is the term ending asked the nurse.

7. I think said Barry we shall have our end of year party on Friday.

8. The old lady said the new teacher teaches well.

9. I asked Patrick what do you want from here.

10. The P.E. teacher asked do you like football or netball.

INDIRECT SPEECH

This is reporting without quoting the words of the speaker.

For example

Direct: "I write to my pen pal during holidays," said Brian.

Indirect: Brian said that he wrote to his pen pal during holidays.

Direct: "I didn't get a holiday last year," said Allen.

Indirect: Allen said that he had not got a holiday the previous year.

Formation of reported / direct speech

Direct speech is the actual word of the speaker

Examples

Moses said "I am very hungry."

"We are coming home," Said Juliet.

"Why are you crying today?" the teacher asked me.

Changes in time and persons from the direct to the indirect or reported speech

Changes in persons

I	he/she	ours	theirs
we	they	you (singular)	he/she/you/me/I
my	his/her	you (plural)	they
me	His/her	you	him/her
mine	his/hers	us	them
our	their	ours	theirs

Changes in the demonstratives and time phrases

here	there	today	that day
now	then	tomorrow	the following day/ the next day/ the day after
ago	before	yesterday	the previous day/ the day before
this	that	today	that day
these	those	tomorrow	the following day/ the next day/ the day after
last	previous	yesterday	the previous day/ the day before

Changes in the helping/ auxiliary verbs

Direct speech	Reported speech	Direct speech	Reported speech
is/ am	was	has to	had to
are	were	must	had to
will	would	was to	had to
shall	should	were to	had to
can	could	may	might
have to	had to	come	go/went
has to	had to	bring	take

Changes in the tenses

present simple	past simple
present continuous	past continuous
present perfect continuous	past perfect
past simple	past perfect continuous
past continuous	past perfect
past perfect continuous	past perfect continuous
future simple (present)	future simple (past)
future continuous (present)	future continuous (past)
future perfect (present)	future perfect (past)
future perfect continuous (present)	future perfect continuous (past)

Reporting statements in the present simple tense

The present simple tense in the direct speech changes to the past simple tense in the indirect or reported speech.

Sentence practice;

1. "We do our homework today," said the pupils.
The pupils said that they did their homework then.
2. Ddumba said, "He buys sweets."
Ddumba said that he bought sweets.
3. "I sing the song well today," said Tom.
Tom said that he sang the song well that day.
4. John and Juma said "We try it twice this week."
John and Juma said that they tried it twice that week.

Reporting statements in the present continuous tense

The present continuous tense in the direct speech changes to the past continuous tense in the indirect or reported speech.

Sentence practice;

1. Mukasa said, "I am doing my homework."
Mukasa said that he was doing his homework.
2. "It is raining now," John told Jane.
John told Jane that it was raining then.
3. "We will be traveling tomorrow," Peter answered Tom.
Peter answered Tom that they would be traveling the following day.
4. The pupils said, "We are going for holidays today."
The pupils said that they were coming for holidays that day.
5. "I am planning my holiday activities," said Zoe.
Zoe said that he was planning his holiday activities.
6. "I am completing my homework now," said George.
George said that he was completing his homework then.

Activity

Change these sentences from direct to indirect speech

1. She said, "I am writing my holiday work."

2. "I am taking these books home now," said Angela.

3. "We are driving home at this moment," said Obote.

4. The class monitor said, "I am collecting the books after the lesson."

5. She said, "Joan is sleeping in the classroom today."

6. "Babirye is talking to her parents about the holiday plan," says Kato.

7. "She is getting ready for her holiday," said Mary.

Present continuous tense

- ✍ The present continuous tense is used to express what is happening at the present moment in front of the speaker.
- ✍ We use “is”, “are”, “am” plus “-ing” from the main verb which is then referred to as a **gerund**.
- ✍ Singular subjects take “is” as “a” linking or helping verb in the sentence.
- ✍ That is to sayam/is/are + ‘-ing’ verb.....

Examples;

1. Sarah is **climbing** a tree.

2. He is **fighting**.

d) Plural subjects take “are” as a linking or helping verb in the sentences.

Examples;

1. We are running to school.

2. Leah and Anita are sitting together.

e) The first person singular (I) takes “am” as a linking or helping verb in the sentence.

Example;

1. I am going to school now.

Verbs which have a (CVC) Consonant Vowel Consonant order of the last three letters double the last consonant and then take “-ing” in the present continuous tense.

Examples;

sit	sitting	travel	travelling
get	getting	clap	clapping
run	running	mop	mopping
dig	digging	shut	shut
skip	Skipping	let	letting

Exceptions

Exception

loosen	loosening	draw	– drawing
roughen	roughening	snow	– snowing
listen	– listening	bow	– bowing
open	– opening	pray	– praying
tow	– towing	say	– saying
show	– showing	buy	– buying
saw	– sawing	enjoy	– enjoying
sew	– sewing	delay	– delaying

Main verbs ending with “e” lose it and take “ing” in the gerund (verb) form.

Examples;

leave	leaving	choose	choosing
come	coming	dance	dancing
bake	baking	trace	tracing
strive	striving	shade	shading
write	writing	take	taking

Main verbs ending with “ie” lose them and take “ying” in the present continuous tense.

Examples;

die	dying
tie	tying
lie	lying

Main verbs whose actions cannot be controlled because they take place in our mind do not “is”, “are” or “am”.

see	smell	hear
feel	taste	agree
believe	forgive	hate
forget	think	own
listen	refuse	wish
decide	have	care
like	notice	love
remember	posses	want
understand	certain	consist
know	disagree	matter

Activity

Fill in the blank spaces with the most suitable word.

1. We _____ making our holiday plans now.
2. Peter _____ going to school at this moment.
3. _____ am not going attend debate because I am sick.
4. Musa is crying because his teeth _____ aching.
5. All the teachers _____ busy marking our holiday packages.

Use the correct form of words in the brackets to complete the sentences.

6. I wonder why Bolingo is _____ having a new school uniform (have)
7. We are _____ to go to school. (delay)
8. Tendo is _____ on the mat under that tree. (lie)

Active and passive voice

The Active Voice

This is a voice which clearly indicates the subject of the sentence performing an action of a verb onto an object.

Example;

Richard plays football every day.

THE PASSIVE VOICE:

This is a voice which shows or emphasizes the object onto which an action of a verb is performed by the subject or doer.

Example;

Football is played by Richard every day.

We use the preposition “by” in case we are to mention the doer or subject.

In active voice, the sentences starts with a subject (doer) and ends with an object (receiver)

In passive voice, the sentence starts with an object.

NB: Vague subjects should not be repeated in passive voice e.g, someone, somebody, people, some girls, no one, we and they

1. Someone ate my food.

My food was eaten.

2. People speak English all over the world.

English is spoken all over the world.

Changing sentences from the active to the passive voice:

a) The present simple tense;

We use;

Object + is/ am/ are + the perfect or participle verb + subject.

Examples;

1. The housemaid beats the child every day.

	<p>The child is beaten by the housemaid every day.</p> <p>2. My father drives me to school every day. I am driven to school by my father every day.</p> <p>3. My mother mends my shorts every month. My shorts are mended by my mother every month.</p>
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	Activity
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	<p>Change the sentences from the active to the passive voice:</p> <p>1) We learn English every day. _____</p> <p>2) A lot of people buy insurance policies every year. _____</p> <p>3) Robin plays football very well. _____</p> <p>4) No one pushes you. _____</p> <p>5) Miriam teaches me English. _____</p> <p>Change the sentences from the passive to the active voice.</p> <p>6) A candidate is helped to pass by one-page. _____</p> <p>7) Her daughter is loved by me. _____</p> <p>8) Football is played very well by Rosina. _____</p> <p>9) Credit cards are offered by all banks. _____</p>
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	COMPREHENSION
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	<p>Passage</p> <p>Read the passage below and answer the questions that follow in full sentences.</p> <p>GOING FOR SCHOOL HOLIDAYS</p> <p>There are three terms in a year. At the end of every term, school children break up for holidays. School holidays are the happiest and funniest moments in school life. School holidays give pupils time to relax, plan and visit their relatives and friends in urban or rural areas.</p> <p>Of the three holidays, the third term's holiday is the longest. This is because it lasts for two months or sixty days. The first term's and second term's holiday last for about three to four weeks.</p> <p>During holidays, children get chance to help their parents on the farm with garden work or with house chores at home. Holidays also provide children with ample time to learn new skills such as knitting, weaving, modeling, baking and looking after domestic animals. They also enable children to prepare for the next term.</p>
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<p>STANDARD KOLFRAM IN USE: COMPREHENSIVE PRIMARY SEVEN TERM I ENGLISH WORKBOOK</p> <p>A PRODUCT OF KOLFRAM EDUCATIONAL SERVICES KAMPALA -0777886622/ 0784044408/ 0786941943, 0786439439</p> <p>A PUBLISHER OF KOLFRAM QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISION BOOKS & QUESTION BANKS AND HOLIDAY PACKAGES</p>	13
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Sometimes, they visit four places of their interest such as game parks, zoos, museums, historical sites, mountains and forests. In addition, children go camping with their peers. On some occasions religious leaders organize retreats for the youth during holidays. This gives the youth a platform to meet people from all walks of life and share ideas and **acquire** knowledge.

Dear children, it is good to plan for holidays. Never waste your holidays gossiping or playing cards and watching televisions.

Questions:

a) What happens at the end of every term?

b) How does the writer describe school holidays?

c) Which holiday is the longest?

d) How do good pupils spend their holidays?

e) Give another word with the same meaning as, "**acquire**".

f) How are religious leaders important to school children during their holidays?

g) Mention **any two** skills a holiday maker is likely to acquire in holidays.

h) How productive can a holiday maker spend a holiday?

i) Why are school holidays important to learners?

j) Write the **title** for the above passage.

Answering tips

COMPREHENSION

NOTICE

Read the given notice which was written in Volley Curve Newspapers in Kampala and then answer questions about it.

12th APRIL, 2024

DURING SCHOOL HOLIDAYS, HOLIDAY MAKERS GO HOLIDAY MAKING TO DIFFERENT PLACES HOLDING EACH OTHER'S HANDS, STUDYING LITTLE BUT CARING MORE ABOUT PLAYING GAMES MOST OF THE TIME, WATCHING TVS AND LIVING TO EAT AND SLEEP.

Questions

(a) What is the notice about?

(b) When was the notice written?

(c) Who wrote the notice?

(d) Where do holiday makers go?

(e) According to the writer, how do holiday makers move?

(f) What do holiday makers care about?

(g) Explain the meaning of "Live to eat and sleep"

(h) Do holiday makers take a lot of time to read during the holiday?

(i) Write a suitable title to this notice.

(j) According to you, what can you say about the holiday makers?

General rule for answering comprehension questions

(a)

GUIDED DIALOGUE

When Mark reported back to Pride Parents Schools after holidays, the Head teacher called him to his office. What the Head teacher said is given below. Fill in the blanks with what you think Mark said.

Mark: _____

Head teacher: Good morning, Mark. Welcome back from holidays.

Mark: _____

Head teacher: Can you please hand in your pay slip for fees?

Mark: _____

Head teacher: You're sorry, you don't have it. What happened?

Mark: _____

Head teacher: Your father is not at home? Where did he go?

Mark: _____

Head teacher: Admitted in hospital? What happened to him?

Mark: _____

Head teacher: Oh! What a pity for your father to have had such a terrible motor

accident! Is your mother looking after him now?

Mark: _____

Head teacher: It is good that your mother is looking after him in hospital. Who are you staying with now?

Mark: _____

Head teacher: It is nice if you're staying with your uncle. Is his home near this school?

Mark: _____

Head teacher: That's good. Now go to class and start your lessons. You'll pay your fees later.

Mark: _____

POEM

Read the poem below and answer in full sentences, the questions that follow.

Holidays, sweet holidays!
The time everybody needs,
After hard and serious work,
To rest and feel fresh again.

Holidays, sweet holidays!
That precious time for teachers and pupils,
Keep away from books,
And celebrate success.

Holidays, sweet holidays!
Rest time for the public and civil servants,
To stay home and relax,
Labour Day, Women's Day, Independence Day.

Holidays, sweet holidays!
For believers to thank and praise God,
For His wisdom, mercy and kindness,
Fridays, Saturdays and Sundays.

Mungufeni Phoebe

Questions

a) What is the poem about?

b) How many stanzas does the poem have?

c) Why does everybody need a rest?

d) When do you think teachers and pupils celebrate examination success?

e) How do the public and civil servants benefit from holidays?

f) Why are holidays useful to believers?

g) Mention any **one** day in the poem on which believers praise God.

h) Give any one example of a holiday for the public and civil servants.

i) Who wrote the poem?

j) Suggest a suitable title for the poem.

TOPIC 1: SCHOOL HOLIDAYS
SUB- TOPIC 1B: HOLIDAY ACTIVITIES.

VOCABULARY LESSON I

fare	The money you pay to travel on a bus, train, ship or aircraft. The bus fare was very expensive.
bank pay – in slip	a written record showing how much money you have paid in a bank I Have given my bank pay – in slip to the bursar.
teacher:	Someone who teaches people at a school or college. Our teacher has gone for his vacation.
journey	going from one place to another My father went for a journey.
pupil	A person who is learning at school. There are few pupils at school.
student:	A person who is studying at a college or university. There are many students at that university.
visitor	Someone who is staying visiting a place. We should always greet visitors.
host	A man who has guests and looks after them. The host was very kind.

VOCABULARY PRACTICE I

For questions 1 and 2, arrange the given vocabulary words in correct ABC order.

1. visitor, teacher, pupil, student

2. study, student, studies, studying

For questions 3 and 4, rewrite the sentences giving one word for the underlined groups of words.

3. The **money you pay to travel on a bus** from Lira to Kampala has increased.

4. A **woman who has guests and looks after them** came here.

In questions 5 and 6, rewrite these sentences giving the opposites of the underlined vocabularies.

5. That is the **hostess's** home.

6. The term will **break off** very soon.

In questions 7 and 8, arrange the words to form a meaningful sentence.

7. smart What a hostess is she!

8. always We greet should our visitors.

For questions 9 and 10, give the plural form of these vocabulary words.

9. bank pay – in slip _____

10. journey _____

Vocabulary lesson II

prepare	To make yourself ready to do something or for something that you expect to happen. I had no time to prepare for the trip.
pick	to choose somebody or something from a group of people or things My father went to pick my report card.
travel	to go from one place to another especially over a long distance We shall travel to Soroti next week.
end:	to finish or stop The vacation is going to end tomorrow.
remedial	Intended to help, improve or correct something. “Where is the remedial exercise”? asked the teacher.
vacate	To leave a building especially so that somebody else can use it. They should vacate the house.
commence	To begin or start. The journey will commence at noon.
board	To get on a ship, plane or train. We boarded the ship to Mombasa.

Vocabulary practice II

In each of the questions, 1 and 2, arrange the vocabularies in a dictionary order.

1. commence, board, study, farm

2. prepare, travel, remedial, study

For questions 3 and 4, rewrite these sentences giving another word to mean the same as the underlined word.

3. The vacation is going to **end** soon.

4. The journey will **commence** next week.

In questions 5 and 6, rewrite the sentences giving the opposite of the underlined word.

5. They have **started** their journey now.

6. I saw the **laziest** man in the farm today.

In questions 7 and 8, use each of the words in a sentence to show that you know the difference in their meaning

7. hen _____
8. end _____

For questions 9 and 10, rearrange these words to form a meaningful sentence.

9. it What a big is farm !

10. study always holidays They during.

Vocabulary lesson III

tour	a journey made for pleasure during which several places are visited We went for a tour in Australia.
camp	A place where young people go on holiday or vacation and take part in various activities. We shall go for a camp.
visit	to go and spend time in a place or with someone. Which countries did you visit last year?
begin	to start doing something I'll begin my journey at noon.
show	to be or make something available for the public to see We went for a show.
cook	to prepare food for eating using heat I learnt how to cook.
revise	to prepare for a test by studying books and notes from your lessons I revised my books during holidays.

Vocabulary practice III

In each of the questions 1 to 5, fill in the blank space with a suitable word.

- I revise my books _____ holidays.
- Mary was sorting _____ clothes for washing.
- I prefer a bash _____ a concert.
- The journey we made last night _____ tiresome.
- Which country _____ they visit last year?
- It is very interesting _____ travel by trains.
- Match the words in the table to their correct meanings.**

vacation	A friend with whom you exchange letters.
pen pal	A day when a person was born.
programme	People who are related to one another.
Up-country	A period when students are not at school studying.
relatives	A list of planned events.
birth day	The country side.
urban	Sessions carried out to teach people with learning difficulty
remedial classes	A place belonging to towns or cities.

For questions 8 to 10, rewrite the sentences giving a single word for the underlined group of words.

8. I know how to prepare food for eating using heat.

9. They had a **pleasant, attractive or enjoyable** vacation last year.

10. The bash was **causing great interest or excitement**.

Vocabulary lesson IV

hostess	a woman who has guests and looks after them The hostess was rude.
break off	to end We shall break off for holidays in April.
study	the activity of learning or gaining knowledge We always study during holidays.
farm	An area of land used for growing crops or keeping animals. We visited the farm last holidays.
enjoy	To get pleasure from something. I enjoyed the show.
nice	Pleasant, attractive or enjoyable Our vacation was very nice.
interesting	attracting your attention because it is special exciting or unusual The concert was interesting.
exciting	causing great interest or excitement The journey was exciting
sort	arrange things in groups or in particular order according to their types Did you sort your clothes?

In each of the questions 1 and 2, rewrite the sentences giving the singular form of the underlined word.

1. I shall visit Mr. Ssali's farms next week.

2. The porter carried the boxes to the farm store.

In each of the questions 3 to 8, use the correct form of word given in the brackets to complete the sentence.

3. To whom _____ that nice chair belong? (do)

4. I am the _____ born in our family. (five)

5. Ritah has been _____ her clothes for washing since morning. (sort)

6. Most of the _____ were from Kenya. (visit)

7. All hosts expect right _____ from the guests. (behave)

8. There are many white _____ on Maria's farms. (goose)

For questions 9 and 10, Write these short forms in full correctly

9. Can't: _____

10. Asst. _____

In each of the questions 3 to 8, use the correct form of word given in the brackets to complete the sentence.

11. Short: _____

12. sort: _____

GRAMMAR

Participle tenses

How verbs change to their past simple forms and past participle

Add **d/ed** to the verb

Infinitive	Past participle	Infinitive	Past participle
arrive	arrived	slow	slowed
bake	baked	laugh	laughed
brake	braked	need	needed
breathe	breathed	slaughter	slaughtered
enclose	enclosed	dive	dived

By doubling the last consonant before adding -ed.

Verb	Past participle	Verb	Past participle
slap	slapped		
admit	admitted	omit	omitted
prefer	preferred	permit	permitted
refer	referred	clap	clapped
commit	committed	travel	travelled
mop	mopped	regret	regretted
skip	skipped	knit	knitted

If there is a consonant before y ,change y to i and add ed.

Verb	Past participle	Verb	Past participle
carry	carried	beautify	beautified
dry	dried	deny	denied
hurry	hurried	empty	emptied
cry	cried	simplify	simplified
dirty	dirtied	clarify	clarified
pacify	pacified	spy	spied
study	Studied	bury	buried

If a vowel letter precedes y, simply add ed in both forms.

pray prayed

delay

destroy

Except;

lay	laid	laid
pay	paid	paid
say	said	said

Drop e and add t at the end in both forms.

keep creep

kneel	feel
-------	------

weep	sleep
------	-------

Add t to form both the past simple and past participle forms.

burn	burnt	lean	leant
dream	dreamt	leap	leapt
learn	learnt	deal	dealt

Change **d** to **t** in both forms.

build	built	lend	lent
bend	spend	bend	bent
send	sent		

Change **i** to **u** in the past participle

Infinitive	Past participle	Infinitive	Past participle
drink	drunk		
begin	begun	wear	
ring	rung	swear	
swim	swum	tear	
sink	sunk	bear	
sing	sung	weave	

Change **i** to **ou** in participle forms.

Infinitive	Past participle	Infinitive	Past participle
fight	fought	find	found
wind	wound	grind	ground
rewind	rewound	bind	bound

Drop one **e** to form both the past simple and past participle

Infinitive	Past participle	Infinitive	Past participle
speed			
breed			
bleed			
feed			
meet			

Do not change in past participle

spread	spread	shut	shut
hit	hit	beat	beat
hurt	hurt	burst	burst
cost	cost	cast	cast
broadcast	broadcast	cut	cut

Complete these sentences using the correct participle form of the verbs in the brackets.

- The new term has _____ very well. (begin)
- Our school bus is being _____ by an old man.(drive)
- All my clothes were _____ during the holidays.(tear)
- She has _____ a lot of water from the borehole.(fetch)
- If I had _____ Tom, he would have told me the story.(see)
- I would not have been poor if I had _____ my money wisely.(spend)
- Have you ever _____ your uncles in Moroto.(visit)
- The school choir has _____ a nice anthem. (sing)
- By the time we came to school, Kim had _____ us an interesting story. (narrate)
- Anita reached home when her father had _____ already.(leave)

Grammar

If 3 Conditional sentences

If 3 conditionals tell us an action which would have happened if a certain condition had been fulfilled.

If conditional (3) is used to express an action which was supposed to happen and did not take place

If conditional III is made up of two tenses it.

If clause

main clause

If + past perfect tense

would

could

should

+ have + past participle verb.

Examples

If I had gone to the village,

I would have seen my relatives

If (1): **If they have** enough money, they **will go** to the market.

If (3): **If they had had** enough money, they **would have gone** to the market.

Activity

Complete the following sentences in if conditional III (three).

1) If I had had time, I

2) If your uncle had seen you.....

3) If you had left the opener,

Change these sentences to if 3 conditionals

4) If you don't for your holidays, you will waste a lot of time.

5) Parents must guide their children or else they will fail the exams.

6) If I get time, I shall go to the concert.

Put the verbs in brackets into the correct tense.

7) If I had known that you were in hospital, I _____ you. (visit)

8) If I _____ a map, I would have been all right. (had)

9) I _____ to help him if I had realized that he was sick. (offer)

10) I _____ a taxi if I had realized that it was such a long way. (take)

Read the passage below carefully and answer in full sentences, the questions that follow.

Kato Elvis is a total orphan who lives Katende village. Kato lost all his parents and a twin brother Wasswa Vance in a day through a bus accident. Kato's father and the mother were all going to attend the Farmers' Annual seminar in Kalolo Town.

They had been the best farmers in Katende village.

Kato felt the hardest life starting from the burial date of his parents since he was the only child in the family.

He felt lonely, misplaced, hungry, thirsty and miserably.

Two months later, Kato started feeling alright and he resumed his normal funny

moods. In the second term, Kato's grandmother with whom he lives, failed to raise his school fees. Kato decided to start keeping poultry with the ten thousand shillings he had kept.

Kato quickly went and bought a hen and a cockerel. Two months later, the hen laid twenty four eggs and all hatched into chicks.

Before the term second term ended, Kato had more than 50 birds at his grandmother's home.

Kato decided not to go back to school to take care of his birds but his friend, Ssuna Benard advised him to look for someone else to do so as he plan to go back to school.

Kato listened and did so. At the age of 15 years, Kato had already employed ten youths in the village to work in his poultry farm.

Kato was the only child in primary seven who had employees in the entire district. During the holidays, he could sell eggs, hens and chicks. Kato became the best candidate and the wealthier at the youngest age.

Questions

(a) In which village does Kato Elvis live?

(b) How did Kato Elvis loose his parents?

(c) Where were Kato's parents going before they got an accident?

(d) How long did Kato take to normalize his funny mood?

(e) With whom does Kato live?

(f) How many eggs were laid and hatched by Kato's hen?

(g) Who advised Kato to go back to school?

(h) How old was Kato when he was in primary seven?

(i) From whom do you think Kato learnt poultry farming?

(j) Suggest a suitable title to the passage.

POEM

Read the following poem carefully and answer the questions that follow in full sentences.

School days for me were very hard,
Whether it rained or not I had to go,
To school very early in the morning,
Hunger and canes were my daily friends,
Running bare-footed gave me wounded toes.

At school, I had no time to relax,
I had to learn mathematics, English, science,
And social studies because there was no option,
Moments of peace were only during break,
When I could go out to eat something.

The journey home was also not peaceful,
I had to run all the way home to go,
And fetch water, wash dishes and prepare supper,
When I completed P.7 successfully,
I had reason to rejoice.

Atimango Joyce (P.7)

Questions

(a) Who were the writer's daily friends?

(b) Why were the writer's toes wounded?

(c) Why did the writer learn all the four subjects?

(d) When did the writer get some peace at school?

(e) Give **one** reason why the writer had to run back home.

(f) Why was the writer having a reason to rejoice?

(g) Give another word or group of words with the same meaning as those underlined in the poem.

(i) relax _____

(ii) fetch _____

(h) How many stanzas are in the poem?

(i) Give a suitable title to this poem.

Read the dialogue below and answer the questions about it in full sentences.

Maria:	Excuse me. Could you direct me to the post office, please?
Gloria:	Certainly. Go straight along this road then turn left and you will see the building on your right. That is the post office.
Maria:	Thank you very much.
Gloria:	You are welcome. Where are you from?
Maria:	I am from Poland.
Gloria:	Are you on holiday in Kenya?
Maria:	Yes, I am. I am staying in Nairobi for four days and I will visit Tsavo National Park.
Gloria:	Are you enjoying yourself here?
Maria:	Oh, yes! Very much. Everybody I come across is good and welcoming.
Gloria:	Everything here must be much different from Poland. Are you enjoying the meals?
Maria:	Yes, they are delicious . I love the fish. We eat lots of fish in Poland although we have different types.
Gloria:	Well, I wish you a wonderful stay in Kenya.
Maria:	Thank you very much.

Questions

a) How many people are talking in the conversation?

b) Did Maria know where the post office was?

c) From which country did Maria come?

d) For how long is Maria staying in Nairobi?

e) Which place is Maria going to visit after Nairobi?

f) What food is basically eaten in Poland?

g) What did Maria want Gloria to do for her?

h) Why did Maria come to Kenya?

i) Give the meaning of the word or group of words bolded in the conversation.

- (a) come across _____
- (b) delicious _____

Answering tips

FREE COMPOSITION

Write a composition of 100 words about the holiday you never enjoyed.

In your composition include:

- The place where you had your holiday.
- Why you had holidays in that place.
- Whom you spent the holidays with.
- What you did in the holidays.
- Why you didn't enjoy the holidays.

Note:

In your composition, remember to include the title and paragraphs.

You may use the following tips:

Step 1: Choose the title of the composition you are going to write.

Step 2: List the words to be used while writing the composition (on a draft page).

Step 3: Pair up the words that you will use while writing sentences.

Step 4: Write the sentences in their correct order.

Step 5: Write the final composition in your exercise book. Begin each sentence with a capital letter. Use commas, full stops, and other punctuation marks well.

Step 6: You should proofread to correct the misspellings and misuse of words.

Read your composition to others.

JUMBLED SENTENCES

The sentences below are not in their proper order; re-arrange them so that you can make a good composition about "School holidays".

- (a) However, resting does not simply mean being idle or not working at all.
- (b) They may also include visiting relatives and friends during this period.
- (c) Since this would be very difficult to fulfill when we are at school.
- (d) It only means doing activities that help your body and mind to relax.
- (e) That is why we should always have holidays at the end of every term.
- (f) Why do you think so?
- (g) Most pupils believe that this period is indeed good for us.
- (h) Such activities include camping, swimming and touring important places.
- (i) I think so because holidays enable us to rest.
- (j) Every school child needs a holiday.

Correct order

Solution table										
Wrong order	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Right order										

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____
- (g) _____
- (h) _____
- (i) _____
- (j) _____

COMPREHENSION

Below is Juliet's holiday programme for 2024. She is a resident of Akokoro village, Kwania District. Study it carefully and then in full sentences, answer questions that follow.

Day	Date	Activity
Sun.	3 rd May	Praying and doing holiday work
Mon.	4 th May	Visiting her aunt in Apac Town.
Wed.	5 th May	Mopping the house and cooking.
Thur.	7 th May	Paying her fees to Pesa bank.
Fri.	8 th May	Purchasing her stationery.
Sat.	9 th May	Washing and ironing clothes.
Sun.	10 th May	Ironing and packing clothes.
Mon.	11 th May	Checking for missing school items.
Tue.	12 th May	Reporting to school.
Wed.	13 th May	Sitting beginning of Term One Exams

Questions:-

(a) Whose programme is shown above?

(b) For which year was the holiday programme?

(c) Where do you think Juliet comes from?

(d) When did Juliet pack her clothes?

(e) Where was Juliet on Monday of week one?

(f) How many activities did Juliet do during that holiday?

(g) In which bank did Juliet pay the school fees?

(h) When did Juliet report to school?

(i) According to the programme, who stays in Apac Town?

(j) Give another word or group of words to mean:

Purchasing _____

GUIDED DIALOGUE

Below is a conversation about how Kiiza and Elvis spend their holidays. Complete it by filling in the missing parts.

Kizza: Good afternoon, Elvis.

Elvis: _____

Kizza: How do you always spend your holidays?

Elvis: _____

Kizza: Helping your parents in the shop? Is it a retail or wholesale shop?

Elvis: _____

Kizza: What device do you use to measure sugar in your shop?

Elvis: _____

Kizza: A weighing scale! How much does a kilo of sugar cost?

Elvis: _____

Kizza: Three thousand four hundred shillings only! That is expensive.

Elvis: What about you? How do you spend your holidays?

Kizza: _____

Elvis: Visiting relatives and touring important places! Do you usually travel alone?

Kizza: _____

Elvis: With your parents! How do you travel to Kasese?

Kizza: _____

Elvis: By train. For how long do you stay there?

Kizza: _____

Elvis: A fortnight! Goodbye, Kizza.

Kizza: _____

Guiding composition

Choose a suitable word from the table below and use it to fill in the blank space so as to get a meaningful story about spending holidays.

dressing	pleasure	holiday	village	activities
beginning	watching	animals	volleyball	social

There are various holiday activities that school **holiday** makers can do in order to earn a living, get _____ and engage in extensive learning.

Activities which can earn money are called economic activities. They include fishing, keeping animals, growing crops, baking, tailoring, air _____ and selling things in the shops and markets.

However, holiday makers can also participate in selected _____ activities.

These selected _____ may include: visiting relatives who live in either urban or in up-country areas. Most of our relatives live in the _____ setting, so visiting them means learning various skills in keeping _____, birds and caring for plants. Most of these activities are practical. Now, when we come to school, we can write about them correctly.

Other activities include playing and watching football, netball, _____ and handball games. Either _____ or playing football is interesting.

Therefore, holiday makers need to plan for the activity to be done first so that holiday time is used productively not forgetting time to revise for _____ of new term examinations.

TOPIC 2: LETTER WRITING
SUB- TOPIC I: INFORMAL LETTERS

Vocabulary lesson I

1.	letter	A message written down or printed on a paper and usually put in an envelope and sent to another person Our teacher taught us how to write a friendly letter.
2.	address	The details where somebody lives or works and where letters can be sent. I was told to write my address on the letter.
3.	envelope	A flat paper container in which letters are sealed and sent somewhere. I bought a cheap envelope.
4.	card	A small piece of hard paper or plastic with some information. My uncle gave me a success card.
5.	occasion	A special ceremony or function or celebration. John was invited to the occasion.
6.	party	A feast or a social occasion Mary sent me an invitation letter to her birthday party.
7.	guest	A visitor or a person who is invited to a particular ceremony. The guest of honour attended the ceremony.
8.	visitor	A person who visits a place or another person. Did you greet the visitors?

In each of the questions 1 and 2, arrange these words in correct ABC order.

1) address, letter, envelope, card

2) car, card, care, core

In each of the questions 3 to 7, use the correct form of the words given in the brackets to complete the sentences.

3) My little sister knows how to write _____ letters. (office)

4) Jane always writes her letters _____. (careful)

5) _____ a letter is easier than writing a composition. (write)

6) The letter I received was _____ written. (legible)

7) May got some strange _____ last night.(visit)

For questions 8 to 11, rewrite the sentences giving the opposite of the underlined words.

8) My brother can hardly write a formal letter.

9) My aunt taught me how to post a letter.

10) Tom's handwriting in the letter was illegible.

11) The teacher blamed Wasswa for writing a good letter.

In each of the questions 12 and 13, use each of the word in a sentence to show that you know the difference in their meaning.

12) later

13) letter

Vocabulary lesson II

1.	host	a man who invites guests to a meal or party The host was very kind.
2.	hostess	a woman who invites guests to a meal or party The hostess was rude.
3.	friend	a person you like and who likes you too My friend will send me a letter tomorrow.
4.	sender	a person who sends a letter or something The letter didn't have the sender's address.
5.	writer	a person who writes a letter or something The writer has a good handwriting.
6.	addresser	a person who writes or sends a letter to an addressee The addresser doesn't know the features of an informal letter.
7.	receiver	a person who receives a letter or something Did the receiver read through the letter?
8.	recipient	a person who receives something Did the recipient get the token?

Vocabulary practice II

In questions 1 and 2, rearrange these words to form a meaningful sentence.

1) writer Who is this letter the of?

2) shall I write letter a to mummy tomorrow.

In each of the questions 3 and 4, use each of the words in a sentence to show that you know the difference in their meaning.

3) host _____

4) horse _____

Rewrite these sentences giving one word for the underlined groups of words.

5) That woman who invites guests to a party is a Mutoro by tribe.

6) We saw the person to whom that letter was addressed at the party.

Rewrite these sentences giving the opposites of the underlined vocabularies.

7) I met the receiver of the letter at the shop.

8) His replies were very tricky.

9) They are now our friends.

Vocabulary lesson III

postage:	the money that is paid to post a letter I didn't pay the postage fee.
apology	a statement that you make to show that you are sorry for having done something wrong Andrew wrote an apology letter to Nathan.
banquet:	A formal meal for a large number of people usually for a special occasion at which speeches are often made. My parents organized a banquet at Serena Hotel.

feast:	a large or special meal especially for a lot of people when celebrating something Abdu and Annie invited me for their wedding feast.
reception:	an area inside/at the entrance of a hotel, an office or any building where guests or visitors go when they arrive We arranged to meet at the reception at 6:30p.m.
receptionist:	a person whose job is to deal with people arriving or telephoning a hotel, an office building or a doctor's surgery The receptionist was very polite.
chief guest/ guest – of – honour:	The most important invited guest to a ceremony. The guest of honour was smartly dressed.
invitation:	A spoken or written request to somebody to attend a function /event / ceremony/occasion. Turyaguma received an invitation to Ketra's wedding.

Vocabulary lesson III

For questions 1 to 5, fill in the blank spaces with the most suitable word

- 1) This is the boy _____ sent me the invitation letter.
- 2) _____ many guests of honour will attend to your birthday?
- 3) We shall write both the formal and _____ letters.
- 4) The receptionist we met at the post office _____ very friendly.
- 5) It is easier to write an informal letter _____ a formal letter.

In questions 6 to 10, use the most suitable form of words in the bracket to complete the sentences.

- 6) They are _____ their letters now. (read)
- 7) Kenneth works with Unity FM as a _____. (manage)
- 8) Tend was the _____ boy to write a letter without being helped. (one)
- 9) There is a _____ between formal and informal letter. (different)
- 10) James is a _____ at the post office. (messenger)

In questions 11 and 12, rewrite the sentences giving a singular form of the underlined words.

- 11) My parents organized banquets at Serena Hotel.

- 12) The guests of honour were smartly dressed.

- 13) Whose invitation cards are these?

Vocabulary lesson IV

e-mail	the short form of electronic mail Our e-mail address is keskkampala@gmail.com.
internet:	a computer network that allows people all over the world to send and receive messages Do you know how to use the internet?
directory:	a book that contains list of people with their telephone numbers and

	address The directory is being used by Sarah.
seal:	A piece of wax or paper that is placed across the opening of something such as a letter/box and has to be broken before the letter or box can be opened. He broke the wax seal and unrolled the paper.
classmate:	A person who is/was in the same class with you at school. Maria is one of my class makes.
block method:	A straight sided form of writing. She used the block method o write the letter
indent method:	The space made on the surface of something. Did you use the indent method to write the letter?
venue/ place:	A particular point or area or part where people are to meet for an organized event e.g. a concert, conference or sporting event. The band will be playing at twenty venues.
ordinary	Not unusual/different in anyway. His letter was ordinary compared to others.

Vocabulary practice IV

In each of questions 1 and 2, arrange these vocabularies in a dictionary order.

1) internet, directory, seal, ordinary

2) form, formal formality, formulation

For questions 3 and 4, write the full forms of these abbreviations

3) pp _____

4) e-mail _____

In questions 5 to 7, rewrite and give the opposite of the underlined words.

5) My last name is Ofamba.

6) My mother's maiden name is Byamugisha.

7) John knows how to write formal letters.

In each of the questions 8 to 10, rewrite these sentences as instructed in the brackets.

8) I succeeded in sending my letters though E-Mail.

(Rewrite the sentence using: _____ **managed to** _____)

9) I arrived at the post office at 9:00am. (rewrite and use: _____ **reached** _____)

10) Peter is writing the letter now.

(Rewrite the sentence beginning: **The letter is** _____)

Vocabulary lesson IV

invitation card:	a small piece of hard paper or plastic with information on it inviting somebody to a social event Daphne sent many invitation cards to her friends.
messenger:	a person who gives/delivers to somebody/people as a job The office messenger is absent today.
addressee	a person to whom a letter is addressed The letter the addressee received was not his.
reply	something to answer somebody I wrote a reply to that letter.
function	a social event or official ceremony Where will the function take place?
ceremony	a public or religious occasion that involves a series of events Many people attended the introduction ceremony.
formal:	something relaxed and friendly or suitable for a relaxed occasion He wrote a formal letter.

Activity

Use the correct form of the word in the brackets to complete the sentences.

- 1) Three _____ in our class will celebrate birthdays next week. (candidate)
- 2) _____ you going to attend the function at our school? (is)
- 3) Some of my _____ live near the school. (classmate)
- 4) A friend of _____ invited me to the party. (my)
- 5) A personal letter is an example of _____ letter. (formal)
- 6) The letter was _____ written. (wrong)
- 7) We shall write official letters _____. (day)

Arrange these words in a dictionary order.

- 8) format, formal, formality, form

- 9) class, bass, flask, desk

Language structure

The use of: _____ **is likely to** _____

The structure**likely to**..... is used to show that something is probable or is expected to happen. We can use 'more' or 'very' and 'most' before 'likely'

We use the helping verb **is** for singular nouns, **are** for plural pronouns and **am** for the pronoun **I** before the structure above.

Examples

Rewrite these sentences using: _____ **likely to** _____

1. We shall pass this year's PLE with flying colours.
We are likely to pass this year's PLE with flying colours.
2. It may probably rain today.
It is likely to rain today.
3. We may finish this work tomorrow.
We are likely to finish this work tomorrow.

Activity

Rewrite the sentences below using:.....**likely to**.....

1. It is showing signs of raining today.

2. Making wrong friends will affect your studies.
3. Okot may be imprisoned because of defying the president's directives.
4. There is a likelihood that we may eat lunch late today.
5. Samantha might visit her aunt next week.
6. I may miss National Mock examinations Contest because I am sick.
7. We shall probably go back to school very soon.
8. The guest of honour may delay arriving at the party.
9. The convict may be sentenced to life imprisonment.
10. The arsonist may not be given a police bond.

Using: -----hardly.....

Hardly is used to mean almost not.

Examples

1) I rarely write letters to my friends.

I hardly write letters to my friends.

2) I occasionally attend parties.

I hardly attend parties.

Sometimes we use any after words with a negative meaning

Examples

1. There was no one at the post office.

There was hardly anyone at the post office.

2. There isn't any postman at the station.

There is hardly any postman at the station.

3. There is almost no letter in the in the mailbox.

There is hardly any letter in the in the mailbox.

Rewrite these sentences using:hardly.....

1. There isn't any one at the reception.

2. There wasn't any ink in the inkpad.

3. Peter can't write any formal letter.

4. Joan has not received any letter this term.

5. There isn't any envelope in the shop.

6. We don't pay the postage fee from that post office.

7. I haven't written any letter.

The present continuous tense;

Present continuous tense talked about an action that is happening at the particular moment (now)

The main verb is expressed in continuous form (**-ing**)

It uses helping verbs **is** for singular nouns and pronouns, **are** for all plural nouns and nouns and **am** for pronoun I.

Examples

1) I am writing a letter now.

2) We are reading his letter.

3) The candidates are singing the national anthem.

Activity

Fill in the blank spaces with a verb to express present continuous tense.

1) We are _____ letter writing now. (write)

2) The sun is _____ brightly. (shine)

3) The birds are _____ over the school. (fly)

4) She is _____ the table cloth. (lay)

5) He is _____ the pen in to the ink. (dip)

Fill in the blank spaces with the most suitable word

6) Nsibambi _____ organizing for his birthday party celebration now.

7) The Pupils _____ singing the national anthem now.

8) I _____ reading a letter now.

9) Agnes is sealing _____ letters at the moment.

Contractions

Contractions are words shortened by use of an apostrophe (')

Examples of contraction

haven't	have-not	weren't	were not
doesn't	does not	won't,	Will not,
didn't	did not	that's	That is
o'clock	Of the clock	he's	He is
isn't	is not	they're	They are
didn't	did not	hasn't	Has not
wouldn't	would not	shan't	Shall not
We're	We are	what's	what is
who's	Who is	needn't	needn't
I've	I have	can't	cannot

Activity

Give the contractions of the following words.

1. I have : _____
2. They would: _____
3. I am: _____
4. We will _____
5. I had : _____
6. You were _____

Write these contractions in their correct full form

- (a) needn't: _____ (b) shan't: _____
- (c) Can't: _____ (d) she's: _____

Comparison of adjectives

Adjectives are describing words

These are words used to talk about nouns and pronouns

Degrees of adjective comparisons

Adjectives are compared in three different degrees namely positive, comparative and superlative

Positive degree

Positive degree is used when there is no suggestion of comparisons

Here only one item is described

Examples

(a) Maria is a hardworking girl.

(b) Master Kennedy is a smart teacher.

Comparative degree compares two nouns

The word than is used between two items mentioned.

Adjectives in the superlative degree are used to compare three or more nouns.

Example

Maria is the most hardworking girl in our class.

Adjectives form comparative and superlative degrees in different ways

A. By adding -r and -st onto positive e degree.

Positive	Comparative	Superlative
large	larger	largest
brave	braver	bravest
wise	wiser	wisest
safe	safer	safest
nice	nicer	nicest
gentle	gentler	gentlest
rude	runder	rudest
polite	politer	politest
humble	humblar	humbllest
short	shorter	shortest

By adding -er and -est

old	older	oldest
proud	prouder	proudest
kind	kinder	kindest
dull	duller	dullest
bright	brighter	brightest
clever	cleverer	cleverest
green	greener	greenest

By changing y into i and then adding -er and -est

heavy	heavier	heaviest
busy	busier	busiest
cloudy	cloudier	cloudiest
healthy	healthier	healthiest
noisy	noisier	noisiest
lucky	luckier	luckiest
juicy	juicier	juiciest
funny	funnier	funniest
silly	sillier	silliest
wealthy	wealthier	wealthiest
happy	happier	happiest
tidy	tidier	tidiest
dirty	dirtier	dirtiest
tasty	tastier	tastiest
salty	saltier	saltiest
deadly	deadlier	deadliest
stealthy	stealthier	stealthiest

By doubling the last consonant adding -er/-est

thin	thinner	thinnest
hot	hotter	hottest
big	bigger	biggest
fat	fatter	fattest
sad	sadder	saddest
red	redder	reddest
cruel	crueler	cruellest

By using more and most

beautiful	more beautiful	most beautiful
delicious	more delicious	most delicious
humorous	more humorous	most humorous
honest	more honest	most honest
efficient	more efficient	most efficient

By changing the adjectives completely

good	better	best
bad	worse	worst
little	less	least
many	more	most
much	more	most
ill	worse	worst

Guided Activity**Use the correct form of words given in the brackets to complete the sentences.**

- 1) Rita is _____ beautiful than Kerry. (beautiful)
- 2) Petra performed _____ than Tilda in the letter composition. (bad)
- 3) We wrote our letter _____ than Tendo and made a lot of mistakes. (hurry)
- 4) _____ people do not proofread their letters after writing. (many)
- 5) Our teacher's condition is _____ than yesterdays. (good)

PASSAGE

The story below was composed by Kimuli Brian, a candidate at Roseberry Junior school. Study and read it carefully and then answer, in full sentences, the questions that follow.

Towards the end of last term two, 2024 we got **surprising** news about the death of Aunt Benita who has been bedridden with illness caused by HIV/ AIDS for over four years.

Immediately, we heard of the news, mummy gave me her phone. She told me that she was likely to be so busy outside therefore, I was tasked to write and send messages to all her friends, family and neighbours whose phone numbers were in the phone informing them about the sad news of Aunt's death.

I quickly grabbed my bicycle and rode to **Calvary Stationery shop** to buy a ream of papers. As soon as I came back, I started writing the letters. After writing the first fifty letters, I decided to send them. I looked everywhere within Mummy's phone but I could not see any space where I would put the letters so that the phone could send.

I got a knife and screwed the phone but only to realize that there was no pouch for the phone to keep my letters before sending them. I was puzzled.

An hour later, when mummy came back, she asked me how many people had I sent the letter. I openly replied to her that her phone had some problems so I failed. I quickly explained to her that the phone had no **pouch** and neither is it having any small space for putting the letters.

She laughed at me and say son, I'm sorry. I didn't guide you fully. Put the blame on me.

"Come close and we do together," said mummy to me.

She then powered on her touched screen phone and click message. She then click new message and then typed the messages.

She then clicked send and select all the contacts in her phone. She sent three hundred messages to all the people who had contacts in her phone at the same time. It was so amazing to see 300 messages being sent at the same time without any appear work and travelling.

Questions

(a) Who composed the story above?

(b) To which school does the writer go?

(c) What surprising news did the writer's mother get?

(d) What is the name of the writer's aunt?

(e) Why did the writer go to the Calvary Stationery Shop?

(f) How many letters did the writer write at first?

(g) What amazing thing did the writer see from the mother at last?

(h) Give another word or group of words with the same meaning as these underlined words in the passage.

(i) surprising _____

(ii) pouch _____

(i) Suggest a suitable title for the passage.

Read the poem below carefully and answer in full sentences the questions that follow.

Just with a pen and a paper,
Messages are sent to multitudes,
Without noise or reading charges,
The messages are delivered successfully.

Whether to mummy at home,
Uncle at his workplace,
Dad in his office or siblings in classes,
People are communicating in silence.

Being bad or good messages,
Inviting near and far away friends to a party,
One can read and keep the letters for so long,
Helping in future references.

I always use pen and paper,
To make friendship stronger,
By inviting my friends to the parties, thanking them,
And showing how much I love them.

Namata Oliver (P7)



Questions

(a) What is the poem about?

(b) What do we use to write letters?

(c) Where do writer' mother commonly found?

(d) What kinds of messages are delivered through letters?

(e) How many stanzas are in the poem?

(f) Why do you think many people do not use letters to send messages?

(g) According to stanza four, how does the writer use pen and paper to make the friendship stronger?

(h) Give a word or a group of word to mean the same as the underlined word

(i) multitudes: _____

(ii) friends: _____

(i) Suggest the suitable title to the poem.

Parts/elements/features/items/components of an informal /official/business letters:

1) **The writer's or sender's or addresser's address** gives the address of a person writing a letter.

2) **The date** shows when the letter was written

3) **The salutation** is the greeting part of the letter.

Here we use Hello Sarah/ Hellen/ Winny as greetings

4) **The body (main message/purpose)**

It is the main part of the letter. It gives the writer's messages.

It is written in paragraph forms.

Formats of letter writing

✍ Indented format/ American style and Block format/ The British Style

5) **The conclusion/summary.**

This is the polite and friendly way to end your letter.

Examples:

✍ We use "Yours truly," either in informal or formal letters when we have addressed somebody by either their names or not.

✍ We use "Yours sincerely", when we have addressed somebody by their name.

6) **The writer's/sender's/addresser's signature.**

Signature is the name of the writer in small letter

Examples:

Nakibuuka Emily, Laura Ssekabi, Laura Ssekabira

Parts of informal letter

Identify and name the parts of the letter numbered 1-6 correctly

1 { Mega Boys Junior School,
P.O Box 106,
Kaliro,

2 { 13th February, 2024

3 { Dear Uncle Calvin,

4 { Thank you very much for paying my school fees. I got by bank pay in slip for Kesk Bank through the school bursar. Uncle, Kindly find a way of talking to the head teacher about Madam Dorah who teaches us mathematics. She over beats me, chases me out of the class and over work me as a punishment. I have never done anything wrong to her and neither to the school.

It is giving me hard time and I am almost leaving the school.

I shall be glad if you solve my problem.

5 { Your niece,

6 { **Freda Isingoma**

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____
- (vi) _____

Read the letter below and answer the questions about it in full sentences

Megwa Junior School,
P.O Box 106,
Kaliro,
13th February, 2025

Dear Uncle Calvin,

Thank you very much for paying my school fees. I got by bank pay-in-slip for Kesk Bank through the school bursar. Uncle, Kindly find a way of talking to the head teacher about Madam Dorah who teaches us mathematics. She over beats me, chases me out of the class and overwork me as a punishment. I have never done anything wrong to her and neither to the school. She always says my father who died five years ago is still responsible for all punishments she usually gave me.

It is giving me hard time and I am almost running away from the school.

I shall be glad if you solve my problem.

Your niece,

Freda Isingoma

Questions

- a) Who wrote the letter?

- b) To whom was the letter written?

- c) Where is the writer of this letter studying?

- d) In which district is the writer's school found?

- e) In which month was the letter written?

- f) In which bank was the writer's school fees paid?

- g) Why was the writer thanking his uncle?

- h) Which subject does Madam Dorah teach according to the letter?

- i) Why do think the writer is almost leaving the school?

- j) Write one sentence advising the writer on what to do.

TOPIC 2: LETTER WRITING

SUB TOPIC II: FORMAL LETTERS

Vocabulary lesson I

applicant:	a person who makes a formal request for something especially a job There were over five hundred applicants for the job.
regrets:	a feeling of sadness or disappointment one has because of something that has happened or something that has been done or not done. I have no regrets about the postponement of my birthday party.
Genuine/ authentic:	real or exactly what it looks to be Baker bought a genuine art book.
invite:	to ask or request somebody to come and attend a social event Vanessa invited Vincent to her birthday party.
edit:	To make a book, newspaper or magazine ready i.e easy for reading. She will edit the newspaper tomorrow.
stamp:	To print some words or a design and the date by pressing a stamp onto a surface. Did you stamp the letter?
sign in:	to write your name to show that you have arrived at a hotel, club The minister has signed in at the hotel.
sign out:	To write your name to show that you have left a hotel, club She will sign out after eating food.
post:	To send a letter, parcel to someone by post. I will post that letter tomorrow.
submit:	to give in a plan, a document to an organization so that it can be studied and considered I submitted my report last week.

Vocabulary lesson I

For questions 1 and 2, give the opposite of these words.

- sign in _____
- submit _____

For each of the questions 3 and 4, fill in the blank space with a suitable word.

- I certainly agree _____ your submission.
- The old man was blind _____ one eye.

In questions 5 to 7, rearrange the following words to form sensible sentences.

- you me at are laughing Why?

- shall We post tomorrow our letters.

- in signed John in the very morning early.

In each of the questions 8 to 12, use the words given in the brackets to complete the sentences correctly

- That boy over there _____ to school late every day. (come)
- Kataswa is used to _____ at nothing. (laugh)
- She ordered the children to enter their classrooms _____ (quick)
- That book belongs to _____ (he)
- A friend of _____ has flown back to America. (they)

Vocabulary lesson II

friend	A person you like and who likes you too. My friend will send me a letter tomorrow.
sender	A person who sends a letter or something. The letter didn't have the senders address
writer	a person who writes a letter or something The writer has a good handwriting.
addresser	a person who writes or sends a letter to an addressee The addresser doesn't know the features of an informal letter.
receiver	a person who receives a letter something Did the receiver read through the letter?
recipient	a person who receives something Did the recipient get the token?
addressee	a person to whom a letter is addressed The letter the addressee received was not his.
reply	Something to answer somebody. I wrote a reply to that letter.
aerogram/ aerogramme	A sheet of light paper that can be folded and sent by air as a letter. The aerogram was torn into pieces
mail	The official system of sending and delivering letter, packages Mary sent a mail to her pen pal in America.

In questions 1 to 6, use the correct form of word given in the bracket to complete the sentences

- There is more than one _____ of the word '**was**' (pronounce)
- The guest of honour was given a warm _____ at school. (receipt)
- If Paul _____ his camera, he would have taken some photographs. (take)
- The boy has _____ a lot of songs during holidays. (sing)
- The winners of the match were given a _____ prize. (better)
- My pen pal is a _____ national. (Ghana)

For questions 7 to 10, fill in the blank space with a suitable word.

- When my motorcycle _____ down, I took it to the garage.
- Let us wash our clothes, _____ we?
- Some candidates are as _____ as a snail.
- The speaker was neither clear _____ loud.

Lesson III

referee	a person who gives information about your character and ability usually in a letter The chairman LC I acted as my referee when I applied for a new job.
conclusion:	the end of something such as in writing John did not write the conclusion on his letter.
summary	short statement that gives only the main points of something but not its details Write those sentences in summery.
signature:	somebody's name written in their own particular way in letters You should write your signature on the formal letter.
parcel	something wrapped in a paper so that it can be sent by mail Did you mail the parcel?
package	a box or bag etc in which things are wrapped or packed I received the package.

telegram	a printed message sent by a telegraph Did you receive the telegram?
reference:	a heading or title or main subject of an official letter The reference wasn't clear.
introduction	the beginning of something new The introduction of the letter was interesting.
paragraph	apart or piece of writing starting on a new line and containing one main idea She forgot to skip a paragraph when she was writing her letter.

In questions 1 and 3, rewrite these sentences giving the plural form of the underlined words

1. Mary will prepare better invitation letter for her birthday party.

2. The guest of honour attended the ceremony.

3. Did you greet the referee?

For questions 4 and 5, write these short forms in full.

4. R.S.V.P. _____

5. Hon. _____

In questions 6 to 8, rearrange the given words to form a correct sentence.

6. a you parcel mail Did pen pal your?

7. a What nice is it telegram!

8. wrote She an letter address without a.

For questions 9 and 10, rearrange the given words in alphabetical order.

9. parcel, package, reference, paragraph

10. signature, telegram, reference, paragraph

For 11 and 12, rewrite the sentences giving the opposite of the underlined word.

11. Did you receive the telegram?

12. She forgot to skip a paragraph when she was writing her letter.

stamp	small piece of paper with a design on it that you buy and stick on an envelope or parcel The stamps were very much.
post office:	A place where you can buy stamps, send or receive letters. I bought those stamps from the post office.
letter slot	A narrow opening in a door or box through which letters are dropped or delivered. Letters slots always open easily.

post box:	A box into which you can put letters to be sent by post. Did you put the letter on the post box?
first name:	A name that came from your parents and comes before your family name. My first name is Joshua.
Last name/ surname	Your family/clan/ancestral name. My last name is Ofamba.
maiden name:	A woman's family name before marriage. My mother's maiden name is Nyafwono.
application:	A formal request for something such as a job, a vacancy, a service, goods or permission. There are many application letters in head teacher's office.
affectionate	Expressing caring feelings and love for somebody. My affectionate cousin promised to visit me next Sunday.
faithful:	Always staying with and supporting a person, organization or belief. Joan is always faithful to her husband.
sincere:	Showing that you really feel or mean something. Henry is sincere to Clever.
casual:	Not showing much care or thought. It is just a casual remark.
deliver:	To send to the place requested or to the address intended. Amanda will deliver the letter to her.

In questions 1 to 3, give the opposite of these vocabularies.

1. first name _____
2. faithful _____
3. sincere _____

In questions 4 to 13, use the correct form of the word given in the bracket to complete the sentences.

4. Jane is _____ to write to me next week. (like)
5. The letter was _____ to the head teacher. (address)
6. We _____ official letter now. (write)
7. Whenever I posted the letter, I paid the _____ fee. (post)
8. James _____ writes to her aunt living in Arua. (usual)
9. Teddy's _____ live in Butambala. (relate)
10. My cousin is good at _____ new friends. (make)
11. May I have two _____ please? (stamp)
12. Tom's birthday was a memorable _____. (occur)
13. Having _____ a letter, I bought an envelope. (write)

Language structures

Barely

Barely is used to mean **almost not** and can also mean **not more than**

Barely can be used to mean almost not or very little or very few.

The structure can be used at the beginning or in the middle of the sentences.

Examples

1. Not more than two post offices are operating.
Barely two post offices are operating.
2. Only 50% of the candidates applied for the job.
Barely 50% of the candidates applied for the job.

3. Less than 2% of the girls read the advert.
Barely 2% of the girls read the advert.
4. Around twenty girls know how to use the internet.
Barely twenty girls know how to use the internet.

The use of using:barely

Examples

1. There isn't any stamp on the envelope.
There is barely any stamp on the envelope.
2. This letter is not tidy.
This letter is barely tidy.
3. We received very few letters last week.
We received barely any letters last week.

Activity

Rewrite the sentences as instructed in the brackets.

1. There were few pupils who could access the internet. (Use: _____ **barely** _____)

2. Not more than two official letters were written. (Begin: **Barely** _____)

3. She was about ten years old when she sat for her PLE. (Use: _____ **barely** _____)

4. Only ten applicants turned out for the interview. (Begin: **Barely** _____)

5. The salutation was not written well. (Use: _____ **barely** _____)

6. Almost thirty advertisements were published. (Begin: **Barely** _____)

7. Peter could hardly remember his uncle's new address. (Use : _____ **barely** _____)

8. Less than 50% of the candidates wrote applications for the new posts. (Begin: Barely.....)

Abbreviation and acronyms

Abbreviation, contractions and acronyms are all short forms.

Abbreviation is a shortened form of a word.

Examples

Mr., c.c, Dr., Rd., Capt. Etc.

Acronyms are words shortened by using only the first letter of each word and are pronounced as a word.

Acronyms are called as words; therefore they do not require full stops between the letters.

They are written in capital letters only.

Examples NIRA, UNICEF, FAPAD, UNEB, TELA, EMIS, UWA

Metric units do not require full stops in shortening them

Examples

Kg	Kilogram	mm	millimetre
----	----------	----	------------

Days of the week and months of the year are written with full stops

Examples

Jan.	January	Feb.	February
Wed.	Wednesday	Sat.	Saturday
Sun.	Sunday	Oct.	October
Dec.	December	Sept.	September

Exercise

Write full form of the following abbreviations.

1. p.m	2. P.T.O	3. P.O
4. e.g	5. Feb	6. CID
7. Co.	8. cm	9. Ave
10. Aug	11. G.P.O	12. I.O.U
13. jn.	14. via	15. viz
16. Rd.	17. Mr.	18. Mrs.
19. etc	20. e.g	21. do
22. i.e	23. Tel.	24. St.
25. Rev.	26. No.	27. N.B
28. p.a	29. Dr.	30. c/o
31. cap	32. Dept.	33. C.O. D

ADVERBS

✍ An adverb is a word which modifies or adds to the meaning of a verb, adjective or another adverb.

✍ An adverb tells us how, where or when an action is/ was performed.

Adverbs may be divided, according to their use; as below:

Formation of adverbs

The majority of regular adverbs are formed from the adjectives.

(a) by adding – ly to given adjective.

Adjective	Adverb	Adjective	Adverb
quiet	quietly	willing	willingly
generous	generously	bad	badly
slow	slowly	smart	smartly
open	openly	nice	nicely
wrong	wrongly	poor	poorly

(b) If the adjective ends in ‘y’ you have to change y into ‘i’ and then add – ly e.g.

Adjective	Adverb	Adjective	Adverb
happy	happily	easy	easily
heavy	heavily	Shabby	shabbily
hurry	hurriedly	noisy	noisily
hungry	hungrily	steady	steadily
angry	angrily	merry	merrily
crazy	crazily	pretty	prettily

(c) If the adjective ends in ‘le’ you have to drop le and then add – ly

Adjective	Adverb	Adjective	Adverb
simple	simply	humble	humbly
simple	simply	suitable	suitably

gentle	gently	reliable	reliably
able	ably	possible	possibly

Formation of adverbs from adjectives that end with the suffix “ful” and double “l” plus “y”

Adjective	Adverb	Adjective	Adverb
beautiful	beautifully	merciful	mercifully
cheerful	cheerfully	merciful	mercifully
careful	carefully	successful	successfully
grateful	gratefully	useful	usefully
harmful	harmfully	cheerful	cheerfully
skillful	skillfully	shameful	shamefully

Some adjectives don't change as adverbs;

	Adjective	Adverb	Adjective	Adverb
1.	fast	fast	next	next
2.	early	early	better	better
3.	late	late/lately	last	last
4.	hard	hard	next	next

b) Some irregular adverbs have no order of formation.

	Adjective	Adverb	Adjective	adverb
1.	good	well/better/worst	hard	hard/hardly
2.	better	better/best	bad	badly/worse/worst

Parts of a formal letters:

Parts/elements/features/items/components of formal /official/business letters:

- 1) The writer's or sender's or addresser's address.
- 2) The date on which the letter was written
- 3) The receiver's or recipient's title and address.

Example:

**THE HEAD TEACHER
AMURU SEED SECONDARY SCHOOL,
P.O BOX 26708, GULU**

- 4) The salutation/ greetings

Examples:

Dear Sir,
Dear Madam,
Dear Rev, Fr,
Dear Rev Wilberforce,
Dear Prof. Gilbert, etc

- 5) The subject/reason/reference (Re :) Example:

Re: APOLOGY.
Re: APPLICATION FOR A VACANCY IN SENIOR ONE.
Re: APPONTMENT AS A HEAD TEACHER:
Re: ABSENCE FROM SCHOOL.
Re: A FRIENDLY DEBATE.
Re: TERMINATION OF SERVICE.

- 6) The body (main message/purpose)

- 7) The conclusion/summary.

The writer's character/nature/description/closing remarks.

Examples:

Yours faithfully,

We use "Yours faithfully," when we have addressed somebody as Dear Sir/Madam/Dear Rev, but not by their names.

Yours truly,

We use "Yours truly," either in informal or formal letters when we have addressed somebody by either their names or not.

Yours sincerely,

We use "Yours sincerely", when we have addressed somebody by their name.

8) The writer's/sender's/addresser's signature.

Examples:

Nakibuuka Emily Laura Ssekabira.

N.E.Laura Ssekabira

9) The writer's/sender's/addresser's full name in block or capital letters.

Examples:

KICONCO EMILY KEMBABAZI

Other important points to note when writing letters

1. **Language flow:**

The ideas must be displayed in a smooth and correct language.

2. **Spellings:**

Only correct spellings must be written.

3. **Tenses:**

Relevant and appropriate tenses must be used.

4. **Punctuation:**

All parts/elements/items/features must be well punctuated

5. **Paragraphing:**

All parts/elements/items/features/in the letter must be properly paragraphed.

We can either indent or block the items in the letter.

Activity

In pairs, read and identify the parts of a formal letter.

Elain Nursery School,
P.O Box 154
Entebbe. } 1

2 { 13th June, 2020.

The manager
Kid's toys store,
P.o box 883,
Kampala } 3

Dear sir/madam, } 4

RE: PURCHASE OF KID'S TOYS } 5

I wish to order 100 pieces of kid's toys for ages 1.5 years. I could be happy if you send us toys in different colours.

I have enclosed a cheque for one million shillings in payment for packing and postage.

Yours sincerely, } 7

Allen katikamu

ALLEN KATIKAMU

HEAD TEACHER

TEL: 0778866222

E-MAIL: allen245@g.mail.com. } 8

Name the part marked	
1	
2	
3	
4	
5	
6	
7	
8	

Name the part marked	
1	
2	
3	
4	
5	
6	
7	
8	

You completed your Primary Leaving Examination last year and performed well. Using your school address, write a letter to the headmaster of Trinity College, P.O Box 1349 Kaliro applying for a vacancy in Senior One. Indicate how you performed and promise to work hard if offered a vacancy. In your letter mention at least two referees.

Activity

Read the formal letter below carefully and answer the questions about it in full sentences.

Muchwa Primary School,
P. O. Box 1994,
Ntungamo

6th March, 2025.

The Debate Coordinator,
Nyange Primary School,
P. O. Box 80, Masaka

Dear Sir/Madam,

Re: Invitation for a Friendly Debate

I am writing to invite your school to have a friendly debate with ours. The motion of the debate will be "Day Schools Are Better than Boarding Schools". It will take place on 11th March 2025, and will start at 2.00 pm. It will last one and a half hours, so try to keep time.

Please inform your pupils to decide whether they will be proposers or opposers.

Kindly let me know the side you have taken as soon as possible.

I am looking forward to hearing from you soon.

Yours faithfully,

Nsamba Charles

NSAMBA CHARLES

(Chairperson Debate Club)

Questions

a) When was this letter written?

b) To whom was it written?

c) In which school is the writer?

d) Mention the motion for this debate.

e) At what time will the debate end?

f) When will the debate take place?

g) Why did Nsamba Charles write this letter?

h) How is Nsamba Charles important in his school?

i) What type of debate will it be?

j) Write **Re.** in full.

The letter below was written to the manager of Rider Hotel, P O Box 474, Mukono, applying for the post of a compound cleaner. Study and use it to answer the questions that follow.

Allen Primary School,
P O Box 30223,
Kampala.

The Manager,
Rider Hotel,
P O BOX 474, Mukono

Dear Sir,

Re: APPLICATION FOR THE POST OF A COMPOUND CLEANER

I am writing to apply for the post of a compound cleaner. I am a Ugandan female aged fifteen.

I have successfully completed Primary Seven and I do not want to be idle during my vacation. I would like to work with you so that I can raise some pocket money.

For more information about me, I refer you to my former head teacher, Mr. Birungi Samuel.

I look forward to receiving your positive consideration.

Yours faithfully,
Asio Stephanie
ASIO STEPHANIE

Guiding questions

a) To whom was the letter written?

b) Why was the letter written?

c) What type of letter is it?

d) Which post was the writer applying for?

e) Where is Riders Hotel found?

f) How old is the applicant in the letter?

g) By whom was the application letter written?

h) Which post was the applicant applying for?

i) How is Mr. Birungi Samuel related to the applicant?

j) Who is the applicant according to the letter above?

Imagine you sat your Primary Leaving Examination last year and you passed in division one. Using your school address, write a letter to the head teacher of Immaculate Heart Secondary School, P O Box 46, Ntungamo applying for a vacancy in senior One. In your letter include your Primary Leaving Examination results and any one responsibility you held while at your former school.

Compare your work with this sample

Trust Primary School,
P O Box 30223,
Kampala.

11th, March, 2025

The Head teacher,
Immaculate Heart Secondary School,
P O Box 46, Ntungamo

Dear Sir / Madam,

Re: APPLICATION FOR A VACANCY IN SENIOR ONE

I am writing this letter applying for a vacancy in Senior One in your school. I am a Ugandan female aged twelve.

I sat my Primary Leaving Examination last year at the above mentioned school and obtained the following results;

English - 1
Mathematics - 2
Science - 3
Social studies - 1
Aggregate - 7
Division - **One**

While at my former school, I was the health prefect.

I will be grateful if my application is considered.

Yours faithfully,

Kengozi Prisca

KENGOZI PRISCA

GUIDED COMPOSITION

Study the application letter below and fill in the blank spaces in the box.

Fox Tail Primary School,
P O Box 20,
Kamunye,

15/ 04/ 2025

The _____
Nera Secondary School
P.O _____ 113,
Ngora.

_____ Sir/ Madam,

RE: _____ TO JOIN SENIOR ONE.

I am kindly requesting for a _____ in senior one in your school. I am 13 years old. I sat for my PLE in Fox Tail Primary _____ in 2024 and the results are: English 4, _____ 2, SST 3 and Science 5.

Total _____ Division 2.

I was the _____ prefect at school and a member of mathematics club.

I will be grateful to receive your kind reply.

Yours _____,

Babirye Juliet

BABIRYE JULIET

faithfully	vacancy	Dear	school	sports
head teacher	application	aggregate	BOX	Mathematics

Practice work II

Fill in the blank space with an appropriate word to complete the letter.

NAMATABO PRIMARY SCHOOL,
_____ 3214,
GABBA

_____,

The Head teacher,
Kajjansi Secondary School
P O Box 114,
Wakiso

Dear Sir or _____,

RE: _____ FOR THE POST OF SCHOOL STORE KEEPING

Following your _____ in the New vision newspaper of 15th February 2022. I hereby submit my _____ for the post of store keeper. I am a male _____ age 18. I sat for my PLE two years ago but I didn't continue with my studies due to lack of _____. I am currently working as an office manager at Natasha P/S Mukko. I managed to get the following scores in my PLE 2024.

English: 2

Mathematics: 2

Social Studies: 1

Science : 1

Aggregate: _____ Division: **one**.

For more information about me, kindly refer to the following people.
 Mrs. Abigaba Benna Class teacher P.6V, Mobile: 0736934030,
 Mrs. Akiki Joyce Senior woman. Mob. 0732245768.
 I will be grateful to receive your kind reply.

Your _____,
Babirye Juliet
 BABIRYE JULIET

JUMBLED SENTENCES

The sentences below are in a wrong order. Rewrite them to form a good composition.

- (a) First he bought paper, a pen and an envelope.
- (b) After writing the letter, he put it in an envelope and sealed it.
- (c) He stuck the stamps on the envelope.
- (d) Thirdly, he took it to the post office for posting.
- (e) Secondly, he sat down and wrote the letter.
- (f) Michael wanted to communicate to his home.
- (g) Finally, he posted the letter and went back home.
- (h) At the post office, he bought postage stamps.
- (i) These items were from Musoke's stationers.
- (j) The items cost him one thousand shillings.

Solution table

Wrong order	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Correct order										

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____
- (g) _____
- (h) _____
- (i) _____
- (j) _____

Write a letter to the head teacher Rock High School P.O. Box 222 Tororo applying for a vacancy in senior one. Use your school address. In your letter you should mention your gender and age and that you passed PLE in division one. You should also give the responsibility that you held at your former school.

GUIDED DIALOGUE

Read the letter below very carefully and in full sentences answer the questions that follow.

KADIC HOSPITAL,
P.O BOX 360, KAMPALA

10/02/2022.

THE HEAD TEACHER,
NKUMBA PRIMARY SCHOOL,
P.O BOX 30, ENTEBBE

Dear Sir,

RE: APPLICATION FOR THE POST OF A SCHOOL NURSE

I humbly apply for the post of a school nurse in your school which was advertised in the Monitor newspaper dated 31st January 2022.

I am a female Ugandan aged 32 years. I completed my Nursing Course two years ago from Makerere University and obtained a certificate in human health and medicine. At the moment, I am working with Kadic hospital Mtolomwe Branch.

Attached are the photocopies of my academic and professional testimonials.

In case of any more information about me, I refer you to;

1. Dr. George Kirya,
Chairman, Uganda Medical Workers Association, P O BOX 1, KAMPALA

I shall be very grateful if my application is considered.

Yours faithfully,
Bako Vanessa,
BAKO VANESSA

Questions

a) Who wrote this letter?

b) Why was the letter written?

c) What type of letter is this?

d) To whom was the letter addressed?

e) Which post was the writer applying for?

	TOPIC 3: EXAMINATIONS Sub- Topic 3A: Preparation for examinations. Vocabulary lesson 1	
1)	examination	A special test that is given to a candidate to find out how much he/she knows about a subject for a promotional purpose. We sat for our beginning of term examinations last week.
2)	timetable:	A list or chart showing the time at which a particular examination will be written or done. According to timetable, science will be written last.
3)	instructions	These are directions or detailed guidelines on how to conduct and do examinations. You must read the instructions carefully before doing any examination.
4)	signature	A signed name. All candidates should write their signatures on their answer sheets.
5)	index number	A special number that is given to a candidate according to the alphabetical order for easy identification. Have you written your index number on your answer sheet?
6)	candidate	A pupil or a person taking/sitting for an examination. The school registered forty nine candidates.
7)	Candidate's name	The name a pupil or a candidate uses in an examination. The candidates' names were written in alphabetical order.
Vocabulary practice I		
	<p>For questions 1 to 10, fill in these words with the correct form of the words in brackets.</p> <p>1. Having written her _____, she wrote her name. (sign)</p> <p>2. We are normally encouraged to write our exams_____ (care)</p> <p>3. The _____ in her application letter wasn't well written. (conclude)</p> <p>4. The _____ fee for letters was higher than that of the parcels.(post)</p> <p>5. The _____ of the examination paper scared me so much. (white)</p> <p>6. She wrote a very lengthy _____. (instruct)</p> <p>7. She denied being a _____ to the school account. (sign)</p> <p>8. One of the _____ was my cousin.(examine)</p> <p>9. Robin _____ our examinations before returning it.(envelope)</p> <p>10. Kato's _____ was poorly written. (exam)</p> <p>In questions 11 and 12, rewrite the sentences giving the opposite of the underlined words.</p> <p>11. Peter <u>remembered</u> his index number before entering the examination room.</p> <p>_____</p> <p>12. The timetable was very <u>easy</u> to understand.</p> <p>_____</p>	
Vocabulary lesson II		
	school name:	The name of the school where the candidate studies. Our school name is Mariana Primary School.
	time allowed	The official time the examination is meant to take. The time allowed for an English examination paper is two hours and fifteen minutes.

examiner	an official or a person who sets and marks tests or exams Mr. Mwesigye Samuel is an examiner.
examination room	a special room which is arranged for the candidates who are taking examinations The students entered the examination room quietly.
answer sheet	A special sheet of paper for writing on the answers in an examination. All answer sheets should be clean.
examination centre	a place where candidates or other schools gather to sit examinations Lira Primary School is an examination centre for Primary Leaving Examinations.
questions	These are sentences or phrases that call for answers. The second question in Mathematics exam was not easy.

Vocabulary practice II

For questions 1 to 5, fill in the blank spaces with the most suitable word.

- Our examinations usually have _____ question papers and the answer sheets.
- _____ the examiners nor the supervisors cooked by themselves.
- Most of _____ science examiners attended the meeting.
- English examination question paper _____ of 55 questions.
- _____ the two examiners, Musoke is the shorter.

In questions 6 and 7, arrange the given words in correct alphabetical order.

6. questions, examiner, examination, quotation
- _____

7. Sunday, Tuesday, Saturday, Thursday
- _____

For questions 8 to 10, rearrange these given words to form a correct sentence.

8. name Our school is Elshadai school Primary.
- _____

9. this Is paper question yours?
- _____

10. How knowledgeable examiner is Petra Mathematics of!
- _____

Vocabulary lesson III

briefing	the act of giving instructions to candidates before taking an examination The head teacher briefed the candidates yesterday.
revision	the process of learning the previous work for examinations I did lot of revision in order to pass the promotional examination.
percentage	the number, amount, rate and something expressed as if it is part of a total which is one hundred The results were analyzed in the percentage terms.
duration	the length of time that examination lasts of takes The duration of the mathematics paper is two hours and thirty minutes.
leakage	having prior knowledge about something or an examination before the stated time All the examination papers were changed due to leakage.
work	A task or to do something If you work hard, you will pass the examination.
seat	A place where you can sit the candidates were given comfortable seats

Vocabulary practice III

In each of the questions 1 and 2, use each of the given words in a sentence to show that you know the difference in their meaning.

1. seat: _____
2. Sit: _____

For questions 3 to 5, rewrite the sentences giving the opposite of the underlined words.

3. Most of the candidates arrived at the examination room earlier.

4. My friends wrote their examinations carefully.

5. I think failure in examination is one's wish.

For questions 6 and 7, rewrite the full form of the given short forms.

6. Doz. _____
7. R.S.V.P: _____

For questions 8 to 10, rewrite and give the plural of the given vocabulary words

8. The teacher-on- duty thanked all the candidates.

9. The goose quacked loudly when we were writing Science examination.

10. Did you find the correct radius of the circle?

Language structure

The use of :or else.....

This is used to give a warning or advice to somebody that something bad could happen. It can mean "otherwise or lest" or "if not"

Examples

1. **If you don't work hard, you will fail the examinations.**
You must work hard or else you will fail the examinations.
2. **If you don't write neatly, you may lose some marks.**
You must write neatly or else you will lose some marks.

Guided Activity

Re-write these sentences using: _____ or else _____

1. Candidates should be disciplined if they want to excel.

2. If you don't write your name, your results will go missing.

3. Unless you work hard, you won't pass the exams.

4. If you don't pay the registration fee, you won't be registered.

5. Unless you read the instructions, you won't understand.

6. Unless you hurry, you will miss the morning examinations.

7. If they don't reach early, they won't be allowed to sit the Maths exams.

8. If they don't complete paying their school fees, they won't be allowed to sit their final examination.

.....**look forward to**.....

The structure**look forward to**.....' is used to express an eagerness to experience a certain situation in the future. ____**look forward to**____ is normally followed by a verb ending in **ing**.

Examples

Rewrite these sentences using: _____look forward to_____

1. Teachers are likely to have meeting with parents tomorrow.

Teachers look forward to meeting with parents tomorrow.

2. We are very eager to see you next week.

We look forward to seeing you next week.

3. I am anxious to visit my relatives.

I look forward to visiting my relatives.

Guided Activity

Rewrite the following sentences using: _____look forward to_____

1. The candidates are eagerly waiting to sit their PLE.

2. I shall give my report to my parents on Friday.

3. Many children are very eager to go to a picnic during the holiday.

4. Jane is hoping to build her own house.

5. Matovu is eagerly waiting to win the race.

6. I shall look after cows during the holiday.

7. They expect to pass this examination with flying colours.

8. Hellen and Anita are eager to write their PLE.

9. This year's candidates hope to excel in PLE.

10. I am eager to register for PLE.

Grammar: The use of :quite and rather

The use of : **quite**

Quite ' is used with a positive idea to mean good, but not very good.

Quite is used to mean the same as **pretty** and **fairly**

Examples

1. I am quite smart today.
2. Tendo was quite early for the morning papers.
3. Our examination room is quite large.

The use of : **rather**

We use rather to express disappointment or criticism over a specific matter.

Examples

1. I would **rather** be a teacher than being a policeman.
2. We shall fail this examination because it is rather difficult.
3. Most children do not like teacher Teddy because she is rather harsh.

Guiding activity

Fill in the blank spaces with the most suitable word.

1. I would _____ be a pilot than being a lawyer.
2. The missed the first examination paper because the school bus was _____ late.
3. Peter was _____ happy after passing mathematics.
4. Mark's performance this term was _____ poorer than last term.
5. The examination was _____ done well.

Arrange these words to form a correct sentence.

6. surprising It to is quite for me Mathematics fail.

7. read I would than rather singing.

Use the correct form of word in the brackets to complete the sentences.

8. English examination was quite _____ done. (good)
9. It _____ a pretty good idea to do English test yesterday. (is)
10. I _____ in the test because I was quite ready for it. (succeed)

Possessive pronouns

Pronouns are words used instead of nouns to show the ownership/ possession of something.

Subjective pronoun	Objective pronoun	Possessive pronoun	Adjective pronoun	Reflexive pronoun
I	me	mine	my	myself
She	her	hers	her	herself
You (singular)	you	yours	your	yourself
He	him	his	his	himself
It	it	its	its	Itself
one	one	one's	ones	oneself
You (plural)	you	yours	your	yourselves
We	us	ours	our	ourselves
They	them	theirs	their	themselves

Complete the following sentences correctly.

1. One should take care of _____ examination paper.
2. You must write a name on the scripts to show that it's _____.
3. Musa forgot _____ examination paper in the room.
4. They will sweep _____ examination room.
5. Babra said that the blue pen is _____.

Use the correct form of word in the bracket to answer questions.

6. I expected Rita to say that the new table is _____. (she)
7. The school dog is kept in _____ kennel. (it)
8. The examiners are taking _____ breakfast. (they)
9. The newly painted classroom block will be _____. (our)
10. He was successful because of _____ hard work. (he)

COMPREHENSION

Read the passage below carefully and in complete sentences, answer questions about it.

EXAMINATIONS

Examinations are formal tests that one takes to show how much knowledge or ability one has in a particular subject. Examinations are done in all levels of Education.

At Primary level, the examination journey begins all the way from primary one and ends in primary seven. In Primary seven, the last examination you prepare for as a candidate is termed as Primary Leaving Examination abbreviated as PLE.

There are lots of activities one does to do prepare for this final examination while in primary seven. For one to successfully accomplish these longest courses, a primary course which is for seven years: one must have a total commitment because it calls for foregoing all activities that may destruct one's mind.

Among these may include total and intensive attendance of class lessons, being self-driven in terms of revising your books, consulting both teachers and fellow candidates individual carrying out of research and doing of corrections when and where necessary. In order to have a balanced performance across all subjects, one must show and have love for all the subjects.

Total and serious preparations for Primary Leaving Examination kicks off when the time table has been put up by the head teacher. This timetable contains the Uganda National Examination Board logo. Having done this mighty examination, its results are in most cases released by the Ministry of Education and Sports around mid January, after UNEB has made all compilations of the results.

Questions

1. According to the passage, what are examinations?

2. Which examination concludes a primary course?

3. For how long is primary course according to the passage?

4. What must one do in order to have a balanced performance?

5. Give another word or group of words to mean:

a) kick off _____

b) put up _____

6. Mention any two things in the story that can make one complete course successfully.

7. Who releases these results?

8. Write in full:

(a) PLE _____

(b) UNEB _____

9. Where does the journey to PLE begin from?

CONVERSATION

The conversation below was among Juma, Madinah and Sam. Read it carefully and answer correctly the questions that follow, in full sentences.

Sam: Good morning my friends.

Juma: Good morning, Sam.

Madinah: Good morning, Sam.

Sam: I hope you have read the examination timetable.

Juma: Examination timetable!

Madinah: I have. We are going to begin the End of Term Examinations tomorrow.

Juma: What! I didn't know. Where was it displayed?

Sam: It is on the notice board, but I also have a copy in my bag.

Madinah: Don't worry, Juma. We are going to have a briefing today after lunch.

Sam: What do you think the teachers will talk about?

Juma: My elder sister told me that they will guide us on how to follow the instructions, how to write our index numbers,

Madinah: That's good. I think they will also tell us the time allowed for each paper.

Juma: You are right. Let's go and revise our notes. I hope the teachers have set easy questions.

Sam: I also pray so, because I really want to achieve my target.

Madinah: Indeed, as candidates, we need to work very hard, or else we won't achieve our targets.

Juma: Let's go and revise.

a) How many people are taking part in the conversation?

b) When was the examination going to begin?

c) Which examinations were they going to do?

d) Who didn't know about the timetable?

e) Who had a copy of timetable in his bag?

f) According to the conversation, who wants to achieve his targets?

g) Where was the timetable displayed?

h) What took place after lunch?

i) In which class are the people in the conversation?

j) Mention one thing which is talked about during the briefing.

JUMBLED SENTENCES

The sentences below are not in their correct order. Re arrange them so that they form a composition about P.7 pupils.

(a) We therefore became more serious with our work.

(b) The improvement was observed in the mock results.

(c) At the beginning of the year, we knew we were in P.7.

(d) The teachers in the P.7 class told us that there was no time to waste.

(e) This was done in November and it marked the end of the primary course.

(f) After the last paper we left for a long holiday.

(g) During this period, we helped our parent at home.

(h) After the mock examinations, we began preparing for PLE.

(i) While there, we wanted very much to know our results.

(j) With that seriousness, our performance improved greatly.

Solution table

Wrong order	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)
Correct order										

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

(f) _____

(g) _____

(h) _____

(i) _____

(j) _____

GUIDED DIALOGUE

The conversation below was between Byamugisha Stephen, a Pupil in primary seven and the headmaster. Read it and fill in what you think Byamugisha said.

Stephen: _____

Headmaster: Good morning young man. What is your name?

Stephen: _____

Headmaster: Yes, Martin, can I help you?

Stephen: _____

Headmaster: A place in my school! Which class would you like?

Stephen: _____

Headmaster: P.7! Which school are you coming from?

Stephen: _____

Headmaster: Namirembe infants! Is that the school whose uniform is blue in colour?

Stephen: _____

Headmaster: You didn't perform well in Mathematics, why?

Stephen: _____

Headmaster: Even if it is difficult, you have to work hard.

Stephen: _____

Headmaster: I will give you a place but ensure that you work hard this term.

Stephen: _____

Headmaster: Have a nice day, Stephen.

Stephen: _____

TOPIC 3: EXAMINATIONS Sub- Topic 3B: Sitting examinations. Vocabulary practice I

1.	pass mark:	A set successful result in an examination. The pass mark for the final examinations is 75%
2.	invigilator	A person who is appointed to watch candidates while they are taking an examination The invigilators must not accept bribes to keep their professional integrity.
3.	supervise	To be in charge of something or somebody and make sure that everything is done correctly. Mr. Mukasa will supervise the midterm examinations.
4.	supervisor	A person who is appointed to be in charge of an examination centre and makes sure that the examinations are done without any malpractice. A supervisor must be of high integrity.
5.	marker	A person who marks or grades the candidates' work or examination papers. The markers have gone for breakfast.
6.	disqualify	To stop a candidate from doing an examination because of engaging himself in examination malpractice. The supervisor told us that any candidate who took part in the examination leakage would be disqualified.
7.	impersonator	A person who copies the way another person talks or behaves in order to entertain others. The show included a female impersonator.

8.	distributor	A person or company that supplies examination to a school. The distributor was very punctual.
9.	monitor	A person who watches what takes place during examinations. The monitor was very friendly.
10	scout	a person who monitors exams The scout moved quietly around the examination room.

Vocabulary practice I

For questions 1 to 5, Fill the blank space with the correct word or group of words.

1. My distributor is _____ honest woman.
2. Mukembo did not find _____ reason why we wrote him a letter.
3. I always look _____ hard words in the dictionary.
4. This is _____ a busy road that traffic is always slow.
5. The distributor was _____ punctual.

In questions 6 to 15, use the correct form of the words given in brackets to complete the sentences.

6. All children have a right to _____. (educate)
7. Several people are imprisoned because of _____ in Uganda. (impersonate)
8. The examiners' vehicles cause air _____. (pollute)
9. One is supposed to respect _____ in public. (self)
10. After writing the examinations, the invigilator _____ it. (envelope)
11. By October, we shall _____ all the syllabi. (cover)
12. Petra is my _____ sister. (old)
13. The school bus driver _____ knocked down a pupil. (accident)
14. Had Tom _____ the answer, he would have written it down. (know)
15. Examination malpractice can lead to _____. (disqualify)

Vocabulary lesson II

1.	results	The marks or grades that you get in an examination The PLE results will be released by UNEB.
2.	grades	The division or marks given in an examination. Many candidates in PLE usually get good grades.
3.	aggregate	The total score one obtains in an examination. The best candidates in P.L.E get aggregate four.
4.	accurate	Correct and true in every way. If all your answers are accurate, you will score highest mark
5.	percent	Out of a hundred. English paper was difficult but most candidates scored 80 percent.
6.	percentage	The number, amount, rate and something expressed as if it is part of a total which is one hundred. The results were analyzed in the percentage terms.
7.	cheat	To act in a dishonest way so as to score high marks in an examination. Caught cheating examination, the girl was disqualified.
8.	score	The number of points a candidate gets for the examination or test. Whenever you revise your notes, you score high marks in the examination.
9.	malpractice	Cheating or illegal behaviour in an examination. Copying from one another is a form of examination malpractice.

Vocabulary practice II

In questions 1 and 2, arrange these new words in correct dictionary order.

1. results, accurate, percent, percentage

2. grades, percentage, malpractice, leakage

For questions 3 to 5, write a word to mean the same as these groups of words.

3. Two teachers were arrested because of examination illegal behaviour.

4. My mother was a person who is appointed to watch candidates while they are taking an examination last year.

5. My responses were correct and true in every way.

In questions 6 to 8, Write these short forms in full.

6. Div. _____ 7. C.C _____

8. Agg. _____

In each of the questions 9 to 12, use the word in the brackets to complete the sentences below.

9. The PLE results will be _____ by UNEB. (release)

10. The _____ candidates in PLE get aggregate four. (good)

11. The girls were _____ because of cheating. (disqualify)

12. We have completed first term _____. (success)

Vocabulary lesson III

duration	The length of time that examination lasts or takes The duration of the English paper is two hours and fifteen minutes.
----------	--

leakage	having prior knowledge about something or an examination before the stated time All the examination papers were changed due to leakage.
---------	---

pass	To be successful in an examination or test, My cousin passed the examination because she worked very hard.
------	--

fail	Not successful in an examination or test. Whereas many candidates passed the examination, Tom failed.
------	---

success	An achievement. His success in the examination surprised the teacher.
---------	---

failure	Lack of success in doing of achieving something. Failure to make enough practice, you will not pass the test
---------	--

pass slip/result slip:	An official document that shows candidate's results in an examination. Our head teacher will collect the pass slips from the UNEB headquarters.
------------------------	---

certificate	An official document providing information that a candidate completed a course of study or passed an examination. We were given the Primary Leaving Examination certificates by the head teacher.
-------------	---

division	A grade. Ofwono's son passed in division one.
----------	---

Vocabulary practice III

Use the words in brackets in their correct form to complete the sentences.

1. All candidates who sat exams in that centre were _____.(disqualify)
2. The pupils prepared _____ for PLE. (self)
3. In order to be _____ in future, one has to be hard working. (succeed)
4. _____ in examinations are brought by very many things.(success)
5. Malpractice in examination can lead to _____ of candidates.(disqualify)
6. A relative of _____ is invigilating the PLE. (me)
7. All the candidates got comfortable _____.(sit)
8. Opio's daughter passed in _____ one last year. (divide)
9. _____ examinations is illegal.(chest)
10. Write in short: certificate _____

In each of the questions 11 to 15, rewrite as instructed in the brackets.

11. They failed the examinations. They worked very hard at school. (Begin: **Whereas**____)

12. The pass mark was high. All pupils in my class got it. (Use: _____whereas _____)

13. We arrived at the examination room earlier than the scout.
(Rewrite as one sentence using: _____ **reached** _____.)

14. They did English test after doing Science test.
Rewrite as one sentence beginning: **They did Science test** _____.)

15. Sheema was feeling well. She managed to complete the exams. (Begin: **Though**____)

Vocabulary lesson IV

1.	scrutiny	A careful look through an examination. The examinations should be available for private scrutiny.
2.	scrutinize	To look at or examine somebody or something. The examinations were carefully scrutinized yesterday.
3.	sheet	A piece of paper that is used for writing or printing. Write your answers on separate sheets.
4.	seal	An official design or mark, stamped on a document to show that it is genuine and carries the authority at a particular person or organization The seal on the examination envelope was cut by the supervisor.
5.	read through	This is an occasion when a candidate reads the questions in an examination paper before attempting or answering them. May you read through your answers please?
6.	confident	Feeling sure of your own ability to do something and be successful. She was in a relaxed confident mood during the examination.
7.	print	to produce letters or pictures on a paper using a machine that puts ink on a surface He was advised to print his letters clearly for easy interpretation.
8.	release	the act of making something available to the public The Uganda National Examinations Board released our PLE results yesterday.

9.	difficult	Needing a lot of effort or skill to do or understand. Your handwriting is really difficult to read.
----	------------------	---

Vocabulary practice IV

In questions 1 and 2, rewrite the sentences giving the opposite of the given words.

1. May you read through your **answers**, please?

2. Your handwriting is really **difficult** to read.

In questions 3 and 4, arrange the vocabularies in a dictionary order.

3. scrutiny, scrutinize, sheet, seal

4. impersonal, impersonate, impersonator, impersonating

For questions 5 and 6, use each of the words in a sentence to show that you know the difference in their meanings.

5. Seat _____

6. sheet _____

In questions 7 to 9, rewrite and give one word for the underlined group of words.

7. The invigilator told us to **start again** the examination.

8. Tadeo is working hard to **make better** her grade in Mathematics.

9. Candidates who will **not pass** PLE will repeat primary seven.

In questions 10 and 11, write the short forms in their correct full forms.

10. P.T.O _____

11. Oughtn't: _____

Language structures

The use of: _____ whereas _____

We use whereas to mean on the other side or although. This structure is used in the middle and at the beginning of the sentence. It is used in the same way as although, though, even though and much as.

Examples

Rewrite these sentences using: _____ whereas _____

1) The exam was difficult. Many pupils passed it.

✓ Many pupils passed the exam **whereas** it was difficult.

✓ **Whereas** the exam was difficult, many pupils passed it.

2) Musa came late for exam. He was allowed to sit.

✓ **Whereas** Musa came late for exam, he was allowed to sit

✓ Musa was allowed to sit the exams **whereas** he came late.

Guided Activity

Rewrite these sentences beginning: Whereas _____

1) The instruction was very clear. Many candidates did not follow it.

2) Musa came to school early. He was late for exams.

3) Tendo was sick. She was allowed to sit the exams.

4) We did not sweep the examination room. We were allowed to do the paper.

Rewrite these sentences using: _____ **whereas** _____

5) I was very tired. I continued working.

6) The supervisor was a soldier. He was very friendly to us.

7) The exam was very easy. We failed seriously.

8) Alexandria did not pay school fees. She sat the examination.

The use of: Could.....

Could is the past form of 'can'

It is used to:

- ✓ express the general possibility in the past
- ✓ ask for permission in a very polite way
- ✓ suggest something which is likely to happen in future

Examples

- 1) Cheating could lead to closure of the examination centre.
- 2) Poor handwriting could lead to loss of marks.

Guided Activity

Rewrite these sentences using:**could**.....

1. Impersonation can lead to imprisonment.

2. Hard work may lead to success.

3. Our results are likely to be out next week.

4. Laziness can lead to failure in examinations.

5. Revising books can make one pass very well.

6. Beating children can give them discomfort.

.....in spite of.....

In spite is used to mean that something happened yet it was not expected to happen.

It is a preposition of contrast used to introduce a state which makes the main clause of sentence surprising or unexpected.

- ✍ It can either be used with **of** and the abstract nouns or **the fact that**.
- ✍ It can be used at the beginning or in the middle of the sentences.
- ✍ If the structure is used at the beginning of the sentence, a comma(,) is used to separate the two sentences but if used in the middle, no comma is needed.

Examples

1. Mukasa married a beautiful lady yet he is not educated.

(In this case, uneducated man is never expected to marry a beautiful woman)

- ✓ Mukasa married a beautiful lady **in spite** being uneducated.
- ✓ Mukasa married a beautiful lady **in spite of the fact that** he is uneducated.

(The commonest mistake here is in writing the pronouns first. These changes the meaning of the sentences joined)

Don't say: In spite of the fact that **he** is uneducated, Mukasa married a beautiful lady.

- ✓ **Say: In spite of the fact that** Mukasa is uneducated, he married a beautiful lady.
- ✓ In spite Mukasa being uneducated, he married a beautiful lady.

Guided Activity

Join the sentences using:in spite of the fact that.....

1. It was raining heavily. We did Science examination.

2. Bolingo's parents are very rich. They didn't visit their son on visitation days.

3. Golder revised day and night. Golder didn't perform to her expectations in PLE.

4. I arrived early at the airport. I missed the plane.

5. The girl didn't get the prize. She worked hard.

6. It rained heavily. All pupils were in time for exams.

7. Jim and Kim are brothers. They go to different schools.

8. Ampairwe escaped from school. He was not punished.

9. He was allowed to write exams. He arrived late.

10. I failed the exams but I did not lose hope.

Language structures

The use of: In spite of _____

In spite of _____ can be used without the fact that but with the abstract nouns. Abstract nouns are names of things which cannot be seen, touched or counted physically.

✍ The structure can be used at the beginning or in the middle of the sentences.

	<p>✍ If the structure is used at the beginning of the sentence, a comma (,) is used to separate the two sentences.</p> <p>Examples</p> <p>1) The policeman was present. The thief escaped. In spite of the fact that the policeman was present, the thief escaped.</p> <p>2) Sarah is lazy. She passed the test very well. In spite of Sarah's laziness, she passed the test very well.</p>
	<p>Activity</p> <p>Join the sentences using: ...in spite (without the fact that).....</p> <p>1. Richard is very rich. His children study in a very poor school. _____</p> <p>2. I failed the exam but I didn't lose hope. _____</p> <p>3. She was beautiful. She didn't win the beauty contest. _____</p> <p>4. He was very popular. He didn't get a prize. _____</p> <p>5. He is not a politician. He knows a lot about politics. _____</p>
	<p>Despite</p> <p>Despite is used to mean that something happened as it was not expected to be. It is a preposition of contrast used to introduce a state which makes the main clause of sentence surprising or unexpected.</p> <p>It can either be used with the fact that or with the abstract nouns. The structure does not take of and it can be used at the beginning or in the middle of the sentences.</p> <p>If the structure is used at the beginning of the sentence, a comma (,) is used to separate the two sentences but if used in the middle, no comma is needed.</p> <p>Examples</p> <p>1. Sandra is a very beautiful girl. She has failed to get married</p> <ul style="list-style-type: none"> ✓ Sandra failed to get married despite the fact that she is a very beautiful girl. ✓ Sandra failed to get married despite her beauty. ✓ Despite Sarah's beauty, she failed to get married. ✓ Despite the fact that Sarah is a very beautiful girl, she failed to get married.
Guided Activity	
	<p>Join the sentences using: 'despite'</p> <p>1. The teacher taught the lesson yet he came late. _____</p> <p>2. Namubiru was very smart. She didn't impress anybody. _____</p> <p>3. They performed well but they didn't join secondary school. _____</p>

4. The police man was present. The thieves escaped.

5. The road was very slippery. No car was involved in an accident.

6. I was very tired. I continued working.

7. Walubi is very stubborn. Walubi performs better in class.

8. Ruth is very bright. She is too quiet in class.

9. The police didn't have hand cuffs. The police arrested the thieves.

10. Maria danced very well. Maria didn't receive the prize.

Possessive pronouns

Pronouns are words which stand in places of nouns.
Possessive pronouns show ownership/ who owns what
They avoid making repetition of the noun.

Singular and plural possessive pronouns

	Adjective	Possessive
(i) Singular	my, our, his, her, its, one's	Mine, yours, his, hers, its, one's
(ii) Plural	our, your, their	Ours, yours, theirs

Adjective pronouns are placed before nouns

Examples

- 1) This is my certificate.
- 2) Where is our head teacher?

Possessive pronouns are placed after nouns

Examples

- 1) A friend of **theirs** died in the examination room.
- 2) A book of **mine** was found in the latrine.

Guided Activity

Choose the correct possessive pronoun in the bracket to complete the sentences

- 1) She is playing with her sister's books. (her, hers)
- 2) A cow uses _____ horns for defense. (its, it's)
- 3) Daniella is a relative of _____. (my, mine)
- 4) _____ teacher is sick. (ours, our).

COMPREHENSION

Passage

Read the passage below and then answer, in full sentence, the questions that follow.

One evening, while Mugisha was listening to news read on radio Nile by Sungura, he heard that the PLE results for 2024 had been released. Mugisha became worried

because he was one of the candidates.

Releasing the results at the Ministry headquarters, Honourable Minister of Education and Sports Mrs. Janet Kataha Museveni was happy to note that most of the candidates had passed.

The general performance showed that Mathematics was the best done subject. The Minister congratulated all the teachers of Mathematics upon overcoming the old thinking that the subject was hard. She hoped that the country would be able to produce more engineers and doctors.

She thanked the pupils who had worked hard to produce the wonderful results. She also thanked the teachers who taught those young men and women tirelessly. She also thanked the teachers who taught those young men and women tirelessly. She was happy with the parents who sent their children to school. However, she warned those parents who pull out their children from school to shop the habit otherwise the law would get them.

The Minister also noted that she was releasing true results because the examination had been done without any malpractice. She called upon the head teachers to of all the primary schools in the country to have a high level of discipline in their schools.

Questions

(a) Who read the news on the radio?

(b) Why did Mugisha become worried?

(c) Why was the Minister happy with the PLE results?

(d) What was the old thinking about Mathematics?

(e) What habit did the Minister tell the parents to stop?

(f) Why did the Minister say that the results were true?

(g) What advice did the Minister give to the head teachers?

(h) Give one word or group of words with the same meaning as the following underlined words in the passage.

(i) Habit _____

(ii) Malpractice _____

(i) Suggest a suitable title for this passage

The following candidates sat PLE in Supa Primary School in 2017. Below is how they performed. Study the information carefully and then answer in full sentences the questions that follow.

CANDIDATE'S NAME	INDEX NUMBER	SEX	AGE	MTC	SST	SCI	ENG	AGG	DIV.
Apio Mary	001	F	15	1	2	2	1	6	1
Ayu Damali	002	F	12	X	X	X	X	X	CS
Nankya Lucy	003	F	11	6	2	3	2	13	11
Kajubi Daniel	004	M	17	2	1	1	2	6	I
Onapa James	005	M	13	7	7	6	2	22	II
Pesa Martha	006	F	15	2	3	3	1	9	I
SebabiTwaha	007	M	12	3	6	4	1	14	II
Sagula Moses	008	M	13	1	1	1	1	4	I
TalemwaTabisa	009	F	14	9	8	8	9	34	U
WelisheHadad	010	M	10	2	X	X	1	X	X

Key: F – Female M – Male X – Absent U -Ungraded CS – Changed School

Questions

a) What does the table show?

b) How many candidates sat all the papers?

c) Who was the best candidate in this class?

d) Which candidate could have gone to another school?

e) Who was the youngest candidate in this class?

f) Which subject was done best?

g) What do you think happened to Welishe Hadad not to be graded?

h) Which candidates got the same aggregate?

i) How many candidates were females?

j) Who got grade nine (9) in Mathematics?

The PLE timetable below was pinned on the school notice board of Aber Primary School in Oyam district in 2024. Study the timetable carefully and answer the questions that follow in full sentences.

Day and date	Period	Time	Subject	Duration
Monday, 7 th November	Morning	9:00a.m	Briefing by head teacher	2 hours
Wednesday, 9 th November	Morning	9:00a.m	Mathematics	2hrs 30 min
	Afternoon	2:00p.m	Social studies	2hrs 15 min
Thursday, 10 th November	Morning	9:00a.m	Science	2hrs 15 min
	Afternoon	2:00p.m	English	2hrs 15 min

Questions

a) Where was this timetable pinned?

b) For which examination was the timetable?

c) In which district is this school found?

d) Which class used this timetable?

e) Who briefed the candidates?

f) Which examinations took the longest duration?

g) At what time did the briefing end?

h) Which paper was done last on Wednesday 9th November, 2024?

i) When was Social Studies Examinations done?

j) What do you think the candidates did on Wednesday?

Free space

Below is a report form belonging to Wanda Gerald, a child in primary six at Unique Valley Primary school. Study it and answer, in full sentences, the questions that follow.

UNIQUE VALLEY PRIMARY SCHOOL- KIRYA

TEL. 070/077/075/2323739

TERMINAL REPORT FORM

NAME: **WANDA GERALD** CLASS: **P.6** TERM **TWO** Year **2022**

Subject	Out of	Scores	Teacher's Comment	Signature
Mathematics	100	85	Quite good	<i>Epol Mark</i>
English	100	90	Very good, keep it up	<i>Kayemba Maria</i>
Integrated Science	100	65	Good, but you can do better	Lutaaya Erias
SST with RE	100	88	Good work	<i>Noel Jjemba</i>
Total	400	338	-	-

Class position **2nd** Out of: **80**

Pupil's Conduct: **Good**

Class teacher's remarks: you need to work harder in integrated Science so as to balance your performance.

Class teacher's name: **Mrs. Kayemba Maria**

Head teacher's signature: *Kayemba Maria*

Next term begins on: 13TH October, 2022



(a) Where is this school found?

(b) Whose report form was it?

(c) In which year was the report form made?

(d) According to the report form, which subject was done best?

(e) Who teaches Integrated Science?

(f) What did this pupil score in SST with R.E?

(g) How many pupils are in this class?

(h) Who was the class teacher?

(i) What were the head teacher's remarks?

(j) When did the head teacher sign this report?

Study the front page of an examination paper shown below and answer the questions that follow in full sentences.

KOLFRAM EDUCATIONAL SERVICES KAMPALA
PRE PRIMARY LEAVING EXAMINATION
SET II 2024
SOCIAL STUDIES AND RELIGIOUS EDUCATION
Time allowed: 2 hours 15 minutes

Index Number:

Random Number	Personal No.

Candidate's Name: _____
Candidate's Signature: _____
School Name: _____
District Name: _____

DO NOT OPEN THIS BOOKLET UNLESS YOU ARE TOLD TO DO SO

Read and follow these instructions carefully

1. This paper has **two** sections: **A** and **B**. Section **A** has **40** questions and section **B** has **15** questions. The paper has **8** printed pages.
2. Answer **all** questions. **All** answers to both sections **A** and **B** must be shown in the spaces provided.
3. All answers **must** be written using a **blue** or **black** ball point pen or ink. Any answer written in pencils other than on graphs and diagrams will **not** be marked.
4. No calculators or **electronic** pens are allowed in the examination room.
5. Unnecessary **changes** in your work and handwriting that cannot be read easily may lead to **loss of marks**.
6. Do not fill anything in the table indicated: **"FOR EXAMINERS' USE ONLY"** and boxes inside the question paper.

FOR EXAMINER'S USE ONLY

QN PAGE.	MARKS	EXR'S NO.
Page 1		
Page 2		
Page 3		
Page 4		
Page 5		
Page 6		
Page 7		
TOTAL		

Turn Over

Questions

(a) Which company set the paper above?

(b) How many marks are awarded for the whole paper?

(c) Which kind of pen is not allowed in the examinations above?

(d) What will happen to any candidate whose handwriting cannot be read easily?

(e) Why do you think a candidate must have index number?

(f) Which two numbers make up index number?

(g) How many pages are in the paper shown above?

(h) Which section has 40 questions?

(i) For how long will the paper be done?

(j) Apart from poor handwriting, what else will lead to loss of candidate's mark?

Study the given information carefully and answer in full sentences, the questions that follow. Primary seven pupils of Bulo UMEA Primary School were given the end of term **one** test and they were asked to take note of the following instructions.

- (i) Answer all questions
- (ii) The total mark is 100.
- (iii) You lose ten marks if you don't number your answers,
- (iv) You lose ten marks for poor handwriting,
- (v) You lose ten marks if you cancel any of your answers,
- (vi) You lose five marks for any question you don't answer.

Four pupils did the following:

- 1. Musa did all questions, numbered his answers, but cancelled one and wrote poorly.
- 2. Lucy did all questions and followed all instructions.
- 3. Agnes did not number her answers although she did all questions. .
- 4. Halima did not answer two questions, forgot to number her answers and wrote very poorly.

Guided Questions

(a) How many pupils failed to number their answers?

(b) From which school were these candidates?

(c) Why do you think Lucy got the highest marks?

(d) Which instruction was followed by most of the pupils?

(e) What was Musa's score according to the information?

(f) Who might have scored the highest mark?

(g) What advice do you think Musa could have given Agnes?

(h) Which pupil needs more help from the teacher?

(i) Which child got 90% according to the given information?

(j) When was this test done?

The table below shows grades of PLE candidates obtained in a trial test done at the end of term II 2024. Study it carefully and answer in full sentences the questions that follow.

Subject	D1	D2	C3	C4	C5	C6	P7	P8	F9	Subject teachers
English	30	78	30	1	0	1	0	0	0	Mr.Maitum Steven
Mathematics	107	31	1	0	0	0	0	0	0	Ms. Oulanya
Science	133	6	0	0	0	0	0	0	0	Mr. Tibenda
Social Studies	66	68	5	0	0	0	0	0	0	Mr. Ezoi

Class teacher: Mr. Maitum Steven

MAITUM STEVE

Guided Questions

(a) Which class did the above test?

(b) From what kind of test did the pupils get the above scores?

(c) When did the pupils write the test?

(d) How many teachers teach the class shown above?

(e) How many pupils scored D1 in Mathematics?

(f) Which subject was performed best compared with other subjects?

(g) Which subject is taught by the class teacher?

(h) In which subject do the pupils need to do a lot of revision?

(i) What is the work of Mr. Maitum Steven?

(j) How many pupils missed the Science test?

JUMBLED SENTENCES

The sentences below are in wrong order; write them out in order to make a complete composition about Mugisha's holiday.

(a) Mugisha had passed with four aggregate.

(b) This was because PLE was easy for him.

(c) He bought for him a new bicycle to congratulate him.

(d) It was all happiness the day Mugisha finished his PLE.

(e) The next morning, Mugisha travelled to his uncle's place.

(f) Toward the end of the holiday, the PLE results were realized.

- (g) At his uncle's place, he spent good times with his cousins.
 (h) His uncle invited him to spend the holiday with him.
 (i) His uncle was very happy with his performance.
 (j) After his last paper, Mugisha received a call from his uncle.

Solution table

Wrong order	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Correct order										

- (a) _____
 (b) _____
 (c) _____
 (d) _____
 (e) _____
 (f) _____
 (g) _____
 (h) _____
 (i) _____
 (j) _____

The notice below was displayed on the notice board of St. Patrick Primary School Njala.

Examinations	Examinations	Examinations
All P. 7 candidates should be ready for these examinations papers to be written on Monday, 5 th October, 2020.		
Time :	9: 00 am - 11: 30 am	2: 00 pm - 4: 15 pm
Subjects :	SCIENCE	ENGLISH
Venue :	School Main Hall	
NB: The first ten candidates will sit at the new desks.		
Academic Board		

Guided Questions

- (a) What is the notice about?

- (b) How many subjects did the candidates sit that day?

- (c) When did the candidates sit the examinations?

- (d) On which day of the week were the examinations done?

- (e) How long will the science paper take?

- (f) Give another word to mean: **Venue**. _____
- (g) Write in full.
 (i) st. _____
 (ii) NB _____

(h) Why do you think Matte, a P.7 candidate will come early on that day?

(i) How many subjects are shown on the notice?

(j) Where was the notice displayed?

GUIDED DIALOGUE

Betty went to her former primary school to collect her primary leaving examination pass – slip. At the Headmaster's office, she found the school secretary. What the secretary said is given below. Write in the blank spaces what you think Betty said.

Betty: _____

Secretary: Good morning Betty

Betty: _____

Secretary: No, he is not in the office today.

Betty: _____

Secretary: No, even tomorrow he won't be in the office.

Betty: _____

Secretary: Yes, we have collected all the pass slips from UNEB.

Betty: _____

Secretary: Yes, you can collect yours.

Betty: _____

Secretary: No, Marion hasn't taken hers yet,

Betty: _____

Secretary: Yes, I will allow you to sign for hers as well.

Betty: _____

Secretary: Yes, Mr. Mugerwa still teaches P.7

Betty: _____

Secretary: No, Mrs Kamau is not present. She went back to Kenya to join her family.

Betty: _____

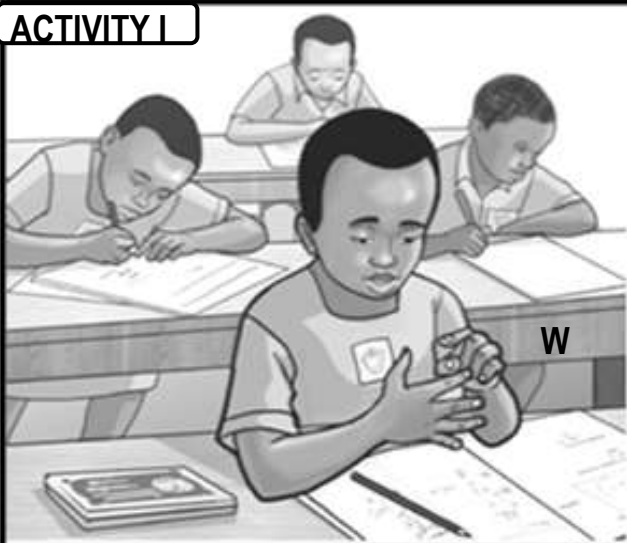
Secretary: Thank you Betty. Good bye,

Betty: _____

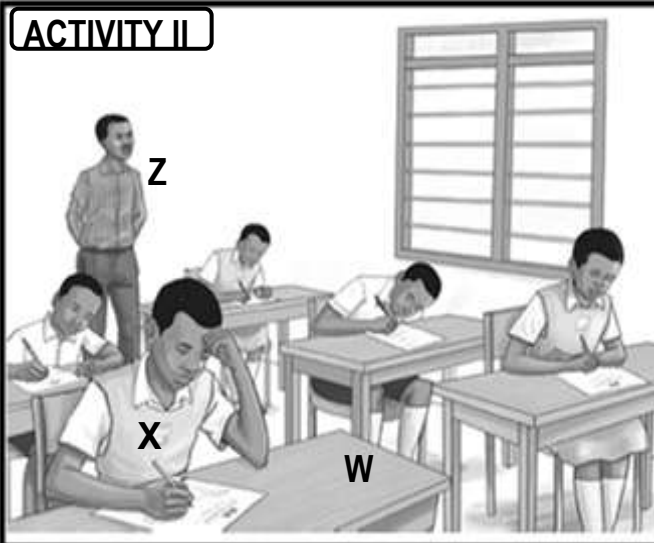
PICTURE COMPOSITION

The pictures below describe two activities which usually take place in P7 class at Star Light Primary School - Lira. Study and use them to answer the questions that follow.

ACTIVITY I



ACTIVITY II



Guided Questions

- (a) In which school are the two activities taking place?

- (b) What do you think the candidates are doing in activity **one**?

- (c) Which class is doing the activities above?

- (d) What title is given to the person **X** in activity **two**?

- (e) Why do you think we need the person **Z** in the room for activity **two**?

- (f) What do we call person **Z** in activity **two**?

- (g) According to you, what do you think is happening in activity **two**?

- (h) Give **two** ways you would prepare from the activity **one** for activity **two**.
(i) _____
(ii) _____
- (i) Why do you think each person **X** has his/ her own item **W**?
