

THE DREAM PRACTICAL LETTER WRITING ENG 5-7



THE DREAM PUBLISHERS

"Quest for excellence"



BY THE DREAM EDUCATIONAL CONCERN

BOOK :5-7

THE DREAM PUBLISHERS

“Quest for excellence”



THE DREAM LETTER WRITING PRACTICAL WORK BOOK

LETTER WRITING

In the previous classes, you might have learned how to play around with a pen, paper and your minds to put down your thoughts. In this very concept we shall explore more about letter writing.

Letter writing is the communication between two parties called the addresser and the addressee, in simple terms the writer and the receiver.

FORM OF LETTERS:

We have two major categories of letters as listed below.

- (a) Friendly letters (informal letter)
- (b) Official letters (formal letter)

(A) FRIENDLY LETTERS

These are letters which we write to people whom we know.

These people include;

- (a) Relatives

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



{
 Brothers
 Sisters
 Parents
 Guardians
 }

(b) Friends

{
 Classmates
 Villagemate
 Colleague
 }

Vocabulary associated with letter writing and what they mean.

(a) Address of the Addresser

This describes the residence of the writer.

Address of the Addresser.

This answer question of where was the letter written from. in case such a question was asked, then just check the address mentioned to get a quick answer, but this mostly work when dealing with informal type of letters.

(b) The date

This is in most cases the second part of the informal letter and it answer questions of when the letter was written.

This part is written just below the address.

Note: In most cases, this is how the proper dating should look like, 20th February, 2023.

When you put the ordinal number, the month must be written in full word and since months are proper nouns, they must begin with capital letters.

(c) The salutation:

This is the third part of a friendly letter.

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



Note: This part answer questions of to whom was the letter addressed.

Examples

Dear Dad,

Dear Sister,

Dear Uncle,

All the above shows how related the writer is to the receiver of the letter.

In friendly letter writing, we are allowed to greet since we are taking to people whom we know which is not the case when it comes to official letters.

(d) The body:

This is the fourth part of the friendly letter.

This part answer questions of why was the letter written.

(e) Conclusion

This is the fifth part of a friendly letter and it answer questions of which relationship is between the writer and the receiver of the letter.

Example

Thanks,

Your loving son,

(f) Signature

This is the last part of a friendly letter and it answers questions of who wrote the letter

Example

It always come after the conclusion as in “f” above.

kato

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OT THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER’S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



Note: By suggesting the name above, we shall have known who had written the letter

PROPER PUNCTUATION OF A LETTER

HINTS

What you should know.

(i)Where and when to punctuate

(ii)How to punctuate.

(A)Address

This always have three comas and three full stops as in example below.

Divine Nursery and Primary school,
P.O BOX 1077,
Kayunga.
20th January, 2023.

COMMAS OBSERVED

We can observe only 3 commas as below

(i)The first one is behind the name of the school

(ii)The second one is behind the box number

(iii)The last one is between the month and the year.

FULL STOPS OBSERVED

We can observe only three full stops as described below

(i)The first one is between P and O (P.O BOX0

(ii)The second one is behind the word Kayunga which is the district

(iii)The last one is behind the year

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OT THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



THE MOST THREE EXAMINABLE STYLE OF LETTERS:

It should be well noted that letters are mostly examined in three forms.

(1) Being told to write letter:

Here we must be very careful in answering this question and below are some hidden criterias of how the questions are posed.

You may be told to.....

Assume

Imagine

supposing

As in example below

Assuming you a pupil at Kato Junior School, write a letter to your mother reminding her to come along with your black pair of shoes that you forgot when you were reporting to school, mention what you would like her to bring on the visitation day. Mention the date when the visitation will take place.

Use your school address.

Note: Remember you are not a pupil at Kato junior school, and you are prompted to use your school address, since the question began by either assuming or imagine, we are strictly going to use the address mentioned in the question above although it's not where we are schooling from.

OUR RESPONSE

We skip one line just on the left which is the opposite of the right where our address was written, that's where we put our second part which is the salutation.

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



As in example below.

Dear mom,

Note: we have written dear mom as our salutation and we must put a comma after the word mom as in example above

CONTINUATION

How are you nowadays, on my side I am doing well.

Here we have greeted because we are writing to someone whom we know or related and it's only done in informal or friendly letters but not official.

I have written this letter reminding to come along with my black pair of shoes as you will be coming to attend our school visitation day on 28th June, 2020.

Here is where we have put our reason of writing our letter and it's always put in a separate paragraph.

CONCLSION

I will be happy seeing you then.

Thanks

Your loving daughter,

Signature Babirye Masiga.

(2)A letter may be written and your asked questions after.

Note: In this very type of question, you require the skills which I have already mentioned above of knowing which part of a letter answers which question.

Sample question.

Read the letter below and answer the questions that follows in full sentences

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OT THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



CABRINE JUNIOR SCHOOL,
P.O BOX 177,
WAKISO,
17th MARCH, 2020.

Dear Dad,

How are you nowadays, on my side I am doing well.

I have written this letter informing you that on 29th March, 2020, our school will be transferred from Mukono to Kayunga where our director built a new campus. I therefore request that you come, this is because before our departure all parents must have cleared fees balance.

I will be happy seeing you then.

Thanks,

Your loving son

Humphrey Masiga.

Questions

(a) To which school does the writer go?

The writer goes to Cabrine junior school.

(b) When was the letter written?

The letter was written on 17 March, 2020.

(c) How does the writer call the receiver?

The receiver of the letter is the writer's dad.

(d) Who wrote the letter?

Humphrey Masiga wrote the letter.

(c) Where will the writer's school be transferred to?

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



The writer's school will be transferred to Kayunga district at the new campus.

(f) When will the school be transfer?

The school will be transferred on 29th March, 2020.

(g) Why do you think the writer's dad must go to school before the school is transferred?

I think the writer's father has not yet completed fees.

(h) What does the word departure, mean as used in the letter?

Departure means to leave.

Departure may mean going away.

GRAMMATICAL RULE:

In any question where a child is required to write responses which calls for reacting, comprehend and answering, the following must be taken.

(i) TENSES:

The tenses must be taken seriously where all the responses must be done in the same

Tense with question but not differing tenses.

(ii) THE SUBJECT

The subject must be indicated in the answering phrases to bring the real object in responding to questions.

(iii) THE OBJECT

Possibly while responding to comprehension questions, make sure the object is put at the beginning of your answer if in possible cases.

EXAMPLE

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



(a) Who wrote the letter

Humphrey wrote the letter.

Object

subject

(3) Guided letter:

Here the pupil will be provided with the vocabulary/words which must be used to complete the letter and make it sensible.

EXAMPLE

Use the words in the box below to write a meaning full letter

tour,	18th March, 2023,	17th February, Box,	Dear,
have,	letter		

Budu Junior School,

P. O.....1770,

KYOTERA.

.....,2023.

.....Mom,

How are you nowadays, on my side, I am ok.

I..... written this..... informing you that our educational..... is to take place on.....and the fee will be shs 100,000. So please come and pay for me so that I don't miss the tour.

I will be happy seeing then

Thanks,

Your loving son Muleme Jackson.

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



THE OFFICIAL/FORMAL LETTER WRITING

The word official letters come from the word office. This means that the official letter are letters which we write to different offices.

HINTS:

We should the following while dealing with official letters.

(a)Official letters has eight parts which is not the case to informal letters with six parts.

PARTS OF OFFICIAL LETTERS.

(1) Address

The official letter has two addresses that's to say the addresser and the addressee.

The address of the addresser answer questions of where the letter was written from.

The address of the addressee answers questions of to which office was the letter addressed.

(2) The date:

This is always written on the writer's address just below the address.

This answer question of when was the letter written as the same in informal letters.

Under this section, let see the proper dating style.

15th May, 2023.

The usage of ordinal numbering will always call for the full name of the month and being a proper noun, the month's name must begin with a capital letter.

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OT THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



(3) Salutation:

This is the third part of the official letter and answer questions of which office was the letter

Addressed.

This part has two words which must begin with capital letters as in example below

Dear sir/madam,

Then followed by comma at its end.

(4) REFERENCE

This is the fourth part of the letter and answer questions of the summary for the reason of the letter writers.

This in most cases is abbreviated as follow

Ref:

And is written just below the salutation.

(5) The body.

This is the fifth part of an official letter.

This answer question of why was the letter written in details.

(6) Conclusion:

This is the six part of the letter and carries appreciation and humble request for a positive and kind response from the receiver.

(7) The referees.

This is the seventh part of the letter which talks about people who know the writer and can be recommend positively about the writers.

(8) The signature.

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



This is the eighth part of an official letter and answer question of who wrote the letter.

NOTE

(a) We do not greet in an official letter simply because we are not related to the receiver and even if we are related, it is not advisable to greet in an official letter.

(b) We always begin our salutation with Dear sir/Madam/

We do not specify to say Dear sir only/Dear madam, this is simply we are not sure of who will receive the letter.

HINTS;

How to know whether the letter asked to write in an exam is either official or informal letter.

The following can help to guide us concurrently

(i) When they have given you the address and you are told to write apply for a vacancy the word vacancy automatically shows that you are about to write an official letter.

(ii) Prompted to be told to write a letter to your school teacher, headteacher, bursar, class teacher or any big person in your school.

Here you must use the address of the school where you are on both the receiver and the writer of the letter but it should be the same if you were not given the address.

NOTE:

If you check PLE English paper 2023, you will find that category of a number I have just talk about.

TO THE TEACHER

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



As a teacher of English, make sure you equip the learners with all the above to help these learners manage to identify the required type of letter to write in an exam.

(iii) Once promoted with the terms;

Assuming

Imagine

I already explained the above terms in the previous lessons of informal letters but here is where these terms are mostly used and how to manage them, but for their explanation, I am happy to inform you that this can help you 95% choose the type of letters you are about to write which is official letter.

EXAMPLES

(a) Assuming/imagine you are a pupil at Bugoma junior school P.o.box 2020 Bugoma, write a letter to your school librarian requesting for a book to read, promise you will take it back immediately after using it. Use your school address.

NOTE: By telling you to use your school address yet go to a different school from the one given in the question, this simply means that you're going to pretend studying from the above name school and so you will use its address on both addresses and therefore, this must be an official letter.

Previously I talk about the three major ways how letters are examined therefore here we are just to refer ourselves to the informal letter concept to grasp how examiners play with our brain.

(iv) Sometime you may be given two addresses in the question as in the example below, this automatically calls for official letter writing.

EXAMPLE

Write a letter to your previous head in your primary school which was Kalangala primary school p o box 1176 kayunga to request for your (LIN)

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



since it's needed at your secondary school for UNEB registration. Imagine your secondary school is saint Ngondwe kangulumira

P o box 2000 kayunga. Use your school address

HINTS; Here you will write an official letter as well not forgetting that your new secondary school is your current address, therefore we shall use that on the writer's address and we use the one for previous school on the receiver's address.

PRACTICAL EXAMPLE

HINTS

Don't say ..." To" the headteacher, but say..... "The"

Don't put date on the receiver's address but only the writer's address

Always make sure the reference/subject is picked from the question as in the example below.

ST NGONDWE SSS,
P.O.BOX 2000,
KAYUNGA,
17th MARCH, 2022.

THE HEADTEACHER,
KANGULUMIRA,
PRIMARY SCHOOL,
P.O.BOX 1176,
KAYUNGA.

Dear Sir/Madam,

Ref: REQUISITION FOR THE LIN

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM



I humbly write this letter for the above-mentioned reason. I am Nakalyango Grace 16 years old who is one of pioneers of kangulumira primary school who sat PLE in 2018 and got aggregate four.

I am now registering for senior four candidate where the LIN is needed to complete the UNEB registration.

I therefore wish through my letter to inform the school administrators in advance that I will be coming to collect that LIN on 20th March, 2022 to allow smooth running of my senior four registration.

I am looking forward to seeing your kind positive response.

For details about me, I refer you to the following people;

(i) Ssalongo Masiga Richard my current director Divine N and P/S
Tell: 0764873958.

(ii) Mr. Saava, my p.7 class teacher
Tell: 0759380519

Thanks,

Yours,

Sincerely,

Nakalyango Grace.

TRUST THE DREAM EDUCATION CONCERN. ENGLISH LETTER WRITING PRACTICAL WORK BOOK-2025

A PRODUCT OF THE DREAM EDUCATION MATERIALS -KAMPALA-0764873958/0778069610/0759380519

THE PUBLISHERS OF QUALITY ASSESSMENTS, WORKBOOKS, COMPANION BOOKS, PLE REVISIONBOOKS, HOLIDAY PACKAGES, TEACHER'S TRAINING, CUSTOMISED HOLIDAY PACKAGES, REPORT CARD PRINTING AND OFFLINE SCHOOL MANAGEMENT SYSTEM

