

KOLFRAM EDUCATIONAL SERVICES KAMPALA



PRE NATIONAL MOCK EXAMINATION 2024

SET TWO (BLUE PRINT)

ENGLISH



Time allowed: 2 hours 15 minutes

Index Number:

Random Number						Personal Number		

Candidate's Name:

Candidate's Signature:

School ID:

District ID:

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 **50** questions and section **B** has **5** questions. The paper has **14** 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. NO.	MARKS	EX'ER'S INITIAL
1 - 10		
11 - 20		
21 - 30		
31 - 40		
41 - 50		
51		
52		
53		
54		
55		
TOTAL		

Turn Over

© 2024 KESK PRE NATIONAL MOCK SET III ENGLISH EXAMINATION

Trust Kolfram Educational Services for quality workbooks, companion books, PLE revision workbooks, PLE question Banks, Topical workbooks, Quality Assessments and Holiday packages

SECTION A: 50 MARKS

Sub-Section I

Questions 1 to 50 carry **one** mark each.

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

1. Mummy loaded some airtime, **didn't she** ?
2. I was asleep **when** it started raining.
3. How far is it from here..... **to** the nearest internet Café?
4. Five lions were found dead from the **den/ dens**in which they live.
5. **Besides**being a carpenter, Kintu is also a teacher.

Reject: **Apart from.** *They are not one word*

In each of the questions 6 to 15, use the correct form of the word given in brackets to complete the sentence.

6. The postmaster was **stung**by a bee yesterday. (sting)
Reject: **stang**
7. A classmate of **his** visited our home. (him)
Reject: His
'His' is used in the middle of the sentence before the title of honour and to adjectives related to God.
8. Ouma was punished for **dirtying** the compound. (dirty)
Reject: *dirtening*
9. The new term has **begun**very well. (begin)
Reject: **began**
10. His **explanation** about internet was very long. (explain)
Reject: **explanation**
11. His **fifth**daughter has graduated with a degree in primary education. (five)
Reject: **fiveth**
12. All their **geese** were poisoned and killed by neighbour. (goose)
13. Maria punished her **abusive** daughter heavily. (abuse)
Reject: **abusing**
14. Teddy lacks the **knowledge** to prepare her own food. (know)
15. Matembe filled the form **hurriedly**and made a lot of mistakes. (hurry)

In each of the questions 16 and 17, arrange the given words in alphabetical order.

16. fall, fail, face, faint
face, fail, faint, fall
17. lack, last, lag, lace
lace, lack, lag, last

Wrong responses

- ✗ Lace, lack, lag, last
- ✗ lace, lack, lag, last.
- ✗ lace lack lag, last
- ✗ any well arranged words with **full stops**
- ✗ any response with other extra words
- ✗ any response with different form of words given e.g **plurals, tenses, opposites, change in degree of adjectives or adverbs**
- ✗ any response with other writing signs instead of commas
- ✗ any response missing one of the words given

Point of consideration

- ✍ consider the true correctness of the order
- ✍ consider the true spellings of the words given
- ✍ consider the correct punctuation signs; no full stops is needed, only commas to
- ✍

In questions 18 and 19, write the full form of the given short forms.

18. R.S.V.P

Respond, if you please

R.S.V.P is a French phrase got from Répondez S'il Vous Plaît which directly translates as **Respond, if you please**

*In answering short forms which have foreign origins, other than in English, write the English meaning instead
Think of etc, e.g., Ok, viz, a.m., p.m., e.t.c*

19. that's

that is

Reject: That's

*Short forms which start with capital letters have their answers starting with capital letters and those which start with **small letters** must have their responses starting with **small letters** too.*

In questions 20 and 21, re-arrange the given words to form a correct sentence.

20. smart What a boy Daniel is!

Questioning word	article	adjective	Main noun	Sub noun	Helping verb	Writing sign
What	a	smart	boy	Daniel	is	!

What a smart boy Daniel is!

21. whom To did give you my pen?

To whom did you give my pen?

In each of the questions 22 and 23, use each of the given words in a sentence to show that you know the difference in their meaning. Turn Over

22. quiet

✓ Mariam was **quietly** looking at the beauty of the room.

Reject: The dog was quietly cooking its food.

The sentence is grammatically correct but it is meaningless

23. quite

✓ The beauty of Maria is **quite** challenging.

Reject: All grammatically correct but meaningless sentences

Point to remember

✗ The constructed sentences must be grammatically correct.

✗ They have be meaningful

✗ They must be well punctuated.

✗ No explanation is needed and neither are other forms of words such as opposites **or** synonyms

In each of the questions 24 and 25, write the plural form of the given word or group of words.

24. army: **armies**

25. chief-of-staff: **chiefs- of-staff**

Point to remember

In such and other similar questions, no explanation is needed neither are other forms of words such as opposites **or** synonyms

In each of the questions 26 and 27, re-write the sentence giving the opposite form of the underlined word.

26. We met the **most hardworking** lady at the post office.

We met the **laziest** lady at the post office.

Reject: We met the **most laziest** lady at the post office.

Point to remember

Hardworking is a long adjective which takes **more** to form comparative adjective and **most** to form superlative degrees of adjective comparision.

Avoid use of words which brings about double comparisons

27. Most **headmasters** in our district are very old.

Most **headmistresses** in our district are very old.

Wrong response

Most **headmadams** in our districts are very old.

In each of the questions 28 to 30, re-write the sentence, giving one word for the underlined group of words.

28. The money you pay to travel on a bus from Kampala to Lira is too much.

The fare from Kampala to Lira is too much.

29. Monica looks like Latigo.

Monica resembles Latigo.

Wrong response

☒ Monica **resemble** Latigo.

(Consider the tenses in which the underlined words are needed)

30. Lalam presented very tricky topics to be discussed in a debate last week.

Lalam presented very tricky motions last week.

Wrong response

Lalam presented very tricky motion last week.

Point to remember

Here, there are 2 in 1 instructions. The first instruction is to get a single word for the underlined group of words and the second one is to get the plural form of the one word got.

Sub-Section II

In each of the questions 31 to 50, re-write the sentence as instructed in the brackets.

31. The weather was not good. The pilot was advised to use another airport.

(Re-write as one sentence using:so.....that.....)

The weather was so bad that the pilot was advised to use another airport.

Reject:

The weather was so good that the pilot was advised to use another airport.

32. **Sarah may go and watch a movie. Deborah may go and watch a movie.**

(Join as one sentence beginning: **Either**.....**or**.....)

Either Sarah or Deborah may go and watch a movie.

Point to remember

Either ___ **or** ___ is used to show that one of the things will happen. It is used to talk about a choice between two possibilities and sometimes more.

We begin with **Either** ___ **or** ___ when the subjects are different

We use ___ **either** ___ **or** ___ when the subject is the same

33. We walked up to the junction. There we got confused by the many roads.

(Re-write as one sentence using:**where**.....)

We walked up to the junction where we got confused by the many roads.

34. Unless you have enough money, you cannot buy a car.

(Re-write the sentence beginning: **If**.....)

If you have enough money, you can buy a car.

Turn Over

35. Mugabe has a goose. Patella has a goose.

(Re-write as one sentence beginning: **Both**.....)

Both Mugabe and Patella have geese.

Point to remember

Bothis used with ...**and**... at the beginning of the sentence when there are two different subjects. (Mugabe and Patella)

Using Both.... at the beginning changes the object to the plural since you are talking about each item on the either side

.....**both**..... is used in the middle of the sentence when talking about only one subject.

36. A hippo is smaller than an elephant.

(Re-write the sentence using:**not big**.....)

A hippo is not as big as an elephant.

An elephant is not as small as a hippo.

37. A bat is not a bird. A monkey is not a bird.

(Re-write as one sentence using: **Neither**.....**nor**.....)

✓ Neither a bat nor a monkey is a bird.

Reject:

☒ Neither a bat nor a monkey is not a bird.

☒ Neither a bat nor a monkey are not birds.

Point to remember

Neither is used before the first of the two alternatives introduced by **nor** to indicate that they are all not true or does not happen

Neither is used at the beginning when there are two subjects (Bat and Monkey)

.....**neither...nor**.....is used in the middle of the sentence when we have only one subject

A monkey is neither a bird nor a fish.

38. We stopped playing at once when we saw a snake.

(Re-write the sentence using:**immediately**.....)

We stopped playing immediately we saw a snake.

Reject: We stopped playing at once immediately we saw a snake.

39. Apart from singing, Becca also enjoys dancing.

(Re-write the sentence beginning: **Besides**.....)

Besides singing, Becca enjoys dancing.

Reject:

Beside singing, Jolly enjoys playing instruments.

Besides from singing, Becca enjoys dancing.

Point to remember

*besides means **apart from, in addition to** and beside means **next to***

***Besides.....** does not use any preposition*

40. Tom drove the school lorry carelessly. (Re-write ending:by Tom.)

The school lorry was driven carelessly by Tom.

Wrong responses

The lorry was driven by Tom carelessly.

Carelessly, Tom by driven was lorry the.

Point to remember

We use the preposition “by” in case we are to mention the doer of the action or the 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 and ends with the subject. The main verb of the passive voice is expressed in past participle tense only.

41. It is difficult to sit on a stool that has two legs.

(Re-write the sentence ending:**stool**.)

It is difficult to sit on a two legged stool.

Wrong response

It is difficult to sit on a stool that has two legs stools.

*Revise formation of adjectives from nouns by adding the suffixes **-d**, **-ed**. Adjectives are words used to describe nouns or pronouns.*

42. The nurse arrived at the sick bay when the patient had already died.

(Re-write the sentence using:**reach**.....)

*The nurse **reached** the sick bay when the patient had already died.*

Wrong responses

☒ *The nurse **reach** the sick bay when the patient had already died.*

☒ *The nurse **reached at** the sick bay when the patient had already died.*

Point to remember

***'arrive'** is used with preposition **at** to mean the same as **reach**.*

Reach does not use any preposition.

Therefore, it is wrong to say: We reach at, to, with, for, by, on, through

Say: We reach(a place)

Then consider the tense in which the question is asked. The question and your answer must be in the same tense.

43. "Can you tell me your name, please?" the teacher asked me. **Turn Over**
(Re-write the sentence beginning: The teacher wanted to know.....)
The teacher wanted to know what my name was.

Point to remember

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.

44. Ssekabi is a very dangerous boy.
(Re-write the sentence beginning: **What**.....)
What a dangerous boy Ssekabi is!

Wrong response

What a very dangerous boy Ssekabi is!

*We do not use **very** in exclaiming the state/ degree of something*

45. None of us was asleep when the thief jumped over the fence.
(Re-write without changing the meaning, using:**awake**.....)
All of us were awake when the thief jumped over the fence.

Point to remember

- ✍ The opposite of **None** is **All**. Changing sentences constructed using **None to All....** will require changing the adjective used to its opposite
- ✍ None is used with singular helping verbs while All is used with plural helping verbs

46. Most people learn about computers. They wanted to get better jobs.
(Re-write the sentence using:**in order to**.....)
*Most people learn about computers **in order to** get better jobs.*

Point to remember

The structure is used when one wishes to tell the reason/ purpose for doing something.
It has the same meaning and used in the same way as:**so as to**.....

47. The goats started grazing in the morning. They are still grazing. (Re-write as one sentence using:**since**.....)

The goats have been grazing since morning.

Wrong response

The goats started grazing since morning.

The goats started grazing in morning since now.

Point to remember

We use **since** both at the beginning or in the middle of the sentences to tell the period of time in the past till the present time.

Since simply means **between then and now**

It introduces the state in the past that is still continuing in the present

It is proceeded by verbs expressed in present perfect tense

Present perfect tense = has/have+ been and the continuous form of verb

48. The Member of Parliament went to town after meeting the parents.

(Re-write the sentence beginning: **Having**.....)

Having met the parents, the Member of Parliament went to town.

Wrong response:

Having the Member of Parliament met the parents, he went to town.

Point to remember

✍ Consider the order of the two actions done.

✍ The first action must come first and the last action appears last.

✍ Having.....is followed by verbs expressed in past participle tense

49. **Asio is too young to cross a busy road alone.**

(Re-write the sentence using:**enough**.....)

Asio is not old enough to cross a busy road alone.

Point to remember

When the first part of the sentence to be joined/ rewritten using:

.....**enough to**...is in negative, use the opposite of the adjective given.

The police officers came quickly. They wanted to rescue the

thieves. (Rewrite the sentences using:**in order to**.....)

The police officers came quickly so that they could rescue the thieves.

Wrong response

The police officers came quickly so that they can rescue the thieves.

Point to remember

The structures **in order that/so that/such that**..... is used to talk about a person's purpose of doing something. It is also used to point out the reason why someone does/is doing/did/has done or will do something.

-The modal verb '**can**' is used in the present tense while the modal verb '**could**' is used in the past simple tense.

SECTION B

Questions 51 to 55 carry 10 marks each

50. Read the passage below and then answer in full sentences the questions that follow.

ANNOYING JOURNEY TO KARIBU HOTEL

Okware Michael is a teacher at Tokpong primary school. One day, Michael over stayed in class during lunchtime and he ended up missing lunch.

The head teacher then gave him five thousand shillings to go to Karibu hotel, which was a kilometer away from the school.

Teacher Michael's bicycle had flat tyres both in front and behind so he had to foot to Karibu hotel.

On the way to the hotel, Okware Michael saw a madman who was holding knife closely following him.

He felt scared and started moving faster. As he moved faster, the madman too started following him at a faster speed.

Okware felt scared of the madman who had injured several innocent people so he started running.

The madman started chasing Okware at the fastest speed with a knife in his hand.

Okware ran as fast as he could in order to save his life.

The old man continuously chased Okware over four kilometers. When Okware felt so tired that he couldn't run anymore, he decided to stop and welcome any action which would come.

When Okware was totally out of his soul waiting to be killed by the madman, he instead thanked the teacher for his great work done.

He then gave teacher Okware ten thousand shillings as a token of appreciation for teaching the children well.

Okware, who was very **hungry**, felt fully satisfied, left the town and went home when he was very angry.

His bicycle was then taken home by the class monitor.

Questions

a) To which school does Okware Michael teach?

Okware Michael teaches at Tokpong Primary School.

b) What made teacher Michael to miss lunch?

Teacher Michael overstayed in the class.

Overstaying in class made Teacher Michael to miss lunch.

c) How much did the head teacher give teacher Michael?

The head teacher gave teacher Michael five thousand shillings

d) To which hotel was Okware Michael going?

Okware Michael was going to Karibu hotel.

e) What condition forced Okware Michael to foot to Karibu hotel?

Okware Michael's bicycle had flat tyres both in front and behind.

f) Who started chasing teacher Okware?

Madman started chasing teacher Okware.

g) How long did the madman chase teacher Okware Michael?

The madman chased teacher Okware Michael over four kilometers.

h) Why was Okware scared of the madman?

Okware was scared of the madman because he had injured several innocent people in the town.

i) Which gift was given to teacher Okware by the madman?

Ten thousand shillings was given to teacher Okware by the madman.

j) Give another word or group of words to mean the same as hungry.

Feeling hunger/ having desire to eat

Starving/ ravenous/ puckish/ voracious/ athirst/ craving

51. Read the poem below and answer the questions in full sentences.

THE PAIN OF HAVING NO PEACE

Hear me now, hear the cry of my fellow citizens,
Where is the peace we deserve?
And the security you provide?
Tear gas every day, when people riot,
You fire bullets to kill them,
Instead of listening to their problems peacefully.

When students, traders and hungry politicians strike,
All the evil thought you have is,
To come out here and rob them,
Destroying whatever they own,
Leaving them poorer than ever before,
Is this peace and security you provide?

That is not what I want!
Remember the day you were born,
I mean the day of 9th October 1962,
You sang and said,
United free for liberty and together we shall live,
Why then fight with your **siblings** and parents?

Hear me then, your motherland is mine too,
Respect each other's rights
Do not forget to protect the vulnerable
Lives are never sold in the markets
Talk about peace but not war
Then shall you live in happiness forever!

Otyeno Lawrence (P7)

Questions

a) What is the poem about?

The poem is about the pain of having no peace.

The poem is about "The pain of having no peace".

b) According to the first stanza, what does the writer deserve?

According to the first stanza, the writer deserves peace.

Wrong response

☒ *According to the first stanza, the writer deserve peace.*

☒ *The writer deserves peace according to the first stanza.*

c) What does the writer get whenever people riot?

The writer gets tear gas whenever people riot.

d) According to the poem, who cause strikes in the city?

According to the poem, students, traders and hungry politicians cause strikes in the city.

e) What should the government remember?

The government should remember the day it was born.

Wrong response

The government should remember the day you were born.

f) How many stanzas have the poem?

The poem has four stanzas.

Wrong response

The poem have for stanzas.

In the question, **have** is used after the plural noun (**stanzas**), in the answer, **has** shall be use after the singular noun (**poem**)

g) In which stanza do we find the independence of Uganda?

We find the independence of Uganda in the third stanza.

Wrong response

In third stanza do we find the independence of Uganda.

Point to remember

Do not use preposition to begin your answers instead, it should come before the object noun.

h) Why should the vulnerable be protected?

Vulnerable should be protected because lives are not sold in the markets.

i) What should the people of Uganda talk about?

✓ *The people of Uganda should talk about peace.*

✓ *The people of Uganda should talk about peace but not war.*

j) Write a suitable title to the poem.

THE PAIN OF HAVING NO PEACE

52. Below is Akello Winny's term one holiday programme for 2024. She is a resident of Aduku Town council, Kwania District. Study it carefully and then in FULL sentences, answer questions that follow.

Day	Date	Activity
FRI.	3 rd May	Closure of term I 2024
MON.	6 th May	Visiting my aunt in Lira.
		Doing my holiday package
FRI.	10 th May	Mopping the house and cooking.
MON.	13 th May	Paying her fees to KESK bank.
TUE.	14 th May	Purchasing my stationery.
WED.	15 th May	Washing, ironing and packing clothes.
		Weeding cassava for my grandma
THUR.	16 th May	Checking for missing school items.
SAT.	18 th May	Reporting to school.
		Submitting my holiday package to Tr. Harriet
MON	20 th May	Sitting beginning of Term Two Examinations

Questions:-

(a) Whose holiday programme is shown above?

Akello Winny's holiday programme is shown above.

Point to remember

Whose..... requires the possessive noun.

(b) For which year is the holiday programme?

✓ *The holiday programme **is** for 2024*

✗ **Reject:** *The holiday programme **was** for 2024.*

Point to remember

Do not use preposition to begin your answers instead, it should come before the object noun

(c) Where do you think Akello Winny comes from?

I think Akello Winny comes from Aduku Sub County in Kwania district.

Wrong response

Akello Winny comes from Aduku Sub County in Kwania district.

Point to remember

Think questions require think answers

(d) When did Winny purchase her stationery?

Winny purchased her stationery on Tuesday 14th May, 2024.

Wrong responses

✗ *Winny **purchase** her stationery on Tuesday 14th May, 2024.*

✗ *Winny **purchased** my stationery on Tuesday 14th May, 2024.*

(e) Where was Winny's on Monday of week one?

Winny was at her Aunt's place in Lira on Monday of week one.

Wrong responses:

✗ *Winny was in Lira on Monday of week one.*

- ☒ Winny was visiting her aunt's in Lira.

Point to remember

The first response is wrong because it is not specific, where exactly in Lira.

In the second wrong response, it tells the action not the name of the place

(f) How many activities did Winny do on Wednesday 15th May, 2024?

Winny did four activities on Wednesday 15th May, 2024.

Wrong response

- ☒ Winny **do** four activities on Wednesday 15th May, 2024.
☒ Winny did **two** activities on Wednesday 15th May, 2024.

(g) In which bank did Winny pay her school fees?

Winny paid her school fees in Kesik Bank.

Wrong responses

- ☒ Winny paid my school fees in Kesik Bank.
☒ In Kesik bank did Winny paid my fees.

Point to remember

Do not use preposition to begin your answers instead, it should come before the object noun.

(h) When did Winny report to school?

Winny reported to school on Saturday 18th May, 2024.

Wrong responses

- ☒ On Saturday 18th May, 2024 did Winny report to school.
☒ Winny report to school on Saturday 18th May, 2024.

(i) According to the programme, who collected the holiday packages?

According to the programme, Teacher Harriet collected the holiday packages.

Wrong response

- ☒ Teacher Harriet collected the holiday packages.
☒ Teacher Harriet collected the holiday packages according to the programme.
☒ According to the holiday packages, submitting my holiday package to Tr. Harriet.

Point to remember

- ☒ Questions which start with statements require answers which start with the same statements also.
☒ Questions which end with statements require answers which end with the same statements too.
☒ Do not change the statement given nor its position.

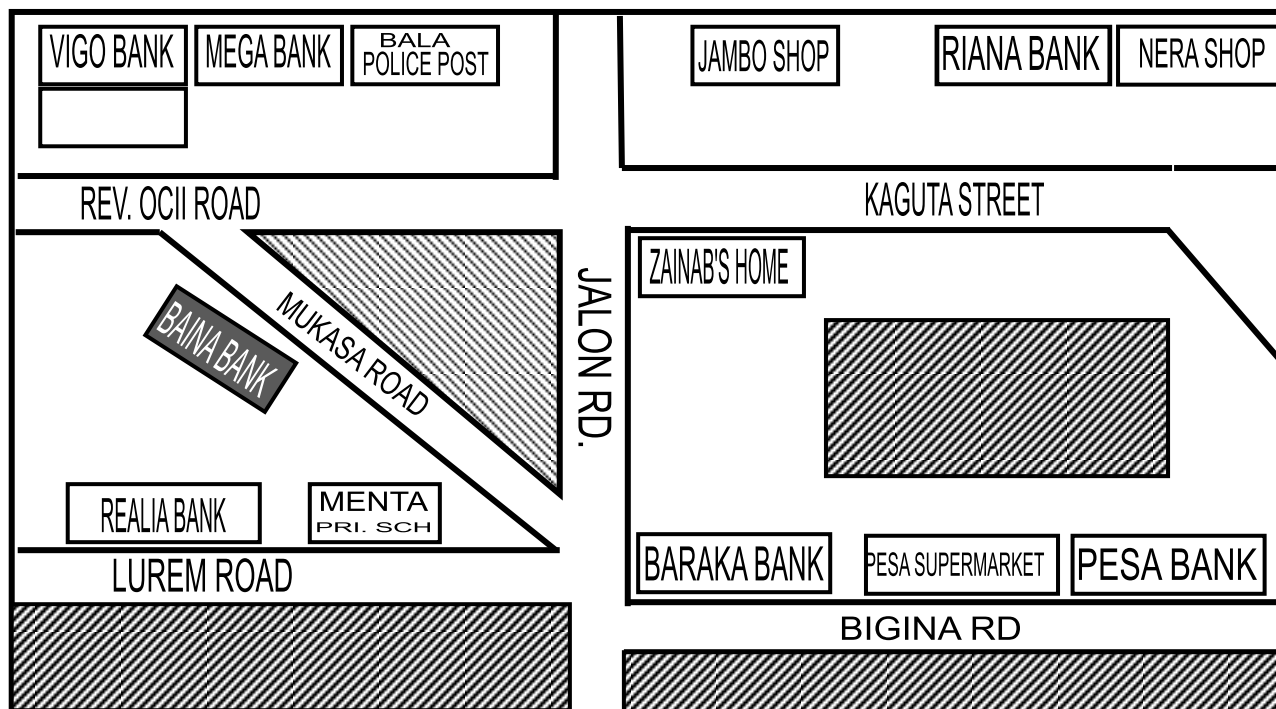
(j) Give another word or group of words to mean:

(i) purchasing: **affording/ buying**

Wrong response: buy/ afford

The word given is in the continuous form. The synonym should also be in the same tense.

53. The map below shows the location of different banks in Bwerima town. Study it carefully and answer in full sentences the questions that follow.



Questions

(a) For which town is the map shown above?

The map shown above is for Bwerima Town.

Wrong response

For Bwerima Town is the map shown above.

Do not use preposition to start the response. Use the very preposition given at the beginning of such a question before the object noun.

(b) What is the map showing?

The map is showing the location of different banks in Bwerima town.

Wrong response

The map shows the location of different banks in Bwerima town.

The question is in present continuous tense and so is the answer.

The questions and the answers must be in the same tense.

(c) How many banks are shown on the map above?

Seven banks are shown on the map above.

Wrong response

☒ There are seven banks are shown on the map above.

☒ There are seven banks shown on the map above.

The second response has its question differently. Look at this question down here.

How many banks are there on the map above?

(d) Which bank is between Jambo shop and Nera shop?

Riana Bank is between Jambo shop and Nera shop.

Wrong response

Between Jambo and Nera shop is Riana Bank.

*Do not use preposition to start the response.
Consider the correct spelling of the **most wanted noun**.*

(e) Which two banks are located together?

Vigo bank and Mega bank are located together.

Wrong response

- ☒ *Vigo banks and Mega banks are located together.*
- ☒ *Vigo bank and Mega bank is located together.*

(f) Along which road is Realia Bank?

Realia bank is located along Lurem Road.

Wrong response

- ☒ *Realia bank is located along Lurem.*
- ☒ *Along Lurem Road is Realia bank located.*

(g) Which bank is in the North of Realia Bank?

Vigo bank is in the North of Realia Bank.

(h) Name the school next to Realia Bank.

Menta primary school

Wrong response

Menta primary school is next to Realia Bank

Point to remember

*Questions which start with **Mention/ state/ Give/ Write** are termed as short questions. Short questions require short answers usually the **question demand** only*

(i) Apart from Jalon road, which other road will Zainab use to go to Baina bank?

Apart from Jalon road, Zainab will use Mukasa road to go to Baina bank.

Point to remember

- ☒ *Questions which start with statements require answers which start with the same statements also.*
- ☒ *Questions which end with statements require answers which end with the same statements too.*
- ☒ *Do not change the statement given nor its position.*

(j) Write Rd. in full.

Road

Wrong response

road/ Road.

Point to remember

- ☒ *Short question do not require full stops. Consider the use of capital letters correctly.*

54. Imagine you are Lakwena Sharon, a P7 candidate at Awic Memorial Primary school, P O Box 124, Gulu. On Friday 3rd May, 2024, you were bidding a farewell to a friend for term one holiday. While playing, you accidentally hit a windscreen of the school shuttle and broke it. Using your address, write an apology letter to your head mistress. Ask her for forgiveness, tell her what happened, mention that you will talk to your parent to replace the broken windscreen in term II and promise her never to play carelessly anymore.

Steps to take in writing a letter

- 1) Identify the receiver of the letter (Head teacher)*
- 2) Identify the type of the letter basing on the receiver(Formal)*
- 3) List aside all the components of the type of letter above*
- 4) Substitute the components with the given information*
- 5) Compose your letter*
- 6) Edit your letter and cross neatly any word not required*

Awic Memorial Primary school,
P O Box 124,
Gulu.

Friday 3rd May, 2024

The headmistress
Awic Memorial Primary school,
P O Box 124,
Gulu.

Dear Madam,

REF: APOLOGY FOR BREAKING THE WINDSCREEN OF THE SCHOOL SHUTTLE

I write this letter to your office seeking for forgiveness for having broken the wind screen of the school shuttle.

As I was bidding a farewell to my friend, Ritah, for term one holiday, I decided to send the ball to her by kicking unfortunately it landed on to the windscreen of the school shuttle and it got broken in to pieces.

I therefore ask you to forgive me. I shall talk to my parent to replace the broken windscreen at the beginning of term II and I promise you never to play carelessly anymore.

I shall be happy when you consider my letter.

Thank you

Your candidate,

Lakwena Sharon

LAKWENA SHARON