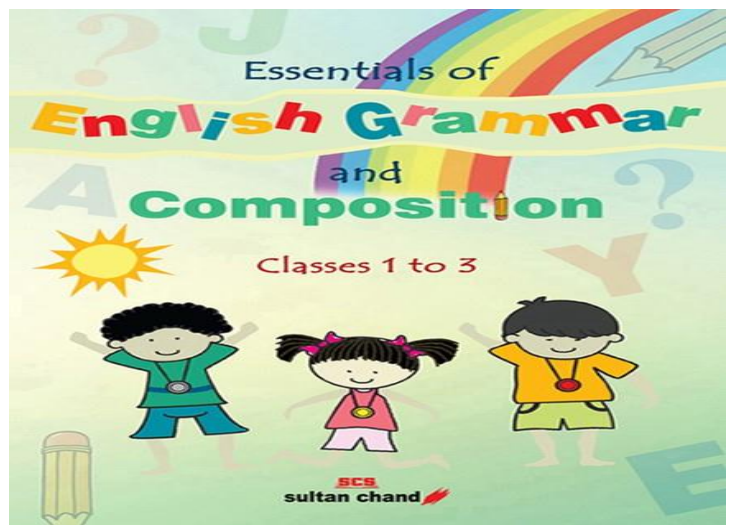
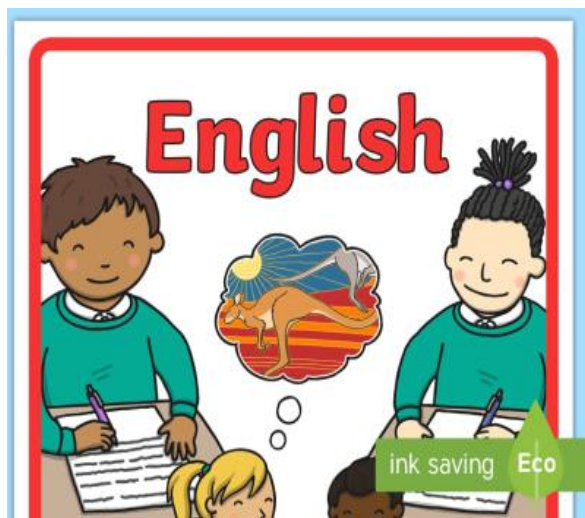


SEEDS OF GRACE PRI. SCHOOL

P.O BOX 72011 NTENJERU- MUKONO



PRIMARY SEVEN ENGLISH BOOKLET



HOME STUDY MATERIAL FOR 2024

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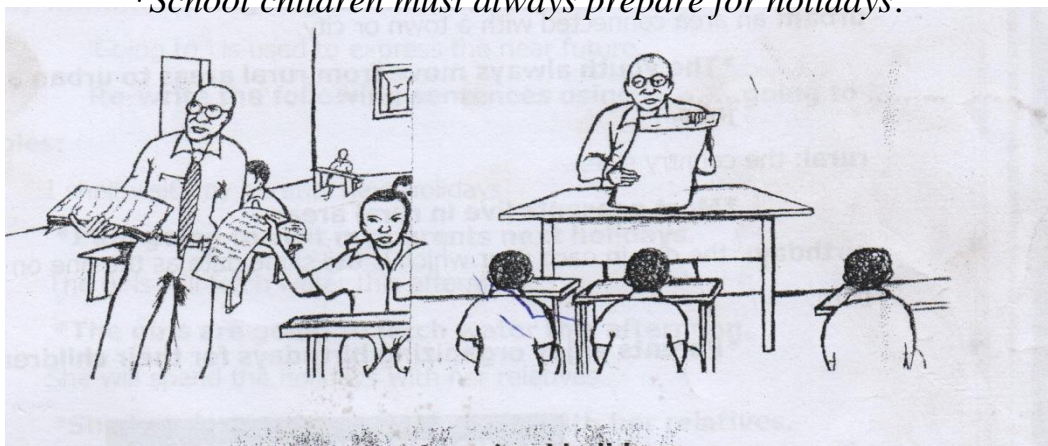
PRIMARY SEVEN ENGLISH LESSON NOTES GENERAL TERM ONE

Topic:1 School holidays

Vocabulary

Mini dictionary

- Holiday:** a period of time when someone is not at school or place of work.
**School children usually for the holidays at the end of every term.*
- Travel:** to go from one place to another over a long distance.
**I enjoy travelling by train.*
- plan:** an arrangement or to think a way of doing something.
**It is good for one to plan for one's holidays.*
- Break off:** to end
**We shall break off for holidays next month.*
- Prepare:** to arrange, organize or get ready for something
**School children must always prepare for holidays.*



Preparing for school holidays.

- Vacation:** a very long holiday or one of the periods of time when one is away from school, college or university.
** My cousin spent his primary seven vacation in the village.*
- Relatives:** members of your family.
** We should always visit our relatives in holidays.*
- Pen-pal:** Someone you become friendly with by writing letters.
** My elder brother's pen-pal lives in Canada.*
- Commence:** to start or begin.
The second term's holidays will commence in August.
- Programme:** a list or a series of planned activities.
Holiday makers should have clear programmes.
- Remedial classes:** Classes intended to make an improvement or to correct or help slower learners.
Weak learners ought to have remedial classes every evening.
- End:** To conclude.
The holidays ended peacefully.
- Board:** to get on a bus, train, plane or ship.

The passengers are waiting to board but to Kigali.

Up-country: An area which is not near large towns.

Most game parks in Uganda are located up-country.

Town: A place with many buildings where people live and work.

A town is smaller than a city.

Urban: an area connected with a town or city.

The youth always move from rural areas to urban areas to look for jobs.

Rural: the country side.

Most peasants live in rural areas.

Birthday: the day in each year which is the same date as the one which you were born.

Parents enjoy organizing birthdays for their children.

Written exercise 1.1

(a) Fill in the blank space with a suitable word.

1. He travelled bus from Nairobi to Kampala.
2. The pupils will break for holidays very soon.
3. The third term's holiday is longer the first term's holiday.
4. You will visit your relatives next holiday, you?
5. The village we spent our holidays was full of fruits and vegetables.

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

1. I going to visit my grandparents next month (to be)
2. We enjoyed the birthday at the (begin)
3. She the last holiday in Sudan. (spend)
4. Pupils go during the holidays. (swim)
5. It is good to spend your holiday..... (wise)
6. Peter visited his grandmother last year. (two)
7. The third term holiday is of the three. (long)
8. The girls their parents while the boys were playing football. (help)
9. I enjoy to the village by car. (travel)
10. It was such an interesting that everyone enjoyed it. (vacate)

Language structures.

(a) going to

'Going to' is used to express the near future.

Rewrite the following sentences using going to

Examples:

1. I shall visit my parents next holidays.

I am going to visit my parents next holidays.

2. The girls will fetch water this afternoon.

The girls are going to fetch water this afternoon.

3. She will spend the holidays with her relatives.

She is going to spend the holidays with her relatives.

Written exercise 1.2

Re-write the following sentences using going to

1. We shall revise our books during the holidays.
2. You will spend your holiday in Nigeria.
3. The headteacher will address the pupils before they break off for holidays.
4. I shall enjoy my brother's birthday party.
5. Nambi will travel to Kigali next holiday.
6. They will write to their pen-pals next week.
7. The children will go to the zoo next weekend.
8. He will help his parents on the farm tomorrow.
9. The P.7 candidates will do their P.L.E in November.
10. The new term will commence next week.

(b) Question tags:

A question tag normally comes at the end of a sentence or statement.

We use a question tag at the end of a sentence or statement in order to change a question and express politeness.

Note:

1. A question tag may be made up of the following helping verbs, do, does, can, will, shall, were, did have etc.
2. A question tag always consists of a pronoun e.g. I, she, he, you, they, it, we, etc.
3. We use a negative question tag after an affirmative or positive statement.

Examples:

- i. Mary will spend her holiday here, won't she?
 - ii. You will go to the village next week, won't you?
 - iii. We shall pass the examination, shan't we?
4. A positive question tag is used after negative statement.

Examples:

- i. Mary will not spend her holiday here, will she?
 - ii. You will not go the village next week, will you?
 - iii. We shall not pass the examination, shall we?
5. After let's the question tag is shall we?
- i. Let us go for holidays, shall we?
 - ii. Let's help our parents, shall we?
6. In requests and after the imperative Do /Don't do.....
Etc, the tag is usually will you?

Examples.

- i. Revise your books, will you?
- ii. Open the classroom, will your?

iii. Listen to the announcements, will your?

Written exercises 1:3

Complete the following sentences with the correct question tag.

1. We are going for holidays next month,?
2. They will do well at the farm,?
3. I am not going for holidays,?
4. Let's go swimming now,?
5. You have eaten two eggs,?
6. She sings well,?
7. I shall not help you,?
8. Open the suit case,?
9. Listen to the teacher's advice,?
10. He did not attend the birth day party,?
11. James has gone for holidays,?
12. You don't have the bus fare,?
13. There isn't anybody at home.....?
14. There weren't any books at school,?
15. The holiday was very interesting,?

C. Direct and reported speech.

Re-write the following sentences in reported speech.

Examples:

Direct: (i) "Where are you going to spend your holidays Jane?" The headteacher asked.

Reported speech: The headteacher wanted to know from Jane where she was going to spend her holidays.

Direct: (ii) "Will you help your parents, Tom?" asked his friend.

Reported speech: Tom's friend asked him if he would help his parents.

1A (iii) **Direct:** "I am going for holidays now," said Joyce.

Reported speech: Joyce said that she was going for holidays then.

Written Exercise 1:4:

(a)

1. The pupils said, "We are going for holidays today,"
2. "I am going to help my grandmother next week," said Alice.
3. "Has any one seen my report card?" asked Betty.
4. "Why don't you like travelling by train?" Moses asked David.
5. "I am very busy now," said the driver.
6. "How far is it from Kampala to Kaseser?" he asked.
7. "What is the matter, Cynthia?" asked Mrs. Kabanda.
8. "I will spend my holiday on the farm," she said.
9. "Where are you going, Nakato?" asked the mother.
10. "We shall help our grandparents to pick coffee," they said.

B. Rewrite the following sentences in direct speech.

11. The boys said that they would fetch water that afternoon.
12. Peter said that he was going for holidays soon.

13. Juma asked Sarah if he could help her.
14. The class teacher advised the pupils to spend their holidays wisely.
15. The young boy said that he was sick.
16. Mrs. Njoroga said that she would spend her holidays in Kenya.
17. He said that he was tired.
18. The doctor asked me what the matter was.
19. David wanted to know if anybody had done the house work.
20. The old man wanted to know if we knew the way to the well.

D. Active and passive voice.

The sentence in active voice begins with the subject whereas in the passive voice the sentence begins with the object.

- Note:** (a) The voices change according to the tense used.
(b) The main verb in the passive voice is used in past participle form, e.g. gone, seen, helped etc.

Examples:

Change the following sentences to passive voice.

- i. Active: The boys play football during the holidays.
Passive: Football is played during the holidays by the boys.
- ii. Active: My children eat a lot of food in the holidays.
- iii. Active: Tom helps me.
Passive: I am helped by Tom

Written Exercise 1.5

(a) Change the following sentences into passive voice.

1. The girls sweep the classroom every evening.
2. My parents feed me during the holiday.
3. Biko eats mangoes every day.
4. The herdsman milks the cows.
5. The boys clean the compound.
6. Our parents organize birthday parties.
7. People grow a lot of sugar canes in Jinja district.
8. Mary weaves nice baskets.
9. The teachers give us remedial work.
10. My aunt takes me to the village every holiday.

(b) Change the following sentences into active voice.

11. News papers are read during the holiday by them.
12. The programme is written by the secretary.
13. The camp is organized by the teacher.
14. The letters are sent by the pen-pals.
15. Nice cakes are baked during the holiday by the girls.

Passage.

Read the passage and answer the questions in full sentences.

Going for school Holidays.

There are three terms in a year. At the end of every term, school children break off for holidays. School holidays are the happiest and funniest moments in school life. School holiday give pupils' time to relax, plan and visit their relatives and friends in urban or rural areas. Of the three holidays, the third term's holiday is the longest. This is because I last for two months or sixty days. The first term's and second term's holidays last for about three to four weeks.

During holidays, children get change 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, modelling, baking and looking after domestic animals. They also enable children to prepare for the next term.

Sometimes children tour places of their interest such as game parks, zoos, museums, historical sites, mountains and forest. In addition, children for camping with their peers. On some occasions religious leaders organise 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 new knowledge.

Dear children, it is good to plan for your holidays, never waste your holidays gossiping or playing cards.

- (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 students spend their holidays?
- (e) Give another word or group of words with the same meaning as underlined word in the passage; prepare.....
- (f) Mention any one skill a holiday maker is likely to acquire in holidays.

Guided composition:

The sentences below are not in their proper order. Re-arrange them so that they form a good composition about "School holidays"

1. However, resting does not simply mean being idle or not working at all.
2. They may also include visiting relatives and friends during this period.
3. Since this would be very difficult to fulfil when we are at school.
4. It only means doing activities that help your body and mind to relax.
5. That is why we should always have holidays at the end of every term.
6. Why do you think so?
7. Most pupils believe that this period is indeed very good for us.
8. Such activities include camping, swimming and touring important places.
9. I think so because holidays enable us to rest.
10. Every school child needs a holiday.

SUB-TOPIC 1B: HOLIDAY ACTIVITIES.

Vocabulary:

Study: to learn about something by reading.

Our cousin will study medicine when he joins Nkumba University.

Farm: A place where crops, fish or animals are bred or to use a piece of land for growing crops and keeping animals.

Olanya's grandfather has a large farm in Mpigi district.

Tour: A journey made for pleasure.

We shall tour Mombasa harbour in the holiday.

Camp: A place where young people go on holiday so as to take part in various activities.

The P.7 Candidates spent a week at camp last holidays.

Visit: To stay somewhere for a short time or to go and see somebody.

Peter usually visits his grandmother in the December holidays.

Begin: To start doing something.

The first term holiday will begin in April.

Concert: A public performance of music.

I sometimes attend concerts in the holiday.

Show: A theatre performance.

Babirye and Kato watched an interesting show last weekend.

Cook: To prepare food or a person who prepares food.

Girls help their parents to cook food in the holidays.

Revise: To prepare for an examination by reading or going through one's notes.

Joseph spent the last holiday revising for his examinations.

House work: The activities or duty involved in taking care of a home.

Washing and cooking are good examples of house work.

Trip: A short journey to a place for pleasure.

The holiday makers had a trip to Mombasa last December.

Enjoy: To be happy and get pleasure from something.

School children always enjoy their holidays.

Nice: Something enjoyable, attractive or pleasant.

My elder brother had a nice holiday in the village.

Interesting: Something that attracts your attention because it is unusual or exciting.

It was such an interesting journey that everyone enjoyed it.

Exciting: Causing great excitement or interest.

Swimming in the afternoon is very exciting.

Report: A written statement about a pupil's work and conduct at school.

School children get reports at the end of every term.

Vacation: A very long holiday or one of the periods of time when one is away from school, college or university.

Ruth will work in a super market during her P.7 vacation.

Chores: Tasks that one does regularly.

It is good to spend one's holidays doing domestic chores.

Routine: The normal way or order in which one regularly does things.

Cleaning and mopping the house is a daily routine.

Bash: A large party or celebration.

My parents organized a birthday bash in the holiday.

Fare: The money which you pay to travel by plane, bus or taxi.

School children usually travel at half fare.

Written Exercise: 1B . 1

(a) **Use the correct form of the words in the brackets to complete the sentences.**

1. Babirye her parents every morning. (greet)
2. The girls water while the boys were playing football. (fetch)
3. The farmers in our village plant their crops during the rainy season. (usual)
4. Mary goes every holiday. (to camp)
5. School children usually go for holidays a year. (three)
6. It is very to travel by train. (interest)
7. The boys are busy their notes now. (to revise)
8. If I had seen him in the holiday, he some money. (to give)
9. When the visitors arrived, grandmother was us a story. (tell)
10. He was a pupils because of his hard work. (success)
11. My sister got the position last term. (one)
12. It was such an journey that everybody enjoyed it. (excite)
13. Helping our parents in the holidays is (volunteer)
14. Did you your last holiday? (enjoy)
15. It is the work of the to prepare food. (cooking)

(b) **Re-write the following sentences as instructed.**

16. It is bad to play cards during the holiday. (Begin: Playing.....)
17. "I will work hard next term," said Bruno. (Begin: Bruno said that.....)
18. It was a very nice holiday. (Begin: What.....!)
19. Peter did not enjoy the holiday. Dumba did not enjoy the holiday. (Begin: Neither.....nor.....)
20. We got our report cards before we went for holidays. (Re-write using..... after.....)
21. I was sick but I enjoyed the holiday. (Begin: Even though.....)
22. If we go to Mbale, we shall see Mt. Elgon. (Re-write using..... went.....)
23. Martin likes picking coffee more than digging. (Re-write using..... prefer to.....)
24. It is interesting to watch cartoons on T.V. (Re-write using..... is interesting.....)
25. We ate a lot of food in the holidays. (Re-write beginning: A lot of

Language structures:

(a) Participle tense:

Verb	Past participle
break	broken
weave	woven
take	taken
tell	told
hold	held
sing	sung
begin	begun
dig	dug
help	helped
sow	sown
sew	sewn
sweep	swept
visit	visited
study	studied
fetch	fetched
dirty	dirtied
eat	eaten
drink	drunk
drive	driven
ride	ridden
see	seen
sell	sold
burst	burst
cut	cut
clean	cleaned
mop	mopped
meet	met
freeze	frozen
flee	fled
revise	revised
copy	copied
leave	left

Written exercise 1B: 2

Complete the following sentences using the past participle form to the verb in the brackets.

1. The new term has very well. (begin)
2. I haven't my grandmother since last holiday. (see)
3. We reached the bus park when the bus had (leave)
4. By mid day the water in the fridge had (freeze)
5. She has a lot of water from the well. (fetch)
6. All my clothes were during the holidays. (tear)

7. The village choir has a nice song. (sing)
8. The school bus is by an old man. (drive)
9. Have you ever your grandparents? (visit)
10. By the time we went to bed, grandmother had us an interesting story. (tell)

(b) If 3 Conditional.

If 3, is used to express what would have happened if a certain condition had been fulfilled. We use the pas perfect tense in the if clause and would, could, might, should /+ have and a past participle verb in the main clause.

If clause	Main clause
If + had + a past participle verb	Would have + a past participle verb Should have + a past participle verb. Could have + a past participle verb Might have + a past participle verb.
e.g. If I had seen him in the holiday. If we had gone to the village.	He would have given me some money. We would have seen our grandparents.

Note: He can be used to start an IF 3 sentence when IF is left out or omitted.

Examples:

- i. Had I seen him in the holiday, he would have given me some money.
- ii. Had we gone to the village, we would have seen our grandparents.

When the main cause is in negative form, we use the grammatical order below.

- ✓ would not have
- ✓ could not have
- ✓ should not have
- ✓ might not have

E.g. If Mary had helped her parents; they would not have punished her.

If they have boarded the first bus, they might not have reached late.

Written Exercise 1B. 3

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

1. If you..... your holidays, you would have visited your parents. (to get)
2. Had she come early, we with her. (travel)
3. If we our notes, we should have passed the examination. (revise)
4. I..... with him If I had known. (go)
5. Peter his holidays in New York if he had got a visa. (spend)

(b) **Change the following sentences into IF3**

6. If I go to the village, I will meet my relatives.

7. If Jane writes to me, I will reply.
8. Tendo will visit her grandmother if she gets the bus fare.
9. If you see her, she will take you for holidays.
10. I did not revise my notes so I failed the examinations.
11. If we get the holidays, we shall help our parents.
12. She did not do the house work. He aunt punished her.

Guided composition.

The sentences below are in a wrong order. Re- arrange them in the correct order to make a good composition about “Nakku goes back to school”

- a) He parents therefore organized a small party to bide her farewell.
- b) She sat close to the window so as to see the beautiful scenery on the way.
- c) The school holidays had finally ended.
- d) As soon as the train set off, Nakku began to feel sleepy.
- e) She dreamt that the school holidays had finally ended.
- f) Early the next day, Nakku went to the railway station to board a train to school.
- g) Nakku was to go back to school the following day.
- h) Nakku invited some of her friends to the party.
- i) As she slept, she stated dreaming.
- j) They danced throughout the night.

Below is the holiday programme for Mr. and Mrs. Kigoye’s sons and daughters. Study it carefully and answer the questions in full sentences

Name of the Holiday maker	Day	Activity
Kato	Saturday	Making bricks
Lydia	Sunday	Attending prayers
Brenda	Monday	Shopping/ preparing lunch
Gladys	Tuesday	Fetching water /baking cakes
Wasswa	Wednesday	Collecting fire wood from the forest.
Kato	Thursday	Weeding the banana plantation.
Lydia	Friday	Looking after cattle.
Brenda	Saturday	Watching cartoons on T.V
Gladys	Sunday	Visiting relatives
Wasswa	Monday	Helping mother in the shop
Kato	Tuesday	Washing clothes and utensils.
Lydia	Wednesday	Touring the zoo Camping at Kaazi

- a) How many children does Mr. Kigoye have?
- b) What is the table about?
- c) Which child works a lot on Wednesday?
- d) Where do you think Wasswa will collect the firewood from?
- e) On which day is Lydia likely to watch cartoons on TV?

- f) What does Kato do on Thursday?
- g) Which child is likely to see wild animals?
- h) From which child do we expect some building materials?
- i) Which meal does Brenda prepare on Monday?
- j) Who is expected to bake a birthday cake?

Guided composition:

Below is a conversation about how Kiiza and Tony spend their holiday.

Complete it by filling in the missing parts.

Kiiza: Good afternoon, Tonny.

Tony: (i)

Kiiza: How do always spend your holidays?

Tony: (ii)

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

Tony: (iii)

Kiiza: What device do you use to measure wheat flour and sugar in your shop?

Tony: (iv)

Kiiza: A weighing scale! How much does a kilo of wheat flour cost?

Tony: (v)

Kiiza: Four thousand shillings only! That's expensive.

Tony: What about you Kiiza, how do you always spend your holidays?

Kiiza: (vi)

Tony: Visiting relative and touring important places! Do you usually travel alone?

Kiiza: (vii)

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

Kiiza: (Viii)

Tony: By train! For how long do you stay at your grandmother's home?

Kiiza: (ix)

Tony: A fortnight! Goodbye, Kiiza

Kiiza: (x)

TOPIC 2 LETTER WRITING.

SUB-TOPIC 2A: INFORMAL LETTERS.

VOCABULARY:

MINI- dictionary

Address: The details of where somebody lives or works and where letters can be sent.

My pen-pal gave me her address and telephone number.

First name: The name which was given to you when you were born which comes before your family name.

Her first name is Grace and her surname is Namusoke.

Personal: Your own or belonging to you.

A personal letter is different from an official letter.

Personal letter: A letter that is written or sent to an individual.

I wrote a personal letter to Uncle George.

Informal letter: A friendly letter that is written to one's relatives or friends.

Informal letters are different from formal letters.

Stamp: A small piece of paper with a design on it which you buy and stick on an envelope or parcel.

May I have two stamps, please?

Envelope: A flat paper container in which letters are sealed and sent somewhere.

Having written a letter, I bought an envelope.

Occasion: A special ceremony or celebration.

Tom's birthday party was a memorable occasion.

Party: A feast or social occasion.

Our school organizes children's party every year.

Affectionately: In a way showing feelings and love for somebody.

I ended the letter which I wrote to my aunt with yours affectionately.

Sincerely: In a way that shows what one really feels or thinks about somebody.

We must sincerely apologise whenever we misbehave at school.

Yours sincerely: Used at the end of a letter before you sign your name for example when you address somebody by their name.

Whenever you address somebody in a letter by their name, you must end with yours sincerely.

Relatives: Members of your family.

Teddy's relatives live in Masaka town.

Friends: People you like and who like you too.

Your cousin is good at making new friends.

Classmates: People with whom you are or were in the same class at school.

She usually writes to her classmates.

Informal introduction: Beginning which is not official or formal.

Personal letters sometimes have an informal introduction.

Body: The message one wishes to convey to the receiver in a letter.

Informal letters, the body comes after the greeting.

Date: A particular day of the month or year usually given in figures or words.

You should not forget the date every time you write a letter.

Reply: To say, write or give an answer to somebody.

Lydia replies to my letter whenever I write to her.



Purpose: The aim or intention of something.

The purpose of this letter is to invite you to my wedding.

Reason: A cause or an explanation for something which has happened or that has been done.

I don't know the reason why you don't reply to me.

Inform: To tell someone about something.

Just incase you change the address, you must inform us.

Ask: To request.

If you ask her, she will inform him.

Thank: to tell someone that you are grateful for what they have done.

We must sincerely write and thank our class teacher for teaching us letter writing.

Written exercise 2a. 1

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

1. Suzan is to write to me tomorrow. (like)
2. The letter was to the headteacher. (address)
3. I a personal letter now. (write)
4. Joseph received a a letter yesterday. (person)
5. Whenever I post a letter, I pay the..... fee. (Post)
6. Jane ended the letter to her aunt with yours..... (affection)
7. The tells us what some body is writing about. (introduce)
8. When you address somebody by their name, you may end with yours..... (sincere)
9. She..... writes to me informal letters. (usual)

Language structure:

(a) is likely to

Re-write the following sentences using is likely to

Examples

1. Judith may write to me next week.
Judith is likely to write to me next week.
2. I may post these letters tomorrow.
I am likely to post these letters tomorrow
3. They may visit the post office next week.
They are likely to visit the post office next term.

Written exercise 2a. 2

Re-write the following sentences usingis/are or am likely to

1. Anna may write to the headteacher tomorrow.
2. Many people may apply for the post advertised.
3. Robert may reply to my letter soon.
4. The headmaster may invite our parents to a meeting.
5. The post master may deliver the letters today.
6. The post office might be closed at 4:00pm

7. The date for the wedding may change.
8. You may inform the class teacher about your sickness.
9. We may be busy this afternoon.
10. The children will learn how to write informal letters.
11. I may join the writer's club.
12. I may forget your address.

(b) **hardly**.....

Re-write the following usinghardly

Examples

- i. There is almost nobody who has bothered to apply for the job.
There is hardly anybody who has bothered to apply for the job.
- ii. There was no one at the post office.
There was hardly anyone at the post office.
- iii. There isn't any stamp on the envelope.
There is hardly any stamp on the envelope.

Written exercise 2a.3;

Re-write the following sentences usinghardly.....

1. There was almost no letter in the mailbox.
2. There isn't anyone at the reception.
3. There was nobody at the main gate.
4. There is almost nobody who has bothered to reply.
5. I haven't written any letter.
6. There was ink in my pen.
7. Peter cannot write an informal letter.
8. There isn't any envelope at the shop.
9. Mary has not received any letter this term.
10. We have not paid the postage fee.

Writing informal letters.

Parts of an informal letter.

- a) The writer's address. e.g. Army primary school
P.O.Box 18,
Nakasongola
- b) Date e.g. 16th March 2012
16-03-2012
March 16, 2012.
N.B: The date is written below the writer's address

c) Greeting e.g. Hello cousin,
 Dear Daddy
 Dear Mum, etc.

d) **Body or message.**

The body contains the message the writer intends to convey or send to the receiver.

E.g. I hope you are fine. I am just writing to say happy birthday to you.

- ✓ Thank you very much for your letter which I received last week.
- ✓ I am writing to invite you to my birthday party which is going to take place next week etc.

e) **Ending / Conclusion.**

You may use any of the following endings in informal letters.

- ✓ your loving cousin
- ✓ yours sincerely,
- ✓ Your best friend,
- ✓ Your loving daughter,
- ✓ Yours affectionately,
- ✓ Your grand daughter,
- ✓ Your grandson,
- ✓ Your nephew,
- ✓ Your niece etc.

f) **The writer's name.**

e.g. Nafula Agnes.
 Abdul Kiiza etc.

Methods of writing informal letters.

There are two methods used in writing letters nowadays.

These are;

1. Block method.
2. Indent method.

a) Block method

Tororo Junior school,
P.O.Box 3,
Tororo
March 16th, 2012

Dear Flavia,

Thank you very much for your letter which I received yesterday. I was indeed pleased to learn that you won the letter writing competition in our school last term.

Congratulations. I kindly invite you to my sister's wedding ceremony which will take place next Saturday.

Please send my greetings to your parents, sisters and brothers.

Yours loving friend,
Matayo Fancis.

b) Indent method

Katwe Primary School,
P.O.Box 10,
Kampala
16th March, 2012

Hello Mike,

Let me hope you are alright. I have written this letter to invite you to my brother's graduation party. The party will take place on Saturday 28th April, 2012 at our home in Ndeeba. The function will begin at 3:00pm.

Yours affectionately
Kabiite Linda.

Comprehension:

Hormisdallen School, Gayaza

P.O.Box 30223 kampala

1st February, 2012

Dear Suzan,

Thank you for your letter which was full of news. It is quite interesting to note that the farmer in Kigezi use terrace to control soil erosion.

In your letter you wanted to know how cattle keepers in my home district care for their animals. Well, the cattle keepers in Mbarara keep long-horned cattle for milk and meat production. They take them to the fields to graze every day. Funny enough, even girls and women look after cattle. This activity keeps them out of home from morning to dusk.

The cattle herders wear sandals to guard their feet against thorns and sharp stones. They also carry roasted cassava and water to eat while in the fields.

Sometimes, the cattle stray and destroy crops. When this happens, the owner of the cattle pays fine.

It is my hope that I have answered your question. Once more, thank you for replying to my letter. Please send my regards to your family. God bless you.

Yours sincerely,
Mugisha Lamech

- a) In which district does the writer of this letter live?
- b) To whom was the letter addressed?
- c) Where do farmers use terraces to control soil erosion?
- d) Why do cattle herders wear sandals?
- e) When do cattle keepers pay fine?
- f) On which date was the letter written?
- g) Who wrote the letter?
- h) What do the cattle herders carry with them according to the letter?
- i) What do girls and women in the writer's district?
- j) Why do farmers keep cattle?

Letter writing:

You are organizing to celebrate your twelfth birthday. Using your school address, write a letter to your cousin inviting him/her to your birthday party. In your letter tell him/her the date, place and the time the function will begin and end. Tell him/her some of the items on the programme.

Use the words in the box below to complete this letter.

Gayaza primary school.

P.O.Box 310,

Kasangati

.....

Hullo

How are you over there? How is your class teacher? I hope you are preparing for the Primary Leaving By the way, where did you put your first?

I have written this letter to you to our school Album launch which will be held in August.

The will take place at Theatre Labonita. Theof honour is expected to be the Minister of Education and

Please soon to confirm your coming. I will be very glad to host you.

Yours,

Isabella Natasha.

Function, choice, reply sports sincerely
10th April, 2012, Examinations, invite guest, leah

Guided composition.

The sentences below are not in the correct order. Re-arrange them to form a short composition about “A letter to a cousin”

1. Secondly, she wrote the date.
2. Then she fixed a postage stamp on the envelope.
3. One day, Birabwa wrote a letter to her cousin.
4. Having sealed the envelope, she addressed the letter to her cousin.

5. Finally, she posted the letter and returned home.
6. After the conclusion, she put the letter in an envelope and sealed it.
7. She concluded the letter with her name.
8. After writing the date, she wrote the greeting as “Dear Cousin”
9. First of all, she wrote her address.
10. In addition, she wrote the message that she wanted to convey to her cousin.

Guided composition.

Below is a conversation between Edith and Toto. Read it carefully and fill in what you think Edith said.

Toto: Good afternoon, Edith.

Edith: 1

Toto: Where are you going?

Edith: 2

Toto: To the post office! What are you going to do there?

Edith: 3

Toto: To buy stamps and post a letter! From which post office are you going to buy the stamps?

Edith: 4

Toto: Luwum street post office! Is it far from here to the post office?

Edith: 5

Toto: By the way, how much does each stamp cost?

Edith: 6

Toto: Fifty shillings only! What else do you need to post a letter?

Edith: 7

Toto: Postage fee! How is the postage fee charged?

Edith: 8

Toto: You mean to say it depends on the mileage or weight of the letter or parcel. Do you mind posting my letter, too?

Edith: 9

Toto: I will be very grateful if you post it for me. I wish you a safe journey, Edith.

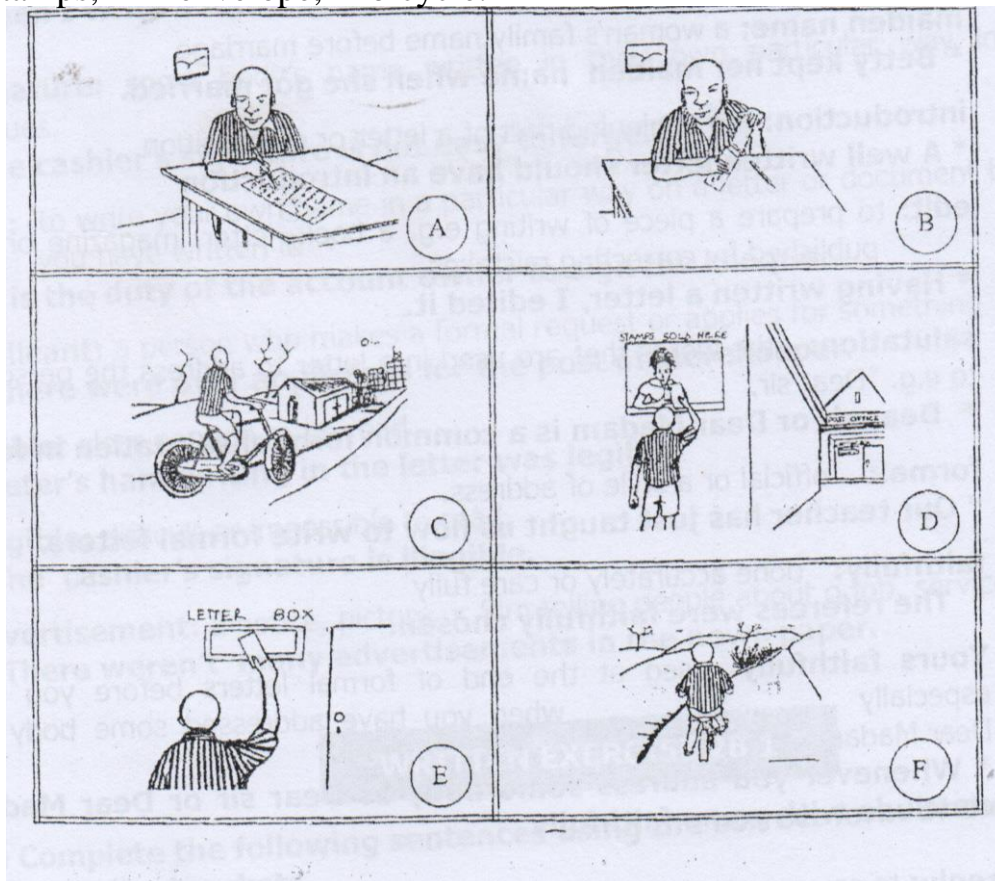
Edith: 10

Picture composition.

The pictures A to F tell a story. Study them carefully and then write one sent describe what is happening in each picture.

Use the words given below to help you.

writing, buying, sealing, riding, letterbox, posting,
stamps, envelope, bicycle.



- a) Picture A
- b) Picture C
- c) Picture E
- d) Picture B
- e) Picture D
- f) Picture F.....

- g) Where did the boy go after posting the letter?
- h) What is the boy doing in picture D?
- i) Give a title to this story.

SUB-TOPIC 2: FORMAL LETTERS.

VOCABULARY:

MINI- DICTIONARY

Formal address: letters that are usually written to office bearers e.g. headteacher, managers etc.

A formal letter is different from an informal letter.

Surname: A name which is shared by all the members of a family.

My name is Kazibwe

Maiden name: A woman's family name before marriage.

Betty kept her maiden name when she got married.

Edit: To prepare a piece of writing e.g. a book, letter, magazine, or newspaper to be published by correcting mistakes.

Having written a letter, I edited it.

Salutation: The words that are used in a letter to address the person you are writing to e.g. "Dear sir,

Dear Sir or Dear Madam is a common form of salutation in formal letters.

Formal: Official or a style of address.

Our teacher has just taught us how to write formal letters.

Faithfully: Done accurately or carefully.

The referees were faithfully chosen.

Yours faithfully: Used at the end of formal letters before you sign your name especially when you have addressed somebody as "Dear sir or Dear Madam."

Whenever you address some body as Dear sir or Dear Madam, you must conclude with your faithfully.

Reply: To say or write back to somebody.

Every time relatives write to you, you must reply.

Vacancy: A place.

All candidates will apply for vacancies in senior one.

Application: A formal request for something such as a job, vacancy service, goods or permission.

Jonah's application for a vacancy in senior one was addressed to the head teacher of Budo S.S.

Reference: A heading or title of an official letter.

The short form or reference is Re' or 'Ref'

Referee: A person who give information about some one's behaviour and ability when they are applying for a job.

The chairman L.C.1 acted as my referee when applied for a new job.

Conclusion: The dosing part of a letter, composition or speech.

In his conclusion, he wrote his signature and name.

Sincerely: In way that shows what you feel or think about somebody or something.
I sincerely promise that I shall write to you very soon.

Yours sincerely. Used at the end of a letter before you sign your name especially when you address some body by their name.

When I write a letter to my cousin, I end with Yours sincerely”

Signature: Some body’s name written in their own particular way in letters or cheques.

The cashier’s signature is not easy to forge.

Sign: To write your own name in a particular way on a letter or document to show that you have written it.

It is the duty of the account owner to sign the cheque.

Applicant: A person who makes a formal request or applies for something.

There were over applicants for the post of store keeper.

Legible. Clear enough to be read.

Peter’s handwriting in the letter was legible.

Illegible: Difficult or impossible to read.

The cashier’s signature is illegible.

Advertisement: A notice, picture or film telling people about a job, service or product.

There weren’t many advertisements in the newspaper.

Written exercise 2B.1

(a) Complete the following sentences using the correct form of the words given in the brackets.

1. The headteacher’s is very tricky. (sign)
2. Jane always writes her letter (careful)
3. The new pupils will get their letters tomorrow. (admit)
4. Barbara received her letter to the party last week. (invite)
5. I the best pupil in the letter writing completion last term. (to be)
6. The letter was to the bank manager. (address)
7. There was only two who applied for the job. (apply)
8. Dear sir or Dear Madam is a common in official letters. (salute)
9. It was my own to apply for a vacancy. (decide)
10. That letter was signed by the head teacher. (office)
11. Kato’s was misplaced at the post office. (apply)
12. a letter is easier than flying an aeroplane. (write)
13. The letter she received yesterday was in black ink. (write)

(b) Re-write the sentences giving the opposite of the underlined words.

14. My sister can hardly write a formal letter.
15. It is cheap to post a letter.
16. Tom’s hand writing in the letter was legible.

Language structures:

2.2 Barely

Barely is used in negative sentences.

Barely can be used to replace 'not' or almost.

Examples

- a) Your letter cannot be read.
Your letter is barely read.
- b) Your handwriting is not legible.
Your handwriting is barely legible.
- c) There is almost nobody at the post office.
There is barely anybody at the post office.

Note: Barely can be used to begin sentences.

Examples:

- a) Barely 10% of the people applied for the post advertised.
- b) Barely had I written a letter when the visitors arrived.
- c) Barely 30% of the population can read and write.

Written exercise 2.2

Re-write the following sentences usingbarely.....

- 1. The letter was not legible.
- 2. My sister is not yet nine years old.
- 3. Almost 20% of the candidates failed the examination.
- 4. About 50% of the class can write formal letters'
- 5. Our teacher hardly speaks French.
- 6. She had almost finished writing the letter when the post master came.

2.3 Barely had..... when.....

Barely hadwhenis used in the say way like Hardly had or scarcely hadwhen.....

Examples

- a) I wrote a letter. Then I posted it.
Barely had I written a letter when I posted it.
- b) Scarcely had she reached the post office when she bought the stamps.
Barely had she reached the post office when she bought the stamps.

Written exercises 2.3

Re-write the following sentences beginning: Barely hadwhen.....

1. When he got a pen, he wrote a letter.
2. Hardly had the teacher entered the class when the lesson began.
3. As soon as the teacher left the class, Kato followed him.
4. Immediately the lesson ended, everyone clapped.
5. Jane arrived at the post office. She slotted the letter into the mail box.

Abbreviations:

An abbreviation is a short form of a word.

Common Abbreviations used in Letter writing.

C/ocare of

Rd..... Road

StSaint / Street

Co Company

Oc..... Officer-in-charge

I.O.U I owe you

Dr. Doctor

Rev. Reverend

Prof professor

Hon Honorable

M.P Member of parliament

E-mail..... Electronic mail

Brig..... Brigadier

Ave.....Avenue

Ag acting

No Number

A/c account

Tel. telephone

C.O.D cash Post Office

G.P.O General Post Office

P.O. Post Office

a.m ante meridiem (before noon)

P.m Post meridiem (afternoon)

R.I.P Rest in peace

N.B nota bene

w.e.f with effect from

viz namely (videlicet)

Mr. Mister

Mrs. Mistress

Ms. Miz

B.C Before Christ

i.e. this is (idest)

e.g. exempli gratia

etc et cetera

via..... by way of

O'clock of the clock

Rtd Retired

Maj..... Major

Col..... Colonel

Bro..... brother

Days of the week

Sun	-	Sunday
Mon	-	Monday
Tue	-	Tuesday
Wed	-	Wednesday
Thur	-	Thursday
Fri	-	Friday

Months of the year.

Jan	-	January
Feb	-	February
Mar	-	March
Apr	-	April
May	-	May
Jun	-	June
Jul	-	July
Aug	-	August
Sept	-	September
Oct	-	October
Nov	-	November
Dec	-	December

Other short forms.

won't	will not
can't	can not
shan't	shall not
isn't	is not
don't	do not
we've	we have
I'll	I will / I shall
I've	I have
Let's	Let us
I'm	I am
I'd	I would / I had / I could
you'll	you will
they're	they are
you're	you are
didn't	did not
aren't	are not
hasn't	has not
haven't	have not etc.

Writing formal letters.

Formal letters are the letters that we write to office bears. For example, head teachers, managers etc.

Reasons why people write letters.

1. To apply for jobs.
2. To apply or request for vacancies (place)
3. To invite others to functions or ceremonies.
4. To report issues
5. To apologise
6. To express greetings
7. To express greetings.
8. To inform
9. To order for goods or services.

Parts of a formal letter.

1. The writer's address.

e.g. Katwe Primary School.
P.O.Box 10,
Kampala
(Uganda)

Date e.g. 23 – 3- 2012
23rd March, 2012
23/3/2012
March 23, 2012

2. The addressee's / receiver's address

e.g. The headteacher,
Bombo High School,
P.O.Box 15,
Bombo

3. Salutation.

e.g. Dear sir.....
Dear Madam.....
Dear Dr.
Dear Rev
Dear Mr/Miss

If you know the person's title or name refer to it as Dear Mr. Kizito, Dr. Professor George Kirya etc.

4. Reference

An official letter usually has a title or heading.

e.g. Re. Application for a vacancy in senior one
Re. Application for a job
Re. Application for a teaching post
Re. Application for the post of matron / gate keeper etc.
Re. Friendly football match
Re. Apology for coming late
Re. Absence from school etc

5. Body/message

The body contains the message of information the writer wishes to send or convey. You may begin your letter in the following ways.

- ✓ I humbly apply for a vacancy in senior one in your school.
- ✓ I hereby submit my application for the post of gate keeper in your.....
- ✓ Following your advertisement in the Monitor, Newspaper 1st May,.....I humbly submit my application in your office for the post of waiter or waitress etc.
- ✓ I wish to submit my application to your office requesting you to allow our school to have a friendly debate or football match with your school.
- ✓ I hereby request you to grant me permission to leave school at 4:00pm today.

6. Ending /conclusion

You can end a formal letter with following words.

Yours faithfully, especially when you use the salutation.

Dear Sir/Madam

yours truly,

Yours in service,

After that the writer puts his/her signature first then the name is capital letters, e.g.
yours faithfully,

Kato Ali

KATO ALI

Methods of writing letters.

There are two methods of writing letters.

These are;

- (i) Block method
- (ii) Indent method

A) **BLOCK METHOD**

Bat valley P/s

P.O.BOX 100,

KAMPALA

(UGANDA)

23RD MARCH, 2012

The headteacher,

Railway Primary School,

P.O.Box 11,

JINJA

Dear Sir/Madam,

Re: **FRIENDLY DEBATE**

I humbly request you to allow my school to have a friendly debate with your debating club. Your club can suggest the motion for the debate and whether they would like to propose or oppose the motion.

The debate is proposed to take place 15th April, 2012 in your school main hall at 2:00pm. I would be very grateful if you could allow us to come.

Yours faithfully,

.....

Nakatte Aida
NAKATTE AIDA
CHAIRPERSON DEBATING CLUB

B) INDENT METHOD

BAT VALLEY P/S
P.O. BOX 100,
KAMPALA,
23-3-2012

The Games master,
Nakasero Junior School,
P.O.Box 31062,
Kampala.

Dear Sir/ Madam,

Re: **FRIENDLY NETBALL MATCH**

I here request you to allow my school to have a friendly netball match with your school. The match will take place on 18th April, 2013 at your school playground.

I will be very grateful if you allow us to come.

Your faithfully,
Namale Sarah
NAMALE SARAH

Activity

Write a letter to the Sales Manager, National Supermarket P.O.Box 15, Kampala, applying for the post of Sales Assistant during your primary seven vacation. You may include your sex and age.

Comprehension

Read the following letter carefully and answer the question in full sentences.

Kyebando Hospital,
P.O.Box 360,
KAMPALA
February 10, 2012

The Headteacher,
Beach 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, 2012.

I am a female Ugandan aged 32. 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 Kyebando Hospital, Bukoto Branch.

Attached are photo copies of my academic and professional testimonials.
I will be very grateful if my application is considered.

Yours faithfully,

Abang Mary
ABANG MARY

Referees

1. Dr. Edonu Powell
Chairman Uganda Medical Workers Association

- P.O.Box 1,
Kampala
2. Prof. Olivia Grace
Registrar Makerere University
P.O.Box
Kampala

Questions

1. Who wrote the letter above?
2. On which date was the letter written?
3. To whom was the letter addressed?
4. Why did the writer write this letter?
5. How old was the writer according to the letter?
6. In which newspaper was the job advertised?
7. Why do you think the writer may be fit for the job?
8. What is Prof. Olivia in the letter?
9. What is the writer's nationality?
10. Which qualification does the writer have?

Guided composition

The sentences below are in a wrong order. Re-arrange them to make a good composition about "Letter writing"

- (a) Informal letters are written to relatives and friends.
- (b) In addition, we discussed several reasons why people write letters.
- (c) Last week, our teacher of English taught us about letter writing.
- (d) Lastly, people write letters either to apologise or to order for goods and services.
- (e) One of them is to apply for jobs or vacancies.
- (f) These are informal and formal letters.
- (g) While formal letters are written to office bearers.
- (h) The other is to invite somebody to a function.
- (i) Such as headteachers, bank managers and District Education Officers.
- (j) He said, "There are two types of letters."

Guided composition

Complete the letter below by filling in the missing parts from the list below.

Deo Mixed Primary School,
P.O.Box 300,

.....
27th March, 2012

The Headteacher,
Kamwokya High school,
P.O..... 2056
Kampala.

.....

Re. APPLICATION FOR A VACANCY IN SENIOR ONE.

I humbly submit my application to your office a in senior one next year.
I am a male aged 13. I hope to for the Primary Leaving
Examinations in November this year at the above mentioned school.
My beginning of term examination results were as follows,
English 1, Mathematics 1, Science 2, Social studies 2.
Aggregate 6 Division 1
For information about my, if my application is considered.

Yours.....,
Kisembo Moses.
KISEMBO MOSES

Words

Dear sir, grateful, Kampala, performance, Ugandan, Box, faithfully, more, sit,
vacancy.

An advertisement.

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

PARA PRIMARY SCHOOL
P.O.BOX 1,
KOBOKO

JOB OPPORTUNITY

Job: Matron

Age: Between 24 and 45 years

Level of Education: At least Primary Leaving Certificate

Deadline: 31st August

Referees: 2 referees

Apply to: The Headteacher
Para Primary School
P.O. Box 1
KOBOKO
10 -07-2012

Questions:

1. What is the above piece of information called?
2. What is the advertisement about?
3. Which post was advertised?
4. Where was the successful candidate going to work?
5. Who received the applications?
6. What was the last day for receiving the applications?
7. What was the minimum qualification required for the job?
8. When was the advertisement written?
9. How old would the applicant be?
10. Why do you think Carol a 15 year old girl could not apply?

TOPIC 3: EXAMINATIONS

SUB- TOPIC 3A: PREPARATION FOR EXAMINATIONS

VOCABULARY.

MINI DICTIONARY

Timetable: A list or chart showing the time at which a particular examination is done.
According to the P.L.E time table, Social studies is done in the morning.

Instructions: Directions or detailed guidelines on how to do and conduct examinations.
During briefing, the headteacher reads the instructions to candidates.

Signatures: A signed name.

All candidates must write their signatures on the answer sheets.

Index number, A special number that is given to a candidate according to alphabetical order for easy identification.

The index number consists of the school Emis number and a candidate's number.

Candidate: A pupil or person taking or sitting for an examination.

Candidates must be checked before entering the examination room.

School name: The name of the school where candidates studies.

Our school name is Hormisdallen schools

Time allowed: The official time an examination is meant to take.

The time allowed is usually written on the front page of the questions paper.

Examiner: An official or person who sets and marks exams or tests.

UNEB is charged with the responsibility of appointing and training examiners.

Examinations room: A special room which is arranged for the candidates who are taking examinations.

The candidates entered the examination room quietly.

Answer sheet: A special piece of paper for writing on the answers in an exam.

The answer sheets must be tidy.

Examination centre: A school or place where candidates or other schools gather to sit their examinations.

Nakasero Primary school is an examination centre for the Primary Leaving Examination

Briefing: The act of giving instructions to candidates before taking an examinations.
The time allowed for briefing is two hours.

Questions: Sentences or phrases that call for answers.
The first question in the examination was easy.

Registration: The act of making an official record of candidates for examinations
The candidates did a lot of revision exercises last week.

Written Exercise 3A: 1

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

- (a) Candidates must write their index numbers clearly, (Clear)
1. The was easy so everybody passed it. (examine)
 2. Onlycandidates will fail this examination . (care)
 3. The candidates entered the examination room (silent)
 4. Tom read thebut he didn't follow them. (instruct)
 5. Our class teacher gave us a exercise last week. (revise)
 6. Musana scored high marks because he answered the questions (accurate)
 7. Her was attributed to hard work. (succeed)
 8. If we had worked hard, we the test. (pass)
 9. None of pupils failed P.L.E (we)
 - 10.They received their results with great(pleasure)
 - 11..... Candidates is done by teachers and headteachers. (brief)
 - 12.His in the exams surprised everybody. (fail)
 - 13.We look forward to our final examinations. (sit)
 - 14.The girls passed the examination quite (easy)
 - 15.The to the examination room is closed. (enter)

(b)Re-write the sentence giving one word for the underlined group of the words.

- 16.The pupils who were taking an exam were checked at the entrance.
- 17.The woman who supervised the examination was very old.
- 18.My uncle is one of the officials who set and mark exams.
- 19.The candidates did the test without any difficulty.

20. James always reads the instructions with care.

21. The woman in-charge of the school briefed the candidates yesterday.

Language structures

(a)or else.....

Or else means the same as other wise.

Or else is used to warn or advise some one that something bad could happen.

Re-write the following sentences using:..... or else.....

Examples.

i) If you don't revise your notes, you will fail the examinations.

You must revise your notes or else you will fail the examinations.

(ii) If you don't write clearly, you may lose some marks.

You must write clearly or else you may lose some marks.

Written Exercise 3A. 2

1. If you don't write your index number, your results will go missing.

2. If you don't keep quiet, I will throw you out of the examination room.

3. If they don't pay registration fee, you won't sit for P.L.E

4. If they don't complete the school fees, they will not be allowed to sit for the examination.

5. If we don't work hard, we shall not pass the exams.

6. If you don't read the instructions, you will not understand.

7. If you come late, you will not be allowed to enter the examination room.

8. If you cheat the examinations, your results will be cancelled.

9. If you don't hurry, you will miss the early morning examination.

10. If you don't revise your notes, you will not perform well.

b) look forward to

“Look forward to” means being optimistic or thinking with pleasure about something that is going to happen.

“Look forward to” or “looking forward to is following by a verb in –ing” form e.g. sitting, meeting, writing, doing, taking etc.

Re-write the following sentences using.....,look forward to

Example

- (i) We expect to sit for our final examinations.
We look forward to sitting for our final examinations.
- (ii) I am eager to score four aggregate in PLE.
I look forward to scoring four aggregate in PLE
- (iii) He is optimistic to join King's College Budo in senior one.
He is looking forward to joining King's College Budo in senior one.

Written exercise 3A.3

Re-write the following sentences using look forward to

1. They expect to fill the UNEB PLE entry forms.
2. We are eager to pass our final examinations.
3. She is optimistic to attend the briefing.
4. I expect to receive my mocks results.
5. You expect to meet the supervisor at the examination centre.
6. The candidates hope to take the examination.
7. You and I shall pass with flying colours.
8. Moses expects to score 90%.
9. We may arrange the examination room tomorrow.
10. The headteacher will brief the candidates.

Guided Composition.

The sentences below are in a wrong order. Re-Arrange them to make a good composition about Kamaya Registers for PLE

1. The other copy was sent to his school of first choice.
2. He therefore, revised very hard for the final examinations in November.
3. One copy of form X was sent to the Ministry of Education and Sports career guidance section.
4. Before registration, the headteacher gave him an index number.
5. Kamya registered for PLE in the first term.
6. He was disappointed because he wanted to get 4 aggregate.
7. When UNEB announced the results, he was the best candidate in the country.

8. His school of first choice was Makerere College School.
9. After getting the index number, he filled the PLE entry form and form X.
10. In the second term, Kamya did the Mock exams and scored 8 aggregate.

Below is an extract of the instructions from Uganda National Examinations Board

Primary Leaving Examination paper for English.

Read the following instructions carefully and then answer the questions in full sentences.

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO.

1. This paper has two sections: A and B.
 2. Answer all questions. All answers to both sections A and B must be written in the spaces provided.
 3. All answers must be written using a blue or black ball-point pen or ink.
 4. Unnecessary changes of work may lead to loss of marks.
 5. Any handwriting that cannot easily be read may lead to loss of marks.
 6. Do not fill anything in the boxes shown. "For examiners Use Only" and those in the questions paper.
-
- (a) Where was the following information extracted?
 - (b) For which subject are the above instructions?
 - (c) How many sections does an English examination paper consist?
 - (d) What will happen to a candidate who writes poorly?
 - (e) Why do you think a candidate must answer all the questions?
 - (f) Which body is responsible for setting and marking national examinations in Uganda?
 - (g) What does instruction six tell the candidates to do?
 - (h) Which two instructions are quite similar?

Jacob is a P.7 candidate and registered to sit for PLE

Jacob's father is a taxi driver. Last week he was imprisoned because he knocked down a pedestrian.

Below is a Conversation between Kato and Jacob. Fill in the blank spaces what you think Jacob said.

Kato: Good morning, Jacob.

Jacob:(i)

.....

Kato: How are you, my friend?

Jacob:(ii)

.....

Kato: You are not fine! What is the matter?

Jacob:(iii)

.....
Kato: Why do you think you may miss sitting for the Primary Leaving Examination?

Jacob:(iv)

.....
Kato: You have not paid school fees! Isn't your father at home?

Jacob:(v)

.....
Kato: Where did your father go?

Jacob:(vi)

.....
Kato: Sorry to hear that. Why was your father imprisoned?

Jacob:(vii)

.....
Kato: Oh! What a pity for your father to have knocked down a pedestrian! Didn't he leave any money on his bank account?

Jacob:(viii)

.....
Kato: That's very bad. I advise you to see the headmaster.

Jacob: (ix)

.....
Kato: Yes, I hope he will allow you to sit for the examinations because he is a kind man. Please make sure you see him tomorrow morning. Goodbye, Jacob.

Jacob:(x)

.....
**SUB-TOPIC 3B: SITTING EXAMINATION:
VOCABULARY**

Pass mark: A set successful result in an examination.

The pass mark is 75%

Quality: A high standard of something.

Uganda National Examinations Board always sets quality examinations.

Timetable: A list or chart showing the time at which a particular examination will be done.
There are four subjects on the PLE time table.

Invigilator: A person who is appointed to watch candidates while they are taking an exam so as to make sure they keep to the rules.

The invigilator must not accept bribes to keep their professional integrity.

Supervisor: A person who is appointed to be in charge of an examinations centre and makes sure that exams are done without any malpractice.

A supervisor must be a person of high integrity.

Instructions: Directions or detailed guidelines on how to do and conduct examinations.

A good candidate reads instructions carefully.

Ink: Coloured liquid for writing.

All answers must be written in blue or black ball-point or ink.

Answers: A reply or response to a question.

All answers to both sections A and B must be written in the spaces provided.

Marking: The activity of scrutinizing candidates' answers and awarding marks.

After making the score guide, the examiners started marking.

Results: The mark or grade which you get in an examination.

The PLE results will be released by UNEB.

Grades: Division or marks given in an examination.

Many candidates in our school always get good grades in PLE

Aggregate: The total score one obtains in an examination or test.

The best candidates in PLE usually get four aggregate.

Accurate: Correct and true in every way.

If all your answers are accurate, you will score a hundred percent.

Percent: Out of a hundred or one part in every hundred.

Despite the fact that English paper was difficult, Moses scored eight percent.

Candidate: A pupil or person taking or sitting for an examination.

Candidates must be thoroughly taught in order to pass their exams.

Cheat; To act in a dishonest way so as to score high marks in an exam.

Anyone caught cheating the examination, will be disqualified.

Malpractice: Cheating or illegal behaviour in an examination.

Copying from one another is a form of examination malpractice.

Score: The number of points a candidate gets for correct answers in an exam or test.
Whenever you revise your notes, you score high marks in the examination.

Duration: The length of the time that an exam lasts.
The duration for the mathematics examination paper is two hours and thirty minutes.

Examination: A special test that is given to a candidate to find out how much they know about a subject or for promotion purpose.
The primary leaving examinations are set by UNEB examiners.

Examiners: Teachers who set and mark examinations.
The Uganda National Examination Board trains examiners every year.

Leakage: Having prior knowledge of 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 examinations.

Pass: To be successful in an exam or test.
My cousin passed the examination because she worked hard.

Disqualify: To stop or prevent a candidate from doing an examination because of engaging in examination malpractice.
The supervisor told us that my candidate who took part in examination leakage would be disqualified.

Fail: Not successful in an exam or test.
Whereas many candidates passed, Ojok failed.

Pass slip: An official document that shows a candidate's results in an examination.
Our headteacher has not collected the pass slips from UNEB.

Success: An achievement.
His success in the examination surprised the teachers.

Certificate: An official document providing information that a candidate completed a course of study or passed an examination.
We were given Primary Leaving Examination certificates by the headteacher.

Division: A grade

Ofwono's son passed in division one.

Written exercise 3B. 1

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

1. Olanya's daughter passed in two. (divide)
2. Who set this easy ? (examine)
3. Mugisha was a candidate. (success)
4. The checked the candidates before entering the examination room. (invigilate)
5. All the candidates were given comfortable (sit)
6. Anyone who fails PLE will not to join senior one. (disqualify)
7. Her in the examination surprised the teachers. (fail)
8. examinations is illegal. (cheat)
9. The examiners started PLE last week. (mark)
10. We must prepare well for the primary leaving examinations. (self)
11. I could not read her answers because they were written. (poor)
12. A relative of failed the examination. (he)
13. It is the work of the to seal the answer sheets in an envelope. (supervise)
14. Nakato is than Asiyo at English. (good)
15. All your answers must be written (correct)

(b) Re-write the sentences giving the opposite form of the underlined word.

16. My success in the examination surprised my classmates.
17. Tom passed PLE last year.
18. Your hand writing is really very tidy.
19. The arrival of the supervisor the candidates.
20. Their performance is better than it was last term.
21. Sarah's work was complete.

Language structure:

(a) Whereas

Examples:

- i. Many candidates passed the examinations. Okello failed the examination.
Whereas many candidates passed the examinations, Okello failed.
- ii. Babirye came to school early, Nakato came to school late.
Whereas Babirye came to school early, Nakato came to school late.

- iii. The English examination paper was easy. The mathematics examination paper was difficult.

Whereas the English examination paper was easy, the mathematics examination paper was difficult.

Written Exercise 3B.2

Re-write the following sentences using: Where as

1. The invigilators came early. The supervisor came late.
2. The candidates but they failed the examination.
3. Namara did the examination. Namisi missed the examination.
4. My father was a supervisor. My mother was an invigilator.
5. The social studies examination started at 9:00am. The examination started at 2:00pm
6. The mathematics paper is done in the morning. The Science paper is done in the afternoon.
7. Wasswa passed the test. Kato failed the test.
8. Kityo scored 90%. Kizito scored 75%.
9. The time allowed for science is two hours and fifteen minutes. The time allowed for Mathematics is two and half hours.
10. Girls are good at English. Boys are good at science.

b).....could.....

Examples.

- i. Cheating could lead to closure of the examination centre.
- ii. Malpractice could lead to disqualification from the examination.
- iii. Examination leakage could lead to cancellation of the results.
- iv. Serious revision could lead to success.
- v. Misconduct could lead to expulsion from the examination room.

c)in spite of.....

Re-write the following sentences using.....in spite of

Examples.

- i. Atim was sick. Atim sat for the examinations.
Atim sat for the examinations in spite of her being sick.
Atim sat for the examinations in spite of her sickness.
- ii. The candidates worked hard. They failed the examination.
The candidates failed the examination in spite of the fact that they worked hard.
- iii. The supervisor rang the bell. The candidates continued to write.
The candidates continued to write in spite of the fact that the supervisor rang the bell.
- iv. He was clever but he did not score 10%.

He did not score 100% in spite of his being clever.

He did not score 100% in spite of his cleverness.

Written exercise 3B. 3

Re-write the following sentences using.....in spite of

1. Juma was intelligent. He failed the examination.
2. The candidates came late to school. They were allowed to do the test.
3. Birabwa failed to pay the registration fees. She sat for the final examination.
4. The examinations were difficult. The candidates passed all the papers.
5. Lugoloobi was lazy. He completed the examination in time.
6. The pass mark was high. Zeridah passed in division one.
7. Sarah did all the examinations. She was ungraded.
8. My cousin registered for PLE. He did not do the examinations.
9. The time table was on the notice board. The candidates did not read it.
10. The candidates read the instructions. They did not follow them.

D) In spite of

In spite of can be used to begin a sentence.

Note: A comma is used in the middle when in spite of begins a sentence.

Re-write the following sentences beginning: In spite of

- (i) Agaba was late. She sat for the examinations.
In spite of her being late, Agaba sat for the examinations.
- (ii) The candidates worked hard. They failed the examination.
In spite of the fact that the candidates worked hard, they failed the examination.
- (iii) Babirye did not pay school fees. She got her pass slip.
In spite of the fact the Babirye did not pay school fees, she got her pass slip.

Written Exercise 3B. 4

Re-write the following sentences beginning with: In spite of

1. Tendo was late. She completed her examination on time.
2. It rained heavily. The candidates did their final examination.
3. The candidates paid the registration fees. They did not get their certificates.

4. The pass mark was high. Many pupils passed the mathematics.
5. Diana was lazy, she got a first grade.
6. Ogola was accurate. He scored 75%.
7. Suzan got four aggregate. She did not join Makerere College School.
8. The examinations were leaked. Many candidates failed.
9. Magooba read the instructions. He did not follow them.
10. Your nephew cheated the examination but he failed.

(e) Despite.....

Despite can be used with abstract nouns such as sickness, wisdom, intelligence, smartness, laziness, cleverness etc.

Re-write the following sentence beginning: Despite.....

Examples.

- (i) Ruth was intelligent. She did not score 100%.
Despite her intelligence, Ruth did not score 100%.
Despite the fact that Ruth was intelligent, she did not score 100%.
- (ii) Wilson was late. He finished his examination on time.
Despite his being late, Wilson finished his examination on time.
Despite the fact that Wilson was late, he finished his examination on time.

Written exercise 3B.5

Re-write the following sentences beginning: Despite.....

1. Musana as accurate. He did not score ninety percent.
2. Kato was young. He did his primary Leaving Examinations.
3. The supervisor was kind. The candidates did not like him.
4. The boys were given enough time. They did not complete their examination.
5. Jackson knew the answers. He did not fill in the blank spaces.
6. Akello was wise, she failed to interpret the questions.
7. Kisembo was poor. His children completed primary seven.
8. Their father was rich. They did not join senior one.
9. Bruce was sick. He came for the examinations.
10. The candidates read the instructions. They did not understand them.

Passage.

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

It was early in January this year when PLE results 2011 were released. Most candidates became anxious because they wanted to know their results. They therefore sent SMS to 6600.

While releasing the results at Uganda National Examinations Board (UNEB) Headquarters at Ntinda, the Minister of Education and Sports, Hon. Jessica Alup was glad to announce that most of the candidates had passed the examinations.

Besides, the general performance indicated that Science was the best done subject. However, she also noted that Social studies was the worst done subject. The Minister congratulated all the candidates on their success. She also thanked the teachers and head teachers who had taught the candidates and conducted the examinations with out any **malpractice**.

Since urban schools performed better than rural schools the minister warned teachers in rural areas against absenteeism, late coming and the high rate of school dropout rural schools. She promised that the Ministry of Education and Sports would come up with a new **policy** very soon.

Finally, the minister called upon headteachers of secondary schools to assemble at Mandela National Stadium at Namboole for selection of successful candidates to secondary schools of their choices.

Questions

1. What is the passage about?
2. Who released the PLE results.
3. Why were the candidates anxious?
4. Why was the minister glad to announce PLE results?
5. In which subject did the candidates perform best?
6. How many subjects did the candidates sit for?
7. Which subject was worst done according to the passage?
8. Give another word or group of words with the same meaning as the following underlined words in the passage.
 - (i) malpractice
 - (ii) assemble
9. Why do you think Matovu who scored 36 aggregate is likely to repeat P.7?
10. Give a suitable title for this passage.

Guided composition.

The sentences below are in a wrong order. Re-arrange them in the proper order so as to make a good composition about P.7 candidates.

1. First of all, the parents play their role well.
2. These include textbooks, pens, exercise books, geometry sets and lunch fee.
3. Besides, they give them revision exercises and mark their books regularly.
4. They also give them all the scholastic materials needed.
5. With their hard work and discipline in the end they pass with flying colours.
6. This is by sending their children to school every day.
7. Thirdly, the candidates themselves are disciplined and hard working.
8. Why do some P.7 candidates perform well in their examination?
9. This is really a very interesting question to answer.
10. Secondly, the teachers teach them and cover the syllabus well.

Study the examination paper and answer the questions in full sentences.

**GULU DISTRICT EXAMINATIONS BOARD
END OF TERM ONE P.7 EXAMINATION 2012
ENGLISH**

Time allowed: 2 hours 15 minutes.

Index No.

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Candidate's Name.....

Candidate's Signature

School Name.

District Name.....

Read the following instructions carefully.

1. The paper has two sections A and B.
2. Answer all questions. All questions to both sections A and B must be written in the spaces provided.
3. All answers must be written using a blue or black ball – point pen or ink.
4. Unnecessary changes of work may lead to loss of marks.
5. Any handwriting that cannot be read may lead to loss of marks.
6. Do not fill anything in the boxes shown. For examiner's use only" and those inside the question papers.

Gulu District Examinations Board

Questions:

1. Which district set the examinations?
2. For which term was the examination?
3. Which class sat for the examination?
4. In which year was the examination done?
5. How can an examiner identify a candidate's answer sheet?
6. What type of exam was it?
7. Name the subject paper above?
8. How long does this paper last?

Comprehension

Below is a timetable for P.L.E November 2015. Study it carefully and answer the questions about it in full sentences.

EXAMINATION TIME TABLE FOR P.L.E NOVEMBER 2015.

Day & Time	Period	Time	Subject	Duration
Tuesday 1 st November	Morning	9:00am	Briefing of candidate by Headteacher	2 hours
Wednesday 2 nd November	Morning	9:00am	Social studies	2h.15minutes
Thursday 3 rd November	Morning Afternoon	9:00am 2:00p.m	Mathematics Basic science and health education	2hr. 15minutes

Questions:

1. For which year is the above examination timetable?
2. Which exercise took place on 1st November?
3. On which date did the examinations begin?
4. Which subject was done on Thursday afternoon?
5. How long did the mathematics paper take?
6. Who briefed the candidates?
7. How long did the briefing take?
8. How many subjects are shown on the timetable?
9. Which examination took the longest time?
10. Why is it important to brief the candidates before the examinations?

Comprehension

The table below shows mock results for 2010 for the candidate of St Bernard Primary School in Mpigi district. Study the table carefully and answer the questions about it in full sentences.

Index Number	Candidate's name	Sex	Age	Agg	Div
000223/001	Apio Stella	F	11	10	1
000223/002	Amuge Angel	F	14	9	1
000223/003	Birungi Suzan	F	13	5	1
000223/004	Agaba Tom	M	12	6	1
000223/005	Chandiru Brenda	F	13	4	1
000223/006	Dumba Juma	M	16	8	1
000223/007	Faga Ayubu	M	14	7	
000223/008	Kapere Jack	M	13	36	U
000223/009	Kasolo Paddy	M	11	5	1
000223/010	Kityo Timothy	M	12	ABS	ABS
000223/011	Kasasa Luke	M	13	9	1
000223/012	Namanda Bridget	F	17	7	1
000223/013	Namusisi Ruth	F	10	S	S
000223/014	Zizinga Tom	M	13	13	2
000223/015	Zalwango Ann	F	14	6	1
000223/016	Zziwa Robert	M	11	11	1
000223/017	Zomu Titus	M	D	D	D

Key:

ABS. - absent U - Ungraded M - Male
S - Sick Agg - aggregate D - Died
Div - Division F - Female

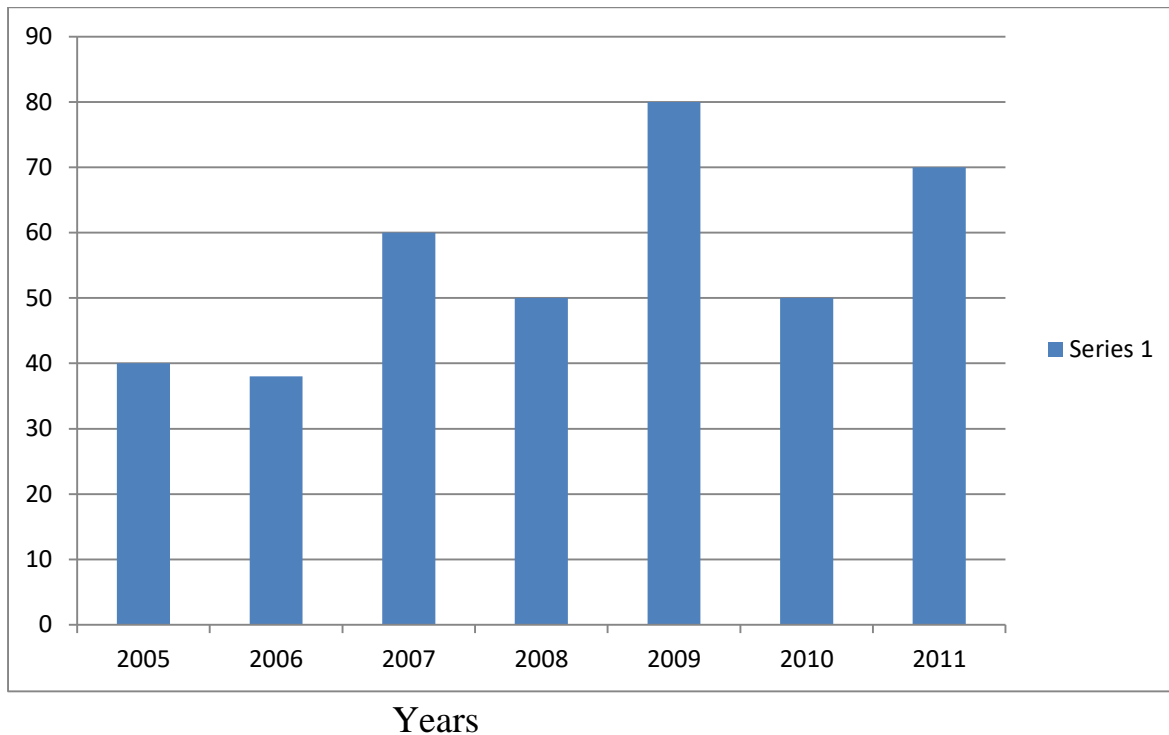
Questions:

1. What is the table about?
2. For which school are the above results?
3. How many candidates sat for the examination?
4. Who was the best candidate in the class?
5. How many candidates passed in division one?
6. How many candidates failed the examination?
7. Who was likely to repeat P.7?
8. Why did Kityo miss the examinations?
9. In which grade did Zizinga pass?
10. How old was Dumba?

Graph

Study the graph below carefully and answer the questions that follow in full sentences.

LANGO ROAD PRIMARY SCHOOL P.L.E RESULTS (Lira district)

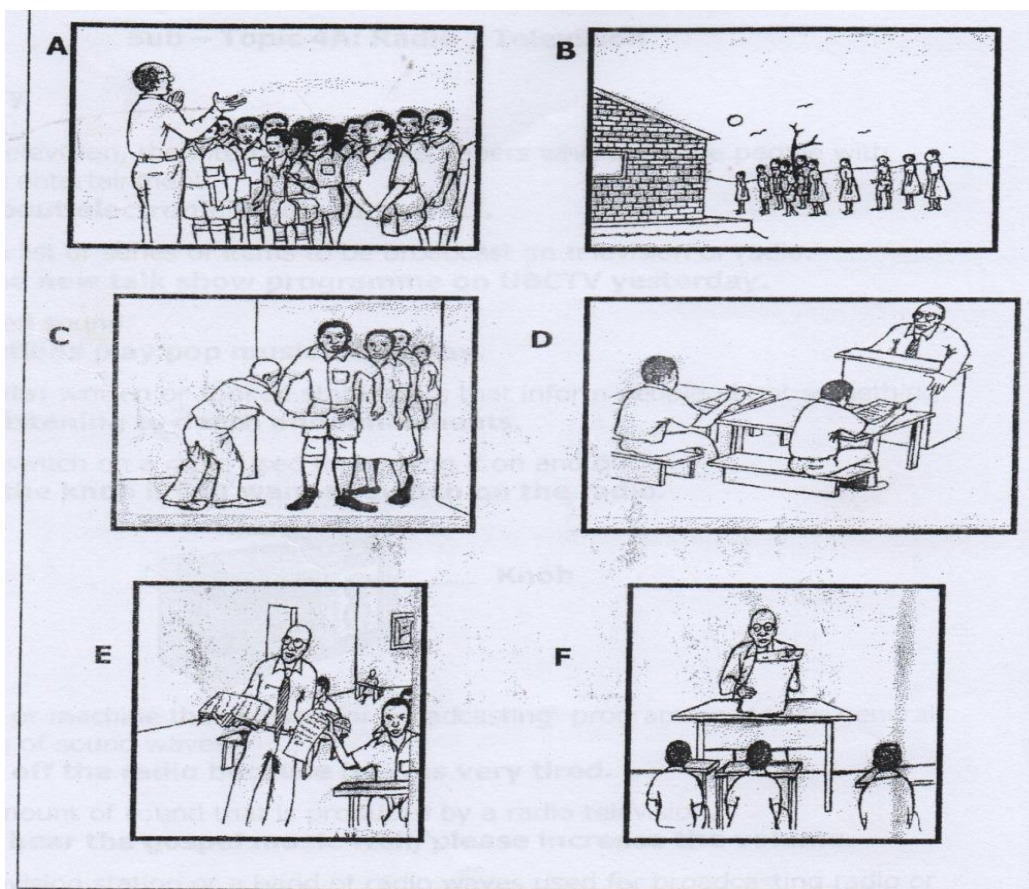


Questions:

1. What is the information on the graph about?
2. For which school is the above information.
3. In which year did the school get thirty eight first grades?
4. How many first grades did the school score in 2007?
5. When do you think the candidates in the above school started sitting for P.L.E?
6. How many first graded were obtained between 2005 and 2008?
7. In which year did the school register the highest number of first grades?
8. When did the candidates score the least number of first grades?
9. What is the difference between the highest and lowest number of first grades?
10. Where is Lango Road primary school found?

Picture composition.

The picture A-F tell a story. Study them and write one sentence to describe what is happening in each picture.



(Lining up, Checking, invigilator, candidates, collecting, sealing, envelope, taking, briefing, examination, examination room)

Picture A

Picture B

Picture C

Picture D.....

Picture E

Picture F

(g) Who might be checking the candidates in picture C?

(h) Why did he check the candidates?

(i) What is the invigilator doing in picture F?

(j) Suggest a suitable title for this picture story?