

# **ENGLISH**

# **PAPER ONE**

# **NOTES**

## FUNCTIONAL WRITING (SECTION A)

### LETTER WRITING

Letters are of different kinds depending on the purpose for which they are written. When writing a letter, as in any other kind of writing, you will have to consider very carefully the following;

1. **The audience:** Whom is the letter addressed to?
2. **The purpose:** Why are you writing? (e.g. to explain, to inform, to entertain; to persuade, to describe etc)

### Qualities of a good letter

#### A good letter should:

- Follow on accepted layout of its kind.
- Be relevant to the question.
- Have an appropriate tone i.e. the quality of the speaking voice.
- Have an appropriate language to depict the kind of letter asked for in the examination.

### TYPES OF LETTERS

1. Informal letters (friendly/personal/unofficial)
2. Formal letters (Official/Business)

#### INFORMAL LETTERS

These are written to relatives and friends.

These letters should be natural and free from official style. Although informal style is acceptable in these letters, you should guard against slangs and jargons. Like any other good writing, you should write grammatical and well punctuated sentences.

### EXAMPLES OF INFORMAL LETTERS

- Informal apology letters, invitation letter, thank you notes, love letters, condolence letters, letters of regret, letter of sympathy, letter of advice, congratulatory message.etc

### PARTS OF AN INFORMAL LETTER

#### (a) The writer`s address.

This should be written in the top right hand corner and a comma is put at the end of each line except the last which has a full stop. Note that it is wrong to put one`s name with the address. The name of the country is included in the address only when the letter is being sent abroad.

You ought to write in small letters and indent the address.

*Example:      Green Hill Academy,  
                    P.O Box 001,  
                    Kampala.*

#### (b) The date

This should be written under the address.

*Example; 24th June, 2021.*

Note: Do not write the date in short forms!

### **(c) The salutation/greeting**

It is written at the beginning of the margin immediately after the date and followed by a comma.

Examples: Dear mother, Dear Abdul, Dearest Ian,  
Dear my love, Dear Henry etc

Note: - Wassap, yoo, hey, hi (these are informal and should not be used)

- Do not use sir names.

### **(d) The main body**

This depends on the purpose of the letter and the person it is being sent to. Letter writing is similar to conversation and thus should adopt the style we use while talking to the person we are writing to. This style is friendly. There is no attempt to impress by the use of long words or flowery expressions.

### **(e) Complimentary clause/ending:**

This is written in the middle of the page: *Examples: yours, your friend, lovingly, your ex, your loving son etc*

*Yours sincerely, yours affectionately etc*

### **(f) Signature:**

This consists of the writer`s first name. Examples, Andrew , Claudia, Michelle, Shakira

Note:

- In informal letters, we do not include the address of the person whom the letter is being sent.
- P.S – Post scriptum (script): This is used to add something after your signature.

## EXAMPLES;

### 1. Write a letter to your mother since you are in school.

Seeta High School,  
P.O Box 417,  
Mukono.

24th June, 2021.

Dearest Mother,

*I was glad to get your letter yesterday. Hope you are doing well. Thank you so much! But it made me feel very home sick. It seems years since I left home. Actually, it was much nicer when I was at the day school and came home every afternoon.*

*I do hate being a boarder. I am in a big dormitory, with about twenty other boys. Some of them are all right but the bigger boys are always playing nasty jokes on us smaller ones; and we can't say anything or we should get awful punishments.*

*Life is not a bed of roses and the truth is, I hate school for life. I do not really know what I can do but mother, please I think another school will be the solution to all this! The teachers do not also cooperate. They never punish the wrong doers. I am so tired!*

*Otherwise, tell father to put me back in the day school. I would be much happier there. See you then! Love you and regards to everyone at home.*

With love,

Tonny

PS: Check under my bed for my boxers and send them to school. Thanks!

**2. Write a letter to your friend that has betrayed and disappointed you.**

Seeta High School,

P.O Box 417,

Mukono.

24th June, 2021.

Dear Linda,

*Saying hello to you is another headache to me and I do not think you still deserve any greetings from me! Tears cascade down my sad face as I pen down this letter! Forgive me if it's wet!*

*Linda, Why? Why? Why would you do such a thing to me? With all my time, actually precious time that I gave you, is this the way you paying me? Is this the way you are paying me? Oh how I hate you with all my heart. Truly and honestly, I regret having fallen in love with you!*

*Cheating on me with my best friend is the worst scenario ever that is unforgivable. How I wish it was someone else but not my friend and in any case, what is so special about him that I do not have?*

*Anyway, Linda, once again I now hate you and breaking up with you is what we should do. I am done with you and all your nonsense. Indeed falling in love with you was the worst mistake ever! I hate you! I hate you! I hate you! -bye\_*

Your disappointed friend,

Paul.

**3. Write an apology letter to your friend after catching you red handed cheating on him.**

Seeta High School,  
P.O Box 417,  
Mukono.  
24th June, 2021.

Dear Martin,

*I know you are quite furious and very angry at me because of what you saw! The devil is a liar and I truly regret all that happened on that fateful day.*

*Well, your friend Andrew manipulated, lied and persuaded me into visiting him at night and that is how all this tragedy happened. I was not strong enough to resist his vibes but I regret my actions.*

*He was irresistible as he made me watch inappropriate movies that arouse my feelings. This was out of my control. I did not mean to hurt and cheat on you. Forgive me and I promise to make it up to you. I am ready to reform. Once again, I am sorry. My love, I miss everything about us! Let us meet and talk.*

*Otherwise, I still need you in my life.*

Yours love,  
Linda.

## INFORMAL LETTER OF CONDOLENCE

### 4. Write a letter to your friend who has lost a father.

Kampala city council

P.O Box 111,

Kampala.

24th June, 2021.

Dear Friend,

*I am deeply saddened to hear of your loss. I know your father was a very important person in your life and he can never be replaced. Everyone had great respect for him too and knows that he worked tirelessly to support his family.*

*You are in my thoughts at this difficult time. Please contact me if there is anything I can do to help. I will come to your house soon to pay my respects and then perhaps in a week or so, you can come around here so that we can have a chat and listen to some Music.*

*Dear Andrew, God bless you and your family. Please pass on my sincere condolence to your mother. I love you so much and available for you at all times.*

*With deepest sympathy,*

*Your friend ,*

*Leticia.*

## FORMAL LETTERS

These are written for official purposes. They must be clear, concise and complete.

The effectiveness of a formal letter determines the kind of response the writer is likely to receive.

### Qualities of formal letters;

1. Should reflect clarity of thought
2. Use of a variety of sentences
3. The right words should be selected carefully to convey the meaning required
4. Ideas should be expressed logically
5. Use of formal language. Avoid using slang
6. Should reflect conciseness. Any irrelevant information should be omitted
7. Good formal letters should be polite in tone.

## EXAMPLES OF FORMAL LETTERS

Application letters, apology letters, letters of complaint, invitation letters, Resignation letters, thank you letters, the order letter, the enquiry letters, letters of appeal, letters of recommendation etc.

### Parts of a formal letter

#### a. The writer's address and the date;

The remarks made for the friendly/personal letters apply here.

#### b. The name and address of the recipient;

Write the recipient's name (if you know) and address in the left hand side of the paper next to the margin.

#### c. The salutation;

For individuals, use Dear sir, Dear madam, Dear Mr. Agaba, Dear Mrs. Agaba or Dear Dr. Agaba.

Avoid Dear sir/madam and Dear sir or madam

#### d. The heading; (RE or reason or reference)

The subject heading summarizes the theme of letter. Avoid long headings. Sample of a short heading; Re: Application for a post of Accountant.

#### e. The body;

This should be written in simple English depending on the purpose of the letter.

This style is not conversational, but this does not mean that it should be artificial and stilted.

<b><i>Do not use expressions like;</i></b> I beg to inform you Your communication of 21st Your obedient servant	<b><i>Use instead;</i></b> I wish to inform you Your letter of 21st Sept Yours faithfully
--	--



**f. The ending of the letter/ complimentary clause;**

Letters with a salutation of dear sir, or Dear madam should have a complimentary clause of yours faithfully, Dear Mr. Mbua, or Dear Dr. Agaba should end with yours sincerely, yours truly can also be used.

**g. The signature;**

It comes immediately below the complimentary clause.

**h. Writer`s name;**

The full name of the writer and his or her position may follow.

**EXAMPLES;**

**Application letter**

Qn. Apply for a post of Assistant Designer in a Multimedia Design Company

Seeta High School,  
P.O Box 417,  
Mukono.  
17TH February, 2014.

The Human Resource Manager,  
Multimedia Design Company,  
P.O Box 22,  
Kampala.  
Dear Madam,

Re: Application for the Post of Assistant Designer

*I am writing to apply for the post of assistant designer advertised in the Daily Monitor of yesterday 16th February, 2014.*

*Since graduating from Kyambogo University, I have been working for Seeta High School computer department on a contract basis. I have become particularly interested in interactive and multimedia work and now wish to develop my career in that direction.*

*I would welcome the chance to work as part of small dynamic team where I could make a significant contribution while developing my skills yet further. Further information suited to my character and abilities can be got from the following people.*

- |  |   |  |
|--|---|--|
| 1. Dr. Becky Kagimu,<br>Director in chief,<br>Mubuku Hospital,<br>P.O Box 14,<br>Kenya | 2. Mr. Agaba Andrew<br>I.T manager,<br>Seeta High School<br>P.O Box 1417,<br>Kampala. | 3. Ms. Winnie N,<br>Teacher in charge,<br>Seeta High School<br>P.O Box 417,<br>Kampala |
|--|---|--|

*If invited, I would be pleased to attend an interview at any time convenient to you.*

*Yours faithfully,*

.....  
**BAZIRA PAUL**

## A FORMAL LETTER OF REQUEST

Qn. Write a letter to Uganda scholarship foundation requesting for a scholarship  
Gayaza High School,  
P.O Box 12,  
Kampala.  
20th May, 2014.

Ms. Atieno,  
Managing Director,  
Uganda Scholarship foundation,  
P.O Box 5000,  
Nairobi.  
Dear Madam,

*Re: Request for Scholarship.*

*I am writing to request your reputable foundation to grant me a scholarship to enable me to pay my form four fees of Ushs. 900,000/=.*

*I am a form three student of Gayaza High School and my father who has been paying my school fees passed away in March this year. My mother is a small scale farmer and will not be able to pay fees in addition to that of my brothers and sisters.*

*I have been a good student since I joined Gayaza High School and if you wrote to my Head teacher, he would confirm this. If you assisted me, I should qualify for a place in one of our public universities.*

*I am writing to you madam because your interest in the education of the disadvantaged is well known and I would love to emulate you.*

*I would be grateful, therefore, if you granted me a scholarship.*

Yours sincerely,

.....  
**SUSAN NAMATOVU**

## APOLOGY LETTER

Qn: Write an apology letter to a school you visited and as a patron of the debating club, saw your members misbehave.

Seeta High School,  
P.O Box 417,  
Mukono.  
3rd September, 2014.

The Debating Club Patron,  
Namilyango College,  
P.O Box 413,  
Mukono

Dear Mrs. Meme,

**Re: Apology for the students` misbehavior**

*I would like to apologize for the behavior of my students during our last joint debate session.*

*Their behavior is inexcusable. My principal has taken over the matter and he is sending someone to assess the damage.*

*I am very sorry about this and will make sure it does not happen again.*

Yours sincerely,

.....

**KENETH BAATE**

Debating Club Patron.

## Formal complaint letter

**Qn: Complain about the kettle you bought!**

Agaba Company Limited,  
P.O BOX 101,  
Kampala.  
17th August, 2014.

The Manager,  
Seenabulya Electrical Shop,  
P.O Box 143,  
Kampala.  
Dear Sir,

Re: Faulty Kettle.

*I write to complain about the kettle that you sold me yesterday.*

*I bring to your attention that when I reached home and tested it, I found it faulty. You remember I could not test it at your shop as you told me that there was no power but assured me that it was okay!*

*I do appreciate the fact that you also stock goods when they are sealed but I think there is something you can do, so that we strike a balance if I am to remain your customer.*

*The faulty part I have checked is the element. You should buy me a spare part and I shall foot the cost of fixing it.*

*I hope you will co-operate and I remain your good customer.*

Yours faithfully,

.....  
**TAYEBWA NICHOLAS**

## A FORMAL LETTER OF COMPLAINT

National Milling Corporation,  
P.O Box 9876,  
Nairobi.  
24th September, 2014.

The Manager,  
Water Department,  
P.O Box 909,  
Nairobi  
Dear Sir,

Re: Complaint about unreliable water supply.

*I would like to lodge a complaint about the recent continuous stoppage of water supply.*

*In the last few months, the water supply to the Kilimani Estate, off the Ngong Road, has become increasingly erratic. Our taps are dry, sometimes for days on end and our lives have truly changed from being normal.*

*When this state of affairs began some three months ago, it was pointed out by a spokesman for your department that the cause of the problem was that the water reservoirs were almost empty.*

*It would be greatly appreciated if this situation could be fully investigated and appropriate action taken to alleviate the problem.*

Yours faithfully,

.....  
**BRIAN KAMANZI**

## LETTER OF RESIGNATION

**Qn: As a teacher at Seeta High School, write a letter to your head teacher informing him about your resignation.**

Seeta High, School,  
P.O Box 417,  
Mukono.  
17th May, 2014.

The Head Teacher,  
Seeta High School,  
P.O Box 417,  
Mukono

Dear Mr. Kafumbe,

Re: Resignation from my work as a teacher.

*I would like to give you notice of my resignation from carrying out my duties as a teacher in your school three months as required by the contract signed between the school and I .*

*I have decided to resign not because of my dissatisfaction with the school but because of the busy schedule set before me. I should like to take this opportunity to thank the administration of the school for the number of years I have worked with them. Sure, this cordial relationship has enabled me to do my work most effectively and diligently.*

*I promise to always look back at my stay here as most as most happy and rewarding.*

Yours sincerely,

.....  
**KATO DEVIS**

## LETTER OF ENQUIRY

**On: Write a letter to Makerere University asking for information on any course you are interested in.**

Seeta High School,  
P.O Box 417,  
Mukono.  
24th September, 2014.

The Academic Registrar,  
Makerere University,  
P.O Box 03,  
Kampala.  
Dear Sir,

Re: Inquiry about the Accountancy Courses Offered In the University

*I am interested in obtaining more information concerning the courses of accounting offered at your university, due to start February next year.*

*I would be grateful if you sent relevant information regarding entry requirements, the tuition and the length of the courses. I wish to find out which qualifications are required for the various accounting courses and the sort of jobs they qualify for.*

*I am also interested in knowing whether or not the university offers accommodation facilities to their foreign students and the probable cost in the vicinity if they do not. Any information on bursaries would be appreciated.*

*Please find enclosed, a self-addressed envelope for your reply, I am looking forward to hearing from you in the near future.*

Yours faithfully,

.....  
**KIYIMBA ANOLD**

## A FORMAL LETTER OF INVITATION

QN: As the secretary of your school writers' club, write to the editor-in-chief of a local publication inviting him or her to be your guest speaker during our annual party.

Namilyango College  
P.O Box 05,  
Mukono.  
20th May, 2014.

The Editor-in-chief,  
East African Magazine,  
P.O Box 66335,  
Kampala.  
Dear Madam,

**Re: Invitation to the Annual Party as a Guest Speaker.**

*The writer's club, Namilyango College invites you to their annual party and would be grateful if you agreed to be their guest speaker during this party. It will be held at Serena hotel on Friday 10th November, 2014.*

*The club has a membership of 100. These are members who are interested in writing and would like to improve their skills of listening to lectures, attending workshops and writing articles for the club's monthly magazine. The club has been in existence for five years.*

*At our last general meeting, members selected you to be this year's guest speaker for the annual party. It is an objective magazine which has always stood for the truth. You are also one of female editors – in –chief in Africa who has inspired us.*

*I look forward to hearing from you.*

Yours faithfully,

.....  
**MUTONI WAITIT.**  
Secretary.

## THE ADJUSTMENT LETTER

Mbarara Archdiocese,  
P.O Box 413,  
Mbarara.  
5th May, 2014.

The Permanent Secretary,  
Ministry of Education and Sports,  
P.O Box 7063,  
Kampala  
Dear Sir,

**Re: Failure to Appear for Interview.**

*I am one of the people who applied for the post of accountant in your ministry.*

*I was notified over the radio on Tuesday the 11th of April, 2014 to appear for the Interview because the only bus from our part of the country leaves on Friday every week in the evening and arrives in Kampala on the morning of Saturday.*

*I kindly beg you to arrange another day for me to appear for the Interview. A Monday or a Tuesday would suit me best because I would then arrive in Kampala on Saturday and wait till then.*

*Thanking you in advance for your sympathy.*

Yours faithfully,

.....  
**KATO EDWIN**

### **UNEB QUESTIONS ON LETTER WRITING**

2014 QN 1. The following advertisement appeared in the New Vision newspaper of 15th October 2011. Write an application letter for the job. Healthy Youth for God (HEYOG), a community based organization in Mbarara district has some vacation employment for S.4 and S.6 leavers for their school out reach programme.

**Qualification and experience:**

The right candidates should have the following;

- Must be students in their S.4 and /S.6 vacation.
- Have a good command of the English language.
- Should be between 16 and 22 years of age.

Write and send a hand written application to;

The Human Resource Manager.

P.O BOX 1023,

Mbarara,

Uganda.

2012 QN.1. Imagine that you have just heard that your younger brother has failed an important examination and is feeling very depressed. Write a letter to him and try to encourage him include,

- Some family good news
- How you intend to help him in some of his academic problems.
- The need for him to try again
- How you too once failed an examination but did not give up.

2011.QN.3 Imagine that you had paid shs. 100,000/= for a school trip with your class; but you were not able to go with them because you fell sick. Write a letter to your class teacher requesting your money to be refunded.

2010 QN.2 You have just changed to a new school, write a letter to your mother explaining how you are adjusting to the new school.

2009 QN.1. Your best friend attends a different school and you would like to persuade him/her to transfer to your school. Write a letter describing your school to convince him /her to join it.

2008 QN.5. You have been chosen by your school mates to write to the headmaster proposing changes in the school regulations. Write a letter showing how such changes would be good for the school.

2007 QN.2. Imagine that you travelled in a bus owned by the Gateway Bus Company from your village to Kampala and you were mistreated by the conductor of the bus. Write a letter of complaint to the General Manager of the Bus Company.

- 2006 QN.1 You are looking for a job during vacation when you come across a newspaper with the following advertisement; Applications are invited from suitable candidates for the post of filling Clerk in the office of the District Education Officer. The minimum qualification is UCE with a pass in English language, Mathematics and commerce. Applications should be addressed to.
- District Education Officer  
P.O BOX 68,  
Masindi.
- Write a formal application for this job giving information that is likely to get you selected for the position.
- 2003 QN.5 Write a letter to your pen friend from another country, and tell him /her about a cultural function you recently participated in.
- 2002 QN.3 Your friend who left home to study abroad wants some advise about useful subjects. Write a letter to her in which you explain the value of some subjects especially for employment.
- 2001 QN.7 Write a brief letter to the editor of your favourite newspaper showing how the insurgency in a specific part of your country has affected the lives of people.
- 1998 QN.1. Write a letter to your local council asking for a change in leadership in your area or for provision of some services or facility that your area lacks. You may use some or all of the following points.
- Broken bridges
  - Poor roads in the area
  - Long distance to the nearest town
  - No buses
  - Area needs to open up to trade with the outside
  - There has been no progress in the outside.
  - New leadership can bring some hope.
  - Poor built schools without scholastic materials and trained teachers.
  - Poor performance at examinations at PLE, O-Level and A-level
- 2016 QN.1. You are the L.C.1 chairperson of Mawale village. Your village is threatened by pollution; both waste and noise because it is situated near an industrial area. Your village has been there for a long time even before part of the area was gazetted off as an industrial park. Write a letter of complaint to your area member of parliament expressing your dissatisfaction about the issue. You may include;
- The history of your village.
  - The undesirable activities of industries

- The effects of your community.
- Any other relevant issues.

- 1997QN.4 An un expected birthday gift has arrived sent by a relative you have not seen for five years. Write a letter thanking him /her.
- 1995 QN.5 A relative abroad has sent you beautiful photo album for your birthday. Write a thank you letter for her.

## CURRICULUM VITAE (RESUME/DATA SHEET)

The refers to written records of a person`s personal information, education background and work history. It is usually attached to a job application letter after applying for a given job.

Example: ***As a doctor with an experience of ten years, write a C.V you would attach to an application letter asking for a job at case clinic Kampala.***

### CURRICULUM VITAE

#### Bio Data

Name : Semakula Fatiah  
 Place of birth : Kabale  
 Date of birth : 17th May, 1988  
 Gender : Female  
 Nationality : Ugandan  
 Marital status : Married  
 Religion : Muslim  
 Address : Kabale Parish, P.O BOX 114  
 Telephone : 0704-468737  
 Email : [Fatiah@gmail.com](mailto:Fatiah@gmail.com)

#### Career Objective

To find a role in the medical department and acquire more skills.

#### Career Profile

I am a determined, hardworking and all round doctor with a team spirit.

#### Education Background

<u>Year (s)</u>	<u>Institution</u>	<u>Award</u>
2006-2011	Makerere University	Bachelor of Medicine and surgery
2004-2006	Vanisha High School	Uganda Advanced Certificate of Education
2000-2003	Agaba High School	Uganda Certificate of Education.
1993-1999	Shadia Junior School	Primary Leaving Examination

#### Work Experience

2016-up to date - Senior Surgeon at IHK  
 2012-2015 -Medical doctor at Lubaga Hospital  
 2011-2012 - Intern Doctor of Mulago Hospital

#### Skills and Abilities

I am a computer literate with Microsoft skills, word and excel.  
 I have a leadership certificate in management and administration  
 I am well equipped with guidance and counseling skills

#### Languages spoken

English (Fluent)  
 Runyankore  
 Luganda  
 French

#### Hobbies and interests



Making friends  
Making research  
Sports  
Referees

Mr. Luyimbazi Luckison  
Headteacher  
Vanisha High School  
P.O BOX 111,  
Kampala  
0700000000  
Mrs. Sewankambwe Karen  
Director,  
Lubaga Hospital,  
P.O BOX 111,  
Kampala.  
0777777772

Declaration

I hereby confirm that the information written above is true.

.....  
SEMAKULA FATIAH.  
13th April, 2021.

**UNIVERSITY COURSES IN UGANDA AND THEIR DURATION**

Bachelor of medicine and surgery	-	5years
Bachelor of Civil Engineering	-	4years
Bachelor of Mechanical Engineering	-	4years
Bachelor of Electrical Engineering	-	4years
Bachelor of pharmacy	-	5years
Bachelor of guidance and counseling	-	3years
Degree in Mass communication and Journalism	-	3/4years
Bachelor of law	-	4years
Bachelor of Arts with Education	-	3years
Bachelor of Science with Education	-	3years.

NB: Most of the Diploma courses take two years and certificate courses 1 year. Masters degree courses take two years and PHD takes a minimum of 5 years in Uganda.

**SPEECHES**

**What is a speech?**

The Advanced Learner`s Dictionary bears a definition of a speech as a formal spoken message passed over to the audience. Therefore a speech is formal communication intended for a particular group of people called an audience.

In functional writing, there is an activity that involves speech writing. This means a speech may be intended to be heard or read.

**Characteristics of a speech:**

- (i) It is written in continuous prose.
- (ii) It follows social etiquette (rules and behavioural expectations based on 'do`s and don`ts.
- (iii) A written speech has a heading/title.
- (iv) A speech involves the audience. The speaker or speech writer gives chance to the listeners to be involved.
- (v) Speakers and speech writers respect language use. This depends on the nature of listeners and the occasion.

### **What should be done by a speech giver or writer:**

A good speech giver or writer should put the following in mind:

#### **(a) Respect for the audience.**

Without the listeners, no speech can be given. Ask the following questions: To whom is the speech delivered? What age groups are these listeners? Why am I talking to them? What are their likes and dislikes? What are their beliefs, expectations and needs? What is their education background?

All the above questions help a speech giver to use correct expressions, words and illustrations without annoying any body.

#### **(b) The purpose of your speech.**

Try to establish the reason for your speech. Ask the following questions: Is my speech to console or to annoy?

To persuade or to dissuade? Entertain or to appeal? To inform or to report? This purpose will automatically dictate upon the kind of voice or tone to be used.

#### **(c) The occasion.**

Know where you are, why you are there and at what time you are there. Not all occasions are the same. A speech given at a burial of a good man is not the same as that given at a funeral of a good man is not the same as that given at a fundraising; a speech given on a sports day is different from that during school leaders contest. Some occasions are punctuated with sadness while others with celebration, enjoyment and triumph.

#### **(d) The timing.**

Do not take a long time giving your speech lest you bore the audience. Spend less time and leave them still need of your word.

### **LANGUAGE AND STYLE IN SPEECHES**

The following aspects of language should be considered when making a speech.

#### **(i) Sentence variety.**

Use all types of sentences: simple, compound and complex. These will be tackled in subsequent chapters. The language should be simple and correct. Nevertheless, common apt vocabulary and idioms are recommended.

#### **(ii) Use of proverbs and sayings.**

These lie under style. The speaker may choose to illustrate their message using common proverbs and sayings to spice up their speeches. Note that this causes humour, elaborates the message and increases listeners' comprehension.

#### **(iii) Use of rhetorical questions.**

These are questions with either obvious answers or without answers. The writer uses them as a matter or emphasis.

#### **(iv) Use of transitional devices.**

Try to use good pointers in order to keep a smooth flow of your 'ideas' e.g. I beg to be allowed to... join me to thank....Before I proceed, allow me....etc

### **THE FORMAT**

A Speech has the following components:

#### **(a) The title.**

This is basically the heading of your speech. It should be in capital letters. It should have the following:

- (i) The speech giver;
- (ii) The occasion;
- (iii) The venue;
- (iv) The date. E.g.

## **SPEECH DELIVERED BY KEFA KASHILINGI AT YOUNG FARMERS` DAY CELEBRATIONS HELD IN ST. EDWARD`S SECONDARY SCHOOL- BUKUMI MAIN HALL ON 12TH MARCH 2018**

### **(b) The Preamble.**

This is an introduction. Every speech should have a beginning as a platform on which other components stand. A good introduction should have the following features.

#### **(i) Observation of presence of other people.**

In the first paragraph, establish who is present. Do mention their names and titles. Follow their order of importance commonly referred to as protocol observation. Please always look around to find out these people so that none of them is offended. The following is a common phrase:

Guest of honour, the headteacher, teaching staff, parents, students, ladies and gentlemen.

Do not use the phrase: 'Protocol observed'

#### **(ii) Personal Introduction.**

The speaker may tell the audience who he is. Members of the audience may not be aware of his identity. Sometimes the speech giver might have been asked to speak on another person`s behalf (always their superior). This should be indicated in this phase of introduction.

#### **(iii) Setting the mood.**

The speaker can also say something about how they feel at that time. Tell the audience how you feel and why. Some speakers tell the audience how they felt when they were invited. Show that you are happy or sad and why. This is intended to share feelings with the audience before you tell them what you would like to tell them. All the above will be seen in our example.

### **(c ) The body:**

This is called, the middle. It is the central core of your speech. The speaker is required to arrange their points in order of importance. This should follow a logical order in order for the speech to be coherent out of good planning.

Maintain the relevance of ideas to the setting and occasion. Avoid moving from idea to idea; worst of all including new unplanned ideas which might distort your speech. This required steadiness.

### **(d) The ending:**

Having told them what you had to tell them, now tell them what you have told them. Here it is advisable to round up your speech in a way one will wish you would talk more. Let your conclusion touch the listeners` feelings so that they applaud you. Do not forget to appreciate the audience for being present and for listening. This is because if they were absent, the speech would have no importance.

## **IMPORTANT PHRASES IN SPEECHES**

Look at the following phrases and the occasions they suit:

### **1. Occasions of happiness and celebration.**

Sarah is a shining example...

I feel honoured to celebrate with you....

I have the honour to.....

Join me to appreciate our...

### **2. Occasion of sorrow.**

Tom will greatly be missed.....

We shall all remain wondering why.....

May his soul rest in eternal peace....

## **SAMPLE QUESTIONS AND ANSWERS**

1. You are the head prefect of your school. It is school Speech Day and you are one of the speakers. Write a speech you would give using some or all the following areas of concern.
  - Academic achievement
  - Students` discipline
  - Co-curricular activities
  - Parents response to school

### **Programmes**

**N.B:** The guests include the area Member of Parliament, District Education Officer, B.O.G members and parents.

### **HEAD PREFECT'S SPEECH DELIVERED ON THE SCHOOL SPEECH DAY HELD IN GARAMBE COLLEGE SCHOOL MAIN HALL ON 24TH MARCH 2018.**

Our guest speaker who is none other than our area Member of Parliament honourable Gareba Gasho, the District Education Officer, Board of Governors members, other invited guests in your respective capacities, the head teacher and teaching staff of Garambe College School, students, ladies and gentlemen. Good afternoon.

My name is Kamahoro Esperance the Head prefect of this great school. I feel honoured to be part of this colourful and auspicious occasion this afternoon. Indeed when I received the message of invitation I asked myself what I should share with important people like you. I am very happy to stand before you. That you have come in such large numbers bears testimony of your concern and love for Garambe College School. You are welcome.

Ladies and gentlemen, allow me highlight on a number of issues. These are particularly achievements which all students' of this school associate themselves with. I am happy to report that team work and collective responsibility is what all students here believe in.

Garambe College School excelled in last year`s Rwanda National Examinations beating all school in Kayonza district. The school recorded a remarkable improvement in all student areas. Permit me to report to you that the best candidate in the province came from our school. His name is Gatete Beltra. He won a scholarship from the Rwanda language Board and is going to study in one of the prestigious schools in Uganda.

Gatete is a shining example to us all. When I asked the ordinary level candidates of this year whether they are going to emulate his example, they unanimously agreed to work even harder to keep the flag flying. Please do pray for them,

We owe a debt of gratitude to our teachers who have offered us guidance and counseling. Guest of honour, you acquired through education propelled you to your position. I say this without demur that society does not respect ill bahaviour. Our teachers have instilled discipline in us and fruits of this are seen in the good performance already reported to you. On this note, allow me to thank fellow students who no longer play truancy, and above all give full response to school programmes.

They say work without play makes jack a dull boy. Ladies and gentlemen; games and sports are part and parcel of school programmes in our school. I am glad to inform you that in this year`s athletics competitions Garambe College emerged as winners of the providence. Two athletics scheduled for 12<sup>th</sup> April, 2018 in Nairobi. We wish them successful preparations.

I take this opportunity to thank out parents for supporting us by paying school dues. You have shown your filial responsibility. We shall always complete with out neighbours and beat them in any activity that counts. Believe me, we can.

Once again I thank you for coming leaving all your home and office chores to come for this great day. I wish you journey mercies back to your domiciles. Thank you.

### **STUDENTS` ACTIVITY**

- (a) Try to analyze the above speech and mark its strengths.
- (b) Imagine you are one of the parents of Garambe School. Give a speech in response to Kamahoro`s appealing presentation.

### **SAMPLE QUESTION TWO**

You are a leader of a group of students gone to attend a burial of one of the parents who died recently. Give a speech ( a eulogy) at this function using some or all the following items.

- Feeling among students

- What the school knows about the dead parent
- Advice to the fellow student (One who parent has died)

## **ANSWER**

### **MASABA JOSEPH'S CONDOLENCE MESSAGE DELIVERED AT THE FUNERAL OF LATE MZEE MAMBA LEO AT BUTITI VILLAGE KABALORE DISTRICT ON 20 OCTOBER 2018.**

The bereaved family members of late Mzee Mamba Leo, our companion Aaron, Clansmen of the Basaigi clan, fellow mourners from different places, ladies and gentlemen , good afternoon.

I am Masaba Joseph, the prefect in charge of social Affairs Kahinju Secondary School. I have led this group comprising eighteen students who have come to bid farewell to our good parent, guide and well wisher of our school. It is a pity that we have lost him at the time our dear colleague Sempijja Aaron needed him most. Aaron is taking his Ordinary level examinations this year.

We came to know Mr. Mamba Leo during visitation days in our school. Despite his age, he always paid us a visit and treated all of us like his own children. All students are in shock, throwing the whole school in a somber mood. No longer will we see the smiles which characterized his face it is sad.

Our words are not enough to express our condolence neither can they show that love we still have for Mr. Mamba's family. We however still have hope that Mamba's family will stand firm despite his demise. Our great grandfathers have a saying that, society is like a lizard, when it loses its tail it develops another. The Basaigi clan has been shocked by losing one member and we hope to get more great people from the children like Aaron.

All I can say is, we shall miss Mr. Mamba Leo root and branch. Farewell father, farewell lover of children. May your soul rest in eternal peace.

Masaba's message is called a eulogy. This written or spoken tribute, generally to someone who died. It expresses sorrow for loss, yet celebrates and finds meaning in the person's life.

There are two times when you might be asked to give a eulogy. One is at the memorial service yet another may be the funeral itself. Often the minister or priest presiding over the service will offer an opportunity to the audience members to share messages of remembrance. The other is a pre-service invitation, where a family remembrance with either mourners or those who have attended the memorial services.

The ultimate goal of eulogy is to commemorate the individual's life, and share memories and comfort with others who will miss them.

### **What to consider in writing and giving a eulogy**

Decide on the tone you will use. For example, the tone can be determined by the way the deceased passed on. If you are giving a eulogy about a teenager who met an untimely death, then your tone would be more serious than it would if you were giving a eulogy about a grandparent who happily lived to see his ninetieth birthday.

Consider the audience. Dwell on the positive, but be honest. If the person was difficult or inordinately negative, avoid talking about that.

Make sure you do not say anything that would offend, shock, or confuse the audience because he is their dear one lost forever.

Briefly introduce yourself. Even if most people in the audience know you, just state your name and give a few words that describe your relationship with the deceased.

State the basic information about the deceased.

Use specific examples to describe the deceased. Avoid reciting a list of qualities that the person possessed. Instead, mention a quality and then illustrate it with a story (anecdote)

## WRITING AN INTERNAL MEMORANDUM (Internal memo)

This refers to an official communication within the same company; it is usually written by heads /supervisors or people in high offices.

The word memorandum is singular and "Memoranda" is plural form. Memo is the short form.

**Example:** *As a games prefect, write a memo to your school about the upcoming sports activities in school.*

### PRINCESS HIGH SCHOOL P.O BOX 28 GULU INTERNAL MEMORANDUM

Our ref:

Your ref:

From : Games Prefect  
To : The School Community  
Date : 20th April, 2021  
Subject : Reminder about the upcoming sports.

This serves to inform everyone about our sports day that will be scheduled /held on 5th May, 2021. You are hereby reminded to ensure that you get prepared by putting the following into consideration;

- Begin rehearsing immediately.
- Ensure that your name belongs to the particular house
- Only those wearing house T-Shirts will be allowed to train.
- Prepare for football, cross country, netball and swimming.

With the above information, everyone is directed to begin training from today. Any further information should be communicated to my office.

---

KABOGOYA JAMILA  
GAMES PREFECT

**NB:** The above example is written by someone in a higher office to the lower office. If it is written by someone format changes as below;

To:

From:

## WRITING A DIALOGUE

This refers to a conversation between two or more people. When writing a dialogue, spoken English is recommended for effective communication.

**Example.** *Write a dialogue that took place between Andrew and Charity on their first meeting.*

Andrew : Hello Charity! hmmm, hope I am correct, is it Charity again?  
Charity : Yes it is charity; by the way, I do not have enough time here, just get straight to the point.  
Andrew : (*coughs a bit*) Truth is, even if you do not give me time, I am already satisfied by just looking at you!  
Charity : Are you mad?  
Andrew : Yes I am and I have always been since that moment I fell for you.

Charity : Anyway whether you fell for me or died, please give me a break! Let me even go away.

Andrew : (*confident*) I am sure your going away will not hurt me because you are already here. Listen charity, its me' Andruu the "FB bwoy"

Charity : (*shocked*) Really? I can't believe it! Its not you. The other one was.....

Andrew : (*Looks down*) I know, I may have disappointed but remember true love has no barrier! Charity, please accept me the way I am.

Charity : hahahaha! Over my dead body, I can't do anything with you!

Andrew : My heart is comfortable with you! Charity, Charie, Charie (*He kneels down*) please, don't leave me like this, even my body can't hold it.

Charity : (*Looking away*) mad, people can be funny!

Andrew : Come to me. (*He walks closely to her*) touch my heart, feel the beat.

Charity : (*She blushes*) aaah! Let me go! (*hugs him*)

Andrew : ooh, ooh, don't cry dear! Come closer. I love you.

Charity : I love you too!

## WRITING ADVERTISEMENTS

As a language learner you need to learn how to capture the attention of a larger guidance. Making advertisements is one of the skills you need to learn. After your studies, you might find your self in a local media house in your country town or city. You will not make an extra , coin if you have marketing skills. You need to learn how to spice if up using language and voice.

Companies and institutions advertise themselves or their products in order to reach a bigger audience. If customers get to hear or see and read these advertisement, they flock the market to buy the goods.

## HOW TO WRITE AN ADVERTISEMENT

- Use informative language. Mention items clearly while giving them a simple nice description.
- Use a language that suits your target audience for example if the product is intended for the youth, use language that makes them feel special.
- Employ summary skills sometimes there is little or no room for complete sentences. The writer artistically breaks the language for communication purpose.
- Use positive expressions only while emphasizing of you product. However, avoid devaluing or degrading rival companies and their goods.
- If it is pictorial, use eye catching colours that easily entice the buyers.
- Use punning. This is the humorous use of words with same sound but different meanings to communicate in an interesting way. E.g. vendors of viranga, vote Vincent a virtous fellow

vendor and your voice shall reach success's verandah. Viva! Viva Vincent out vivacious fellow vendor.

Example.

**1. A group of singers is due to stage performance in your own. Write an advertisement for them stating;**

- Their group name and popular songs.
- Date and venue
- Target
- Entry free

2. A new spice called Rayco muchuzi mix is on the market but families in your location are unaware of it. Write an advert stating its importance in different dishes.

### **SAMPLE ADVERT**

Attention! Attention!

People of Kadidi, how chanced you are this weekend! Club Altanjea has finally made it for the esteemed revelers!

The Mbotela commandos are here for you!

Toto, Vina, Sharp Kabonda, Mbalangu Kasisi, Saida Kaldi and alpha Mendea. The parrot have it all for you.

As the sun says, fare thee well to the moon, all town dwellers do flock here and dance. And on Monday report for work at noon.

The drum, the piano and trump teee.... Are here for the tune.

Come and witness the launch of their new album featuring.

Machat. Machatata, Kalampeteampetea Nsunga Kaal and wanchekecha by saida Kaloli  
Come and see the Kabina Dancers live on stage, with nice belles dancing chancing and advancing.

Watch dance and tell the absentee

Don't wait to be told!

Saturday 3rd May, 2018 is the day!

Chance knocks once, its always said!

Entry fee is 15,000 shillings only.

Ugandan money the farmers fare.

3. A new drink called Rumba Rumba Boom is on the market but few people consume it.  
Prepare a full advert stating its power and effectiveness to popularize it.

### **RUMBA RUMBA**

Are you a responsible Ugandan man or woman? Do you know you need a companion during happiness and sorrow.

If you donot, try RUMBA RUMBA the perfect caller of life and light RUMBA RUMBA has no friendship boundaries for he embraces all.

Perfectly brewed from your perfect companion. Try RUMBA RUMBA and you will fly.



## WRITING A RADIO ANNOUNCEMENT

Yet another document you need to learn writing is a radio announcement.

An individual may be in need of informing a large audience about an occurrence. A radio or television can work well.

One may want to inform others about the death of their beloved one, lost property, child or mortally ill person the write should consider the following.

### (a) The title

This should be brief and specific. Use heading such as.

SPECIAL ANNOUNCEMENT OR ANNOUNCEMENT LOST CHILD OR LOST AND FOUND  
CHILD DEATH ANNOUNCEMENT

### (b) Sample Question.

There was going to be a workshop for youth leaders in you sub county but has been , postponed to a late date. As their leader you are charged with the responsibility of informing them about it . Write an announcement stating.

- The announcer
- The reason for the postponement.
- Date new and venue.
- Invited and facilitators.

## MINUTES OF MEETING (*Proceedings of a meeting*).

Minutes are the details written down as what was discussed in a given meeting. Some times they are called proceedings of the meeting.

### CHARACTERISTICS OF MINUTES

- They should be written in past tense.
- Minutes should be brief and straight to the point.
- Active and passive voices are used while writing minutes.
- Names of the members are rarely mentioned especially with controversial meetings.

### Example

Question: ***During one of your class meetings you are picked on to be the minutes secretary. Write down the proceedings of that particular meeting.***

**MINUTES OF A CLASS MEETING THAT WAS HELD ON 20TH JANUARY, 2022 IN THE MAIN HALL AT EXACTLY 10:00PM**

#### Members present

Kiyingi Aaron- Chairperson

Byarugaba Princess

Asasira sheebah

Nakamatte Brian

Ayo Betty - Minute secretary

#### Members absent with apology

Nuwagira Vincent

Mugusha Alex

Mayanja Hannington

Members absent without apology

Nakulya Tracie

Sagalyambogo Brenda

Agenda:

1. Opening prayer/anthems
2. Communication from the chairperson (class teacher)
3. Reading of the previous minutes
4. Reactions
5. Any other business (A.O.B)
6. Closing prayer

Minute 1/January / 2022: Opening prayer

This was said by Agaba Sandra who prayed for God`s guidance throughout the meeting.

Minute 2 /January/ 2022: Communication from the chairperson

He began by thanking the Lord for the gift of life and appreciated everyone honouring the invitation to attend the meeting.

He was grateful of the students who were cooperative in as far as class activities were concerned. He recognized the most disciplined students in class and condemned those who were indiscipline.

The house was informed about the need to excel academically and represent the school with a good position in the national ranking.

He also reminded everyone that the pass mark for UNEB registration was a first grade. This was aimed at ensuring only serious students were registered for UNEB.

He informed the house about the incoming varies sets of exams that would be done weekly for assessment purposes.

He ended by calling upon members to be focused ,hard working and determined if they needed to pass their exams.

Minute 3/January/2022: Reading of the previous minutes.

The minutes were read, edited and signed as a true record of what was discussed in the previous meeting.

Minute 4/January/2022: Reactions

A member was concerned about the increased indiscipline of some student in class. He suggested that heavy punishments would be subjected to them.

Concerning the pass mark for registration, one member requested the teacher to at least consider a second grade.

Another member wanted to know how best they could read and pass their exams successfully.

Finally, there was a complaint raised about the indiscipline of some students that steal their friends' property.

Minutes 5/January/2022: Any other Business

The class teacher invited members to his birthday party on the 25<sup>th</sup> of January

The class was warned against celebrating Valentines Day because of too much excitement exhibited.

Minutes 6/January/2022: Closing prayer

This was said by Byarugaba Princess as the meeting ended at 11:00am.

Minutes written by:

Signed by;

---

MINUTES SECRETARY

---

CHAIRPERSON

**REPORT WRITING**

A written report is a factual and formal account which describes an event or a situation in measurable detail. It is written to give target readers a clear picture about what transpired in an event or situation. At times a report may as well give analysis or interpretation of an event.

Usually, a report is written from notes taken at an event like a meeting, street brawl or an accident. It could relate to sports activities in a school, tour travels or even clubs and prefect`s activities. Data for a report can also be gathered from raw information on a topic.

The gathered information can cover any period spanning weeks, month's terms or years. Other reports are written after a problem has occurred. In such cases, investigations are carried out and those tasked are required to document the findings thereafter.

### **Types of Reports**

There are many types of reports, and popular among them include simple, confidential, newspaper and study reports.

**A simple report** is concise and straight to the point. None-the less, it takes into account all the important data that has been collected. In a simple report, the student should include a title followed with an introduction, the main body and conclusion. The name of the writer of the report comes last.

**A confidential report** takes the format of a formal letter and is usually written by a referee. The need for a confidential report arises when a person applies for vacancy in a school, college and employment, and has to be verified by a referee.

**A newspaper report** adopts strictly objective or factual tone. In a survey or study activity, a report is written with an introduction which comprises the background to the survey and study or group/club activities. This kind of writing also includes the mandate and details of the person who commissioned the study and its terms of reference.

If the report is a study or a survey, it may also include a procedure of collection of facts. The body may be subdivided into several sections, some of which may have subtitles. Every section of the body will elaborate on each of the report item.

The report may also have recommendations at the end. The name(s) and titles of the person(s) that compiled it must be listed at the bottom.

### **Contents of a Report**

- Contents are determined by the mandate and terms of reference.
- The terms of reference may form the bases of the sub-headings.
- The sub-headed sections should be factual observations.
- The conclusion may have the opinion of the compiler(s) based on factual observations.
- The recommendations are generated by the observations. For example, if the observations were that certain problems exist, then recommendations should suggest solutions to the problems.

### **Examples of opening sentences for reports:**

- The meeting which took place on 25th December 2002 at the UMA ground began...
- A large audience was present at the function held on the meeting was chaired by...
- The sports day was opened by...

### **Examples of middle paragraph sentences**

- The issue...was raised by ...
- This point was seconded by... who went on to say ...
- The second speakers was ... who introduced the topic about...
- This was followed by.....
- This is evidence that ... from this information it can be seen that...
- One possible solution to the problem is ...

### **Examples of paragraph ending sentences**

- The meeting was adjourned at ...
- A vote was taken ...
- It was decided that ....
- A decision was taken ...
- One can therefore conclude...
- In conclusion ....

**Note:** A student is free to use sub-headings/sub-titles, numbers or paragraphs while writing reports.

### **Language in Report writing**

- The language should be correct, intelligible and accurate.

- Spellings and vocabulary usage should be correct as should sentence constructions and paragraphing.
- Vocabulary usage should logically lead to the formal tone of the document.
- The language should be precise.

## **INVESTIGATIVE / CRISIS REPORT**

### **Example 1**

#### **A REPORT TO THE DIVISION COMMANDER ON THE CAUSES OF VIOLENT ATTACKS ON WOMEN IN KAWEMPE DIVISION.**

##### **Introduction:**

The has been an alarming increase in violence against women in Kawempe division. This has prompted security committee through the Division Police Commander to commence a study on the reasons for child abuse and suggestions on how to curb violence in the area. In particular, emphasis should put be on the girl child abuse, rape, wife battery and robberies.

##### **Methods of data collection.**

The information was gathered by carrying out interviews and general observation in the area for a period of three weeks, beginning August 10th to 30th August 2021.

##### **Findings.**

After a thorough investigation, the committee came up with the following;

- (a) The division has become a hub of illicit brewing and consumption of liquor, popularly known as Kasese, Vampire and Lira. These are brewed and taken indiscriminately by all and sundry. Many married men have resorted to battering their wives when not given food, as wives have no money to do shopping at home.
- (b) Joblessness among the youth. The rate of unemployment in the region is estimated at 89%. This creates a huge number of desperate and frustrated youth, ready to commit crime in order to acquired money. This frustration has further contributed to increased instances of drug abuse.
- (c) Lack of security personnel. The population in the area is sky rocketing every year and yet the population is observed by only one Police Station. In addition, the offers in the station lack proper means of transport , and coupled with the poor and impassable roads, response to crime is hampered. This has resulted in an increase in breakdown of law and order.
- (d) Corruption by the local council officials . it was reported that the would-be- helpers in curbing down the number of criminals are utterly corrupt. They normally ask for bribes before arresting criminals, who they release if nothing is done.

##### **Conclusion .**

It was noted that violence against women and girl children has reached saturation level. Urgent steps must be taken if the situation is to be arrested, and people`s faith in their locality restored law and order must be restored immediately.

##### **Recommendation**

The police should shut down all illegal breweries and arraign all brewers before courts of law. Community policing should be strengthened and police- community-relationship should be revamped.

Corrupt and unethical police officers should be prosecuted and arraigned before the courts of law in order to restore faith in policing and government.

Government must also initiate job creation projects for the people. Community projects should be started and funded to tap the huge pool of human resources.

Report compiled by,

---

**BENARD OKORI**  
**COMMUNITY YOUTH LEADER**

## ACTIVITY/ORDINARY/ GENERAL REPORT

### EXAMPLE 2

#### Question:

*You are the head prefect of your school. The head teacher has asked you to write a report before you go home for third term holidays.*

*The report should cover;*

- The behaviour of students during the course of the term.
- General cleanliness of the school.
- Students` health.
- Academics.
- Meals and any other.

#### Answer:

### **A REPORT TO THE HEAD TEACHER ON THE STATE OF SCHOOL FROM 1ST SEPTEMBER TO 3RD DECEMBER 2009.**

#### **Introduction**

Third term started on 1st September, 2009. On this day, many students reported and a few others on the next day. On the day of reporting , students handed in their holiday work and the teachers checked through them. Those who did not have their work ready were advised to go back with their parents until they wrote them down.

#### **Cleanliness**

Throughout the term, the school was generally clean. Students did sweep the classrooms every after prep time before going to sleep. There was always community work every Thursday after lessons, where each student was allocated a part on the compound to clean. This, therefore, left the school appear spick and span. On weekends; more so, on Saturdays, there was always general cleaning in the dormitories and, thereafter, inspection carried out by the teachers on duty. Marks were awarded and the results announced every Monday during the assembly.

#### **Students` health**

During the term, the students` health greatly improved. Those few who fell sick were handled by the school nurses and those with complications and chronic diseases were sent to the main hospital for further treatment.

#### **Academics**

Being a determining and promotional term for all students; especially the candidate classes, students concentrated on reading their books and there was minimized noise. The teachers taught their lessons very well and no class went unattended to. We greatly thank the teachers for doing their work diligently.

#### **Meals**

The meals that comprised posho, rice, sweet potatoes, mashed bananas, beans, ground nut stew and meat were always served on time. However, some few noted cooks did not behave themselves as they kept on quarrelling with students. Rice was always well cooked and many students enjoyed it. We thank the cooks for the work well done.

#### **Conclusion**

In conclusion, we ailed through the term without any anomalies. The students behaved themselves, the school administration and the teachers were very cooperative; thus giving the students a peaceful aura to concentrate on studies.

Report made by,

---

**DAVID BUKENYA  
(HEAD PREFECT)**

Explanation: It is very important to give recommendations in your report, if matters requiring resolutions were encountered.

### **INCIDENT OR ON-SPOT REPORT**

It should have the following;

#### **Title**

A title should cover the receiver of the report, the subject or what happened and when.

#### **Introduction.**

A good introduction should focus on when, where and what happened. This should be a well explained paragraph.

#### **The body.**

This is the main stream of the report. It covers the details of the report. It should focus on what exactly happened, how it happened (causes) the nature and the after math or results and effects. This should be well explained so that there is no doubt left for the one reading it. This may cover more than one paragraph.

#### **The conclusion.**

This is to prove the source of the report. A report can only be authentic with a signature and the name in capital letters. The name in capital letters shows that you have opened up the signature. This should be followed by the title/office/ a designation and finally the date.

Unlike letters, these should be on the left side of the report as there is no address.

**NB:** Unlike other reports, this one is may be written in paragraphs without highlighting sub-headings.

### **Example 3**

#### **A REPORT TO THE POLICE ON THE ACCIDENT THAT OCCURRED ON JINJA ROAD AROUND BANDA.**

On Friday 4th August, 2017 while traveling to Tororo at around eight O'clock in the morning. I witnessed a terrible accident that occurred Banda about eight kilometers from Kampala.

The accident involved two vehicles, a taxi that was carrying fourteen passengers, heading to Mbale and a fuel tanker that was joining the road from Mogas Depot. The taxi was at a high speed, running at about one hundred twenty kilometers per hour (120 KM/h). The driver seemed to be absent-minded and could not even notice the traffic control officer who has stopped other vehicles from moving on either side.

He therefore, rammed into the fuel tanker, causing a fatal accident, not only to the passengers but to himself as well. The people died on spot as others received serious injuries. The police station being a stone's throw away from the place of accident, I rushed to inform them about the incident. Without a moment's delay, they rushed to the scene and called for the ambulance services to rescue those who have not died. These were taken to the nearest health centres and the corpses to Mulago City Mortuary.

As a witness, I suggest that the drivers plying that road should always be conscious of the passengers' lives and drive at the recommended speed of eighty kilometers per hour. There should also be sign posts placed around that area to alert the drivers of the fuel tankers from the depot. I hope these measures will avert most of the accidents around that place.

---

NAMAKULA IRENE  
10TH AUGUST 2017

#### **Example 4**

##### **Question:**

As a student at your new school, write a report to the head teacher about an accident that happened on the school playground on 13th July 2013.

##### **Answer:**

#### **A REPORT TO THE HEAD TEACHER ABOUT AN ACCIDENT ON THE PLAY GROUND**

I have to report that one of our students in senior four, Mudangah Robert had an accident in the playground at 5pm and broke his leg. The circumstances under which it happened are as follows; At four O'clock in the afternoon; we set off for Kyambogo play ground where I was in charge of the boys. The teacher was not yet ready, so I decided to take responsibility.

While at the field, we started off running round the field before we divided ourselves into three groups. We then played in our respective groups. In the course of the play, one of the balls bounced and fell in a deep pit. Mudangah volunteered to go to down the pit and pick it out.

When he had got it and threw it to us, he struggled to come out, but given that the pit was slippery, he slid back and broke his left arm. Since we had some scouts amidst us, they devised means and we got him out of the pit. We then took him to Kyambogo hospital and because I was the leader of the sports group, I was left behind to take care of him until his father came.

By the time I left, he had been attended to by the hospital staff and was feeling much better.

---

*NANKUMBI SHANISE*

21ST AUGUST, 2021

##### **Explanation:**

In the report above,

- All relevant facts have been stated clearly and concisely.
- There are many short paragraphs to make the report clear.
- Though this report is not numbered , you can use numbers, especially, if you need to refer back to them.
- In suitable cases, you could use sub headings if this would help in making the report easier to follow.

#### **Example 5**

##### **Question:**

There have been rampant cases of cheating in internal examinations in your school. The head teacher has appointed a committee of six people to investigate the problem and compile a report in two weeks. As the secretary to the committee, write a report in which you include the purpose of the study, methods of collecting information, at least four findings and give recommendations on the forward.

##### **Answer:**

#### **A REPORT TO THE PRINCIPAL ON THE CAUSES OF CHEATING IN TEKELEZO HIGH SCHOOL AND RECOMMEDATIONS ON THE WAY FORWARD.**

##### **Introduction.**

Several cases of cheating in internal examinations had been reported since the beginning of the year. As a result, the head teacher appointed a committee of six teachers to find out the root cause of the problem, unearth the various methods students use to cheat and come up with recommendations on how to stamp out the vice. The committee comprised the following teachers:

- 1.
- 2.
- 3.
- 4.

. The members were given two weeks in which to complete their work and present a report.  
Methods of collecting data.

The committee used questionnaire that were administered to members of staff and students, and interviewed the same for observations.

**The findings.**

The committee found out three causes of cheating in internal examinations in the school.

**(a) Poor preparations for the 'opener' examinations.**

The survey revealed that most students opened for the new term unprepared to sit for the examinations. It was noted that very few students read during the holiday and therefore, they would report to school having done little or no revision at all. They reported the anxiety to post good grades made them find alternative means of attaining desired grades.

**(b) Fear of repeating classes.**

The committee released that the below- average students lived in fear of being told to do remedial years. Also the practice of detaining those who scored below average for a week. These student reported feeling neglected by the teachers since little attention was paid to them to help improve their grades.

**(c) Availability of opportunities.**

The committee also noted that the teachers an invigilation duties failed to be physically present in the examination rooms. A large number of students confessed that this gave them room to check for the answers from their books and even consult friends when they got stuck. It was also reported that the duplicating room was freely accessible to the students even during the examination period. A check on the room revealed that duplicating clerk handled other matters too as he prepared examinations scripts. This gave room for students to sneak examination material from the room.

**(d) Various ways of cheating.**

Students reported having applied various methods to cheat in internal examinations. These included writing condensed notes and hiding them inside sweater sleeves, writing notes on shirts and blouses, consulting books placed in their laps, consulting desk mates and even stealing exam scripts from the duplicating rooms.

**Conclusion and recommendation.**

From the investigations, it was clear the problem had a bigger magnitude and might lead to cancellation of results in the national examinations. All the committee members agreed that urgent steps be taken to avert the problem.

It therefore made the following recommendations:

- (a) The 'opener' examinations be rescheduled so that students should be allowed a week to revise.
- (b) The examination office should sensitize the teachers on the need to properly invigilate all the examinations.
- (c) Teachers should devise ways of handling the slow learners by providing remedial lessons instead of effecting punitive actions.
- (d) The duplicating room should be out of bounds to all students in and out of examination period.
- (e) The school administration should instill the virtue of honesty and to educate the students on the consequences of cheating examinations.

Compiled by:

---

KASYOKA MAKAU

(Secretary from Saturday Nation, September 21, 2013)



## **DESCRIPTION OF PROCESS/RECIPES**

In daily lives we are involved in organizing different activities such as preparing meals, planning for trips and tours, visitation etc. when a set of instruction for preparing a meal is instruction about how to prepare a either a modern or tradition meal. In such cases, the writer may include the number of people to be served when the meal is ready. In science subjects different procedures are given for candidates to follow when approaching a practical examination. All these activities involve particular processes.

Making a process description requires one to lay out steps and stages that result in the success of an activity. A description of a process is intended to make one understand how something with a responsibility of describing how soil retains water by availing equipment such as funnels, water and types of soil. For meal preparation, ingredients are mentioned.

### **Characteristics of a process description.**

The writer uses instructive language. This is not necessarily commanding but directive. Activity verbs begin sentences. E.g. take a sample of ... and paste it on... Try to ..... and save .....

The writer is factual, objective and informative. Whatever is said should appear as truth which should be followed. No doubts are allowed.

**Adverbs of time such as after, before, then are used.**

### **Sample question 1.**

**Describe how you can prepare a local traditional dish for your family.**

**Answer:**

#### **How to prepare Bamboo stew.**

I have a knack in the preparation of different traditional dishes. The most liked one I am going to describe is bamboo stew. This is commonly known as 'Malewa' in my local dialect of Lunasaba. I loathe all modern dishes whenever I taste this sauce. The following is my recipe.

In the first place, get six to ten bamboos shoots, a half a kilogramme of well ground, groundnut, sodium chlorid, salt and water. Soak the bamboo in water and boil it for forty minutes. Leave it to become soft. It is advisable to add sodium chloride to make it soft as expected. Note that bamboo differs in type so, find out which type you are preparing and how much chloride you should add.

Remove the top cover which lines on the bamboo. This should be done with prowess. A knife is a boon instrument for this removal. If you have no knife a stick can work.

All the covers removed, the bamboo is cut into pieces and put in a pot to boil. Regulate the heat so that the contents boil without making an overflow into the fire.

Add some more chloride to make the bamboo ready as early as possible. Remember that by this time your siblings will be very hungry.

Groundnut paste is added and a wooden ladle is used to stir. Do it several times to make the mixture complete. Remember to add a little salt to establish a complete taste. Note that a lot of salt spoils the broth. Always give chance to people to add salt into their own dishes.

Boil this stew for one more hour but do not forget to stir it lest it might solidify at the bottom. It is apt to sit near and concentrate on the cooking to prevent solidification.

After making such a meal, you become vainglorious. I surprise all your kith and kin at home cannot help struggling for this dish. Learn how to make 'Malaya' and you will be declared a good cook of country food.

### **Sample question 2.**

**Present full steps to follow to construct a simple local house an old man in your home village.**

#### **A HUMBLE DWELLING FOR OLD KAKURU KABAGURUSI**

Old Kabagurusi is the oldest man in my village. To help him have a place of abode, my friend and I need the following items: a sharp machete, simple poles, nails, six iron sheets, a hammer and tape measure, a tin door, window and mud. We need to cut twelve poles and cut them into fitting sizes.

That done, holes are made in the earth, following perfect measurements for a rectangular structure. The poles are fixed and joined using nails. Long poles are used to make a slanting

roof to allow a smooth flow of water and avoid leaking during blustery and wintry showers. Placing iron sheets in a perfect row, fitting them together, we form a house structure to be seen.

Clay is made by way of mixing soil with water. This makes a complete mixture when well pressed and left to soften. The mud is fixed to make complete mud wall. Soon, clay paints is used to give the house its white and tawny look.

When both door and window have been fixed, we engage ourselves in the smearing of the floor with fresh cow dung to make it smooth and avoid attack by fleas and other parasitic insects.

Old Kabagurusi can now enter his house with a smile on his visage image how mirthful he is when he notices he is out of his plight he has been mired in for all his life!

### **Question:**

***Describe how you can wash very dirty cloth which you like most. 250-350 words.***

### **GIVING PLACE DIRECTION**

Have you ever got lost in any place? What caused all this?  
How did you feel?

Most people get lost because they are not given proper direction. Some people are not good at directing others and easily mislead them. All this is as a result of one's failure to know how to direct others to their destinations. This section, short though it may look, gives you an overview of how to give proper direction.

### **HOW TO GIVE PLACE DIRECTIONS.**

Be calm and prepare what to say or write. Do not hurry to direct someone in need to reaching their destination.

Always assume that the person you are directing or the intended user of the given instruction is not familiar with the route they intend to take and perhaps have never been to the place they intend to go.

Start from the point the route user is familiar with then, continue step by step, from one place to the other according to location.

Do not forget the approximate distances. Try to estimate the distance between places and mention them. Mention noticeable places as major spots e.g. trading centre, market, school, junction, hill, river, town etc.

Be sincere, factual and serious so that the person you are directing believes you. It is advisable that you look straight in the face of the one you are directing so that you can capture their attention.

### **LANGUAGE AND STYLE**

A person directing an intending traveler should have the following linguistic awareness.

There should be use of simple and correct language. Avoid hard expressions which might deter communication.

Use adverbs of place e.g.

At the junction, To your left, Across the road, A few kilometers away, in front of the dry tree, Opposite the mosque.

Use instructive and activity verbs e.g.

Turn to your left, Move forward, ignore the narrow path, Decrease on the speed, Make a turn to the right etc.

### **SAMPLE QUESTION ONE**

There is a fire outbreak in your school and a burning dormitory needs to be saved. You have decided to call fire fighters from town but they do not know the direction and location of your school. Give precise directions to their commander to enable his team reach the scene. **(250-350 words)**

### **Answer**

I am Victoria Nakimbugwe the Security Prefect Masaba Secondary School Budadiri. Here we are in peril and every student is on tenterhooks. A word that you are on the way to quell this fire has made us hopeful. Please listen to me and follow my instruction to the letter.

From Mbale Central Police Station, do follow Republic Street to the renowned clock Tower. Turn to your right and follow Kumi road. Note that this is a relatively busy road, so hoot to

be given right of way by the drivers of commuter taxis and company trailers which ply this road. Remember to slow down when you read Nabuyonga Bridge because of heavy traffic on a bumpy road.

Speed your vehicle for two kilometers to reach Islamic University in Uganda-Mbale Campus. Do not go beyond this point if you want to take a short cut. Cross over the central reservation and join the tarmac road on your right. This is called Kasanvu Drive. The road is one Kilometer long.

At Kasanvu, follow the road on your left just on a gently sloping hill. Make your seat belts tighter and drive faster to ascend the there is a dangerous slope down the Namatala River. Take care!

Having crossed the bridge, ascend the Namatal hill and join Bugusege junction. Beware of the potholes and the slippery surface at Nabuzembe. Go slow but you can speed up after Sonori Safari Hotel, a building with tawny walls.

Look on your right and you will see Budadiri coffee factory. Move for one kilometer and you will be in Budadiri Town Council.

Do not follow any road that branches off from the main one but go straight forward. After a one kilometer drive, you will cross River. Look on your right and you will see a sign post of the great Masaba Secondary School.

I wish you a safe journey. Remember to be a careful driver.

### **SAMPLE QUESTION TWO**

Your friend who lives up-country is coming to visit you in the city. He has never been to your city home before. Write simple directions and send to him by post so that he does not get lost.

#### **Answer:**

Board the renowned Adura amutto bus as early as 5:00am .

Find this bus at the company terminal on Bikunya road in Masindi Municipality. Take the front sit so that you can have a clear view of places on the way. The journey is approximately two hundred kilometers.

Prepare to alight as soon as you see a sign post: Welcome to Wandegeya'. This is a city suburb. Alight immediately you reach the main bus park. Be calm and move around. Select a friendly motor cyclist and request him to take you to the New Taxi Park.

Take a taxi to Kawaala. Do not board any other apart from Kawala taxis. Ask one of the touts whether the taxi you have boarded is the right one. It will take you northwestwards.

Just one kilometer away from the park is Old Kampala Police Station. After it, the taxi will turn to right and shortly ascend a narrow road up Namirembe road. Follow this same road to Nakulabye roundabout. Do not look sideways but the western route. It will take you five to seven minutes to reach Kawaala Township.

Move a distance of fifty metres on your right. Look up a three storeyed building and you will see the writings: 'Jordan Hotel'. Stand here for a while to settle your mind.

At exactly 10:00am look down the alleyway and wait. You will see me in red blue and black.

You are welcome to Kampala.

#### **Exercise:**

Your best friend has been bitten by a dangerous poisonous snake and needs medical attention. However your village mates who have offered to help him do not know the route to the health centre. You cannot move with the in because you have an injury you sustained during a village match. Write down simple directions for them to follow to reach the health unit.

## NEWS PAPER REPORTS AND ARTICLES.

A Newspaper writer does not forge stories but goes to the field and collects information. The written report is a summary of a larger event which cannot be narrated in one story.

### What to do in an examination.

- Interpret the question and make a mind map to form your story.
- Arrange events in a chronological order (in order of occurrence).
- Form characters and give them roles.
- Give your story life by putting it in places and at different times.
- Write your story.
- Write in continuous prose.

A good newspaper writer asks himself the following questions:-

What happened (events)?

Where did it happen (place)?

When did it happen (date and time)?

Who were involved (characters)?

Why did it happen (reason)?

How did it happen (description)?

**N.B** To be a good newspaper report writer, always participate in writing the school magazine when you are still at school.

### The format

#### (a) The title (heading)

This should be brief exciting. It should be capturing so that the reader develops alacrity to read it. E.g. *'Mzee Mamba Leo Dead'*

*'Students Off Rampage'*

*'Parents Protest Fees Increment'*

#### (b) The name of the reporter:

e.g. By Vivian Babirye.

#### (c) The introduction.

Immediately state what happened, where and when.

#### (d) The body.

Give the story its detail. State who did what and how. Include people's reactions.

#### (e) Conclusion/Ending

Show how everything ended. Some writers like ending with other people's comments. E.g. When asked about this problem the area Member of Parliament declined to give a comment.

**N.B** A newspaper report should be an objective narrative. The reporter does not involve himself. He is one of the on-lookers whose contribution towards the state of affairs is completely avoided. The language is simple but descriptive. In examinations, avoid slang English and vernacular expressions.

## SAMPLE QUESTIONS

The Minister of Education and Sports recently visited your school. A number of activities took place. These include:

- Tour of the school
- Opening of new library
- Speeches and exhibitions

Write a newspaper report to the New Vision explaining what happened.

### **Minister Promises More Support For Secondary Schools.**

By Wekiriln Bruno Wanyotto

Saturday May 2, 2018 was a special day in the history of Great Aubrey School. The Minister of Education and Sports Honourable Jesca Alupo paid a visit to the school shortly after her visit to Busitema University. Parents and students greeted her arrival with clapping singing and dancing.

During her tour of the school, Honourable Alupo thanked the administration for keeping the school in a hygienic condition. She said she was happy girl students has been provided with enough water for that all what she saw was the effort of teachers and students.

While Handling over the keys to the new library to the Head teacher, the Minister warned the school against restricting the students from using the library. She said, it was worth keeping an open library for all students so that the lost reading culture in Uganda schools is rejuvenated.

In his closing remarks, the Headteacher promised to avail the students with every chance to use the library. He thanked the government for continued support to education programmes. The Minister promised more support to Great Aubrey School to uplift the standards of the school.

The government of Uganda has embarked on infrastructure development in both government and private schools to check on the declining standards in secondary education.

### **SAMPLE QUESTIONS TWO**

You were at the scene of a fight at a trading centre, involving a responsible person and his wife. Write a newspaper report explaining what happened.

### **COUPLE FIGHTS IN THE ROAD**

Residents of Kijura Township in Masindi Municipality were treated to a free drama when a prominent couple fought in the middle of the road. This happened on Sunday morning on 5<sup>th</sup> May, 2018. The man, only identified as Gadafi is said to have found his dear wife with another man in their bedroom.

Matenesi perigreen is this man whose wife has caused mahem among residents of this township. Matenesi is the area local Council Three Chairperson while his wife operates n saloon along Kijura Kisuta road.

Rumour has it that perigreen service, praanga, has been in love with Mukwasi a committer-taxi conductor for a couple of months. Her husband one got wild of this from femade netherbours what were worried of their own husbands falling prey to her roving eye.

Nassozi a bar attendant said Mukwasi had been wrecked by Matenesi on different occasions but all had been in vain. However this fateful Sunday Matenesi had told his wife lie was going to church to atlenta a Parish council meeting shortly after morning mass. Nassanga used this chance to have Mukwasi in but her husband`s return foiled the plan and Mukwasi ran away, leaving his jean trousers.

When contacted, the Officer in Charge Kijura police station said Mukwasi was being looked for and when caught could be charged with criminal trespass. Matenesi and his wife also being charged with affray, for fighting in public.

#### **Exercise:**

1. Write a newspaper report by title.

Jordan S.S Students Rescue Classmate from Burning Dormitory.

2. Imagine you were at the scene of an accident where some people died and others survived; write a newspaper report describing what happened.

### **LETTER TO THE EDITOR**

A letter to the editor is a response from the readers of newspapers. After reading other articles perhaps experiencing a problem or anything of concern, a writer can sit and write a letter to the editor. Check your local and national newspapers and you will see a column named.

“Your letters”

Please, be one of the writers.

Characteristics of a letter to the editor.

Such a letter is subjective. The writers involve themselves. The views expressed are theirs.

The writer is factual and sincere. They write without fear but vigour.

The letter is sometimes a response to another already written letter or about a pressing issue which needs attention. Such letters are always on topical issues.

The language is totally formal. In examinations no colloquial expressions are entertained.

NB:

Letters which directly attack personalities may not be published.

If the writer does not want to be known, they use words, such as ‘concerned Citizens’ ‘Worried Student’ ‘Concerned Student. Or Name withheld on Request.

### **Format**

(a) Salutation: It is advisable that you used the phrase: Dear Editor.

(b) Letter body:

In the first paragraph, state what you are responding to. In the subsequent paragraphs give your views.

In the last paragraph present your stand, suggestions or advice.

(c) **Sign off:**

End with your name.

### **Example:**

**You are a bus driver touched by the continued mistreatment of drivers by the traffic police. Noted behavior includes: over checking driving licenses; emphasis of seatbelt use and bribes. Complain to the editor of your local news paper.**

Dear Editor,

I am a seasonal driver working with Kanyabwanga Bus Company. As a responsible tax-payer in Uganda, I must protest most rigorously against the continued harassment of drivers by the police. Almost every day, it seems, drivers are stopped by policemen checking vehicles, driving licenses or insurance certificates. If one is not stopped still one finds oneself trapped in traffic jam while other drivers are being checked.

Surely the police have more important work to do, I suppose. For example, would they not be better employed detecting crime and catching criminals?

The public funds spent on traffic policemen could be better spent on improving the dreadful roads that cause so many fatal accidents in this country.

*J.P Karashani*

*Concerned Bus Driver.*

The next letter is from Seggawa Muhamed who would like to challenge Karashani’s view.

Dear Editor,

With respect, I would like to take on Mr. Karashani J.P upon some of the views he expressed in his letter dated 2<sup>nd</sup> May, 2018, on the subject of traffic policemen. In my

opinion, keeping smooth traffic is part and parcel of the police's duties. The traffic police, as their name suggests are road guides and thus good law and order observers.

Mr. Karashani fails to acknowledge the fact that without such formal engagements by our dear police, road carnage would be on the increase.

I totally disagree with his view that checking vehicles and driving licenses is a waste of time and government resources. My humble question to my dear friend is, which other way can the police use to detect vehicles in a wanting condition let alone drivers without permits and training? Let Karashani understand that such vehicles and driver, if eliminated can lead to decrease of road accidents to a negligible minum.

Kudos our police force. Work harder and crack down all road misusers.

*SEGAU MUHAALI*  
*Wampewo Gayaza Road*  
*Kampala*

## **COMMENT**

- The two letters above are serious. The writers are sincere in their expression.
- Both of them observe formality

## **LAW AND ORDER**

No Individual is above the law. Those who go against set laws are called law breakers. Their best places are prisons and police cells. Everybody should abide by the set rules to avoid misadventures in life.

As learners of language, we need to acquaint ourselves with common documents used in law departments. These include, among, others, the following.

- (a) Police statements
- (b) Witness accounts;
- (c) Agreements

Emphasis shall be put on the kind of information given in each case let alone the format features that differentiates one document from the others. They formats used here are for academic writing. Different organizations may have different ways of doing things as a matter of convenience.

## **WRITING A POLICE STATEMENT**

This is a document that shows information given by a party directly or indirectly involved in a case before a police officer. The party may be the accused, complainant or witness. The ultimate role of the police force is to keep law and order in a rather amicable way. This, however, is only possible if they have cooperating clients who show readiness to give constructive and dependable information about a happening in question.

### **Characteristics of a Police Statement**

- It is brief because it is a just a short ccount about a specific event, not a full story.
- The party gives specific information that can lead to clarity. Details about place, date, time, people and directions are included.
- The party's personal data is needed. This includes: full name as per the national identity card, age, gender and address.

### **Format Elements**

- (a) The main items include:
- (b) Personal data;
- (c) Date
- (d) Title (showing the kind of case in question)
- (e) Detailed statement;

- (f) Declaration of truth
- (g) Sign off by writer
- (h) Sign off by Officer in Charge.

### **EXAMPLE**

Imagine a deadly strike occurred in your school recently. You as one of the students leaders witnessed it all. Write a police station, stating the students involved and the damage.

### **POSSIBLE ANSWER**

#### **POLICE STATEMENT**

Name: Dradiga Tom

Age: 16 years.

Gender: Male

Address: Ombatini High School

Agrey Hall.

Date: 4<sup>th</sup> September, 2018.

#### **Students Strike at Ombatini High School**

On Friday 3rd September, 2018 at exactly 7:00 p.m, I heard noise from edema Hall and came out immediately. I took cover at the assembly ground to have a clear view of the incident. I saw Getta Ismail and alchdri Samuel with a can containing a liquid. They moved to the Administration block and poured the contents of the can onto the roof. Ichdri Samuel with a can containing a liquid. They moved to the Administration block and poured the contents of the can onto the roof. Ichidri Samuel struck a match stick and through it onto the building setting it ablaze.

Few minutes later, I saw Senior Four students come out of Amin Hall, making noise, breaking everything. Amandra said hit the window screens of the truck and Lemi Isaac attacked the headteacher who was coming out of his staff house.

I declare that whatever I have written above is the truth about what I saw.

---

DRADIGA TOM  
WITNESS

---

HASHAKA JIMMY  
OFFICER IN CHARGE

### **CREATIVE WRITING (SECTION B)**

#### **RULES AND TIPS FOR WRITING GOOD COMPOSITION**

1. Usage of good and attractive handwriting. Avoid what is normally referred to as “doctor’s handwriting” which is barely legible. Strive always to have legible handwriting. Illegible handwriting only makes the examiner be disinterested and finally may not award marks deserved.
2. Avoid usage of words which their meaning you do not know or sure of. You would rather use simple English words than use complex ones which are used out of context. One of the basic elements of composition writing is to test your knowledge of grammar.
3. Make your story/composition flow freely and as easy as possible for the reader to read. The story must have a sequence and flow without abrupt twists and turns which when read with the rest of the story is completely out of context.



4. Spelling and punctuation rules must be observed to the letter e.g. ensure that at the end of every sentence there is a full stop, apply commas where necessary and where one wants to exclaim or express shock then use an exclamation mark. By correct use of words and punctuation marks, the student is able to effectively communicate his/her body language with the examiner.
5. Make your story as interesting as you can; even humorous so that besides entertaining the reader, you capture his/her imagination. Naturally, nobody wants to read through a boring and tedious composition. Go ahead and capture the examiners imagination through usage of various language techniques learnt.
6. The composition should have twin words, similes, sounds and dramatic expression.
7. All related ideas would be contained in a single paragraph. In the same breathe; avoid using long sentences, for instance, a sentence which covers 10 lines of the examination paper should be broken into two. This helps in making the examiner clearly understand and read you thought correctly.
8. Use variety of sentences. No two sentences should be started in the same manner particularly if they are in the same paragraph or follow one another. Avoid repetition to certain words [ it shows poor grasp of the English].
9. Your story/composition should be full of suspense; always holding the readers` attention. Suspense in one of the most powerful tools of language technique, which keeps the reader [examiner] interested in the story wanting to know the end of it.
10. Avoid starting a sentence with conjunctions like AND
11. Ensure that your composition has a conclusion. The conclusion should be a paragraph by itself. The concluding sentence must be powerful to capture the essence of the whole composition. This is well done if the concluding sentence is a proverb.
12. Make sure your composition has a heading/title unless provided with one. This is a common mistake made by students particularly where one is given a sentence and instructed to finish with the same or to begin with it.
13. Finally, always proofread your work. This ensures that there are no careless mistakes particularly the punctuation ones and the grammatical ones. It also ensures that the body of the composition is in tandem with the topic given or your headline.

## OTHER IMPORTANT FEATURES OF A GOOD COMPOSITION

### 1. Paragraph organization

A composition should have at least three paragraphs. These are;-

#### **Introduction**

This is the most important part of the composition. It gives an insight to the reader/ examiner of what to expect in the body of the composition. The impressions created by your introduction will either capture the examiner's mind through a powerful introduction.

#### **Body**

Also bear in mind that the opening sentence to every paragraph, otherwise known as topic sentence, introduces the main idea in that specific paragraph. A reasonable body should be made of four or five paragraphs. They should be of medium length. Each paragraphs following.

The presentation of the paragraph should be in logical order e.g. if you are describing a person start from the head to toe.

#### **Conclusion**

The conclusion should be interesting that it leaves the reader thoroughly amused ending with proverb relevant to the subject or rhetorical question worth thinking about is an excellent idea.

Below are examples of framework on different titles.

#### **A. Our school**

#### **Framework (Plan)**

- |       |                                      |  |
|-------|--------------------------------------|--|
| (i)   | Introduction                         | - Location, buildings layout   |
| (ii)  | Main body                            | - Detailed description of each building structure & use<br>- Teachers/ students/ Subjects<br>- School's activities |
| (iii) | Conclusion – Summary and final word. |  |

#### **B. An animal**

#### **Framework (Plan)**

- |       |              |  |
|-------|--------------|--|
| (i)   | Introduction | - Name, size and special features.   |
| (ii)  | Main body    | - Found in, environment and organization.<br>- Feeding habits<br>- How it spends time. |
| (iii) | Conclusion   | - Summary and final word.  |

## 2. Punctuation

This is the placing of punctuation marks in a sentence to shape its meaning and sense. Wrong punctuation can alter the meaning of a sentence or the whole composition thereby decreasing the marks a student would have scored.

### Punctuation marks explained

#### Comma (,)

It indicates a short pause and can be used:

- (a) To separate words in a series e.g. livestock consists of cattle, sheep and goats.
- (b) To separate clauses e.g. all , who is my neighbor, has a degree in science
- (c) After certain conjunctions e.g. Tom`s performance had been good throughout hence, the excellent senior three results
- (d) In direct speeches e.g. the teacher asked, “What is the capital city of Kenya?”
- (e) Used after “Yes” or “No” e.g. yes, he is in or No, come later.

#### Full stop (.)

Used:

- (a) To mark the end of sentence
- (b) Also used in abbreviating words e.g. P.S.V for public Service Vehicle.

#### Exclamation mark (!)

Used

- (a) After interjections e.g. Oh! Nice to see you.
- (b) After commands e.g. Attention!
- (c) Express surprise or excitement e.g. Alas!

#### Question marks (?)

Used instead of a full stop at the end e.g. what is your name?

#### Colon (:) )

Used:

- (a) To indicate a pause longer than that of a comma e.g. the pastor`s sermon was titled:

**LITTLE A BETTER LIFE**

- (b) To introduce a list e.g. Livestock include: Cattle, sheep and goats.

#### Brackets ( )

Used to make an extra idea or an explanation within the same sentence.

#### Hyphen(-)

Used in compound words e.g. hot-tempered.

## SOME COMMON ERRORS/MISTAKES MADE BY STUDENTS WHEN WRITING COMPOSITION

## 1. Compound words

Handbag **not** hand bag

Postcard **not** card

Wheelbarrow **not** wheel barrow

Bulldog **not** bull dog

Toothbrush **not** tooth brush

Backbone **not** back bone

## 2. Tenses

**Use of wrong tense e.g.**

Did you buy a pen? **Not** Did you bought a pen?

She did it by herself. **Not** she done it all by herself.

She saw me with her own eyes. **Not** she seen me with her own eyes

**Changing words which do not change in past tense**

It **costed** him a lot instead of it **cost** him a lot

He **cut** grass with a slasher. Not He **cutted** grass with a slasher.

Stacy burst the balloon. Not Stacy busted the balloon.

Ali was **hurt** in a fight. Not Ali was **hurted** in a fight

The thief **hit** him with a stone. Not. The thief **hitted** him with a stone.

**Mixing up tenses**

My mother asked him to go to church but he refuse. Instead of: My mother asked him to go to church but he **refused**.

In the example given the student meant to use past tense to report, but mixes the past tense as shown in the usage of the word "asked" and present tense as shown in the usage of the word "refuse".

**Could** and **can** e.g. can they have done it yesterday? Instead of: Could they have done it yesterday?

## DESCRIBING SITUATIONS IN COMPOSITION WRITING

### SADNESS

- Tears of despondency (hopelessness) cascaded down my muddy face.
- I was filled with wrath and anger.
- Bitterness dug a deep cavity in me leaving me as busy as a goose.
- Tears of sorrow filled my eyes and I blinked repeatedly in a bid to keep them back.
- My heart contorted into painful lumps.

- My stomach twisted into agonizing knots as searing pain jabbed me.
- A whirling sound, like the distant buzz of an aircraft filled my ears and I listened again but no, it was merely the sadness, which had caused the pain.
- Tears of melancholy poured out from eyes like water from a faulty tap.
- Sadness was deeply inscribed on her visage.
- His eyes were large balls and motionless, like a doll`s eyes which told a tale of melancholy.
- He sat there in deep meditation like a king whose subjects had just been wiped out by a mysterious plague.

## **TALKING**

She stammered, he bellowed, she spat out, She whispered between bouts of extreme terror, He murmured, he boomed, He blurted out, She jabbered out (Talk quickly), She whispered sweetly, like an early bird. And He replied gleefully with a wide smile.

## **CRYING**

- Tears of despondency slowly cascaded down my visage
- A cry of someone in dire need to help filled the air making ears prick up.
- A full-throated cry of someone in stabbing, choking pain made me stop in my tracks.
- Stinging tears clouded my eyes, temporary blinding me.
- Eyes were now brimming with tears.
- Tears of bitterness stung my eyes and I signed deeply to ease the feeling.
- Tears bathed everyone`s face making them moist as a toad.
- He wrapped me in a firm lingering hug as teas of joy filled my visage, like water squeezed from a sponge.
- Brimming with joy, I shot up as tears of disbelief filled my eyes.

## **LAUGHTER/SMILE**

- Pearls of laughter filled the packed to capacity hall.
- She smiled encouragingly
- She smiled appreciatively exposing a set of pearl white teeth and whispered a firm “thank you”.
- When the chief guest stopped in the hall, everyone was all smiles and he waved expansively to acknowledge their warm welcome.
- He smiled sardonically, pulled me so close that his breath wet my forehead then, he whispered, “Say your last prayers!”
- She has a wicked smile plastered on equally wicked face and eyes.
- She smiled exposing a set of well-arranges eggshell white teeth.
- Laughter echoed in the house, mingling with the clinging of glass.
- The boom of a gun, which made the place a graveyard, drowned the loud laughter.

- An ear – to ear- smile appeared on her once grave face and her eyes grew wide with excitement.

## **SCENE OF ACCIDENT**

- My friend`s once brown skin was a shade of shocking pink like a neck of a flamingo.
- Most victims were burnt beyond recognition.
- I was tongue-tied when I saw the charred remains of the victims.
- The injured victims winced in pain.
- The whole scene appeared like the devil had paid a courtesy call.
- In surprise, his eyes stood out of their sockets.
- Seething pain made my body chum.
- The whole scene looked horrible.

## **FIRE /INFERNO**

- Clouds of smoke whirled sardonically as the whistling wind welcomed them, to drive the far away, to the world of no return.
- The place was hot as a furnace.
- Thousands of sparks rose making the right sky look a huge glistening city.
- The flames danced eerily as if a demon was in.
- The air smelt of death and destruction was well written on the black marks the evil monster was leaving behind.
- Huge flames rose above the burning hell as though in contest with the choking smoke.
- Tongues of flames roared like an angry monster, burning furiously and consuming everything in its path.
- There was a coal black cloud of smoke, which enveloped the vicinity.
- I could not help but think of the hell fire so much talked in the bible.

## **DESCRIPTION OF A PERSON**

### **Figure**

- He was muscular, gigantic and manly
- He was short, sturdy and powerfully built
- He was thin, sickly and hunchback
- He was tall, lanky and had deep scar on the face.

### **Face and head**

- His face was square-jawed, flat and long
- Her face was round, pitch-black and wrinkled
- His head was big, round and inappropriately placed on a small neck

- His head was oval, thin and small

## **NOSE**

- prominent, long , flat, Bulging
- straight, broad, Enormous, Bulbous (like a bulb)
- Aquiline (eagle-like)
- snub (short and burned up at the end)
- dainty (small and pretty)

## **SKIN**

- Pale, Bronsed (reddish-brown), sun-burnt, florid (red), Ruddy (reddish), rough
- Smooth, Pimply (with pimples), Blotchy (with large marks), Freckled (with small pale brown spots), swarthy (dark)

## **MOUTH/LIPS/TEETH**

Wide, thin, straight, pearly (Like a pearl found inside oysters) e.g. pearl white teeth, tobacco-stained, Decayed, Gleaming, Irregular, well brushed, projecting, prominent, Uneven, thick.

## **FOREHEAD**

Narrow, flat, Bulging receding, wrinkled, wide, Prominent, high

## **CHARACTER**

- Humble
- King-hearted
- Proud, Haughty, vain (proud), greedy, Selfish, cheerful, Miserable, gloomy, Affectionate, honest, charming, mean, loyal, generous, adorable, sincere, detestable, earnest, stubborn, obstinate enthusiastic, timid, bold, excitable, spiteful (malicious)

## **DRESSING**

- Soot-black, coal-black, jell-black, pea-green, slate-grey, felt-hat, wide-brimmed hat, blood-red, bottle-green, brick-red, milk-white, nut-brown, snow white, rose pink.

## **VOICE**

- High – Pitched, squeaky, shrill, harsh, agreeable, melodious, husky, bass, tenor, straight, wavy, unkempt, silvery, shingled, bobbed, tangled , curly

## **ADVERBS**

### **NOTE**

- No verb should be left without an adverb

Acted - quickly, warily, suddenly, promptly

Answered - immediately, accurately, cleverly

Ate - greedily, ravenously, hungrily

Bled - profusely, unstopably, freely

Spoke	-	distinctly , earnestly, tauntingly
Sneered	-	insolently, impudently, tauntingly
Frowned	-	sulkily
Stuttered (stammer)-		Haltingly, painfully, excitedly
Staggered	-	drunkenly, weakly, awkwardly
Trembled	-	fearfully, frightfully, viably
Yelled	-	ear-deafeningly, eerily, piercingly
Wept	-	bitterly, distractedly, touchingly sadly
Sprang	-	expertly, lightly, swiftly
Shone	-	brilliantly, dimly, brightly
Listened	-	intently, carefully, keenly
Charged	-	desperately, furiously, bravely
Chuckled	-	gleefully, artfully, happily
Mumbled	-	angrily, inaudibly, indistinctly
Strove (strive)	-	manfully, desperately, bravely
Injuries	-	accidentally, fatally, seriously, slightly
Waited	-	expectantly, patiently, anxiously, impatiently
Sang	-	tunefully, sweetly, softly

## **Adverbs are used to make a story come to life**

### **Example one**

The gorgeously attired girl strutted elegantly towards the smiling guest. She humbly handed over the crimson red bouquet, an expensive grin showing on her visage. Courtesy and expertly, she warmly shook Miss Riungu`s hand like she has done so all her life. The mesmerized woman gladly patted her mulled hair and whispered encouragingly , “well done Miriam!”

### **EXAMPLE TWO**

The handsome, tall, smiling man elegantly walked to the podium firmly clasping an executive briefcase. He carefully placed it on the well-polished mahogany table and skillfully opened it like it contained his life`s savings. He audibly cleared his throat and soon, his baritone voice filled the room. “Ladies and gentlemen, “he began speaking eloquently that everyone was amazed. He held the microphone so firmly that I almost thought I distinctly heard it crack.



## **SENTENCES WITH ADVERBS USEFUL IN WRITING A GOOD**

### **COMPOSITION**

- A. The football fans shouted excitedly
- B. The injured player shouted frantically
- C. The team coach shouted jubilantly
- D. The man caressed his wife lovingly
- E. The woman caressed her baby gently
- F. The monkey caressed its baby fondly
- G. The birds chirped sweetly early in the morning
- H. The choir sang tunefully
- I. The boy sang loudly then softly
- J. The warrior fought bravely
- K. The two bulls fought valiantly
- L. The two boxers fought gamely in the ring
- M. He stammered frightfully
- N. He stammered haltingly
- O. I crept quietly in the cinema hall
- P. I crept stealthily in the dark room.
- Q. She crept silently in the courtroom

### **SOUNDS**

#### **Objects**

- |                            |                                 |
|----------------------------|---------------------------------|
| 1. The grinding of brakes  | 13. Babbling of the brooks.     |
| 2. The creaking of hinges  | 14. Screeching of brakes.       |
| 3. The babble of a stream  | 15. Tinkling of coins           |
| 4. The clanging of anvil   | 16. Crack of a whip             |
| 5. The tinkle of a bell.   | 17. Shuffling of feet           |
| 6. The clap of thunder     | 18. Splashing of water          |
| 7. A blast of explosion.   | 19. Creaking of hinges          |
| 8. The pop of cocks        | 20. Zooming of air plane        |
| 9. The wailing of siren    | 21. Swishing of ladies' skirts. |
| 10. Buzzing of a telephone | 22. Clatter of horses' hoofs    |
| 11. Ticking of a clock     | 23. Rumbling of heavy vehicles  |
| 12. Lapping of water       | 24. Tooting of a horn           |
|                            | 25. Clangour of hammers.        |

## Animals

1. The nigh of a horse.
2. The gibber of a monkey
3. The bray of a donkey
4. The chatter of a monkey
5. The croak of a frog.
6. The bleat of a lamb.
7. The hoot of an owl
8. The bellow of a bull.
9. Snake - hiss
10. Sheep - bleat
11. Hounds - bay
12. Sparrows - chirp
13. Parrots - chatter
14. Ducks - quack
15. Wolves - howl
16. Frogs - croak
17. Horses - Neigh
18. Rabbits - squeal
19. Cows - moo
20. Mice - squeak
21. Apes - gibbers
22. Doves - coo
23. Bulls - bellow
24. Owls - hoot
25. Elephants - trumpet

## SIMILES

Similes compare qualities of things, objects or animals

- As dead as a door nail
- As old as the hills
- As tough as leather
- As plain as spike staff
- As round as a barrel
- As wise as an owl/Solomon
- As hungry as a hunter
- As brown as coffee berry
- As bold as brass
- As bitter as gall.
- As agile as a monkey
- As patient as job.
- As tender as chicken
- As quite as a mouse
- As sweet as honey
- As right as rain

- As sharp as a razor
- As slippery as an eel.
- As steady as a rock
- As straight as an arrow, ramrod.
- As warm as toast
- As sour as vinegar
- As smooth as velvet
- As strong as an ox/a horse/Samson.
- As stiff as poker
- As swift as a hawk
- As sober as a judge.
- As brainless as a chimpanzee
- As candid as mirrors
- As buoyant as wings
- As black as ebony
- As bashful as a school girl.
- As far apart as the poles
- As careless as the wind
- As comfortable as coin.
- As complacent as a cat.
- As dangerous as machine guns.
- As expensive as glory
- As foolish as a calf
- As enticing as a riddle
- As friendly as a puppy
- As friendless as a alarm clock
- As gloomy as night
- As hairless as an egg.
- As ignorant as a child.
- As immaculate as an angel.
- As impatient as a lover.
- As hollow as a drum
- As joyful as a fly
- As invisible as the air
- As inevitable as death
- As loyal as a dove.
- As mean as a miser.
- As new as day.
- As kind as consent
- As level as a pond.
- As industrious as an ant.
- As lifeless as the grave.
- As malicious as satan
- As mum as oyster.
- As mobile as humanity
- As ruthless as the sea
- As remote as a dream
- As sour as lime
- As upright as a tower
- As useful as a cow.
- As venomous as a snake
- As wide as hope
- As spineless as a jelly-fish.
- As sleek as a mouse
- As rapid as lighting.
- As glib as glass
- As dirty as a hog
- As false as dice
- As dizzy as a goose
- As docile as a lamb
- As curious as a fish
- As cool as a cucumber.
- As constant as the sun
- As blameless as the snow
- As brown as a berry
- As cheery as a sunbeam
- As brittle as glass
- As boundless as the ocean
- As beautiful as the sunset
- As afraid as a grasshopper.
- As audacious as the day
- As blue as indigo
- As cheap as lies
- As barren as winter rain.

- As angry as a wasp.
- As faithful as the dog
- As immense as the sea
- As great as a lord
- As frigid as an iceberg
- As heavy as lead
- As greedy as a hog
- As immortal as the stars
- As harmless as a babe
- As mean as a miser
- As shallow as a pan
- As regular as sunrise
- As rebellious as the sea
- As punctual as springtime
- As rare as a blue rose
- As rotten as dirt
- As restless and ambition
- As pretty as a picture
- As peaceful as sleep
- As old as creation
- As powerful as a lion
- As selfish as a fox
- As obedient as a puppet
- As shy as the squirrel
- As quick as a flash
- As sacred as a shrine
- As sensitive as a flower
- As secure as the grave
- As stubborn as a mule
- As smooth as ice.
- As slow as a snail
- As ugly as sin.
- As troublesome as a monkey
- As terrible as hell.
- As sweet as sugar
- As suspicious as a cat.
- As wise as Solomon
- As unreal as a dream
- As vague as a shadow
- As wasteful as a hen
- As uncertain as the weather.

## EXPRESSIONS

- Beads of perspiration ran down my face.
- It was raining cats and dogs
- Avoided like plague
- In a grip of paralyzing fear.
- As silent as the grave.
- A bad beginning makes a good ending
- I opened the navy blue curtains that abruptly threw spears of light to every corner of the room.
- Icy trickles made their way down my forehead.
- I made a clean pair of heels back to the village.
- I heaved a sign of relief.
- Eyes as cold as those of a lioness.
- I blindly crept out.
- I blindly stumbled out of my glass-made bed with banana leaves laid on.

- I immediately hid behind thick forage.
- I stood aghast with my mouth wide open.
- She did not know her whereabouts nor did she know her destination.
- Soon the blaze of gold in the sky had turned into a cover of coal.
- She cried tears of joy.
- The tears ran down her cheeks like a water fall.
- The stream was bubbling and the dew on the grass had already evaporated.
- The aroma of breakfast was calling me.
- My heart was about to come out of skinny body.
- I fell with a thud
- Bubbles of joy burst within me.
- In an instant the clouds burst of letting out a torrent of icy drops.
- Thunder came in sudden smacks and whacks as of a dozen giants.
- Neck-breaking speed.
- My sturdy legs wobbled like jelly.
- His father`s fury reached volcanic pitch.
- Shaking like a blade of grass up against a whirlwind
- Paralyzed with fear.
- Scared out of wits.
- Tears of joy welled up in my eyes.
- I had spasms of joy.
- My heart palpitated ad I waited anxiously.
- I walked at a speed which could make a snail a champion.
- Like looking for a needle in a hay stack
- The wretched fool let out a hollow embittered laughter, just designed to annoy me.
- She sobbed herself to slumber.
- A goliath of man approached me.
- Our efforts bore no fruits.
- My heart beat like spiral flight of stairs.
- Icy trickles made their way down my forehead.
- Our howls just echoed into the open air.
- Her feet were sour with blisters
- I was given a hefty blow.

## **HYBERBOLES**

- They add humorous feelings to the reader.
- They are exaggerated statements which assist to convey a message and the exaggeration should not be taken literally.

### **Sentences**

1. The lady was as old as the hills.
2. A chilling pain ran down my spine.
3. Tears that welled from eyes and streamed down to wash the whole face.
4. A shield big enough to dam the river
5. Leapt as if hit by a bullet.
6. Leapt over the wall with agility of a monkey.
7. Fall with a thud.
8. Fixed on seats from which nothing less than an earthquake could dislodge them.
9. Silence that makes it possible to hear a pin drop on the floor.
10. Loud enough to awaken the dead.
11. Shaken and drenched in sweat, he jumped out of bed.
12. Hair that could make a barber shed tears.
13. Ran as if hell had broken loose on her/them/him.
14. Gobbled food as if they had starved for a week.
15. The earth shook under his heavy steps.
16. The waves were as high s Mt. Everest.
17. Terror that would turn black hair to grey in seconds.
18. Heat thump that threatened to break the chest open.
19. She leapt out of the room with agility of a cobra.
20. I felt as if the pierced my brain as she peered at me in disbelief.

## **PROVERBS**

- Composition concludes well when an appropriate proverbs is used
- They summarize long stories in few words
- Proverbs work well in composition titles and conclusions

### **Examples of proverbs**

1. Every road has a bend.
2. You cannot serve two masters.
3. Better late than never
4. Early to be early to rise
5. Give a dog a bad name then kill it.
6. Two heads are better than one.

7. A journey of a thousand miles begins with one step.
8. The early bird catches the worm.
9. A half a loaf is better than none.
10. A lazy man quarrels with his tools.
11. An apple a day keeps the doctor away.
12. Every tide has its ebb.
13. Hurry hurry has no blessing.
14. Every cloud bitten twice shy.
15. Every dog has its day
16. Once bitten twice shy.
17. One man`s meat is another man`s poison.
18. Stitch in time saves nine
19. Bleeding a leach to fatten a heifer.
20. Make hay while still hot.
21. A word from our mouth speaks volumes about our heart.
22. It is useless to cry over spilt milk.
23. A friend in need is a friend in deed.
24. Unity is strength
25. All that glitters is not gold.
26. Bad company ruins good morals
27. It is better a devil you know than an angel you have never met.
28. Too many cooks spoil the broth.
29. Look before you leap.
30. A new broom sweeps clean but an old one knows all corners.
31. Practice makes perfect.
32. It is never too late to do well.
33. Old is gold
34. Two wrongs don't make a right.
35. A bird in hand is worth two in the bush.
36. Patience pays.
37. Blood is thicker than water.
38. Prevention is better than cure.
39. East or West home is best.
40. A bad beginning makes a good ending
41. A cheerful look makes a dish a feast.
42. A man is as old as he feels.
43. Boys will be boys

44. Courtesy costs nothing.
45. Barking dogs seldom bite
46. Better late than never
47. Blood is thicker than water
48. First come first served
49. Fire is a good servant but a bad master.
50. Fingers were made before forks.
51. Honesty is the best policy
52. Knowledge is power
53. Lost time is never found.
54. Jack of all trade and master of none.
55. Let sleeping dogs lie.
56. Live not to eat, but eat to live
57. Many hands make light work
58. Many straws may bind an elephant
59. No gains without pains
60. Saying is one thing, doing another
61. Seeing is believing
62. Slow but sure
63. The bitter bit
64. Sooner said than done.
65. Strikes while the iron is hot.
66. Spare the rod and spoil the child.
67. Spilt salt is never all gathered.
68. The goat must browse where she is tied.
69. The morning sun never lasts the day.
70. The devil lurks behind the cross.
71. Time flies
72. Whatever you are be a man
73. Walls have ears.
74. Unity is strength
75. Time and tide wait for no man
76. Where there is smoke there is fire.
77. You cannot show a running horse.
78. There's safety in numbers.
79. Time cures more than the doctor.



## SYNONYMS

- words with the same meaning

- |              |   |            |
|--------------|---|------------|
| 1. Aims      | - | Offertory  |
| 2. Abundant  | - | Plentiful  |
| 3. Elevate   | - | Raise      |
| 4. Character | - | Reputation |
| 5. Brave     | - | courageous |
| 6. Earn      | - | Acquire    |
| 7. Embrace   | - | Hug        |
| 8. Emotion   | - | Feeling    |
| 9. Excess    | - | Surplus    |
| 10. Entire   | - | whole      |
| 11. Irritate | - | Provoke    |
| 12. Predict  | - | Foretell   |
| 13. Fashion  | - | style      |
| 14. Genuine  | - | real       |
| 15. Enemy    | - | foe        |

## NAMES OF PLACES

- |   |   |            |
|---|---|------------|
| A Residence for monks                                     | - | convent    |
| A place where rabbits are kept                            | - | hutch      |
| A place for housing cars                                  | - | garage     |
| A place for storing grains                                | - | granary    |
| A place where pigs are kept                               | - | sty        |
| The home of a lion  | - | den        |
| A place where goods are kept                              | - | depot      |
| A residence for monks or priests                          | - | Monastery  |
| A place where government records are kept                 | - | Archives   |
| A place where books are kept                              | - | library    |
| A place where ships are repaired or built                 | - | dock       |
| A place where fruits trees are grown                      | - | Orchard    |
| A place with gambling table                               | - | casino     |
| A place frequented for reasons of pleasure or health      | - | resort     |
| A square courtyard surrounded by building                 | - | Quadrangle |
| A place where money is coined                             | - | mint       |
| An underground place for storing wine or other provisions | - | cellar     |
| A Muslim place of worship                                 | - | Mosque     |

A place where animals are slaughtered for the market	-	Abattoir
A place where clothes are washed and ironed	-	laundry
A place where milk is converted into butter and cheese	-	dairy
A place for the treatment of sick people	-	hospital
A school for infants and young children	-	kindergarten

## PROFESSIONS

A Person who drive a motor car	-	chauffeur
A person who attends to the diseases of the eye	-	Oculist
A person who sells drugs	-	Pharmacist
A person who attends to the teeth	-	dentist
A beautician who attends to the hands and fingernails	-	Manicurist
A person who flies an aeroplane	-	pilot
A person who looks after horses at an inn	-	hostler
A person who studies the stars	-	astrologer
A person in charge of a ship	-	fish monger
A person who write poetry	-	poet
A person who heads a town council	-	Mayor
A person who studies the evolution of mankind	-	Anthropologist
A person who deals in flowers	-	florist
The commander of a fleet	-	admiral
A person who makes and sells ladies` hats	-	Milliner
A professional rider in horse races	-	jockey
A person who writes for the newspaper	-	journalist
A person who in charge of a library	-	Librarian

## THE TEN GOLDEN WRITING RESOLUTIONS SUMMARISED.

1. Neatly written in the most attractive handwriting. Well spaced word, and beautifully shaped letters (eight words a line).
2. I want to make it as easy as possible for the reader to read my work.
3. The spelling and punctuation of my work has to be very accurate.
4. I shall make my stories as interesting as I can: even humorous so that I ensure the reader is fully entertained.
5. My compositions should have twin words, similes, sounds and dramatic expressions.
6. All related ideas would be contained in a single paragraph.
7. I shall remember to use variety of sentences. No two sentences will be started the same way.

8. My stories will be full of suspense; always holding the reader`s situation.
9. I will always ensure that every composition has a concluding sentence; mostly a proverbs.
10. Lastly, I must proofread my work to ensure that there are no careless mistakes.

Note: These ten golden resolutions together with what my teacher has taught, my common sense, should make me the best writer the world has ever seen.

### **FAMOUS QUOTATIONS**

You gain strength, courage and confidence by every experience in which you will really stop to look fear in the face.

You are able to say to yourself, "I lived through this horror. I can take the next thing that comes along".

You must do the things you think you cant do.

Courage is, with love, the greatest gift. We are, each of us defeated many times. But if we accept defeat with cheerfulness, and learn from it, then, try another way, then, we will find fulfillment.

Whether you think you can or you can`t, you are right.

To become a champion, fight one more round.

You never really lose until you quit trying.

All serious daring come from within.

Storms make oaks take deeper root.

### **SAD**

- Tears of despondency (hopelessness) cascaded down my muddy face.
- I was filled with wrath (anger).
- Bitterness dug a deep cavity in me leaving me as busy as a goose.
- Tears of sorrow brimmed my eyes and I blinked repeatedly in a bid to keep them back.
- Seething pain stubbed all my nerves leaving me limping.
- My heart contorted into painful lumps.
- My stomach twisted into agonizing knots as searing pain jabbed me.

### **TALK:**

She stammered....she spat out.

She whispered between bouts of extreme terror...he murmured; He boomed.

She yelled; He blurted out; she blabbered out; she jabbered out. (Talk Quickly)

She whispered sweetly, like an early morning bird. He replied gleefully with a wide smile.

### **CRYING**

- Tears of despondency slowly cascaded down my visage.
- Weeping distractedly. I buried my ruddy face into my moist hands.
- A cry of someone in dire need of help filled the air making my ears prick up.

- A full-throated cry of someone is stabbing, choking pain made me stop in my tracks.
- Singing tears clouded my eyes, temporarily blinding me.
- Eyes were now brimming with tears.
- Tears of bitterness stung my eyes and I signed deeply to ease the feeling.
- Tears bathed everyone`s face making them moist as a toad.
- He wrapped me in a firm lingering hug as tears of joy filled my visage, like water squeezed from a sponge.
- Brimming with joy, I shot up as tear of disbelief filled my eyes.

### **LAUGHTER/SMILE:**

- Pearls of laughter filled the packed to capacity hall.
- She smiled encouragingly
- Laughter echoed in the house, mingling with the clinging of glass.
- The boom of a gun, which made the place a graveyard, drowned the loud laughter.
- An ear-to-ear smile appeared on her once grave face and her eyes grew wide with excitement.
- She smiled appreciatively exposing a set of pearl white teeth and whispered a firm “Thank you”.
- When the chief guest stepped into the hall, everyone was all smiles and he waved expansively to acknowledge their warm welcome.
- He smiled sardonically, pulled me so close that his breath wet my forehead then he whispered, “Say your last prayers boy!”
- She has a wicked. Smile plastered on equally wicked face and eyes.
- He smiled ruefully, gnashed his teeth and roared, “.....”

Variety of ways to start new sentences.

- Scarcely had I approached the young man whose seething anger was clearly written on his face when he removed a dagger from his “Kanzu”
- No sooner had I touched the doorknob than the door flew opwn.
- There and then, the girl opened her satchel and carefully pulled out a note.
- In spite of the terror which was boiling within me. I managed to.....
- Within the blink of an eye. I saw the men.....
- Despite the continuous and desperate.....
- Hardly had the/ i..... when.....
- Stopping to coach a breath, I felt a .....
- Peeping out of .... To see hat was a miss, I was.
- Craning my neck to get a better view,..... I .....

- Use of adverbial clauses (start a sentence with)
- Hurriedly, I made for the door.
- Unfortunately, she.....
- Like a matador.....
- Loudly .....

**Stealthily, possible titles:**

- 1. A HORRENDOUS (terrible) INFERNO**
- 2. FIRE! FIRE!**
- 3. FIRE IS A GOOD SERVANT**
- 4. WHAT A HORROR!**
- 5. FLAMES OF FIRE FROM HELL**
- 6. BOOMS DAY FIRE**

The flames/smoke:

- The flames danced early as if a demon was in
- The deep yellow flames rose above the humongous house waving sarcastically.
- There was a coal black cloud of smoke which enveloped the vicinity.
- Tongues of fire roared like an angry monster; burring furiously and (consuming) everything on their path.
- The place was as hot as a furnace as hot as desert.
- Huge flames rose above the burning hell as though in a contest with the choking smoke.
- Thousands of sparks rose making the sky look like a huge glistening city.
- Clouds of smoke whirled sardonically as the sougning wind welcomed them, todrive them far, far away, to the world of no return.
- The air smelt of death and destruction was well written on the black marks of the evil monster was leaving behind.
- I could not help but think of the hell fire so much talked about in the bible.

## **VOCABULARY TO DESCRIBE SCENE**

- Charred remains of the victims.
- He had been burnt beyond recognition.
- It was a grotesque sight (ugly, strange looking)
- Seething/searing pain made my body, churn.
- He looked like burnt slump.
- She winced in pain.
- Searing pain cut through my body.
- Everything had been burnt to frazzle.
- Tears of despondency cascaded down my ruddy face.

- It was as if the devil had paid us a courtesy.
- His eyes stood out from tier sockets, huge balls which stared endlessly as if to ask why?
- His once berry brown skin was a shade of shocking pink like the neck of a

## **ARRIVAL OF FIREMEN**

- Distance wail of sirens rekindled our hope.
- They dashed in like angles summoned from heaven
- Their hands worked like oiled pistons.
- They skillfully made their way in with expertise only seen in movies.
- The cries were getting fainter, making our once soared hopes spiral down.

## **USEFUL ADVERBS TO USE IN COMPOSITIONS**

Every verb should have an adverb.

- Bowed - humbly, respectfully, stiffly
- Caressed - fondly, gently, lovingly
- Charged - bravely, fiercely, valiantly (Bravely) desperately
- Chuckle - artfully, gleefully, happily
- Crept - quietly, silently, stealthily
- Explained - distinctly (clearly), concisely (briefly), vaguely
- Fell - clumsily, heavily, awkwardly
- Flogged - mercilessly, brutally, cruelly
- Fought - valiantly , bravely, gamely
- Frowned - angrily, sulkily, worriedly
- Injured - totally, severely, accidentally
- Listened - keenly, intently, attentively
- Mumbled - angrily, indistinctly, inaudibly
- Pondered - deeply, thoughtfully, seriously
- Ran - hurriedly, slowly, fearfully
- Sang - sweetly, tunefully, softly, loudly
- Shone - brightly, brilliantly, dimly
- Shouted - frantically (helplessly) jubilantly, excitedly
- Smiled - gleefully, drunkenly, weakly
- Staggered - awkwardly, drunkenly, weakly
- Stammer (stutter) - haltingly, frightfully, excitingly
- Trembled - fearfully, visibly, frightfully
- Wept - bitterly, distractedly, touchingly, sadly
- Whispered - audibly, weakly, softly

## **Use an adverb before or after verb**

**NOSE:** Prominent, long, flat, bulging. Straight broad, enormous, bulbous (like a bulb), aquiline (eagle-like) snub (short and burned up at the end) dainty (small and pretty).

**SKIN:** Pale, bronzed (reddish-brown), sun-burnt, florid (red), ruddy (reddish)

Rough, smooth, pimply (with pimple), blotchy (with large marks) freckled (with small pale brown spots), swarthy (dark).

## **MOUTH/ LIPS/ TEETH:**

Wide, thin , straight, pearly (like a pearl-found inside oysters ) e.g. pearl white teeth, tobacco-stained, decayed, gleaming, irregular, well brushed, projecting , prominent, uneven, thick,

**FOREHEAD:** Narrow, flat bulging, receding, wrinkled, wide, prominent high .

**CHARACTER:** Humble, kind-hearted, proud, haughty, vain (proud), greedy selfish, cheerful, miserable, gloomy, affectionate, honest, charming, mean, loyal, generous, adorable, sincere, detestable, earnest, stubborn, obstinate, enthusiastic, timid, bold, excitable spiteful (malicious).

**DRESSING:** Soot-black, coal-black, jet-black.

Pea-green, slate-grey, felt-hat, wide-brimmed hat.

Blood-red, bottle-green, brick-red, milk-white, nut-brown, primrose yellow, rose-pink, ruby-red, russet- brown, sea-green, shell-pink, shocking-pink, snow white.

**VOICE:** High-pitched squeaky, shrill, harsh, agreeable, melodious, raucous, sepulchral guttural, nasal voice, husky, raspy, bass, tenor.

**HAIR:** Straight, wavy, unkempt, silvery, shingled , bobbed, tangled auburn, curly.

## **BRINGING STORIES TO LIFE**

### **Use of adverbs**

#### **1. THE RULE: NO VERB SHOULD BE LEFT WITHOUT AN ADVERB**

- Acted – quickly, warily, suddenly, promptly
- Answered-tartly, immediately, accurately
- Ate –greedily, ravenously, and hungrily.
- Bled-profusely, unstoppably, and freely.
- Spoke-distinctly, earnestly, timidly, plainly.
- Sneered-insolently, impudently and tauntingly.
- Frowned-sulkily, worriedly , suspiciously.
- Stuttered (stammer) – haltingly, painfully.
- Staggered – drunkenly , weakly, and awkwardly
- Trembled-fearfully, frightfully, viably.
- Yelled-ear-deafeningly, eerily, piercingly.
- Wept-bitterly, distractedly, touching, sadly.

- Sprang – expertly, lightly, swiftly
- Shone-brilliantly, dimly, brightly.
- Listened – intently, carefully, keenly.
- Charged – desperately, furiously, bravely.
- Chucked – gleefully, artfully, happily.
- Mumbled – angrily, inaudibly, indistinctly.
- Strove (strive) – manfully, desperately, bravely.
- Injured – accidentally, fatally, seriously, slightly.
- Waited – expectantly, patiently, anxiously, impatiently.
- Sang- tunefully, sweetly, softly.

### **Adverbs make your story come to life!**

#### **Example one**

The handsome tall smiling man elegantly walked to the podium firmly clasping in executive briefcase. He carefully placed it on the well-polished monogamy table and skillfully opened it like it contained his life`s savings. He audibly cleared his throat and soon, his baritone voice filled the room. “Ladies and gentlemen”, he began, speaking eloquently so that everyone was amazed. He held the microphone so firmly that I almost thought I distinctly heard it crack.

#### **Example two**

The gorgeously attired girl strutted elegantly towards the smiling guest. She humbly handed over the crimson red bouquet of roses, an expensive grin showing on her visage. Curtsying expertly, she warmly shook Mr. Makambi`s hand like she had done so all her life. The mesmerized man gladly patted her mulled hair and whispered encouraging, “well done Prellie” Her lips quavered slightly and her brilliant.

More expressions

- Paralyzed with fear
- Shuddered with fear
- Seared out of my wits
- Tears of joy welled up my eyes
- I had spasms of joy
- My heart palpitated as I waited anxiously
- I walked at a speed which could make a snail a champion
- My efforts bore no fruits
- Like looking for a needle in a haystack
- The wretched fool let out a hollow embittered laughter, just designed to annoy me.
- We had come within a whisker of death. Thanks God we survived the terrible ordeal.



- She sobbed herself to slumber
- Her skin was as pale as death
- I screamed loud enough to waken the dead
- A Goliath of a man approached me.
- Fear ran its icy hand down my spine.
- Beads of perspiration ran down my face.
- As afraid as a chameleon on a frail twig.
- I avoided her like a plague
- It was raining cats and dogs.
- Out teeth rattled together
- Out howls just echoed into the open air.
- In a grip of paralyzing fear
- His guttural cries could be heard from far.
- As silent as the grave.
- As swift as a hawk
- I ran as fast as a deer leaving dust floating in the air.
- A bad beginning makes a good ending.
- I opened the way navy blue curtains abruptly threw spears of light to every corner of the room.
- I plodded down the spiral flight of stairs.
- Icy trickles made their way down my forehead.
- I made a clean pair of heels back to the village.
- Eyes as cold as those of a lioness.
- I heaved a sigh of relief.
- My heart beat like the West African drums.
- We were a very humble family and did not have much to give.
- I stealthily crept out.
- I blindly crept bout.
- I blindly stumbled out of my grass-made bed with banana leaves laid on.
- We were dead beat and the last things we wanted to do was to pad the hoof.
- I heard the shuffling of fear.
- I immediately hid behind a thick forage.
- I peered through a crack of the wattle wall.
- I stood aghast with my mouth wide open.
- She did not know her whereabouts nor did she know her destination.

- Soon the blaze of gold in the sky had turned into a cover of coal.
- Her teeth were tightly clutched together, her eyes flicked to any rustle she heard behind her.
- As sober as a judge.
- Her feet were sour with blister.
- She cried tears of joy.
- The tears ran down her cheeks like a water fall.
- The stream was bubbling and the dew on the grass had already evaporated.
- The aroma of breakfast was calling me.
- My heart was about to come out of my skinny body.
- I fell with a thud.
- A man, with a small tummy, lean and course moustache, eyes as black as coal.
- I was given a hefty blow.
- Bubbles of joy burst within me.
- In an instant the clouds burst out letting out a torrent of icy drops.
- Thunder came in sudden smacks and whacks as if a dozen giants...
- Neck-breaking speed.
- My pacific blue eyes were as open as day.
- My sturdy legs wobbled like jelly.
- His father`s fury reached volcanic pitch.
- Shaking like a blade of grass up against a whirlwind.

## LANGUAGE AND STYLE IN A STORY

A good story writer minds the use of language as a matter of narrative style. The following areas should be given special attention

### (a) Tense harmony.

There should be use of verbs in their different forms (tenses) used Appropriately to denote different times at which events took place. The following sentences are written in different tenses. However, when one combines them, one forms a short story with tenses used harmoniously.

#### (i) The past simple tense.

The tense shows that an event took place in the past and ended. E.g.

*The lazy, chilly morning made everybody uncomfortable. Both old and young church goers stood on the pavements and watched the passing vehicles.*

#### (ii) The past simple and past continuous

The past continuous tense shows that an activity started happening in the past and went to for some time. It is always used together with the past simple tense. E.g. when I woke up my mother was preparing my bib and tucker.

I was going to attend the long awaited wedding. When we arrived at church, the choir was preparing to entertain the congregation.

The tense shows that, two events took place in the past. When one was going on another one happened.

**(iii) The past simple and past perfect tense.**

The past perfect tense shows that two actions took place in the past but one action happened before the other. The first action to occur is in the past perfect form. (*Uses auxiliary verb had + a perfect participle verb form.*)

*E.g. had + gone*

*had + reached*

*had + arrived*

*Mr. Mapenzi, the bridegroom had prepared to wed his wife Kanzungu by noon time but she failed to arrive at church in time.*

*The parents of the bride arrived when the wedding mass had long begun.*

**(iv) The present and future tenses.**

In stories these tenses are only used in direct speech. This is mainly in dialogue.

*E.g.*

*"Who will give away the bride?" asked one old woman. "I do not know", replied an old man nearby.*

The above tenses work together. This is tense harmony highly recommended in story writing. As already noted it shows that events happened at different points of time.

**(b) Sentence structure.**

The writer of a story is required to use sentence variety.

There is urgent need for one to use three types of sentences namely: simple, compound and complex sentences.

**(i) Simple structure**

A simple sentence has one subject (performer of an action), one verb (action performed) and one object (one which the action is performed). It communicates only one idea. It is usually short. *E.g.*

The race was tough. Kiprotich beat Koech the renowned long racer.

He jumped high. His mother laughed. Kiptoech's wife watched in disbelief.

All the above sentences are simple in structure. *E.g.*

Kiprotich (subject) + beat (action) + Koech (object).

**(ii) Compound sentence.**

A compound sentence is a combination of but, because, until among, others. His mother laughed until among others.

His mother laughed until she broke her right rib.

Kiprotich won the race but failed to break the world record.

Koech's wife got annoyed and decided to leave him. Kiptoech could not believe her husband had won a world medal because his preparations were not satisfactory.

**(iii) Complex sentences**

This is a sentence which expresses unique ideas such as condition, contrast, reason, time, frequency etc. the use of conjunctions at the beginning of sentences as allowed. *E.g.*

As soon as I saw him, I jumped with joy. No sooner had I seen him than I jumped with joy.

Despite my bashful character, I attacked my foe and warned him against his plans.

No matter how brave I was, I shuddered when I faced him approach me with a sharp sword.

If I had not gone in, I would have missed the drama and regretted it the whole week.

Owing to his indiscipline, he was dismissed from the party and left without tasting the sumptuous meal.

## OTHER SENTENCE STRUCTURES

### (a) Sentence inversion

One can decide to begin a sentence with an adjectival or adverbial phrase e.g.

The boy was so stubborn that he could not stay in any school for one year.

So stubborn was the boy that he could not stay in any school for one year.

So tired and hungry were the soldiers that they could not walk any longer.

The soldiers were tired and hungry so, they could not walk any longer.

Tired and hungry, the soldiers could not walk any longer.

The thief stood beside the tree.

Beside the tree stood the thief.

The mobile damsel lay in front of the supermarket in a pool of blood.

In front of the supermarket lay the nubile damsel in a pool of blood.

### (b) Interjections.

The writer expresses shock, excitement, wonder annoyance etc. an exclamation is at the end.

What a pity my dear!

Oh my God!

What a goat!

### (c) Rhetorical questions.

These are questions which do not have answers. Their responses are obvious. Their purpose is to emphasize a feeling or opinion e.g.

What on earth did this sanguinary man want from our family? Was he not satisfied with the betrayal he had inflicted on my father? Why did he want to finish all my kith and kin? I hated him more than I did death. Courteous (adj) covetous (adj)

culpable curtail (verb)

## Dd

dainty (adj)	debacle (noun)	defiant (adj)	delve
damse (noun)	debut (noun)	deficient (adj)	demise
daredevil (noun)	debunk (verb)	defy (verb)	deprive
daunting (adj)	decadent (adj)	deign (verb)	deride
devastating (adj)	deviant (adj)	dexterious	diminutive
disdain (verb)	disingenuous		

NB: In order for you to learn more words, own a dictionary. Try to use words after learning their meanings and how they can be used in new sentences. Look up for more words in other letter categories. In each category learn five words and use them in your own expressions.

## COMMON MISTAKES IN WRITING

Writing mistakes are classified under the following categories:-

### 1. Structural problems:

These are usually noticed at sentence and paragraph level.

#### (i) Sentence level.

Use the three types of sentences. These are simple, compound and complex. Sometimes writers use abnormally long sentences thus destroying their structure. Look at the following sentences.

*The guest of honour did not speak for long just because he was tired after traveling a long distance from Kampala to Fort Portal and yet he had been advised by his doctor not to stand for long.*

The above sentence has many ideas which can as well be expressed in their own independent sentences. E.g. traveled from Kampala to Fort Portal. He has been advised by his doctor not to stand for long.

Always avoid long sentences with redundancies. They affect the structure of the sentence. They are strained.

## **(ii) Paragraph level.**

Each paragraph should express an independent idea. Avoid mixing ideas in the same paragraph e.g.

Waiyika, a senior four student of Muathare Secondary School participated in a football match riot last week. The police say he is the one who set the Dandora High School bus ablaze. After this have havoc he hid in a nearby Kiosk. From the safety of his hide out he lauled stones at the police and injured Captain Othieno. P//When Mr. Mutua Kimi, Waiyaki`s headteacher was contacted for comment, he declined to talk to the journalists. He said he needed ample time to settle after receiving the shocking news. He remains sedate and strong.

P//=Paragraph should begin.

## **(iii) Structuring dialogue in a story.**

Use direct and indirect speech. Whereas indirect speech denotes the writer`s words direct speech shows the participation of the characters in speech form. It should be quoted and always stands in its own paragraph e.g.

Corporal Mulilo got his gun aimed at notorious Waiyaki. The young man was determined to face the armed officers in a battle of stones and bullets. Captain Wanyama and Sergeant Koinando did not hesitate shooting at him at close range.

*“Aim at his leg not head!”* shouted Koinando.

*“Why shouldn’t I kill this bag of bones?”* cried Wanyama with one eye closed, preparing to make a perfect aim at Waiyaki`s neck. The two officers did not know, by taking their time, they were giving Waiyaki chance to escape.

## **(iv) Word structure:**

There are some words which are miswritten by writers. Two problems are common. These are:

### **(a) Word segmentation (creating two words from a single one)**

<b>Wrong</b>	<b>Correct</b>
my self	myself
your selves	yourselves
some thing	something
any thing	anything
no thing	nothing
every thing	everything

some	where	somewhere
a	bout	about
a	lone	alone

**(b) Word joining:**

Wrong	Correct
theman	the man
a lot	a lot
dininghall	dinning hall
incase	in case
inspite	in spite of
iam	i am.

**(c) Word hyphenation:**

This commonly happens at the margin. Do not cut a word at the margin without full syllabic awareness. E.g. we did not know she was a beaut full girl. Her auburn hair attracted many yo-  
Ung men.

**(d) Abbreviations:**

All short form writing styles should be avoided. Write every word in full.

**(e) Figures:**

All figures 0-9 should be avoided in prose or essay writing. Use words. Avoid details about dates, years, money, time and statistical figures in stories.

**2. Problem of grammar:**

**(i) Beginning sentences with conjunctions.** Some conjunctions do not begin sentences e.g. also, but, So,

Because; Then And; Now etc

Also, I tried my level best to please him. But when he came back he expressed all his dislike for me. So, I planned to play truancy and leave his home. And by day break I was at the park waiting for the first bus. Then the bus came as expected....

**(ii) Vague sentences.**

These are sentences which do not clearly bring out meaning.

These are caused by the writer`s lack of sentence construction knowledge or their translation of language one into second language e.g.

The bus was going where I did not know. X

The bus was heading to an unknown destination”.

My English teacher was not there. X

My teacher of English was absent”.

Sarah was less concerned. X

Sarah was not interest.”

**(iii) Use faulty modifiers.**

When modifiers are put in wrong places the intended meaning of a sentence is lost. Avoid this problem by contacting your grammar teacher. Look at the following faulty sentences:

*Walking along the road, his sunglasses fell and broke (Were the sun glasses walking) x*

*Walking along the road, he dropped and broke his sunglasses."*

*Having been neglected for a longtime, the rich man refused to buy the house. X*

*Having been neglected for a long time the building was refused by the rich man."*

**(iv) Use of wrong correctives.**

Learn categories of correlatives to avoid grammatical flaws.

E.g.

*too.....to*

*so.....that*

*very.....and*

*more.....than*

*no sooner had.....than*

*barely/scarcely had.....when*

*The food was so hot that it could not be eaten.*

*The food was too hot to be eaten.*

*The food was very hot and could not be eaten.*

*He is stronger than his brother.*

*He is more hardworking than his brother.*

*He is wiser than King Solomon*

*Avoid*

*He is more stronger than*

*He is more wiser than*

Only adjectives and adverbs with more than one syllable make use of more.....than. Short ones with one syllable take up suffices 'er' and 'ier'

e.g *He is taller than all his siblings.*

*He is more handsome than his alter ego.*

*She is wiser than her mother.*

*She is more beauteous than her elder sister.*