

24 January 2024

The Head teacher

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Thru  
The Head of Department  
English language and Literature

Dear Sir,

**Re: Invitation to the 13<sup>th</sup> Annual English Language and Literature Workshop**

I am greatly delighted to invite you, on behalf of the Association of English Language teachers, to a one-day English language teachers' workshop to be held at **Old Kampala Secondary School** on Saturday **17 February 2024** at **9.00 am**. The theme for this year's workshop is; **Exploiting diverse Opportunities to Prepare learners for the Candidate year**.

The program of the workshop will address the following key areas among others;

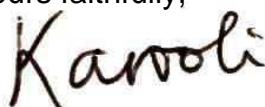
- a) redefine the teacher's role in scheming and lesson planning for the activity-based classroom;
- b) address emerging issues in O-level literature in English
- c) deal with the new English language paper
- d) develop and analyze examination templates for effective preparation of candidates for English language and Literature in English
- e) and any other matters relating to learners in the CBC learning profile.

The fees for the workshop shall be **50,000/- (fifty thousand shillings only)**. For purposes of effective resource work, the teacher will be entitled to the following stationery material:

- (i) Complete annual Schemes of work and terminal lessons plans for English language and Literature in English.
- (ii) Lunch and refreshment
- (iii) Fully designed content framework templates for examination assessment
- (iv) Lecture notes and/or digital presentations
- (v) Any relevant and updated resourceful materials for classroom instruction

You have indeed been important to us in this decade-long revolution to support learner progress; and we shall be, once again, greatly privileged to have you in this academic conversation.

Yours faithfully,



**Ssenfuma Karooli**

Co-ordinator