

## **FUNCTIONAL WRITING**

When we talk of Functional writing, we literary refer to that language used in our daily lives. Every day, everywhere we use this language. We shall refer to the style of language used say in speeches, letters, memos curriculum vitae, dialogue, telephone conversation, writing reports, minutes of the meeting, circulars, adverts, invitations, vote of thanks etc.

Students preparing for their UCE exams must know how to write all the above not only for their exams but also for daily use. For example, they can write minutes in their family meetings at home, they can give speeches at their sisters' and brothers' weddings, they can be employed in their long vacations etc, and therefore there is great need to master and use Functional English.

It is now compulsory for a student sitting the UCE English language exam to do Functional Writing and there is no choice, so all our students must be taught Functional writing.

Functional writing deals with the appropriateness of format and register.

By format, I mean the general arrangement. For example, if it is a letter, it must have an address, the date, the receiver, the greeting, the message, the conclusion and the writer's signature.

In case of speech, there is protocol, the message etc.

By register, we refer to range of vocabulary; grammar etc used by speakers in particular social circumstances or professional contexts.

For example, if you are addressing the youth, the diction (words used) might be different from the one used to address elders. The words used on a burial ceremony, will definitely be different from those used on a wedding day. If you are in court, the vocabulary will be different from a family meeting setting. If you are condoling with somebody, definitely, the diction will differ from making a love proposal.

The major objective for the inclusion of Functional writing in 'O' level English syllabus is therefore, to ascertain whether students can use language appropriately in different settings. If they ask you to write a dialogue between a policeman and a suspect, then think of words related to crime. If they ask you to imagine you are a lawyer writing to a Judge, think of words that are used by the legal fraternity and likewise if they ask you to give a condolence speech, look for words used to express sadness and sorrow. When you are asked to give a speech on a wedding, definitely the diction, tone and mood should only express happiness.

Therefore do not rush to write a dialogue between a teacher and a student because you have been instructed to write so. There are words expected of a teacher and there are words expected of a student responding to her/his teacher in any given setting. You should therefore first think of the register to use and then select the appropriate diction.

Many a time we have asked students to describe their best teachers and why they are their best teachers, and instead of relating to their teaching methods, humility, discipline etc, they rush to have sex with their teachers. At that level the unexpected takes place. Whereas we mark the quality of the English used, students exposé their immorality and there is a lot of bias while marking them hence loss of marks.

It is therefore prudent that students take their time to think of the relevant diction (words) before they rush to attempt any question. This section seems simple but tricky. Great care should be taken.

### **A: LETTER WRITING**

This is examined in paper 1A. There are two types of letters:

1. Informal letters-personal or friendly.
2. Formal letters- official or business.

There are five points of form which must be taken into account when writing any type of letter.

- a) The heading: consisting of the writer's address and the date
- b) Salutation/greetings
- c) The message/ the main body.
- d) Conclusion.
- e) The signature.

However, for the purpose of examinations, we should not address the envelope. We should stop at the signature.

Some students make examiners laugh by drawing and designing the envelopes on their answer sheets. This is not necessary.

#### **(a) The heading.**

This informs the reader when and where the letter was written. The "where" (full postal address) gives the address to which the reader may reply and the when (date) is for reference. The position of the address is the top right hand corner on the first page. The date should be written after leaving a space of one line.

#### **(b) Salutation.**

The form of greeting will depend on the relationship you stand to the person being written to Dear Tom(to a friend) Dear Sir (to an officer), My loving mother (to your mother) etc. The position of the salutation is at the left hand side on the first page at a lower level than the heading. For official letters, salutation should come below the addressee's address after leaving a gap.

#### **(c) The message (main body).**

This is the core .Divide your message into paragraphs, unless it is very short, to show change of subject matter. Use simple and direct language. Be clear and neat. Mind your punctuation.

#### **(d) Conclusion.**

A letter should not end abruptly. This would be rude.

Phrases such as, Yours faithfully, Yours sincerely, Yours truly, should be used.

For a personal letter, the signature may be your first name. For official letters, the writer's signature is placed above his full name.

## EXAMPLES OF PERSONAL LETTERS

- (a) A letter to a friend who has passed her UCE very well.

Nabisunsa Girls School,  
P.O BOX 3027,  
Kampala.  
3<sup>rd</sup> March, 2009.

Dear Brenda,

*I was very glad to hear that you passed well in your examinations. Let me send you my sincere and hearty congratulations. You certainly deserved it as I know you worked very hard.*

*How do you find life in vacation? I know you are having fun. I met your mother at the supermarket and she was full of beans. Brenda you are so lucky. I envy you.*

*As for me, life is a bit boring. My father has changed much since I went for holidays. You know I did not perform very well. These days he just roars at me. He does not see any sense left in me.*

*I need your prayers for my mother has been sickly. This worries me a lot especially when I am insulted by my father.*

*I would also want to learn from you how you handled chemistry to get a distinction. I am afraid I will fail it. I do not like the teacher handling it. I hope to hear from you.*

**Yours sincerely,  
Josylyn.**

- (b) Write a condolence letter to your close friend who has lost both parents in a fatal accident.

Masaka Secondary School,  
P.O BOX 33,  
Masaka.  
6<sup>th</sup> June, 2014.

Dear Tom,

*I have learnt with deep shock and sorrow about the demise of your parents. It is such a pity.*

*In such trying moments, please turn to God-the creator of heaven and earth. Do not listen to any other dissenting voice. Many people will even suggest that Satan was involved, but please do not listen to them.*

*As a Christian, you should know that your parents are now comfortable in the hands of God-our Lord. It is Him who created them and who has taken them. We should only be thankful for their lovely lives on Earth. I know that one day we shall re-unite with them in heaven.*

*My parents and I will attend both the requiem mass and the burial on Thursday. Till then, please take heart. May their souls rest in eternal peace.*

**Your loving Peninah.**

## OFFICIAL LETTERS

For official letters, the position and address of the person to receive the letter should appear on the left hand side of the paper, on the lower margin than the date. The salutation should be formal i.e Dear sir, Dear madam or Dear sir/ madam (if you are not sure of the gender of the person you are writing to).

The salutation must be on the lower level than the addressee's address. Immediately after salutations the word "RE" (which means "concerning" or in the matter of) should be written, followed by a colon. After the colon, the summary of the message should be written in capital letters and underlined after which the message is politely written in varying paragraphs.

**N.B.** Please do not beat about the bush when writing an official letter.

The normal conclusion of an official letter is "Yours faithfully", below which the writer's signature and name is written:

**NB:** "f" in "faithfully" is a small letter; Y" in Yours" is a capital letter.

You may use "Yours sincerely" if you have mentioned the name of the addressee.

## EXAMPLES OF OFFICIAL LETTERS.

(a) A letter to the headmistress apologizing for teasing senior ones.

<p style="text-align: right;"><b>Gayaza High School, P.O BOX 03, Wakiso. 15<sup>th</sup> March ,2009.</b></p> <p><b>The Headmistress, Gayaza High School, Wakiso.</b></p> <p>Dear Madam,</p> <p style="text-align: center;"><b><u>RE:APOLOGY:</u></b></p> <p><i>I humbly apologise for teasing senior one students. I must admit that I was misled by some wild students and I feel guilty.</i></p> <p><i>Dear Headmistress, I request that you forgive me and I promise that I will never again be involved in such an evil act.</i></p> <p><i>I hope my apology will be accepted.</i></p> <p style="text-align: right;"><b>Yours faithfully,</b></p> <p style="text-align: right;"><b>ACEN RUTH</b></p>
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- (b) **Imagine you are a teacher at Kireka Secondary School and you have not received your salary for the last two months. Write a letter to your employer complaining about the same.**

**Kireka Secondary School.  
P.O BOX 3027,  
Wakiso.  
2<sup>nd</sup> May 2014**

**THE PERMANENT SECRETARY,  
MINISTRY OF EDUCATION AND SPORTS,  
P.O BOX 1010,  
KAMPALA.**

Dear Sir,

**RE: NON-PAYMENT OF SALARY.**

*I write to humbly complain to you about nonpayment of my salary for the last two months. I am Kiiza Fredrick, a teacher of Biology at the above mentioned school where I have been teaching for the last ten years on your instructions. However, I have not been paid for the months of March and April this year. May I know whether I was deleted from the Governemtn payroll and why?*

*I feel demolarised especially now that I cannot look after my family and yet I wake up every morning to go and teach other people's children. My humble appeal to you is look into my plight.*

*I look forward to receiving the best and positive response.*

**Yours faithfully,  
KIZZA FREDRICK**

- (c) **Imagine you are the Permanent secretary. Write a reply to Kiiza Fredrick.**

**Ministry of Education and Sports,  
P.O BOX 1010.  
Kampala.  
4<sup>th</sup> May 2014.**

**MR. KIZZA FREDRICK,  
KIREKA SECONDARY SCHOOL,  
P.O BOX 3027,  
WAKISO.**

Dear Sir,

**RE: CLARIFICATION ON YOUR MISSING SALARY:**

*This is to respond to your letter dated 2<sup>nd</sup> May 2014. It is really unfortunate that you have missed what you genuinely deserve which has affected your morale. I wish to, on behalf of the Ministry and Government at large, apologise for that mishap.*

*I have written to the Permanent Secretary Ministry of Finance where it was discovered that your name was erroneously deleted from the Government payroll.*

*We have however, sorted this problem after updating your details and I have been assured that you will receive this month's salary and all your arrears. Should you discover any other irregularities, do not hesitate to contact my office.*

**Yours sincerely,**

**MUKASA BENSON  
PERMANENT SECRETARY.**

- (d) **Imagine you are a political activist and you have been confined in your home under what police calls preventive arrest for a month. Write a letter to the Inspector General of police stating how disappointed and unhappy you are.**

Kasangati Zone A,  
P.O Box 10,  
Kasangati,  
23<sup>rd</sup> October, 2014.

**THE INSPECTOR GENERAL OF POLICE,  
P.O BOX 7078,  
KAMPALA.**

Dear Sir,

**RE: HUMAN RIGHTS ABUSES.**

*I am writing to you, not as a political activist but a human being a member of the species of man whose fundamental rights and freedoms must be respected.*

*Almost everybody who is politically conscious has strong feelings about the political atmosphere in which we live, but I want you, if you can, to set aside such feelings for the moment and consider yourself only as a human being.*

*While confined here in my house, I came across your recent statement calling my present activities "unwise and untimely." I would like to answer your statement in what I hope will be in patriotic manner and perhaps to warn you that God is watching over us all. In one of your interviews on BBC radio, you stated that I am a hooligan with genuine agenda and objectives. I want to say that I am demonstrating because injustice is here. You may well ask, why me to fight against injustice? Can't others lead the fight? But I would like to categorically state that I have a duty to restore democracy in this country and would like to caution you to go slow on rampant violations of human rights because the entire world is watching and one day you will personally be held accountable for all these abuses.*

*Our constitution is very clear on freedoms of man, so who are you to choose when I should leave my home, when I should go to work and when I shouldn't? I think you are going too far.*

*May I also remind you, that before you, there were very many people holding the same position as you are, but who did not succumb to politically pressure to misuse and abuse their offices?*

*May their souls rest in eternal peace! Perhaps you may not know, but definitely you know that you are not the first person in that office.*

*Can you please remove your men from my gate and compound before I accuse you of criminal trespass as an individual?*

*I have asked my lawyers to open up a case against you but my old comrade, you can for sure succumb to political pressure but remain with a soul, which unfortunately you seem to have sold to the State. I write specifically to bring to your attention that my arrest and confinement, like the arrests of other innocent Ugandans, is not only illegal but unconstitutional and I appeal to you to re-consider your actions before it is too late for you.*

**Yours faithfully,  
Dr. Warren K.B.W  
PRESIDENT PEOPLES PARTY.**

- (e) Imagine you are the inspector General of Police write a reply to Dr. Warren's letter.

Police Headquarters,  
P.O Box 7078,  
Kampala.  
25<sup>th</sup> October, 2014.

**DR. WARREN K.B.W,  
KASANGATI ZONE A,  
P.O BOX 10  
KASANGATI.**

Dear Sir,

**RE: STOP INTIMIDATING POLICE:**

*I write in response to your letter dated 23<sup>rd</sup> October 2014. I would like to remind you that nobody is above the law in Uganda. Can you please stop your cowardly intimidations, because as they are aware, they can't help you.*

*I wish to categorically state to you that so long as you remain adamant to our advice of abandoning those illegal demonstrations, we as the police have no choice but to confine you in your home because the law, which you are ignorant of, is in our favour. Should you even continue to be stubborn, we shall have no option other than confining you in your bedroom and not the entire house where it appears you are enjoying your leisure and you can get the guts of warning the whole Inspector General of Police of Uganda.*

*Dr. Wareen, what do you know about human rights and constitutionalism? I will arrange political classes for you once you appreciate that he who has power is mighty. I do not want to be lectured by you on anything related to human rights because you know that I am more informed than yourself.*

*This is also to warn you to stop whatever nonsense you are planning because I will not hesitate to personally confine you in your toilet.*

*I write this for God and my country.*

**Yours sincerely,**

**KARAMAZI K.G  
INSPECTOR GENERAL OF POLICE.**



**AN EXAMPLE OF A RECOMMENDATION LETTER.**

**You are applied for a job at Parliamentary Commission and have been asked to get a recommendation letter from any of your former secondary school teachers.**

**Nabisunsa Girls' School  
P.O Box 3027,  
Kampala.  
24<sup>th</sup> June, 2014.**

**THE SECRETARY,  
PALIAMENTARY COMMISSION,  
P.O BOX 10,  
KAMPALA.**

Dear Sir/Madam,

**RE: RECOMMENDATION FOR KOMUHENDO PATRICIA:**

Iam writing in response to a request that Ms. Komuhendo Patricia made to recommend her as an Assistant Editor at the parliamentary commission. Iam glad to be her referee.

Komuhendo first got known to me eight years ago when she was admitted in S.1 at Nabisunsa Girl's School. I had an opportunity of interacting with her and other students especially in class discussions where students make contribution to academically challenging topics. Komuhendo by the end of senior four had distinguished herself as one of the most reliable and dependable potential independent scholars.

Komuhendo did L:iterature at 'A' level and I had privilege of teaching her yet again. Her intellectual strength and growth were depicted at the end of A'level programme when she was the best student not only at school but in the district as well.

Besides her intellectual and academic potential, Komuhendo is a sociable individual who relates well with those that she interacts with. She was a dependable class coordinator, and secretary for the writers' club.

She has since her graduation been working with Tolit company where she been the chief editor of the company's weekly magazine. Iam glad once again to have supervised her at this level since Iam a partner in this company.

Through her employment, she has acquired relevant and pragmatic skills that enable her to provide services in the editing field.

I have all the confidence that Komuhendo will be able to dutifully perform the services of editing.

I therefore unreservedly recommend her for favourable consideration.  
Yours sincerely,

**NAGABA DANSON  
HEAD OF DEPARTMENT  
DEPARTMENT OF LITERATURE**

## LETTERS TO EDITORS OF NEWSPAPERS

Unlike other personal and official letters, you may not need the addresses unless it has been clearly stated that it is official. Here, you simply bring to the attention of the Editor your observation, complaint and request.

**Editor,**

The revelations of corruption at Uganda Red Cross were long due. I would like to thank the Daily Monitor journalists for bringing the mess to light. A lot has been happening within the Uganda Red Cross society. The investigating authorities should not only look at the smuggling allegation because that is the tip of the iceberg! Please audit the use of donations and funds availed during the several disasters we have had. You will be surprised.

**Tony Bian,  
Kampala.**

**Editor,**

I read with shock that in this country of ours, some people are still suffering with and from jiggers.

Good heavens! This is happening in the 21<sup>st</sup> century! Government should urgently sensitise the people of Busoga about this unfortunate disease. Those with jiggers should be forcefully taken to isolation centres and remove them. We cannot sit back and watch.

**Mirembe John,  
Mukono.**

**Editor,**

I would like to comment on the recent strike by teachers over low pay. I wish to remind parents that they are the main losers in this conflict since it is their own children who are missing out. What we are seeing in the education sector is a symptom of a bigger problem linked to parents' abdication of their responsibilities in the education process of the children. Children do not belong to any institution but to parents. Not even to Government or teachers. I believe in every child being educated by their parents.

Teachers are only but delegated authority. Parents should therefore put pressure on Government by supporting the teachers' cause.

**Dick Nyanzi,  
Luwero.**

**NOTE:**

**While writing a letter, especially a friendly letter, do not assume that it is “him” reading it there and then. Remember it is the examiner who is your “friend”. The examiner will only be impressed by your language, nothing else.**

**Students usually forget and assume they are writing to their lovers. They write as many slangs and jargons as they can remember.**

**Slangs such as: “When will I see you to “beat K.B”**

**This grossly affects your performance as you will be greatly penalized. Try to use only acceptable formal language.**

**Your handwriting also matters. Examiners do not have any time to spend on unclear words. The student is the loser. Your letter be clearly punctuated.**

## **B: SPEECH MAKING**

Like letter writing, when you are told to give/write a speech, pay attention to the occasion. The words and tone used on a burial ceremony will definitely differ from that of the wedding party. The occasion therefore, will determine the choice of words. Speeches require that you follow the protocol beginning with the chief guest and other guests in their hierarchy (for functions).

### **NB:**

(a) Your speech will be attractive basing on a propriety of the choice of your words.

Avoid jargons and slangs.

Remember you are dealing with your future so take care. You need not lose any mark. That one mark may change your dream career.

## **EXAMPLES OF SPEECHES**

**(a) Your old friend has died. You have been selected to pay tribute to him on behalf of your friends at the burial ceremony.**

### **A TRIBUTE TO MUSOKE FAROUK.**

*The Bereaved family,*

*Government representatives.*

*Religious leaders.*

*Friends,*

*Ladies and Gentlemen.*

*Today, we are gathered here to bid farewell to our friend, father and leader. It is such a lugubrious and somber situation that I request you to forgive me in case I will not be able to rise to the occasion. I met Farouk fifteen years ago when I was frigid and lonely and on the verge of break down. Hard times had converged on my way and with no means of breaking away. I was completely at sea. That was when I had just lost both my parents in a fatal accident.*

*On that cold and lonely day, as I sat solitary on a bench in the park, a rather tall man came and sat right besides me and out of the blue, he turned my way and on his face was the sunshine of a*

*smile, the most beautiful thing I had seen in over a month of Sundays. He consoled me and took me home.*

*This is such a man whose body lies in state before us. He performed his duties benignly as a father and as a community leader. His loving and always optimistic words cuddled the hearts of the disadvantaged. Affectionate is not word enough to describe his loving heart.*

*The claws of death have robbed us of an intellectual who has never locked him- self up away from, society. He has always helped everybody wholeheartedly and has been a warm shoulder to cry on whenever the whole world is crumbling down. I feel great to have associated with such a man. We have nothing to do but to pray for his soul and to try everything possible to help the family that he has left behind.*

*So friends, it is hard to speak about such a man at this time. Let us pray that God holds him by the hand and leads him where He has prepared a place for him but let us not forget that as we walk and live this life, so did he once, and as he is now, so shall we be once. May his soul rest in eternal peace.*

(b) Your daughter is wedding. Deliver your speech on such an occasion.

#### **THE BRIDE'S FATHER'S SPEECH AT THE WEDDING CEREMONY.**

*Our newly wed couple,  
My wife, fellow parents, brothers and sisters,  
Religious leaders,  
Government representatives,  
Ladies and Gentlemen.*

It gives me utmost pleasure to wish our children Peter and Mary every happiness in their married life.

Today my wife and I happily welcome you Peter into family as a son.  
There is an old proverb that marriages are made in heaven and I believe that this particular one has been registered there.

This morning we witnessed a solemn ceremony in church as Peter and Mary vowed and pledged to themselves to love each other for all time before God.

Peter and Mary reminded me of our own wedding ceremony forty years ago, when as a handsome young man I said "I do" to this elegantly dresses young sweet heart of mine-their mother.

We are indeed very glad to see you Mary, our little precious rose, kneel before your husband and confess your love to him this morning. How beautiful you looked!

My family and I wholeheartedly approve of this marriage. We have met Peter on several occasions and we are a hundred percent contented that he will look after Mary very well. Indeed , If it we had not approved of this marriage, I wouldn't have personally handed her over to my in-law,Peter.

Peter you have won yourself a prize, some gold, but you must remember that marriage is an institution that must be treated with utmost seriousness. It is not lottery that if you lose you can just tear up the ticket and forget about it.

Marriage is an everlasting game. Sometimes the going may get tough but you must remain tough to remain going.

To my daughter Mary, a husband is a gift from God. You must be submissive to Peter. You must keep him healthy. From time to time, you may need to consult your mother on how she has kept me young and energetic. Don't forget, Peter, a good wife and health are the man's best wealth, and the most precious possession that ever comes to a man in this world is a woman's heart. Mary is our pride and joy and we give you our pride and treasure, please keep her well . Should you, in future find some potholes on you your marriage journey, please do not hesitate to call on us, the seniors and with more experience.

May God, the maker of all marriages, combine your hearts into one, May He bless you with twins tonight and may we live to see your children? God bless you all.

## **GROOM'S SPEECH AT HIS WEDDING**

*My dear wife Mary*

*Our parents,*

*Brothers and sisters,*

*Religious leaders,*

*Political leaders,*

*Ladies and Gentlemen.*

This is the loveliest, the happiest, the most joyous day of my life. Thank you so much for your moral, spiritual and financial assistance to make our day successful.

All of you have been kind to Mary and I, and we thank you all, but especially our parents for producing us, for rearing us and bringing us up to this, our happiest day.

We want to say thank you especially to our bridesmaids and my Best man.  
Without you, we would definitely be lost.

I am the luckiest, too, to have won Mary's heart, who from now will be called Mrs Peter. How it sounds great and lovely!

I thank my parents for being such wonderful. May God bless you. Ladies and gentlemen, my wife here, is everything that is good, beautiful and wonderful.

I want to thank my new parents. Without them, there wouldn't be Mary and without Mary obviously none of us here would be enjoying this great super occasion. Today they have given Mary to me to love and cherish, and for that I will henceforth devote my life.

We thank all of you for your wonderful wedding presents. We do appreciate and we are most grateful to you. May God bless you.

To my wife, you look very beautiful. I love you. I will treasure you. Thank you for accepting my proposal.

To everybody present, thank you for your love and companionship, please stay with us here up tomorrow. We have enough drinks and eats, feel at home and may God reward you abundantly.

#### **AN EXAMPLE OF AN EULOGY**

**Eighty (80) students in your school have been burnt to death in their dormitory by suspected rebels. There is a requiem mass for them. You have been asked to represent fellow students to give an eulogy.**

*The bereaved families,  
Religious leaders,  
Government officials, fellow mourners,  
Ladies and Gentlemen.*

*This afternoon we gather here to pay our best tribute of respect of these beautiful children of God.*

*These children-unoffending- innocent and beautiful-were the victims of the most vicious and tragic crimes ever perpetuated against humanity.*

*These children have something to say to all of us. Their death says to us that we must work passionately and unrelenting for the respect and dignity of every human being. They have something to say to our security officers, politicians, religious leaders name them, that it is high time they worked towards the achievement of peace and justice.*

*The members of the bereaved families, it is almost impossible to say anything that can console you at this difficult hour and remove the deep clouds of disappointment which are floating in your mental skies. But I hope I can find consolation from the universality of this experience.*

*Death comes to every individual. There is an amazing democracy about death. Kings die.*

*Beggars die, rich men die, and poor men die, old people and young people die. Death comes to the innocent and the guilty.*

*I hope you can find some consolation from Christianity's affirmation that death is not the end. Death is not a period that ends the greatest sentence of life, but a comma that punctuates it to move lofty significance, an open door which leads into eternal life. Let this daring faith be your sustaining power during these trying days.*

*As students, we feel a lot of pain, we eat and breathe pain. We wear pain and walk pain, but as I said earlier death is for all of us.*

*We appeal to our security personnel and the entire government to do their constitutional obligation of protecting us because it appears nobody is safe anymore.*

*May the souls of these beautiful children rest in eternal peace! Sweethearts, we shall definitely be re-united in heaven.*

### **WRITING /GIVING VOTE OF THANKS**

A vote of thanks is a brief expression of thanks given to a speaker on behalf of the audience in attendance. While giving vote thanks, one should have it in mind that it is not another speech and therefore should not take too long unnecessarily. One should listen carefully to the speaker to avoid digression, repetitions and criticism.

Not matter what, a vote of thanks is meant to praise the speaker and not to criticize.

Add fun and humour in the delivery. You can select a few points that captured everybody's attention. Be mindful of your audience such as the age and religion to avoid conflict as a result of wrong choice of diction. Refer to the central message of the speech/presentation and emphasize only the positive. Even if you don't agree with the speaker, just praise and look for only positivity.

### **An example**

**You have hosted the Minister of Education at your school on your Drama Day. The minister has praised your school for providing all round education. As a students' leader give a vote of thanks.**

*The Minister of Education, Hon. Acege Justus, distinguished guests, ladies and gentlemen. I am honoured to have been asked to give a vote of thanks on such occasion. On behalf of the students of Nabisunsa Girls' School and on my own behalf, let me extend our heartfelt gratitude to our beloved Minister, Hon Acege Justus for sparing his precious time to be with us today. May we have hands of applause.*

*Honourable Minister, thank you so much for your guidance in your speech. Everybody here is touched by your message on how we can avoid contracting AIDS through drama. Your parental approach has indeed taught us that together we can eradicate this scourge.*

*We would like to sincerely thank you for the bull you have offered us and we take this chance to invite you to be with us when it loses its life next Sunday.*

*We shall remain grateful to you for your wisdom, words of encouragement and above all your love for this school for it is clearly written on your shiny face. We hail you for your effort in promoting girl-child education in this country.*

*Ladies and gentlemen, join me as we give hands of applause to our giant minister. May God lead you on your journey back home. Thank you. Thank you very much.*

### **C: DIALOGUE WRITING**

A dialogue simply means a talk/conversation between two people. To write a dialogue successfully calls for little dramatic power. Great care should be taken on punctuation. While writing a dialogue, please stick to the subject in question.

**(A) An example of a dialogue between a father and a son on receiving a bad report from school.**

**Father:** Juma!

**Juma:** Yes, father

**Father:** Can you come here now?

**Juma:** Okay father.

**Father:** What the hell are you doing at school?

**Juma:** What do you mean sir?

**Juma:** Do you know the pain I go through to get your school fees?

**Father:** Father, I am very sorry but.....

**Juma:** But what?

**Father:** The examinations were hard and I did my best.

**Juma:** You did what?

**Father:** Father, I promise I will improve next term.

**Father:** You had better do that otherwise.....

**Juma:** May I go inside now?

**Father:** You can go, but remember the future is in your hands.

**(b) You are suspected to have taken part in the strike against your head teacher at school. He has summoned you to his office. Write a dialogue that took place.**

**Student:** Good morning Sir.

**Headteacher:** Good morning to you. What is your name and what do you know about the



students' strike?

**Student:** I am Daphine Mutesi. Sir, I do not know anything related to the strike apart from the fact we are all affected.

**Head teacher:** What do you mean by that? How come that your name is mentioned by all students as a ring leader? And if I may ask, what wrong have I done to you as an individual and then as a students' body?

**Student:** Sir, I meant that since the strike began, we have had no classes and to me as a candidate I am losing out. For my name to be included on the list of ring leaders is not a surprise to me. I knew Mr. Muhame would write my name for we are sworn-enemies. I want to state that I hold no grudge against you and I can't strike against you.

**Headteacher:** So, whom do you suspect and what is the problem between you and Mr. Muhame?

**Student:** Thank you Sir. I suspect the Head prefect, Akampa Musa and Musisi Micheal and the school council President, Mubiru Prित्रick because they came to our dormitory and told us not to report to the dining hall for our meals that day. And for Mr. Muhame, I reported him to my father when he developed sexual advances on me and my father warned him. Since then, he swore to deal with me.

**Headteacher:** That is good information Daphine. I personally have been suspecting the prefectorial body and for Mr. Muhame, I will deal with him.

**Student:** Can I go to gather more information for you because they called for a meeting today at exactly this time in our dormitory?

**Headteacher:** You go and gather as much information as possible. You will be greatly rewarded.

**Student:** Thank you so much. Let me go.

**Headteacher:** I will see you later. Come straight to my house.

**(c) Suppose you have been accused of assaulting an old woman and you have been arrested by the police. Write down a dialogue that took place at the station between you and the police.**

*In such a question the register is more of legal and any other language used in criminal prosecutions. The words like: Warrant of arrest, under, bail police bond, guilty, wrongly accused, witnesses, evidence, detained, suspect scene of crime, complaint, statement, charged, innocent, law and order, behind bars, detective, baseless, acquittal, unlawful assembly, mistaken identity, beyond reasonable doubt, interrogate, commit constitution, mob justice, plaintiff, just and fair, penal code, judge, Attorney general etc. may be used.*

**Policeman:** You are suspected to have assaulted an old woman, do you plead guilty or innocent?

**Peter:** I have been wrongly accused. In the first place, is there any evidence linking me to the scene of crime? It must be a case of mistaken identity.

**Policeman:** Several witnesses have testified against you. And it is believed beyond reasonable doubt that you are the culprit.

**Peter:** I am innocent and such a case is baseless as far as I am concerned. By the way, how come that you have arrested me without a warrant of arrest? Is it fair and just? Is it constitutional?

**Policeman:** I wish to state that there is a court order to that effect. I have orders to investigate the case to its logical conclusion.

**Peter:** Who initiated that order? Is it the Attorney General or the Director of Public Prosecution? I thought that the correct procedure would be from police to court and not vice versa.

**Policeman:** Youngman, you are talking too much and I can detain you here.

**Peter:** I have instructed my lawyers to come and sign for my police bond and I can assure you they are on the way with enough sureties and our laws are clear, one is innocent until proved guilty.

**Policeman:** I also told my bosses that there is no evidence linking you to this crime but as you know, we work on orders from above.

**Peter:** In that case, I will sue your commander and I will make sure that justice prevails. Policemen are supposed to keep law and order and not to cause disorder and lawlessness.

**Policeman:** I am very sure the allegations are baseless. Let me release you on police bond. I will explain to my superiors.

**Peter:** You had better do that before I think of accusing you of abuse of office.

**Policeman:** Please go, you are free to go.

**Peter:** Okay, thank you. But always do thorough investigations before you arrest people innocently.

#### **D. TELEPHONE CONVERSATIONS.**

Like dialogue writing here two people are also involved. One, the caller and the other the receiver. The only difference may be, that here, their language may tend to be more information than in Dialogue. The subject matter should be stuck to although in a telephone conversation, any other subject matter may crop up.

**An example of a telephone conversation with your mother in USA whom you have not seen for many years.**

**Carol:** Hello Mum! Is that you?

**Mum:** On my sweetheart, that is my little angel right?

**Carol:** Mum it has been long. When are you coming back? I miss you mum.

**Mum:** Eh! Sweet Carol, I promise I will be with you soon.

**Carol:** Soon? How soon mum? I am lonely here.

**Mum:** But Dad is around. He will give you company.

**Carol:** Guess what, mum! Dad is never around. He has a new girlfriend that he spends

time with. Mum, he has completely forgotten about me.

**Mum:** What! Oh no! wait, what have you just said? Do you mean it?

**Carol:** Sorry mum, but it is true and I am tired of his nasty behaviour.

**Mum:** Okay, I will.....

**Carol:** Mumm are you crying? Stop it mum.

**Mum:** You don't understand Carol, you.....

**Carol:** Mum, come back quickly before this skinny mosquito-like girl takes over completely.

**Mum:** See you tomorrow, right now I am going to book my ticket.

Imagine you a receptionist at Serena Hotel. Make a telephone conversation with a customer who wants to book the hotel for a function.

**Customer:** Hello , is that Serena hotel?

**Receptionist:** Serena Hotel please. How can I help you, Sir?

**Customer:** May I know whether you are booked on Saturday 24<sup>th</sup> June 2014?

**Receptionist:** Hold on please a minute. Yes, your name, Sir? Are you on line?

**Customer:** Yes ,Please! Danson is my name from Bank of Uganda.

**Receptionist:** We are not booked, Sir.

**Customer:** I wish to book the Nile hall and the hotel gardens for my son's wedding.

**Receptionsit:** That's good, Sir, but will you mind coming over to have the details and confirmation from the manager?

**Customer:** Can I reach him, through you now?

**Receptionsit:** For sure, yes, just a second, I will get him for you.

I am sorry Sir. He is not in now but for sure I will call you as soon as he comes in.

**Customer:** That's good, thanks.

**Receptionsit:** You are welcome. Bye,Bye.

## **E: WRITING MINUTES OF THE MEETING**

Minutes are formal records of the proceedings of a meeting. We keep minutes to provide a record for future reference such that future decisions may be based and also to give information to members who may have missed the meeting. These days there are very many formats of minute writing that have been developed by many people. However, for the sake of our examinations, let us stick to the following traditional format:

1. Members present.
2. Members absent with apology.
3. Members absent without apology.
4. Agenda.

In minute writing the focus and emphasis is put on format. E.g Do students know that a formal meeting must have an agenda? What is to be considered on the agenda? Are members in

attendance? Is there someone to record the minutes? Are minutes signed by the secretary and chairperson? Etc.

Example 1: Imagine you are the secretary Board of Governors of your school, write the minutes.

**MINUTES OF THE BOARD OF GOVERNORS' MEETING HELD ON 14<sup>TH</sup>  
NOVEMEER, 2014 AT ROTARY HALL.**

**Members present:**

- |                  |   |                              |
|------------------|---|------------------------------|
| 1. Owen Muzamil  | - | Chairman Board of Governors. |
| 2. Jesca Agaba   | - | Secretary                    |
| 3. Mutoni Brenda | - | Member                       |
| 4. Tusiime Alex  | - | Member                       |
| 5. Muhozi Henry  | - | Member                       |
| 6. Aisha Nazziwa | - | Member.                      |

**Members absent with Apology**

- |                  |   |        |
|------------------|---|--------|
| 1. Kyaziike Aida | - | Member |
| 2. Musa Mwebaza  | - | Member |

**Members absent without Apology**

- |                    |   |        |
|--------------------|---|--------|
| 1. Katiguta Nathan | - | Mmeber |
| 2. Susan Awere     | - | Member |

**Agenda:**

1. Opening prayer
2. Introductions
3. Communication from the chair
4. Matters arising
5. Reading of the previous minutes and matters arising
6. Election of new office bearers
7. Acceptance speech
8. Closing prayer and adjournment.

**Min 01/12/14 –Opening prayer**

This was led by Jesca Agaba at 11.45a.m.

**Min 02/12/14 Introductions.**

Members introduced themselves and a few apologies were received by the chairperson

**Min 03/12/14.-Communication from the chair.**

The chairperson, Mr. Muzamiki Owen welcomed members to the meeting and asked them to always keep time. He informed members that whatever he wanted to communicate was included

on then agenda. He appealed to members to vote wisely and informed them that he was not seeking for a third term.

Min 04/12/14 –Matters arising:

Members unanimously suggested that the chairman should accept another term, an offer he declined.

Min 05/12/14-Reading of the previous minutes and matters arising

The minutes of the previous meeting were read with a few amendments, were accepted as true proceedings of what had transpired in the previous meeting. Members pointed out that absenteeism with no clear reasons and late coming had remained a big challenge and a fine of 50,000 (fifty thousand shillings) was put up for those who miss without any official excuse, followed by a warning letter. It was also resolved that late comers should be warned in writing.

Min 06/12/14 -Election of new office bearers.

Members resolved that this exercise be postponed to the next meeting as more consultations are made.

Min 07/12/14- Acceptance speech:

Due to the postponement of the elections, there wasn't any acceptance speech as new office bears were not elected.

Min 08/12/14 –Closing prayer and adjournment.

This was led by Aisha Nazziwa at 02.00 hours which marked the official closure of the meeting.

Prepared by

.....

**Jesca Agaba**  
**Secretary**

Confirmed by

.....

**Owen Muzamil**  
**Chairperson.**

## **F. CURRICULUM VITAE (CV)**

A curriculum vitae is a brief history of somebody's previous career, usually submitted with an application for a job. In summary, it is a statement about somebody's life . It includes:

Bio-data, home address, educational background, working experience, extracurricular activities, community activities, hobbies and interests, languages spoken and referees.

These days some companies require that you are computer literate, so, you may also include such. Remember, a curriculum vitae should be concise.

## **CURRICULUM VITAE**

### **BIODATA**

NAME: MWESIGYE AGNES

DATE OF BIRTH: 10<sup>TH</sup> JUNE 1990

AGE: 20 YEARS  
NATIONALITY: UGANDAN  
MARITAL STATUS: MARRIED

### **HOME ADDRESS**

VILLAGE: KIREKA 'B' ZONE  
PARISH: KIREKA  
SUB-COUNTY: KIRA  
COUNTRY: KIRA  
DISTRICT: WAKISO  
COUNTRY: UGANDA  
CONTACT ADDRESS: P.O BOX 20 KAMPALA  
TEL.+2567894112  
*Mwesigye @g. mail .com*

### **EDUCATIONAL BACKGROUND**

YEAR	INSTITUTION	AWARD
2006-2010	MAKERERE UNIVERSITY	Bachelor of commerce
2005-2003	NABISUNSA GIRLS' SCHOOL	UACE
2002-1999	GAYAZA HIGH SCHOOL	UCE
1998-1993	CITY PARENTS SCHOOL	PLE

### **WORKING EXPERIEMNCE**

YEARS	EMPLOYER	DUTIES
2011-2012	BANK OF UGANDA	DIRECTOR, FINANCE
2013-	STANBIC BANK	MANAGER, CORPORATE AFFAIRS
2014-TODATE	EQUITY BANK	MANAGING DIRECTOR

### **EXTRA CURRICULAR ACTIVITIES**

YEAR	
1997	TIME KEEPER, CITY PARENT SCHOOL Award: Certificate of Merit.
1998	HEADGIRL CITY PARENTS SCHOOL A ward: Certificate of Recognition.
2009-2010	GUILD PRESIDENT MAKERERE UNIVERSITY Award: certificate of merit.

### **COMMUNITY ACTIVITIES**

2012	SECRETARY L.CI KIREKA ZONE 'A' CHAIRPERSON L.C II KIRA PARISH
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### **LANGUAGES SPOKEN**

LUGANDA (Very fluent)  
ENGLISH (Very fluent)  
FRENCH (Fluent)  
KISWAHILI (Fluent)  
LUO (Somewhat fluent)

### **COMPUTER SKILLS**

PAGE MAKER  
MICROSOFT EXCEL  
MICROSOFT WORD

### **HOBBIES AND INTERESTS**

READING NOVELS  
TRAVELLING  
ACTING IN PLAYS

### **REFEREES**

1. DR. JOHN MWANGA,  
DIRECTOR FINANCE,  
BANK OF UGANDA,  
P.O BOX 45088, KAMPALA.  
077282040
2. PROFESSOR SSEMWANGA JUMA,  
HEADTEACHER, GAYAZA HIGH SCHOOL,  
**P.O BOX 1890, KAMPALA.**  
**075400196.**

### **G: WRITING MEMOS**

A memorandum (shortened as MEMO) is a formal communication among people working within an institution. It is written by one officer to others to draw their attention to something that should be noted or acted upon. The standard format of a memo should include: “from”, “reference”, “date” and subject. Since the origin is clear, one needs not sign a memo.

## EXAMPLES OF MEMOS

You are a head teacher leaving your work station for a week. Write down a memo to your staff members.

		NABISUNSA GIRLS' SCHOOL INTERNAL MEMO
DATE:	2 <sup>nd</sup> May, 2014	
REF:	NGS/5/14	
TO:	ALL STAFF MEMBERS	
FROM:	THE HEADMISTRESS	
SUBJECT:	ABSENCE FROM SCHOOL	
This is to inform you that I will be absent from the station from 4 <sup>th</sup> May, 2014 to 10 <sup>th</sup> May, 2014. During my absence, Mrs Musisi Ruth will be acting Headmistress deputized by Mr. Kaggwa Rashid. The rest of us remain in charge of our duties and departments.		

You are the Head prefect and you have noted bad behavior among your prefects. Write down a memo to all prefects.

		KYAMBOGO COLLEGE SCHOOL INTERNAL MEMO
DATE:	10 <sup>th</sup> June, 2014.	
REF:	INT /5/15	
TO:	ALL PREFECTS	
FROM:	THE HEADPRECTS	
SUBJECT:	<u>COLLECTION OF ILLEGAL FEES.</u>	
It has come to my notice that some of you are illegally collecting money from senior one students termed as “welcome fee”.		
This is against our rules and regulations and it tantamount to theft and robbery. Stand warned.		



Memos should be brief and limited to the subject. In most cases memos are from superiors to juniors.

You are a dining prefect write a memo to your students.

TRINITY COLLEGE NABBINGO  
INTERNAL MEMO

DATE: 22<sup>nd</sup> June, 2014  
REF: INT/6/14  
TO: ALL STUDENTS  
FROM: DINING PREFECT  
SUBJECT: EATING IN SHIFTS.

Please note that with effect from tomorrow 23<sup>rd</sup> June 2014, O-level students will eat first from 1:00 p.m-1.30p.m and A'level students from 1:30p.m. -2:00p.m.

Sorry for the inconveniences.

### H. WRITING A STATEMENT

A statement in this case refers to formal account of facts, views, problems etc. For example we normally give statements at police.

**Question: You were involved in an accident that left many of your friends dead. You are lucky to have survived. The police are investigating the accident and would like you to help them write your statement as a witness.**

**Miss Namanda Harriet,  
Kololo Secondary School,  
P.O BOX 3027,  
Kampala.  
10<sup>th</sup> December, 2014  
2.33p.m.**

*I am the above mentioned Ugandan female juvenile aged 15 years and a form three student at the above mentioned school.*

*I remember on 4<sup>th</sup> December 2011 at 4.00p.m. I was travelling along Mbarara-Kampala road in a motor vehicle registration number UAD 964C belonging to Simba Transporters alongside other students, having visited Lake Mburo National Park for an educational tour.*

*I was asleep and woke up when I heard a bang and on waking up, I found the vehicle had already fallen on its side and people were falling on me and jumping out of the vehicle through*

*the emergency door. I also managed to jump out only to realise that twenty of my colleagues were lying in a pool of blood, helplessly dead.*

*Together with other survivors I was taken to Masaka hospital by a team from Red cross I was treated and discharged the next day.*

*That's all to state.*

.....  
*Namanda Harriet.*

## **I : WRITING A REPORT**

A report is an account given after an investigation or after undertaking a task. Reports should be clear and concise. Do not write stories or narrate unnecessary details. Divide your report into sub sections. It can be in form of a letter or not.

For example, you have gone for a study trip in Kenya and you have been tasked to give a report to the Headmistress of your school. This can be in form of a letter report.

**Ndejje Secondary School,  
P.O BOX 5050,  
Mbarara.  
2<sup>nd</sup> March, 2014.**

**THE HEADMISTRESS,  
NDEJJE SENIOR SECONDARY SCHOOL,  
P.O BOX 5050,  
MABARARA.**

Dear Madam,

### **RE; REPORT ON THE S.4 LITERATURE CLASS STUDY TOUR TO NAIROBI, KENYA.**

#### **I. INTRODUCTION.**

The S.4 literature class left for a study tour in Nairobi, KENYA ON 10<sup>TH</sup> February at 3.00p.m. aboard Simba coach. Twenty students and two teachers were on board.

#### **II . DISCIPLINE;**

Throughout the journey and our stay in Nairobi, students showed high level of discipline. The teachers were in full control of the students.

#### **III. MEALS.**

We had good meals provided for by HILTON Hotel and there was indeed value for money.

#### **IV.HEALTH**

The general health of the students was good. However, two students Bukirwa Annet and Zalwango Monica fell on the way back and were treated at Busia Health centre IV and were discharged on full recovery.

#### **V. BENEFITS OF THE TOUR**

We were able to visit places which we were reading about in books and we are now familiar with the different settings. Places like Mombasa museum, Nairobi Literature centre among others were visited. We were also privileged to have a one to one chat with celebrated writer Ngugi wa Thiongo whose books we are studying.

#### VI. CHALLENGES.

We faced a challenge of inadequate funds. We had under-budgeted and we found inflation at its peak. However, we solved this problem by cancelling out some of the areas we had wanted to visit.

#### VII. RECOMMENDATIONS

It is our wish that in future, this study tour should be an annual programme. We also suggest that the school takes full responsibility of sponsoring this trip because it is educational.

#### VIII. CONCLUSION.

We highly appreciate your support towards this cause. May God bless you.

Signed by:

**Mbajja Tom**

**On behalf of S.4 Literature class.**

#### Example 2

**There have been rampant fights between students of ;O' level and A' level in your school. You have been tasked to head a committee on behalf of the Board of Governors to find out the causes and possible solution to this problem.**

**Mbarara High School,  
P.O Box 45,  
Mbarara.  
3<sup>rd</sup> May 2014.**

#### **A REPORT TO THE CHAIRMAN BOARD OF GOVERNORS ON THE WRANGLES BETWEEN O' AND A'LEVEL STUDENTS AT MBARARA HIGH SCHOOL.**

##### (a) INTRODUCTION.

The chairman Board of Governors instituted a committee of five students to investigate the rampant fights and the committee was tasked to come up with recommendation on how to solve such occurrences.

The following were the members of the committee.

- |    |               |             |
|----|---------------|-------------|
| 1. | Sarah Mulondo | Chairperson |
| 2. | Ruth Busingye | Secretary   |
| 3. | Tom Lwanga    | Member      |

4. Sarah Kataike Member
5. Peter Ssemwanga Member

(b) COLLECTION OF INFORMATION.

The committee developed a questionnaire which was to gather information from students from both level. One hundred students from both levels responded to the questionnaire.

The committee also interviewed the House prefects, class monitors and some teachers.

(c) FINDINGS.

After careful analysis of information, the committee found out the following:

There is a rift between both levels.

The rift is as a result of discriminatory treatment of students by some teachers.

A'level students do not do house work.

O'level students do not have similar meals with A'level students.

Some teachers encourage O'level students to attack A'level students.

(d) CONCLUSION.

Teachers are responsible for the fights and misunderstandings among the students.

(e) RECOMMENDATIONS AND WAY FORWARD.

Students should have similar meals.

There is need to urgently transfer the following teachers:- Ms. Lwanga Judith, Mr. Kabagambe Benon, and Ms. Zahara Twaha.

Students from both levels should share dining tables.

House work should be compulsory for every student.

Signed:

**Busingye Ruth**  
**CHAIRPERSON**

### **J: WRITING A CIRCULAR**

A circular is a formal letter or notice sent to a large number of people. For example as students, you take circulars to your parents from the Head teacher every end of Term.

Headteachers also receive circulars quite often say, their Commissioners or Permanent Secretary.

**An example of a circular.**

**There is an outbreak of cholera in the country. You are the Permanent Secretary, Ministry of Education and Sports. Write down a circular to schools.**

**Ministry of Education and Sports,  
P.O BOX 7063,  
Kampala.  
2<sup>nd</sup> June 2014.**

TO: ALL HEADTEACHERS

RE: DIRECTIVE ON CHOLERA OUTBREAK

As you are aware, there is an outbreak of cholera in the country. As one of the measures to ensure the safety of our students, the Ministry of Education and Sports wishes to direct as follows:

1. All visitation days have been cancelled with immediate effect.
2. Members of the public should not be allowed in school premises at any time.
3. All headteachers should ensure that the sickbays are equipped with relevant medicine.
4. All schools must have stand by ambulances.

I wish also to remind you that non-compliance with the above, headteachers will be held personally responsible.

Signed:

**HAMZA MUWONGE  
PERMANENT SECRETARY**

**C.C. MINISTER OF EDUCATION  
C.C. ALL DISTRICT EDUCATION OFFICERS  
C.C. ALL CHAIRPERSONS LOCAL COUNCIL V**

### **Example 2**

**You are the Head teacher of your school. Write a circular to your parents on the successful completion of the term.**

**Gulu High School  
P.O BOX 56,  
Gulu,  
24<sup>th</sup> April, 2014.**

Dear Parent,

### **END OF TERM ONE 2014 CIRCULAR**

Today 13<sup>th</sup> April, 2014 marks our end of term one. We thank the Almighty God who has made it possible and you, for your prayers.

### **REPORTS.**

All students have taken their reports except those in S.4 and S.6 whose reports will be collected at the beginning of term II.

**DISCIPLINE.**

The discipline of our students has continued to improve generally. However, two students Nakato Sylvia and Tom Bukenya of Senior Two have been discontinued due to indiscipline.

**ACADEMICS.**

I am happy to inform you that we were able to send all our S.6 students who sat last year UACE exams to University on Government sponsorship. All our S.4 students who sat UCE exams last year also passed in Division one.

**SPORTS.**

We have continued to excel in Sports and two of our own; Juliet Nansamba and Kwagala Claire will be representing the country in Harare, Zimbabwe for African Volley Ball Challenge Cup in May this year.

We wish them the best.

**HEALTH.**

Students have been generally healthy with few cases of Malaria. We wish to advise that you take your daughters and sons for medical check-up before they report for second term.

**SCHOOL FEES PAYMENT.**

We thank all those parents who paid school fees in time. I call upon all parents to pay school fees in time preferably a week before the opening of second term to allow us plan better for our students.

**SCHOOL PROJECTS.**

We have embarked on the construction of a modern computer laboratory. Every student will be required to pay Five hundred thousand shillings (500,000/= as contribution to the cause before he/she is allowed in school next term.

We wish to advise that you keep our children safe throughout the holidays. May God bless you.

Yours sincerely,

**HERBERT TWAHA**  
**HEADTEACHER**

**K: FORMAL DEBATES**

A debate is a formal argument or discussion of a question or topic with two or more opposing speakers, and after ending in a vote.

In a school setting, the traditional format is the chairperson, members of the jury, proposers and opposers and the audience. While at the level of parliament, it is the speaker and the house at large.

While debating, words should be clearly chosen to match with the motion.

The following is an example of a debate in a school setting whose motion is, **”PROSTITUTION SHOULD BE LEGALISED IN UGANDA”**

I have given samples from both the proposers and opposers.

1. **Sample 1.**

*Madam Chairperson, secretary, distinguished members of the jury, fellow proposers and opposers and the audience at large, Good afternoon.*

*I stand here to propose the motion that “prostitution in Uganda should be legalized.”*

*Madam Chairperson, allow me to say that this has been long overdue.*

*I wish to begin, Madam Chairperson by defining the key words of the motion.*

*Prostitution is the practice of working as a prostitute and a prostitute is a person who offers himself or herself for sexual intercourse for money. Madam chairperson, to legalise means to make something legal, in other words based on the law.*

*These are my views to support my argument Madam chairperson:*

*If we legalise prostitution, we shall have created many jobs for our unemployed youth.*

*Statistics show that eighty percent of our youth are unemployed yet they are seated at home with their God given natural “assets” which could fetch them a huge fortune, but cannot use and employ them because of the fear of the law. Everybody will agree with me that these “assets” are on a high demand and have helped many people in developed countries to be better than us. Please let us legalise prostitution.*

*Madam chairperson, if we legalized prostitution, we would increase the tax base and hence government would get more revenue. Countries like Thailand and Malaysia among others are benefiting from this trade I bet we are not better than them. In Malaysia, prostitution contributes up to forty percent of their national GDP. It is their major foreign exchange earner and government levies thirty percent tax on every prostitute per day depending on the number of clients one has served. Just imagine, Madam Chairperson and the house at large, imagine charging thirty percent on one million prostitutes in Uganda at for example fifty thousand. This amount of money can pay all the teachers and doctors for a full financial year. Imagine that dear comrades!*

*Let us legalise prostitution.*

*The government stands to attract very many tourists if prostitution is legalized. These tourists come in with what we, economists, call foreign currency. This foreign currency can be tapped and invested to improve the welfare of our people, so please let us legalise prostitution.*

*Madam Chairperson, I wish, finally to state that legalizing prostitution will not only benefit the individual involved but the country or government at large and through you, I appeal to members of this August house to support me and we legalise prostitution in Uganda. Thank you very much.*

## 2. *Example 2.*

*The chairperson, secretary, our judges, proposers, fellow opposers and the audience at large, Good afternoon.*

*I rise up to oppose this motion that states "prostitution should be legalized in Uganda." I vehemently say a big no.*

*Madam chairperson, the proposer of this motion has already defined the key words but I would like to emphasise the legal aspect of it. You cannot legalise a sin, madam but I would like to emphasise the legal aspect of it. You cannot legalise a sin, madam chairperson.*

*The pre-current speaker talked of creating jobs for the youth. Does he know that such jobs should find a healthy worker? It is very clear that through prostitution people will acquire sexually transmitted diseases like AIDS which is threatening our existence. These youths he is talking about will die faster. For sure we can get other means of creating jobs for our youth other than creating death for them.*

*Madam Chairperson I would like through you, to appeal to this August House not to be misled by people like the pre-current speaker. Prostitution is an evil before God. He forbids it and both the Bible and the Quran are clear about this. We are believers, aren't we? Let us not encourage sin because the consequences are well known to all of us.*

*Ladies and gentlemen, prostitution cannot bring genuine tourists or so called investors. We do not need such immoral tourists. If legalized, Madam chairperson, prostitution will promote immorality. Many students will even drop out of school to join this lucrative trade. We shall have created a big problem to this country and history will not judge us right. Remember a good nation starts with a good family and definitely, prostitution cannot create a good family.*

*I appeal to you Madam chairperson to allow me convince this great audience to think twice before they are confused and misled by the opportunists on my opposite direction because prostitution cannot solve our problems but will instead create them.*

*I say all this, for God and my country.*

## **L: AN EXAMPLE OF A JOB ADVERTISEMENT**

### **EXCITING JOB OPPORTUNITIES AT NBKS UGANDA LIMITED**

NBKS Uganda limited is a fast growing charity with a mission "to unlock potential of Africa by expanding access to affordable secondary education." We run the fastest growing network of sustainably financial secondary schools in Africa.

We currently have a net work of 210 schools across Uganda, Kenya, Zambia and South Africa. NBKS Uganda is currently seeking to recruit talented, dynamic and career oriented experienced people for the following positions;

1. Country Directors-Uganda and Kenya (02 vacancies)
2. Education specialists (10 vacancies)



- |                      |                |
|----------------------|----------------|
| 3. Internal Auditors | (05 vacancies) |
| 4. Teachers          | (70 vacancies) |

Full job descriptions can be downloaded from mNBKS website: [www. Nbks.org.uk](http://www.Nbks.org.uk).

Applicants are advised to submit application letters, curriculum vitae and all their academic documents to:

The Human resource Manager,  
NBKS Uganda,  
P.O BOX 30,  
KAMPALA.

**OR**

Send your application to: Email: **nbks recruitment @ahoo.com**.

Only qualified candidates will be contacted for interviews.

Dead line for Applications is 22<sup>nd</sup> May 2014 at 4.00p.m.

**M: EXAMPLES OF NOTICES**

**DEATH ANNOUNCEMENT**

The children of the late Mukasa John regret to announce the death of their beloved father Mzee Mukasa John which occurred on Monday 4<sup>th</sup> July 2014 at their family home in Kibuli and requiem mass will be held at All Saints Cathedral on 6<sup>th</sup> July at 10:00a.m. 2014. Burial shall take place at their country home in Wakiso on Sunday 7<sup>th</sup> July, 2014 starting at 11:00p.m. .Informed are the Bishop Namirembe Diocese, friends and in-laws. May his soul rest in eternal peace.

**POLICE HEADQUARTERS KAMPALA**

**POLICE APPEAL**

Susan Tembo whose photograph appears above, is wanted by police for the offence of theft of motor vehicles worth Two hundred million shillings (200,000,000) as per case reference CRB 205/14.

Police appeals to whoever has information which may lead to her arrest to pass it in confidence to the nearest police station or ring telephone number 0701411325 or 0774444444. A big reward awaits.

**ZUMA PETER**

**INSPECTOR GENERAL OF POLICE**

**PUBLIC NOTICE EXAMPLES**

The family of the late Mukasa John wished to thank all those who assisted during the illness and sending off of their beloved father and Grandfather Mzee Mukasa

John who was put to rest on 7<sup>th</sup> July, 2014.

Special thanks go to Hon. Tom Mbuya, Minister of Foreign Affairs, Vice Chancellor Makerere University, Aunt Mary, Doctors at Mulago Hospital, Dr. Higenyi

Patience, relatives friends and in-laws.

Father, you fought a good fight and finished the race (2 Timothy 4: 6-7)

May your soul rest in eternal peace.

### **BANK OF UGANDA**

#### **PUBLIC NOTICE**

This is to inform the general public that with immediate effect Zalwango Jovia whose picture appears above is no longer an unemployeed of Bank of Uganda. She is therefore not authorized to transact any business on behalf of Bank of Uganda.

Any person who has information of her whereabouts should contact us on the following numbers 0413333333 of 0788888888 or contact nearest Police station.

#### **MANAGEMENT**

#### **SAMPLE QUESTIONS**

1. You are a headteachers of a certain secondary school, write a letter to your Permanent Secretary asking for more teaching staff.
2. You are campaigning for the post of Head prefect in your school, give your speech.
3. Write a letter to your brother who is in another country telling him the family and home news.
4. Write a letter to a friend inviting him or her to your birthday party.
5. Your classmate has been bedridden for the last few weeks. He is beginning to feel better. Write a letter to cheer him up.
6. You UCE results are out. Write a letter to the head teacher of your preferred school requesting to be admitted in form 5.
7. You are a best man on your friend's wedding. Give your speech.
8. You have just won elections and have been declared the Member of Parliament for your constituency. Give your first speech to your supporters.
9. Give a speech on your birthday party.
10. Imagine your boyfriend is proposing to you for the first time. Write down the dialogue that took place.
11. You are a secretary of your class. Set an agenda and write minutes of the meeting with your new class teacher.
12. You are a games prefect in your school. Give your speech on your Sports Day.
13. Imagine you are the new Army Commander. Write down a memo to your staff on the rumour that rebels have entered the country.
14. You are a trusted student by your headteachers. Write a report to him or her on why students fail mathematics in your class.

15. You have just returned from Olympic Games in America. Write a report to your head teacher.
16. You are applying for a job as Human Resource manager, Bank of Uganda.  
Hand in your Curriculum vitae.
17. Your father is abroad. Telephone to him.
18. Your head teacher has given a speech at your end of year class party. Give a vote of thanks
19. You are a witness at a police station where your friend has been arrested for fighting a woman on your way from school. Give your statement.
20. Write down a possible dialogue between Kony (the rebel leader) and the President.
21. You are the new Head prefect. There is teasing of senior ones in your school. Write a memo to the students.
22. Write down a circular from the Head teacher to parents at the end of third term.
23. You are a head teacher and you have delayed to pay salaries to your teachers. Write down a memo to them.
24. Prepare an eulogy that you will deliver at a requiem mass for your best friend.