

**MADINAH ISLAMIC SECONDARY SCHOOL**

**ENGLISH LANGUAGE  
PAPER ONE  
112/1**

**STUDENT'S WORKBOOK**

**NAME:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_ **STREAM** \_\_\_\_\_

**Simplified Workbook to O-Level English Language Paper One**

**Dedication**

This work book is dedicated to all the students, staff colleagues in the department of English language and literature; Mr. Mutesasira Faizal, Madam Aashabahebwa Agnes, Madam Kabajurizi Monica, Madam Namuleme Shamirah, The Principal Madinah Islamic Secondary School, Nsangi-Sheikh Abdnour Busuulwa Edris, the head teacher Madinah Islamic Secondary School, Nsangi, Hajj Mbalirwa Ishakka, Director Qamar High School, Bashir Mageya, Headteacher Qamar High School, Ssengendo Ahmad and the entire staff of Madinah Islamic Secondary School, Nsangi and Qamar High School, Bunamwaya for the support rendered in compiling this workbook. All the technical advice given is highly and gratefully appreciated.

**Introduction**

The workbook tests on the four basic language skills of reading, writing, listening and speaking, it is also after giving functional and practical knowledge over the day today aspects.

## **Table of Contents**

### **English Language Paper one WORKBOOK**

## **SIX KEY REQUIREMENTS OF FUNCTIONAL WRITING**

**English Language Paper one WORKBOOK**

The six key requirements of Functional Writing are that you:

- i) Use language with an appropriate register. This means that you must write in an appropriate tone and with appropriate vocabulary for the specific task and audience.
- ii) Have a clear sense of who you are writing for.
- iii) Write with a strong sense of purpose.
- iv) Give your writing a shape or layout that conforms to accepted standards (e.g. for a letter, the placing of the address in the top right-hand corner).
- v) Punctuate accurately and observe the rules of grammar.
- vi) Keep your content relevant to the question.

## **CHARACTERISTICS OF FUNCTIONAL WRITING**

- Plan your work
- If possible use a pre-writing activities framework
- Create a strong beginning and ending
- Provide sufficient information
- Use practical information
- Include information that is relevant to the topic
- Use information that is realistic
- Develop your ideas logically
- Present your ideas logically
- Use headings where necessary
- Sustain a clear message through out
- Illustrate your points clearly. Avoid ambiguity.
- Paragraphs should have clear introductions and endings.
- Link your paragraphs together
- Employ persuasive techniques if you need them
- Embed idioms in your writing
- Use a variety of sentence structures.
- Use a wide range of vocabularies.
- Use wide-ranging punctuation marks.
- If you are writing in role, adopt the appropriate voice.
- Use the appropriate voice and register for example of official letters.
- Develop and sustain the appropriate degree of formality.
- Write an essay that is appropriate to the task.
- Bear in mind the purpose and audience and use language accordingly.
- Think ahead about likely questions and deal with them.

- If you are describing something, remember to describe its material, shape, size and colour. Consider what it is used for and how it is used.

## **LETTER WRITING**

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such. Any such message that is transferred via post is a letter, a written conversation between two parties.

## **MAIN THINGS TO REMEMBER WHEN WRITING LETTERS**

Before you begin, be clear as to whether your letter will be formal or informal.

## **LETTER WRITING TIPS**

### **1. Identify the type of letter**

This obviously is the first step of the letter writing process. You must be able to identify the type of letter you are to be writing. This will be dictated by the person the letter is addressed to and the information that will be conveyed through the letter.

### **2. Make sure you open and close the letter correctly**

Opening a letter in the correct manner is of utmost importance. Formal letters open with a particular structure and greeting that is formal in nature. Informal letters can be addressed to the person's name or any informal greeting as the writer wishes.

Even when closing the letter, it must be kept in mind what type of letter is being written. Formal letters end respectfully and impersonally, whereas informal letters may end with a more personal touch.

### **3. Establish the main intent of the letter**

Once you start writing, make sure to get to the point as soon as possible. Especially in formal letters, it is important to immediately make clear the purpose of the letter.

#### 4. Be careful of the language

A letter is always supposed to be polite and considerate. Even if it is a complaint letter, the point must be made in a careful and courteous manner. So it is necessary to use polite expressions and civil language in all types of letters.

#### 5. Length of the letter

And the other important factor to be considered is the length of the letter you are writing. It should be kept in mind that formal letters are generally to the point, precise and short. Lengthy formal letters tend to not have the desired effect on the reader. The length of an informal letter is determined by the message in the letter and the relation to the recipient.

### **TYPES OF LETTERS**

**Formal Letter:** These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.

### **FORMAL LETTER FORMAT**

A formal letter has a format which needs to be followed. A typical formal letter format is

1. Sender's address
2. Date
3. Name / Designation of Addressee
4. Address of the Addressee
5. Salutation
6. Subject

7. Body – Introduction, Content, Conclusion
8. Complimentary Close
9. Signature / Name of the Sender
10. Designation of the Sender

### **Sender's Address**

The sender's address is usually put on the top right-hand corner of the page. The address should be complete and accurate in case the recipient of the letter wishes to get in touch with the sender for further communication.

### **Date**

The sender's address is followed by the date just below it, i.e. on the right side of the page. This is the date on which the letter is being written. It is important in formal letters as they are often kept on record.

### **Receiver's Address**

After leaving some space we write the receiver's address on the left side of the page. Whether to write "To" above the address depends on the writer's preference. Make sure you write the official title/name/position etc of the receiver, as the first line of the address.

### **Greeting**

This is where you greet the person you are addressing the letter to. Bear in mind that it is a formal letter, so the greeting must be respectful and not too personal. The general greetings used in formal letters are "Sir" or "Madam".

If you know the name of the person the salutation may also be "Mr. XYZ" or "Ms. ABC". But remember you cannot address them only by their first name. It must be the full name or only their last name.

### **Subject**



After the salutation/greeting comes the subject of the letter. In the centre of the line write 'Subject' followed by a colon. Then we sum up the purpose of writing the letter in one line. This helps the receiver focus on the subject of the letter in one glance.

### **Body of the Letter**

This is the main content of the letter. It is either divided into three paras or two paras if the letter is briefer.

The purpose of the letter should be made clear in the first paragraph itself. The tone of the content should be formal.

Do not use any flowery language. Another point to keep in mind is that the letter should be concise and to the point. And always be respectful and considerate in your language, no matter the subject of your letter.

### **Closing the Letter**

At the end of your letter, we write a complimentary closing. The words "Yours Faithfully" or "Yours Sincerely" are written on the right side of the paper.

Generally, we use the later (Yours faithfully) if the writer knows the name of the person.

### **Signature**

Finally you sign your name. And then write your name in block letters beneath the signature. This is how the recipient will know who is sending the letter.

### **Application letter**

**QN:** Write a letter to your chairperson electoral commission of your school applying for any prefectorial post after seeing the information on the notice board.

Madinah Islamic Ss,  
P.O. Box 658,  
Kampala.

24<sup>th</sup> April, 2019.

The Chairperson,  
Electoral Commission,  
Madinah Islamic Ss.

Dear Sir,

**RE: APPLICATION FOR THE POST OF BEING THE SCHOOL HEAD GIRL.**

I humbly submit in my application for the post of being the school head girl. I am a female Ugandan aged sixteen. I am also a fully registered and admitted student of Madinah Islamic Ss. in the senior three class of 2018.

With the experience I have as far as leadership is concerned, I believe I am the best candidate for the post and if given chance, I promise to boost and steer the school to greater heights in all aspects.

Attached are photocopies of my leadership certificates and academic report cards.

I will be thankful if my application is highly considered.

Yours in Service,  
Nalubowa  
NALUBOWA EMARYN.  
APPLICANT.

### **LETTERS OF APOLOGY**

Apology letters are written to seek for forgiveness. It is the offender to write this letter to the person he/she has offended.

This letter also calls for amend or re-establishment or restoration of trust between the offender and the offended.

NB: Apology letters are both formal and informal depending on the context in which you are asked by the question.

Observe the following while writing an apology letter;

- Be brief and concise
- Use words like- “please forgive me”, “I am sorry”, “I will never do it again”

- You must admit that you are in wrong.
- You have to show that you have changed or reformed.

### **Example of a formal apology letter**

Imagine you are Awori Judith in senior two. You were told to clean the dormitory in the morning and you refused. The warden found it dirty and denied you lunch. Write an apology letter to the warden

Madinah Islamic Ss,  
P.O. Box 658,  
Kampala.

26<sup>th</sup> May, 2019.

The warden,  
Madinah Islamic Ss,  
P.O. Box 658,  
Kampala.

Dear Sir,  
RE: **APOLOGY**

I am so disgraced with the way I conducted my self this morning. I failed to clean the dormitory as you ordered.

I did not bother to do the task as required which made you annoyed and also causing inconveniences in your programme.

I am very sorry about it and I promise never again to be irresponsible when given a task.

Yours Faithfully,  
Awori  
**AWORI JUDITH.**

### **Sample question**

Write a letter to your chemistry teacher apologizing after fighting with a friend during one of his lessons.

### **Answer**

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[illegible]

## INFORMAL APOLOGY

It is still good for us to say sorry after offending our friends and thus in this perspective, we write informal apologies. The language used in these letters is too friendly and casual.

Use only one address because it is an informal letter.

### Example

**QN:** Imagine you have broken your friend's plate during lunch time. Write a letter to her apologizing for the incident.

Madinah Islamic Ss,  
P.O. Box 658,  
Kampala.

23<sup>rd</sup> September, 2018.

Dear Sarah,

How are you doing my dear? I believe you are not fine because of what transpired during lunch time at the power house. I am so sorry and terribly ashamed for having made you miss lunch because I broke your plate.

Sarah, please, it was out of the too much fun that I played around with your plate to the extent of breaking it. I promise to repay it when visited by our parents next week.

I write this letter with too much regret asking for forgiveness from your heart since our friendship was not initiated by plates but the goodness of our hearts.

I will feel so jolly after seeing your fantastic smile back on your face my dear.

Your only Friend,  
Carol.

### Question

Write an apology letter to your mother after failing to cook food for the young ones at home.

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26th May, 2019.

Mr. Asiimwe Robert  
Central College Kawaala,  
P.O. Box 31005,  
Kampala.

Dear Sir,

**RE: CONDOLENCE MESSAGE.**

With great shock I send this message to condole you over the untimely demise of your grandfather. Really it is a pity.

We accept the loss because it is God who gives and it is the same God who has taken him away from us. He has been a very good parent to everyone. When it came to giving pieces of advice, he could not segregate. We shall miss him a lot, but hopefully he is now with the Angels.

Please let me know in case there is anything that I can help.  
May his soul rest in eternal peace.

Yours sincerely,  
Ahabyona.

**Question**

Write a condolence letter to a family friend upon the death of a parent.

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# CONGRATULATORY LETTERS

QN: Your friend has been appointed as the head cook of Green light Islamic Ss Nansana. Write a congratulatory message to her.



Greenlight Islamic SS,  
P.O. Box 2096,  
Kampala.

2<sup>nd</sup> August, 2019

Dear Nakawala Gloria,

It is great pleasure to hear of your recent appointment as the head cook of Greenlight Islamic SS, Nansana.

I therefore congratulate you over that elevation and I pray that you deliver all that is expected from you. Remember leadership comes from Allah, and so it is He who has given you that position.

I want to tell you that I am very happy and pleased for your develop in life. I once again congratulate you and may you serve accordingly.

Yours Sincerely  
Warda Warid

### **Question**

Write a letter congratulating your sister after scoring eight distinctions in eight subjects in her UCE examinations.

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I am writing to complain about the set of photographs your company developed for me recently. In my opinion, the photos were developed in an awful colour and are not worth Two hundred fifty thousand (250,000=) shillings paid.

The film was new and my camera, canon type is automatic and brand new. So, I do not think the quality of the prints can be blamed on either the equipment or the films. I have enclosed the photos so that you can have a look.

I would like the photos reprinted giving a better quality colour, or otherwise a refund of Two hundred fifty thousand {250,000} shillings be made. Looking forward to hear from you at your convenience

Yours Faithfully,

Biira Rosette

### **Assignment**

Imagine you are the Games and sports prefect. Your patron gave you money to purchase balls which you later discovered were second hand type. Using the address of your school, write a letter of complaint to the sales manager asking for better balls.

### **Answer**

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## Thank you or appreciation letter.

It can be written in a formal or an informal way depending on the receiver.

25<sup>th</sup> July, 2019.

Dear Grandpa,

Thank you awfully for the beautiful dress and cute sneakers you sent me as Christmas gifts. The dress is so bright with its red colour. By the way, I am so delighted that you chose my favourite colour, I really love red.

The shoes are also a perfect match. My kid sister Raizada is crazy about them. I really look gorgeous in the attire. I am ever grateful for the surprising gift packages you send me.

Eid was peaceful and the outing was grand. Hope next time you convince you self to come and celebrate with us. I know you always laugh at coming over as a joke because you say you love a lot of space which we don't have. Thanks again for the Christmas gifts, I feel so happy and cared for. See you next time.

Your beloved granddaughter  
Judy Awori.

### **Sample question**

Write a letter appreciating your teacher of English language for the great services rendered to your class.

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**INFORMAL LETTERS**

Informal letters are written to close acquaintances of the writer, their friends, family, relatives, etc. Since they are written to close relations the letters have an informal and personal tone. Casual language is used while writing informal letters. And sometimes the letters may even have an emotional undertone

Informal letters are mainly used for personal communication. So they do not have to follow any specific pattern, format or conventions. They can be written as per the writer’s wishes and the requirement of the situation.

**FORMAT OF INFORMAL LETTER**

These can act as guidelines when you are drafting a letter.

**Address**

The first thing to write is your address, i.e. the address of the writer. We usually write the address on the left-hand side of the page at the very top. The address should be accurate and complete. Even when writing to close friends or relatives the address must be written, so they can reply back to the letter with ease. If the recipient of the letter is in another country, do not forget to write your country as well in the address.

### **Date**

Next just below the address we write the date. This allows the reader to have a reference as to when the address was written. He can then relate better to the contents of the letter.

### **Greeting**

The greeting can be informal as well. If it is a friend or someone close to your age you can greet them by their first name, like “Dear Mary”. If you are writing to your relative like your mother/father/aunt/uncle etc, you may greet them as such, for example, “Dear Mom”. And if you are writing to an elder person, someone you respect greatly you can address them as Mr or Mrs.

### **Introduction Paragraph**

You might begin by asking the recipient about their wellbeing. Or you may say that you hope the letter finds them in good health and great spirits. The opening of informal letters should be casual and comforting. It must not be formal and direct as in business letters.

### **Body of the Letter**

The letter overall should maintain a friendly tone. But you have to adjust the language and the wordings according to who you are writing to. With a friend, you can afford to be very casual and flippant even. But if you are writing to an elder relative, you must be extremely respectful and considerate.

One way to determine the tonality of your letter is to remember how you talk to the person in a conversation. And then apply the same syntax and sentiments to the letter.

## **Conclusion**

In the conclusive paragraph sum up the reason for writing the letter, i.e. summarize the letter. Say a meaningful and affectionate goodbye to the reader. And do not forget to invite the reader to write back or reply to your letter. It shows an intention to keep the conversation going.

## **Signature**

There is no one way to sign off informal letters. Since they do not follow a strict format, you may sign off as you please. Some commonly used phrases are

- Lots of Love
- Best,
- Best Wishes,
- Kind Regards,
- Kindly,

In summary,

**Formal letters** include those which:

- Make a complaint or request.
- Invite someone to a formal event.
- Write to a newspaper or other media organisation
- Apply for a job.

**Informal letters** are those which you:

- Write to your close friends.
- write to your family.

**For any letter** you write:

- Always keep in mind the purpose and the audience of your letter.
- write in a clear, concise style and avoid long, rambling sentences.



- Aim to write four to five paragraphs. Include your reason for writing (paragraph 1), the main points or comments you wish to make (paragraphs 2, 3 and 4), and a conclusion (paragraph 5).
- Remember to use the appropriate structure for your letter.

## EXAMPLES OF INFORMAL LETTERS

Namungoona Salaf School,  
P.O.Box 1633,  
Kampala

4<sup>th</sup> October, 2019.

Dear mum,

How are you? How is everything at home? Is the construction of the house going on well? I just cannot wait! When might the house warming be? Big dad must be working round the clock to ensure that the furnishings inside are superb.

Ah! Mum, how is our Primary Leaving Examinations candidates? I know he is bookworm now that the examinations are round the corner. Rashad by the way does read hard, and I know he will make it to the school of his dream- Madinah Islamic SS, Nsangi, he says. Send my frying best wishes to him.

Mum, I hope you still remember that our class day meeting is on 12<sup>th</sup> October, 2019. The meeting kicks off at 9:00am.

I would love to continue writing rivers of letters to you every day, but I must go for rehearsals now. I am taking part in our house play.

Your loving son  
Rayyan

### Question

1. Your Aunt invited you to her home and she took very good care of you. Write her a letter of appreciation telling her why you enjoyed your stay at her place.

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This image shows a full page of a handwriting practice worksheet. It consists of numerous horizontal rows, each defined by two parallel dotted lines. The rows are evenly spaced and extend across the entire width of the page, providing a guide for letter height and placement. There is no text or other markings on the page.

## **THE CURRICULUM VITAE {CV}**

The term curriculum vitae has a Latin origin. It means ‘the course of one’s life’. This is the document that details your personal life, your academic qualifications and career experience.

You make it yourself to accompany job applications. It gives you an opportunity to state the details that will help you acquire a job. You must therefore, make it in such a way that it is convincing and competitive enough to give you an edge over other candidates for the same job.

### **Format**

#### **i) Bio data / personal information**

This includes: sir name, other name, age, and date of birth, sex, place of birth, nationality, marital status, religion, address, telephone contact, and email.

#### **ii) Education and qualification**

State the year, institution and award or qualification. Indicate only the schools where you obtained an award.

#### **iii) Skills.**

Here you are supposed to give your practical abilities that is, give what you are good at.

#### **iv) Work experience / Employment record**

State the year and the place of work where you have ever worked. Write this in reverse order.

#### **v) Languages proficiency**

List the languages which you can speak, write, read and listen to.

#### **vi) Interests and hobbies**

State the activities that you do for pleasure when you are not working.

#### **vii) Referees**

These are people who give information about your character and ability. Give names, titles and addresses of at least three people.

#### **viii) Declaration**

This is a statement, especially about what you feel or believe. For example, ‘I declare that the information above is true. Put your signature and date.

## CURRICULUM VITAE

### Bio-data

Name: Mark Alan Dacascos  
Age: 55 Years  
Date of birth: 26<sup>th</sup> February, 1964.  
Sex: Male  
Place of birth: Hawaii  
Nationality: US  
Marital status: Married  
Telephone contact: +15068716371  
Email: [markdaco@gmail.com](mailto:markdaco@gmail.com)

### Education back ground

Year	Institution attended	Award
2013-2016	Makerere University	Bachelor of Arts Education
2011-2012	New Styles SS	Uganda Advanced Certificate of Educ
2007-2010	Mengo Sec Sch	Uganda Certificate of educ
2000-2006	Jinja primary school	PLE certificate

### Work experience / Employment record

Year	institution	position
2016-date	Madinah Islamic Ss	teacher English language
2014-2016	Makerere University	Guild Minister of Education
2011-2012	central high school	Head prefect

### Skills

Good computer skills,  
Leadership skills,  
Clean driving license.

### Interests / hobbies

Foot ball  
Music, dance and drama  
Teaching

### Languages proficiency

Language	Reading	Writing	Speaking	Listening
English	Very good	Very good	Very good	Very good
Luganda	Good	Good	Good	Good

Arabic	Good	Good	Good	Good
Swahili	Fair	Fair	Good	Good
Lusoga	Good	Good	Good	Good

### **Referees**

1. Mr.lubowa Emma  
Head of department  
English language  
Madinah Islamic Ss  
0700112256.
2. Mr. Tumwesige Emma  
Director St Lawrence schools  
Kampala  
0702343536.

### **Declaration**

I declare that to the best of my knowledge and belief, the information given above is truly authentic.

Signature.....

Date 10<sup>th</sup> February, 2019.

### **Exercise**

Imagine you are in your vacation. You need employment to keep yourself busy. When you look through the newspapers you come across the following advertisement:

Applications are invited from suitably qualified candidates for the post of “Day care Nursery Assistant” to look after workers’ children. Assuming you have already written your application for the job, write a curriculum vita you would attach to your application.

### **Answer**

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This image shows a full page of a document template designed for handwriting practice or general note-taking. It consists of approximately 28 evenly spaced horizontal dotted lines across the entire width of the page. There are no margins, headers, footers, or other markings present.

## WRITING MINUTES

Minutes are written records of what was said at a meeting. Minutes are written by the secretary of a meeting who should record the decisions reached.

### **FEATURES OF MINUTE WRITING**

- Heading
- Date
- Agenda
- A list of members present and their responsibilities
- Members absent with apology
- Members absent with no apology
- Recording of minutes. The order given in the agenda is followed.
- Signature of the chairperson and the secretary plus their names below their respective signatures.
- Write the date on which the minutes were confirmed

### **MINUTES OF A MEETING OF KIKUBO SENIOR SCHOOL DEBATING CLUB, HELD ON 15 TH MAY, 2018 IN THE DINING HALL AT 3:00PM**

#### **Agenda**

1. Opening prayer
2. Confirmation of previous minutes
3. Matters arising from previous minutes
4. Inter-school debating day
5. Any other business
6. Closing prayer

#### **Members present.**

1. Kalule John - Chair person
2. Mutyaba Mohammed - Treasurer
3. Buyungo Abbas - Member
4. Namayanja Flavia - Member
5. Awori Esther - member
6. Akinyi Evelyn - Secretary

#### **Absent with apology**

6. Ssebanyiga Joseph
7. Nankabirwa Rashidah



**Absent without apology**

8. Akankunda Jolly

**Minute 1/05/2018 Opening prayer**

The meeting was called to order at 3:05pm. The prayer was led by Awori Esther.

**Minute 2/05/2018 chairperson's communication**

The chairperson welcomed the members and thanked them for keeping time.

He appreciated them for being active.

The chairperson reported that all the arrangements for the inter-school debating day had been finalized. However, he requested that a few more Girls' schools be invited. He requested the secretary to raise the issue with the club patron.

The chairperson also asked the treasurer to provide the money for buying refreshments in good time.

**Minute 3/05/2018 Confirmation of previous minutes.**

The secretary read the minutes of the previous meeting that was held on 4th April, 2013. They were approved as a true record of the meeting's proceedings. The chairman then signed the minutes.

**Minute 4/05/2018 Matters arising from previous minutes**

Members wanted to know whether the club had been allowed to hold debates on Friday evenings. The chairman reported that the matter was being considered.

Members wanted to know whether the receipt book which had been reported lost in the previous meeting had been found.

**Minute 5/05/2018 Recruitment.**

The secretary was asked to announce the recruitment of more members.

The chairman was requested to liaise with the club patron to organize a date for the club elections

**Minute 6/05/2018 Closing prayer / Adjournment.**

There being no other business, the meeting was adjourned at 4:15pm with a prayer led by Buyondo Abbas.

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AKINYI EVELYN  
Secretary

KALULE JOHN  
Chairperson

**Exercise**

You have been chosen to be secretary of prefects' meeting, you are required to write minutes of the meeting scheduled for Saturday 16th May, 2018 in the school library. The meeting will be chaired by the Head prefect and will be a follow up on the students' discipline and the performance of the prefects. Develop minutes for that meeting.

## Answer

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**WRITING MEMOS**

A memo is a short to the point communication conveying your thoughts, reactions or opinion on something.

A memo is the short word for ‘memorandum’ and the plural is memoranda. Memorandum means “a written reminder”.

Memo writing needs a structure, because they are short, rambling meanderings will soon destroy the memo’s effectiveness and become a waste of productive time to those that read it and to the person who wrote it.

**Characteristics of a memo**

- a. Deals with one subject or issue
- b. It is usually brief and precise.
- c. It is semi-formal; there is no slang or colloquialisms.
- d. Can be hand written or typed.
- e. Can be copied to a number of people if necessary
- f. Follows conventions of grammar, punctuation and spelling.

**BASIC FORMATS**

Memos can be approached in different ways depending on your purpose:

1. **Decide if it’s to be persuasive or informative.** While many memos are a combination of the two, sometimes memos have to be one or the other for the reader to take the appropriate action. A persuasive memo engages the reader’s interest before issuing a directive, where as an informative memo outlines the facts and then requests the reader’s actions.

2. **Clearly state the purpose of communication in the subject line.** Most memo formats have the basics of the header, like “to,” “from” and “date” in place. But you have a responsibility to make the subject line as descriptive as possible so the reader understands the intent.
3. **Write memos with purpose and make that purpose known in the first paragraph.** Needless memo writing should be a crime across all states. One way to make sure no one reads or heeds memos is to send them out for the slightest issue.
4. **K.I.S. – Keep It Simple.** Most memo formats accommodate one page of information. This means that the topic details should be concise, with clear directives and contacts for follow-up.
5. **Effective business communication improves workflow and relationships.** Use the tools of memo formats and well-constructed information to your advantage.

## **PARTS OF A MEMO**

There are three basic reasons to write a memo:

- i) to persuade action
- ii) to issue a directive
- iii) or to provide a report.

Regardless of your purpose, memos are generally divided into segments in order to organize the information and to achieve your intention.

## **Heading**

The heading segment follows this general format:

TO: (readers' names and job titles)  
 CC: (any people you are copying the memo to)  
 FROM: (your name and job title)  
 DATE: (complete and current date)  
 SUBJECT: (what the memo is about, highlighted in some way)

- Make sure you address the reader by his or her correct name and job title.
- Be specific and concise in your subject line.

## **OPENING SEGMENT**

The gist of a memo should occur in the opening sentences/paragraphs. It's a good idea to include some information about the context, a task statement and perhaps a purpose statement.

1. The context is the event, circumstance, or background of the problem you are solving or the directive you are giving. You can use a paragraph to establish the background and state the problem or more commonly simply use the opening of a sentence. Include only what your reader needs and be sure it is clear.
2. In the task statement describe what you are doing to deal with a situation. If an action was requested, refer to it by a sentence opening like, "You asked that I look at...." If you want to explain your intentions, you might say, "To determine the best method of xxx, I will...."
3. Finally, the purpose statement of a memo gives your reason for writing it and forecasts what is in the rest of the memo. You want to come right out and tell your reader the kind of information that's in store. For example, you might say: "This memo presents a description of the current situation, some proposed alternatives, and my recommendations." If you choose to use headings for your memo segments, you can refer to your major headings in this forecast statement to provide a guide for your reader.

## **SUMMARY SEGMENT**

This segment provides a brief statement of the key recommendations you have reached. These will help your reader understand the key points of the memo immediately. This segment may also include references to methods and sources you have used in your research, but remember to keep it brief.

You can help your reader understand your memo better by using headings for the summary and the discussion segments that follow it. Try to write headings that are short but that clarify the content of the segment

## **THE DISCUSSION SEGMENT**

The discussion segments are the parts in which you get to include all the juicy details that support your ideas. Keep two things in mind:

1. Begin with the information that is most important. This may mean that you will start with key findings or recommendations.
2. Start with your most general information and move to your specific or supporting facts. (Be sure to use the same format when including details: strongest--->weakest.)
3. For easy reading, put important points or details into lists rather than paragraphs when possible.
4. Be careful to make lists parallel in grammatical form.

### **CLOSING SEGMENT**

You're almost done. After the reader has read your information, you want to close with a courteous ending stating what action you want your reader to take. Make sure you consider how the reader will benefit from the desired actions and how you can make those actions easier. For example, you might say, "I will be glad to discuss this recommendation with you during our Tuesday trip to the spa and follow through on any decisions you make."

### **Examples**

#### ***PERSUASIVE MEMORANDUM***

---

To: Mary McGee, Alistair Warwranka, George Lipton  
CC: Dorothy Barrie  
From: The Boss  
Date: June 1, 2006  
Re: Need for New Memo Format

I've noticed that we don't seem to be able to communicate important changes, requirements and progress reports throughout the company as effectively as we should. I propose developing one consistent memo format, recognizable by all staff as the official means of communicating company directives.

While I know this seems like a simple solution, I believe it will cut down on needless e-mail, improve universal communication and allow the staff to save necessary information for later referral.

Please talk among yourselves to determine the proper points of memo writing and return the input to me by 12 noon. I will then send out a notice to the entire staff regarding the new memo format.

Thank you for your prompt attention to this.

### ***DIRECTIVE MEMO***

---

To: All Staff  
From: The Boss  
Date: June 1, 2006  
Re: New Memo Format Effective June 1

In order to make interoffice communications easier, please adhere to the following guidelines for writing effective memos:

- Clearly state the purpose of the memo in the subject line and in the first paragraph.
- Keep language professional, simple and polite.
- Use short sentences.
- Use bullets if a lot of information is conveyed.
- Proofread before sending.
- Address the memo to the person(s) who will take action on the subject, and CC those who need to know about the action.
- Attach additional information: don't place it in the body of the memo if possible.
- Please put this format into practice immediately. We appreciate your assistance in developing clear communications.

If you have any questions, please don't hesitate to call me. Thank you.

### ***TECHNICAL MEMO***

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To: The Boss  
From: Sue Masterson  
Date: May 15, 2007  
Re: Update on the T-12 Phase Three testing

As we enter Phase Four of the T-12 testing, I wanted to provide a progress overview of the Phase Three testing.

*[The body of the memo might include two-four paragraphs outlining the purpose of the memo. If this is a longer memo, each paragraph will have a subhead to help guide the reader through the document. Finally, there is a summary paragraph, which features bullets highlighting the main points of each previous paragraph, and concludes the memo with a stated action required by the reader or writer.]*

**Sample memo**

**ST. VICTORS SECONDARY SCHOOL KITAASA  
P.O.BOX 1178 MASAKA**

From : Ahabyona Paddy, Personnel officer.

To : All Departmental Heads.

Date : 11<sup>th</sup> August, 2019.

Subject: WORKSHOP SCHEDULED FOR SEPTEMBER 2019.

Please attach each member of your department to the programme. Ask them to follow the schedule carefully.

We need every one's co-operation. Enclosed is the School's annual programme and guides. Thank you.

Management

**Activity 1**

Imagine you are the head prefect, write a memo to all the prefects informing them of the meeting scheduled for 20th August, 2018 in the school library. The major issue for discussion will be discipline of students.

**Answer**

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**Activity 2**

Imagine that Senior One Students have just reported at your school, and being new at the secondary school level, many of them look confused in this new environment. Write a memo to these students on how to effectively manage secondary school life.

**Answer**

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**WRITING A REPORT**

Report provides factual information depending on which decisions are made. Report writing is creating an account or statement that describes in detail an event, situation or occurrence, usually as the result of observation or inquiry. The two most common forms of report writing are news report writing and academic report writing

A report describes a study, an investigation, or a project.

## **FEATURES OF A GOOD REPORT**

A good report must have the following qualities:

### **1. Precision**

In a good report, the report writer is very clear about the exact and definite purpose of writing the report. His investigation, analysis, recommendations and others are directed by this central purpose. Precision of a report provides the unity to the report and makes it a valuable document for best usage.

### **2. Accuracy of Facts**

Information contained in a report must be based on accurate fact. Since decisions are taken on the basis of report information, any inaccurate information or statistics will lead to wrong decision. It will hamper to achieve the organizational goal.

### **3. Relevancy**

The facts presented in a report should not be only accurate but also be relevant. Irrelevant facts make a report confusing and likely to be misleading to make proper decision.

### **4. Reader-Orientation**

While drafting any report, it is necessary to keep in mind about the person who is going to read it. That's why a good report is always reader oriented. Readers knowledge and level of understanding should be considered by the writer of report. Well reader-oriented information qualify a report to be a good one.

### **5. Simple Language**

This is just another essential features of a good report. A good report is written in a simple language avoiding vague and unclear words. The language of the report should not be influenced by the writer's emotion or goal. The message of a good report should be self-explanatory.

### **6. Conciseness**

A good report should be concise but it does not mean that a report can never be long. Rather it means that a good report or a business report is one that

transmits maximum information with minimum words. It avoids unnecessary detail and includes everything which is significant and necessary to present proper information.

### **7. Grammatical Accuracy**

A good report is free from errors. Any faulty construction of a sentence may make its meaning different to the reader's mind. And sometimes it may become confusing or ambiguous.

### **8. Unbiased Recommendation**

Recommendation on report usually make effect on the reader mind. So if recommendations are made at the end of a report, they must be impartial and objective. They should come as logical conclusion for investigation and analysis.

### **9. Clarity**

Clarity depends on proper arrangement of facts. A good report is absolutely clear. Reporter should make his purpose clear, define his sources, state his findings and finally make necessary recommendation. To be an effective communication through report, A report must be clear to understand for making communication success.

### **10. Attractive Presentation**

Presentation of a report is also a factor which should be consider for a good report. A good report provides a catchy and smart look and creates attention of the reader. Structure, content, language, typing and presentation style of a good report should be attractive to make a clear impression in the mind of its reader.

## **REPORT WRITING FORMAT**

### **1. Title**

- It should tell the reader exactly what the report is about
- It should have the date.

### **2. Contents list**

- If your report has a number of sections, it is important to include a table of contents so that the readers can easily find the information they want.
- A good way to structure a report is to use numbered headings  
For example;  
1.0 English speaking

- 1.1 Attendance
- 1.2 Punctuality
- 1.3 Smartness etc

### **3. Introduction**

- This should give the reader the background to the report
- Why you are writing it
- You should also include what the report will cover
- How you got the information you have based the report on.

### **4. Body of the report**

- The main body of the report will follow the structure in the contents list.
- It will give precise information about the research you have carried out and what you have discovered from it.
- The information should be mainly factual and not based on opinion.

### **5. Conclusion**

- This is where you give your opinions on the facts that you have discovered.
- If you have been asked to give recommendations, they should be based on your conclusion.

### **6. Recommendations**

- Recommendations should be based on your conclusions. You should also let the reader know what you predict will happen if your recommendations are followed.

### **Example**

#### **REPORT ON THE MARKET RESEARCH CARRIED OUT ABOUT KIDDAWALIME BAKERY PRODUCTS FROM 19<sup>TH</sup> JANUARY TO 26<sup>TH</sup> JANUARY, 2017.**

### **Introduction**

On 19<sup>th</sup> January, 2017 the Managing Director of Kiddawalime Bakery instructed the marketing manager to carry out market research to establish the causes of declining sales in Buyungo Bakery. This report entails the methods used, findings, conclusion and recommendations.

### **1.0 Methods / procedure**

The Marketing Manager moved to the field and observed the way agents and sales persons deal with the selling process. He also had oral interview with middlemen in the distribution channel and then customers.

### **1.1 Findings**

It was discovered that the distribution trucks just used to stop in the big towns, ignoring the semi-urban and rural areas. Two of the sales persons had skin rashes and one was severely coughing and unattractive to look at by customers. The one kilogram loaf of bread was highly priced and in some areas the sliced loaves bread would reach when they had broken into powder form. The sales persons were very unsocial when dealing with customers.

### **1.2 Conclusion**

The causes of declining sales in Buyungo bakery is as a result of inadequate product distribution, unattractive and unskilled sales persons, poor relationship between sellers and customers, high product prices and choice of wrong modes of delivery to customers.

### **1.3 Recommendations**

There is need for using more distribution trucks to enable all the customers' access the product, recruitment of sales persons in good health, regulating the price of the products, choice of a better method of delivery of the product and increasing customers care by the sales persons.

Prepared by,

Damulira YASIN  
**Marketing manager**

### **Exercise 1**

**Write** a weekly duty report to your head teacher after being the prefect on duty.

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This image shows a full page of a document template designed for handwriting practice or general note-taking. It consists of approximately 30 evenly spaced, horizontal dotted lines running across the width of the page. The background is plain white, and there are no margins, headers, or footers present.

## Exercise 2

Your club has visited a game park in Uganda. On your return to school you are required to present a report of the trip to the club patron. Write a report that you would present.

## Answer

English Language Paper one WORKBOOK

[illegible]

### Exercise 3

Imagine your parents were not at home for a week. You want to tell them what happened while they were away. Write it in form of a report.

[illegible]



# SPEECH WRITING

English Language Paper one WORKBOOK

slides, speech writing has the same function as normal writing. The reasons for writing are to inform, to explain or to persuade.

Public speaking is the art of making public talks at gatherings or particular functions and occasions, like; farewell parties, weddings, graduation parties, birthday parties etc. The language used in a speech depends on the occasion and audience.

There are three general purposes that all speeches fall into: to inform, to persuade, and to entertain.

### **TYPES OF SPEECH**

There are four primary types of speech delivery:

- Manuscript,
- Memorized,
- Impromptu, and
- Extemporaneous.

### **PRINCIPLES OF SPEECH WRITING**

- Relate the topic to the audience.
- Question the Audience.
- State the importance of your topic.
- Begin with a quotation.
- Startle your audience.
- Tell a story.
- Arouse the curiosity of the audience.

### **QUALITIES OF A GOOD SPEECH**

#### **i. The choice of topic**

Choose a topic that is of interest to you and the audience. It is to this kind of topic that you can be committed. A well-chosen topic would fit to the time allocated for it as well as fit the function of the speech.

#### **ii. Clear purpose**

It should be clear what your purpose is. Is it to inform, persuade to change behaviour or entertain? This is where your relationship with the audience has to be very clear.

**iii. Audience involvement.**

You should never lose your focus on the audience as you prepare your speech. Do not be too involved with what you are saying so as to lose touch with the Listener. Identify with the audience at whatever stage of preparing the speech.

**iv. Skilful language use.**

You must aim at communicating and using words which have clear meanings. Sentences in speeches should be simple and direct.

**MAIN PARTS OF A SPEECH**

A speech is supposed to have the following in order to be complete.

**i. Title**

The title is supposed to state what the speech is about.

**ii. Introduction**

- begin by observing the protocol
- give introductory remarks in line with what the speech is all about.

**iii. Body**

- This is the speech itself.
- It is made up of paragraphs. Each paragraph contains one main idea.
- Ensure variety of sentence structures.
- Ensure correct spelling, punctuation and tenses

**iv. Conclusion**

Be brief, clear and sharp because everybody has had enough.

**Example 1**

**QN:** You are the head prefect, and you have been programmed to make a speech at S4 farewell party. Write the speech that you will present.

**A SPEECH DELIVERED BY THE HEAD GIRL DURING THE SENIOR FOUR LEAVERS' PARTY**

On behalf of the entire student's body, let me take this opportunity to recognise the presence of Deputy Head teacher, the Director of Studies, the teachers present, ladies and gentlemen.

Speaking to you is Nannungi Fadhirah, the head girl of this great institution. Dear candidates, today is the day we have been longing for. We are indeed grateful to the school administration for honouring our request for the party. Surely without your support, this would not have come to pass. May the Almighty abundantly reward you.

It is not a day for making long speeches, but let me take this opportunity to implore you to enjoy yourselves to the full. As the saying goes; work without play makes Jack a dull boy, let us today shake our bones as we await our final examinations. We are all aware that it has not been an easy ride for us, many have fallen along the way. It is believed that when the going gets tough, the tough get going, I am indeed convinced that we are the tough ones.

Let me end here by encouraging you to crush those papers; I assure you that success will come smiling our way, if we put all our minds in our books, and remember we are accountable to our parents. I wish you success in the forthcoming examinations and may God bless you all.

I remain the head prefect.

Nannungi Fadhirah

## **Example 2**

### **SPEECH BY THE ASPIRING HEAD PREFECT ON 20<sup>TH</sup> JUNE 2019 ABOUT HER MANIFESTO AT NAMUNGOONA SALAF SCHOOL**

Our dear Headteacher, the teaching and non-teaching members of staff present, and my fellow students, I greet you all in the name of Allah.

I am standing in front of you as the only courageous girl for the post of Head prefect.

When you put me into power, I will play it smart to every one as your expectations will be. I will make sure that academics in our school go to another level. In this case, our library will be furthermore organised and new and adequate text books will be bought and be installed in it.

Furthermore, I will make sure that the day scholars change from the bed of thorns of walking the long journeys to using the school van in order to reach school on time.

I have realized that Luganda speaking has been made the order of the day at school. I promise that when I am put into power, I will make sure that vernacular is kicked out of school for the betterment of our academics.

Since time is not our best ally, allow me to stop here.

Vote wisely, vote Namuju Faridah.

Thank you for paying utmost attention.

God bless you all.

Namuju Faridah

Aspiring Head prefect

### **Exercise**

You are a head prefect at your school. Recently there have been very many violent strikes in various schools in the country. Write a speech that you would deliver at a conference organised for Head prefects in your district on the dangers of such strikes.

You may include some or all the points below and any other;

- destruction of property
- increased financial burden to parents
- loss of valuable property
- poor performance in public examinations
- any other which may be vital

### **Answer**

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[illegible]

## WRITING NOTICES

Are notifications or warning of something, especially to allow preparations to be made.

Or

Is a displayed sheet or placard giving news or information.

Notices are always direct and straight to the point. Since they aim at the public the writer must ensure that the words can easily be understood and that they are readable.

### **Example 1**

#### **NOTICE TO ALL THE STUDENTS**

This is to kindly inform all the students that the science laboratory is out of bound to all the students because the laboratory attendants went for a refresher course for one week from 7<sup>th</sup> January 2019 to 14<sup>th</sup> January 2019.

We apologise for the inconveniences caused.

Management

### **WRITING A DIALOGUE**

A conversation between two or more people

Or

A dialogue is a literary technique in which writers employ two or more characters to be engaged in conversation with one another.

In literature, it is a conversational passage, or a spoken or written exchange of conversation in a group, or between two persons directed towards a particular subject.

### **TYPES OF DIALOGUE**

Based on direction and tone, a dialogue has four types: debate, dialogue, discourse, and diatribe.

- i. Debate is a competitive, two-way conversation
  - ii. Dialogue is a cooperative, two-way conversation
  - iii. Discourse is a cooperative, one-way conversation
  - iv. Diatribe is a competitive, one-way conversation
- 
- **Debate** is a competitive, two-way conversation. The goal is to win an argument or convince someone, such as the other participant or third-party observers.
  - **Dialogue** is a cooperative, two-way conversation. The goal is for participants to exchange information and build relationships with one another.
  - **Discourse** is a cooperative, one-way conversation. The goal to deliver information from the speaker/writer to the listeners/readers.

- **Diatribes** are competitive, one-way conversations. The goal is to express emotions, browbeat those that disagree with you, and/or inspire those that share the same perspective.

To highlight the differences between these types of conversations, let's use politics as an example:

- **Debate:** two family members from opposite sides of the political spectrum arguing over politics.
- **Dialogue:** two undecided voters talking to each other about the candidates, trying to figure out who they want to vote for.
- **Discourse:** a professor giving a lecture on international affairs.
- **Diatribes:** a disgruntled voter venting about the election's outcome.

### POINTS OF REFERENCE

- Think of the story you want to tell.
- Who are the characters?
- Punctuate the speech correctly
- Each new speaker starts a new paragraph
- Use a dash to indicate that the next speaker has interrupted someone speaking
- Use a wide range of speech tags such as whispered, yelled, cried, shouted, answered, retorted, stuttered, suggested, snapped, queried, sneered, questioned, exclaimed, replied, screamed, murmured, stammered.

### Example 1

**QN:** Assume you were sick and by the time you left the school clinic, the teacher had already entered the class room. Write a conversation between you and the teacher as you wanted to attend the lesson.

### A DIALOGUE BETWEEN THE TEACHER AND THE STUDENT AFTER COMING LATE TO CLASS

**Student** : Excuse me sir.

**Teacher** : Yes please, how can I help you?



**Student** : May I come in please.  
**Teacher** : Why are you late for class?  
**Student** : I am from meeting the school nurse.  
**Teacher** : Why?  
**Student** : I am very sick, sir.  
**Teacher** : What are you suffering from?  
**Student** : I have some strange headache teacher.  
**Teacher** : Oh! Sorry. Have you received any treatment yet?  
**Student** : Yes sir and I feel quite relieved.  
**Teacher** : That is great, you can come in.  
**Student** : Thank you teacher.  
**Teacher** : You are welcome.

## **Example 2**

### **At the taxi park**

**Conductor:** {shouting} Mukono! Mukono! Hurry this way! This taxi is leaving immediately Mukono! Mukono!  
**Betty:** {Entering taxi and sitting down} Why should you shout like that? You will burst our ear drums!  
**Conductor:** It is the best way to attract passengers. {Shouts again} Mukono! Mukono Nakifuma. One more seat.  
**Betty:** {Irritated} The passengers know which taxis to board. They can see the placards and they are neither deaf nor blind!  
**Conductor:** Keep your advice to yourself! You will find it useful when you become a conductor.  
**Betty:** {Angry} How dare you insult me! You conductors don't even bathe. Besides, do I go to school for nothing?  
**Conductor:** Well, you don't behave like one who does!

### **Exercise 2**

Imagine that you were arrested and taken to a police station after you were falsely accused of assaulting an old woman. Write a dialogue that took place between you and the policeman who interrogated you at the station. Write at least five responses from each of you.

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**WRITING ANNOUNCEMENTS**

Announcement is a formal public statement about a fact, occurrence, or intention.

Or

A notice appearing in a newspaper or public place and announcing something such as a birth, death, or marriage

An announcement is a statement made to the public or to the media that gives information about something that has happened or that will happen.  
She made her announcement after talks with the president.

Announcements are always written in “third person”.

### **Sample 1**

From,

Date:

To,

Subject: \_\_\_\_\_(mention the purpose)

Dear \_\_\_\_\_(Sir/madam)

I \_\_\_\_ (Name) is writing this letter to inform you regarding the cut down of the number of staff in the company. Due to the recession, the company has decided to remove a few of our employees. This removal will be by the performance record, and if you keep a good record and meet your targets, then you shall be spared from being dismissed from the company. The employees who neither do well nor complete the targets shall be removed. A backlist is being prepared based on your performances, and it shall be released soon, and action will be taken soon after. Remember to make use of your time and resources well. I advise you to perform well and make yourselves safe in the company.

Thanking you,

Name

Signature.

### **Sample 2**

#### **IN LOVING MEMORY**

Twenty year has passed since that sad day when Bakalhania Benardo left this world without farewell. He was born on 28<sup>th</sup> February, 1928 and died on 9<sup>th</sup> April, 1999.

Sad and sadden was the call.

He said good buy to none, but heaven’s gate was wide open and a loving voice received him. Indeed, it has not been easy living through without him.

Loved by one and many, they have a memory, they cherish forever.

They appreciate each and everyone who walked the mourning journey with them. They are comforted in knowing that he is in God’s kingdom.

Dearly missed by his loving children: Banganalya and Ndambire, relatives, Rotarians and friends

A memorial service will be held at 9:00 am on 27<sup>th</sup> July, 2019 at the Family Home, Mitimisanju, Kasese  
May his soul rest in eternal peace.  
17<sup>th</sup> May, 2019.

# Assignment 1

Your father has just notified you that his Land Cruiser Prado TX, UAY 151B was stolen from the parking at National Theatre, the previous night. He has already reported to Central Police Station {C.P.S} Kampala but still there are no reports about where it could be. Help your father to write an announcement which will be taken to one of the radio stations announcing the stolen vehicle. You may include all the details that can lead to its recovery.

## Answer

[illegible]

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**ASSIGNMENT 2**

Imagine that your paternal uncle has just died. Write an announcement giving the details of the burial ceremony and all the necessary information which may be important to the relatives and friends.

**Answer**

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## PREPARING PROGRAMMES

Programmes contain the following components

- heading
- name of organization and address
- name of programme
- date column
- activity { must be in chronological order and present continuous tense }
- person in charge / person responsible

- remarks column
- prepared by: signature, name and title

Note: All programmes are prepared but not designed.

The remarks column is not filled in but just left blank since the activities are not yet done.

### EXAMPLE

MADINAH ISLAMIC SECONDARY SCHOOL

P.O.BOX 658, KAMPALA

TELEPHONE 0702943369

#### INTER HOUSE COMPETITIONS

Time	Activity	Person in charge	Remarks
9:00am	Opening prayer	Sheikh Abdul Silliman	
10:00am	Islamic Play	Madinah House	
10:30am	Islamic Play	Badr House	
11:00am	Mime (Arabic)	Mecca House	
11:30am	Mime (Arabic)	Uhud House	
12:00pm	Mime (Arabic)	Badr House	
12:30pm	Traditional dance	Mecca House	
1:00pm	Traditional dance	Green House	
2:30pm	Lunch	Welfare Department	
3:00pm	Original composition	Badr House	
3:20pm	Original composition	Mecca House	
3:40pm	Original composition	Uhud House	
3:50pm	Original composition	Madinah House	
4:00pm	Head teacher's speech	Head teacher	





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**WRITING A STATEMENT**

A statement is a written account of what happened and may be used as evidence in court. This is mostly done after a crime and by and large at a police station or with the authority.

When recording a statement, the following information should be included;

- Descriptions of the crime or even the witnesses.
- Descriptions, identifying marks or serial numbers of any stolen or damaged property.
- Date and time the crime took place.
- Your position (reporter).

**Sample**

A STATEMENT DELIVERED BY SSEVIRI JOHN ABOUT THEFTY ALONG MBUZI STREET ON MONDAY 23<sup>RD</sup> JANUARY, 2018 AT 1:00 PM.

I, Severino John, eighteen years of age, a male Ugandan, Muganda by tribe; a doctor by profession, married and a resident of Kiraalo municipality, telephone contact 0785478989.

On the night of 23<sup>rd</sup> January, 2019 at around 1:00 pm, I was sleeping in my bedroom when a gang of robbers raided my house. I was able to see these robbers through the curtain window of my bedroom.

One of them kicked the door open sending us screaming for help. One of them, who was short and stout, with hoarse voice handcuffed me and pushed me in the bathroom; where he locked me up. The rest of the family members were locked up in the toilet next to my bedroom.

I could hear them pack household items. There was an argument between them on how to share the loot. In the process, a fight ensued and the three

men took with what they could, leaving the injured one whom I jumped on from the ventilator. I managed to wrestle him to total submission and immediately called the police who arrested him.

The thieves took off with a “25” inch TV set worthy one million shillings, a radio of seven hundred thousand shillings, a flat iron rated at one hundred thousand shillings, a Samsung galaxy J112 mobile phone worthy two millions and cash of three millions from my wallet amounting to seven million, eight hundred thousand shillings (7,800,000/=). I do not these men for I had never seen them before. This is what I saw.

SEVERINO JOHN

**QN:** Imagine that you have been found stealing tomatoes from the store. The teacher in charge of discipline has asked write a statement to be filed. Write a statement describing the incident.

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**WRITING A RECIPE**

A recipe can be described as a set of instructions or layout of steps followed in cooking. The instructions include;

- Ingredients to use
- Measurements
- Time for every step, and
- Method of cooking.

**Example**

Write a recipe for French bone meat that can be used to serve two people.

**Recipe for French Bone Meat**

Ingredients needed

- A piece of meat with a bone in it
- Fats
- 5 Smashed onions
- A pinch of salt

**Procedure**

- Clean the piece of meat and spread it on the table
- Cut through its skin. Let the cuttings be like a tortoise skin
- Smear the smashed onions on the whole meat and through the cuttings
- Add salt onto your piece of meat
- Smear the fats on the meat and through the cuttings thoroughly well until it is covered

- QN:** Write a recipe for a dish that is popular in your community. Remember to base the amount of ingredients on the number of people to be served.

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

## **REVISION QUESTIONS FOR COMPOSITION WRITING (SECTION B)**

### **NARRATIVE WRITING**

1. Write an original story ending, "...after a long wait in my unknown environment, when the light was turned on what I held in my hand was a tiny brown calabash".
2. Write an original story beginning, "When my parents gave me money to pay my school fees in a bank, little did I know that I would lose it to a gang of thieves dressed as old women."
3. Narrate an incident in which two of your friends perished.
4. Write a composition with a title: "The return of a champion"
5. Write an original story of a family which returns home after a period of insurgency in the home area.
6. Narrate how someone you trusted betrayed you.
7. Write an original story of a child living with a relative that mistreats him or her.
8. Write an original story about when you did something that you knew to be wrong. How did you feel later on? What did you do about it?
9. Write a story titled "Trouble at home".
10. Write a story ending, "...I will never forget that strange old woman"

### **SAYINGS AND PROVERBS**

11. Write a story based on: "A stitch in time saves nine".
12. Write a story based on: "Be kind to people on your way up because you will meet them on your way down".
13. Write a story based on: "Necessity is the mother of invention".
14. Write a story based on: "Pride goes before a fall"
15. Write a story based on: "A bird in the hand is worth two in the bush".
16. Write a story based on: "Better late than never".
17. Write a story based on: "A bird in the hand is worth two in the bush".
18. Write a story based on: "To err is human to forgive divine".
19. Narrate a story based on: "Patience pays"
20. Narrate a story based on: "Better be alone than in ill company".

### **DESCRIPTIVE WRITING**

21. Describe in detail an incident when football hooligans spoilt a match between your favourite club and another club.
22. Describe a time when you were forced to tell a lie to save yourself.

23. Describe in detail your village on Saturday.
24. Describe an incident which you witnessed, describing how it happened and what followed.
25. Describe your favourite celebration in the year and explain its significance to you as an individual.
26. Describe in detail a Sports day event that resulted in the death of a student.
27. Describe an incident when you were walking home and you found a goat in a deep ditch. What was your reaction? What did you do to get it out?
28. Describe the most unforgettable person you have ever met.
29. Describe the most pleasant surprise you have ever got.
30. Describe what happened when you were left alone in the house when the rest of the family was away at a funeral.

### **DISCURSIVE / ARGUMENTATIVE WRITING**

31. Give the advantages and disadvantages of physical punishments in secondary schools.
32. Parents should find spouses for their children. Do you agree?
33. Do you think that corruption is Uganda's greatest problem? Give reasons for your answer.
34. Explain the advantages and disadvantages of single sex schools.
35. Suggest ways of reducing the problem of stealing in your home area.
36. Why is it important that every Ugandan should be literate?
37. Mention the problems faced by primary and secondary school teachers in Uganda.
38. What are the qualities of a good Head prefect?
39. "That girls should enjoy the same education opportunities" Give your views on this.
40. Give your reasons for teaching science subjects in secondary schools in Uganda.

### **SOME STRONG ADJECTIVES**

The following are some strong adjectives and the words or phrases that can best describe them.

#### **1. Frightened**

- afraid
- scared

- fearful
- terrified
- petrified
- alarmed
- panic stricken
- scared to death
- apprehensive
- faint-hearted
- nervous
- timid

## **2. Angry**

- mad
- annoyed
- irritated
- cross
- furious
- in a rage
- enraged
- vexed
- exasperation
- in a temper
- fuming
- indignant
- offended
- resentful
- wrathful

## **3. Surprised**

- staggered
- lost for words
- dumb founded / dumbstruck
- stunned
- taken aback
- astounded
- startled
- astonished
- amazed

## **4. Happy**

- delighted
- pleased
- appeased
- glad
- overjoyed
- thrilled
- cheerful
- contented
- elated
- on cloud nine
- over the moon
- in high spirit
- cheerful
- comic
- diverting
- funny
- humorous
- laughable

## **5. Worried**

- stressed
- nervous
- frantic
- disturbed
- beside oneself with worry
- preoccupied
- bothered
- concerned
- troubled
- anxious
- worried

## **6. Dangerous**

- hazardous
- perilous
- precarious
- risky
- threatening



## **7. Careless**

- absent-minded
- heedless
- inattentive
- indiscreet
- precipitate
- reckless
- scatter-brained
- thoughtless
- unguarded
- unmindful
- unobservant
- unwary
- wanton

## **8. Determined**

- constant
- decided
- dogged
- firm
- persevering
- relentless
- resolute
- resolved
- steadfast
- tenacious
- unflinching
- unwavering
- unyielding

## **9. Painful**

- agonizing
- excruciating
- hurtful
- insufferable
- sharp
- sore
- unbearable
- uncomfortable

## **10.Proud**

- arrogant
- boastful
- conceited
- disdainful
- haughty
- imperious
- lofty
- self-satisfied
- supercilious
- vain
- vain glorious

## **11.Violence**

- boisterous
- ferocious
- fierce
- forcible
- frantic
- frenzied
- furious
- raging
- riotous
- rough
- savage
- turbulent
- vehement
- vicious
- wild

## **12. Big**

- boundless
- bulky
- colossal
- enormous
- gigantic
- great

- huge
- immense
- large
- massive
- mighty
- stupendous

### **12.Deceitful**

- |                  |                |
|------------------|----------------|
| - artful         | - hypocritical |
| - cunning        | - insincere    |
| - dishonest      | - sly          |
| - double-dealing | - two-faced    |
| - faithfulness   | - unfair       |
| - false          | - untrue       |
| - fraudulent     | - untruthful   |

### **13.Magnificent**

- fine
- gorgeous
- grand
- imposing
- majestic
- splendid
- stately
- sumptuous
- superb

### **14.Poor**

- destitute
- needy
- penniless
- poverty-stricken

### **15.Sad**

- |                  |                 |
|------------------|-----------------|
| - broken-hearted | - downcast      |
| - cheerless      | - down-hearted  |
| - dejected       | - forlorn       |
| - depressing     | - heavy-hearted |
| - despondent     | - lamentable    |
| - disconsolate   | - low-spirited  |
| - doleful        | - melancholy    |

- mournful
- unhappy

- woebegone

## **IDIOMATIC AND FIGURATIVE EXPRESSIONS**

**An idiom** is a phrase or expression that has a meaning that in most cases cannot be deduced directly from the individual words in that phrase or expression.

For example, the idiom ‘bite off more than you can chew’ doesn’t mean you bite more than a mouthful of a cake or something else and then struggle to chew. It means you try to do something that is too difficult for you.

**Figurative expressions** connote additional layers of meaning, while words in literal expressions denote what they mean according to common or dictionary usage. When the human ear or eye receives the message, the mind must interpret the data to convert it into meaning.

What are Figuratives? On many occasions, the words may not convey the literal meaning of them. They may convey the indirect meanings which may be just the opposite to their literal meanings. Such symbolical and metaphorical meanings are called Figuratives. They contain the figure of speech.

1. **To run off your feet** – this is when someone is really busy.

Example: She has been practically run off her feet with too many patients in her clinic.

2. **To start off on the wrong foot** - to start a business venture or relationship wrongly.

Example: Jane has started off on the wrong foot with her brother’s children.

3. **Like a dream** – it means something that is too good to be true.eg when Peter started at the new school; everything went on so smoothly that it was like a dream.

4. **To be or live in a dream world** – when somebody has hopes which are not practical and not likely to be successful.

Example: The fact that Immaculate thinks that she can be Miss Uganda surely means that she lives in a dream world.

5. **To eat one's fill** – to eat until you are satisfied.  
Example: Please allow the children to eat to their fill.
6. **To eat like a bird** – means to eat very little.  
Example: When I visited my Aunt I had to eat like a bird because I feared that she would say I was greedy.
7. **Love at first sight** – A situation where people develop an instant, strong attraction for someone they have just met.  
Example: My grand mother used to tell me that marriage which results from love at first sight is usually short-lived.
8. **The love of your life** – refers to someone you love most in your life.  
Example: There is no question that right now the love of my life is my beloved mother.
9. **To take your life in your hands** – refers to a situation when someone does something very risky.  
Example: I know that the watchman takes his life in his hands whenever he sits at that gate.
10. **It's a dog's life** – refers to a situation when life is hard and unpleasant.  
Example: We earn very little salary and we can not afford the basic needs. It is really a dog's life.
11. **To be chief cook and bottle washer** – refers to a situation in which one person is in charge of preparing meals at a function as well as being the one to wash up.  
Example: At my brother's graduation party, I was the chief cook and the bottle washer.
12. **To cook the books** – refers to a situation in which someone records false information with the aim of embezzling money.  
Example: By the time the organization found out that Rashid had been cooking the books; he had already fled the country.
13. **To cook up a story** – refers a situation in which someone invents something in order to produce an expected result.

Example: The mother cooked up a story so that her children would not know that their father had died in an accident.

**14.To hit the road** – to begin a journey.

Example: When I noticed that it was getting late, I hit the road.

**15.Your road to Damascus** – refers to a very significant experience that changes one's entire life.

Example: Going to France for holiday last year was my road to Damascus.

**16.To sweat blood** – means working very hard.

Example: My boss is heartless because I have to sweat blood first before he thinks of paying me.

**17.In cold blood** – Deliberately and without feeling.

Example: It is alleged that the security guard killed the man in cold blood.

**18.In the blink of an eye** – very quickly or in a short time.

Example: We rushed him to the hospital but in the blink of an eye he breathe his last.

**19.By hook or by crook** – using any method you can, even a dishonest one. Example: He said that by hook or by crook he had to become rich in three years' time.

**20.To work against the clock** – refers to working very fast well knowing that one has very limited time to accomplish a given task.

Example: When the Minister of Health got involved in a motor accident, doctors worked against the clock to save his life.

**21.Until the cows come home** – for a long time.

Example: When Politicians are given opportunity to address people; they speak until cows come home.

**22.To take the bull by the horns** – means that someone bravely faces a difficult situation.

Example: I had to take the bull by the horns and I asked the president about increasing corruption in the country.

- 23. To beef up something** – refers to making something stronger or more efficient. Example: The Inspector General of Police has beefed up security in the towns ahead of the coming presidential elections.
- 24. The land of milk and honey** – refers to a country or place where most people would prefer live because of its wonderful infrastructure and economy.
- 25. To drink like a fish** – means that someone usually drinks too much alcohol. Example: I would not be surprised if Stephen finished ten bottles of beer because he drinks like a fish.
- 26. Spic and span** – neat and clean {it is used for places only}.  
Example: My brother's house is spick and span and that's why everybody admires it.
- 27. To play with fire** – refers to doing something that is likely to cause you problems in future.  
Example: Susan started smoking cigarettes but little did she know that she was playing with fire
- 28. Marry money** – refers to a situation when someone marries for the purpose of wealth.  
Example: When I had that twenty-year-old Mary was getting married to seventy-five-year-old Musa, I straight away suspected that it was a case of marrying money.
- 29. Pots of money** – refers to a situation when someone has a lot of money.  
Example: The family of the Queen of England has got pots of money.
- 30. Get in/into the swing** – to get used to activity or a situation & become fully involved in it.
- 31. The lion's share** – the largest part; almost the whole.  
Example: My father bought a lot of sweet and gave me the lion's share which annoyed my siblings.
- 32. To see the light** – to understand; to be converted.  
Example: Alinaitwe saw the light and decided to join the ruling party.

- 33.To read between the lines** – To detect the hidden meaning.  
Example: In order to understand the meaning of the poem, the reader has to read between the lines.
- 34.In the nick of time** – At the right moment; just before too late.  
Example: The president arrived in the nick of time when every body was anxious to see him.
- 35.To lead by the nose** – To lead blindly.  
Example: The young girl was led by the nose into marriage.
- 36.A hard nut to crack** – a person difficult to convince; a problem difficult to solve. Example: Jane told me that her husband got a second wife but separating them became a hard nut to crack.
- 37.In a nutshell** – summed up in a few words.  
Example: In a nutshell, the minister wished everybody a merry Christmas and prosperous new year.
- 38.To mind one's P's and Q's** – to be very particular about one's behavior. { In the old days in the ale houses the host used to mark up the pints and quarts consumed by his customers on the wall or mind his P{ints} and Q{uarts} in order that he did not get overcharged. }
- 39.Red-letter day** – a memorable day; a day of great importance.  
Example: My red-letter day will always be the day I entered the State House at Entebbe.
- 40.Rome was not built in a day** – it takes time to accomplish anything really worthwhile. { Rome was the capital city of the great Roman Empire. }  
Example: The president told the people who always blame him for the mistakes in his government that Rome was not built in a day.



- 41. To be caught red-handed** – to be caught in the very act of committing a crime. Example: Moses was caught red-handed searching in his mother's hand bag.
- 42. To break the record** – to surpass all previous achievements in competition, especially in the field of sports.  
Example: Uganda's Kiprotch broke the record when he won both the Olympics and World Championship in the same season.
- 43. A nine day's wonder** – an event which creates a sensation for a time but is soon forgotten.  
Example: Last year's Sports Day was at our school was a nine day's wonder.
- 44. A wet blanket** – a person who discourages others; one who is damper to enjoyment.
- 45. To bite the dust** – to be defeated in battle – to die.  
Example: During the First World War, many African soldiers had to bite the dust because they were not all that experienced in what they were doing.
- 46. One's bread and butter** – one's means of livelihood.  
Example: Many Ugandans do confess that farming is their bread and butter.
- 47. His bread is well buttered** – he is in fortunate circumstances.  
Example: Uncle Okot Peter whose bread is well buttered was appointed Minister.
- 48. The bread winner** – one who provides the means of livelihood for himself and his family.  
Example: My family has nothing to eat because the bread winner is seriously sick.
- 49. To let the cat out of the bag** – to expose the trick; to let out the secret.  
Example: We had planned to trap the thief but unfortunately one of us let the cat out of the bag.

**50.To commit to memory** – to learn by heart.

Example: When I am in class studying, I always commit to memory in order to retrieve the learnt material.

**51.In apple-pie order** – neat and very well organized.

Example: She keeps the books in apple-pie order.

**52.Keep somebody at arm's length** – avoid becoming too friendly with somebody.

Example: She is the kind of girl who is best kept at arm's length.

**53.Like a bull in a china shop** – very careless or clumsy, especially in a situation where you need to be careful.

Example: He behaved like a bull in a china shop, treading on everyone's feet and apologizing constantly.

**54.Eat humble pie** – Say and show that you are sorry for a mistake that you made.

Example: I had to eat humble pie when William, who I had said would never have any success, won the debate.

**55.Full of beans** – very lively, active and healthy.

Example: My uncle is certainly full of beans after his illness.

**56.Take to your heels** – run away very quickly.

Example: The thieves took to their heels when they heard the alarm.

**57.On tenterhooks** – {be} very tense, excited or anxious about what might happen.

Example: The students were kept on tenterhooks for hours while the teachers chose the winner.

**58.On the horns of a dilemma** – a situation in which you must make a choice between things which are equally unpleasant.

Example: I am really on the horns of a dilemma, I need that dress but I can not afford it.

**59.Flog a dead horse** – Waste your effort by trying to do something that is no longer possible.

Example: After failing the national examination, he started going to every teacher complaining that he might have been under marked but I told him that he was trying to flog a dead horse.

**60. Turn a deaf ear {to something}** – refuse to listen {to something}; ignore something.

Example: She turned a deaf ear to her parents' advice and ran away for marriage.

## PHRASAL VERBS

In modern English it is very usual to place prepositions or adverbs after certain verbs so as to obtain a variety of meanings:

1. **Run away** – flee, desert {one's home/ school etc}, elope:
  - The thief ran away and the policeman ran after him.
  - He ran away from home and got a job in a garage.
2. **Run away with** – become uncontrollable {of emotions}; gallop off out of rider's control {of horses}.
  - Don't let your emotions run away with you.
  - His horse ran away with him and he had a bad fall.
3. **Run down** – disparage, speak ill of or become unwound/discharged {of clocks/batteries etc}
  - He is always running down his neighbours. {Running his neighbours down/running them down}.
  - This torch is useless; the battery has run down.
4. **Run into** – collide with {of vehicles}:
  - The car skidded and ran into a lamp-post. {Struck the lamp-post}.
5. **Run over** –over flow.
  - He turned on both taps full and left the bathroom. When he came he found that the water was running over the edge of the bath.
6. **Get about** – circulate; move or travel in a general sense:
  - The news got about that he had won the first prize in the state lottery and everybody began asking him for money.

7. **Get away** – escape, be free to leave.
- Do not ask him how he is because when he starts talking about his health you will never get away from him.
  - I had a lot to do in the office and I did not get away till mid-night.
8. **Get away with** – perform some illegal or wrong act without being punished, usually even being caught.
- He began forging cheques and at first he got away with it but in the end he was caught and sent to prison.
9. **Get back** – recover possession of:
- If you lend him a book he will lend it to someone else and you will never get it back. {get back your book / get your book back}
10. **Get off** – be acquitted or receive no punishment.
11. **Get out** – escape from or leave an enclosed place.
- Do not worry about the snake. It's in a box. It can not get out.
12. **Get out of** – free oneself from an obligation or habit.
- I said that I would help him. Now I don't want to but I can't get out of it.
13. **Get over** – recover from {illness, distress or mental weakness}:
- a. He is just getting over a bad heart attack.
  - b. He used to be afraid of heights but he has got over that now.
14. **Get through** – finish a piece of work, finish successfully:
- He got through his examination all right. {passed it}
15. **Keep somebody back {object before back}** – restrain, hinder, prevent from advancing:
- Frequent illness kept him back. {prevented him from making normal progress}
16. **Keep down** – repress, control:
- a. What is the best way to keep down rats?

- b. Try to remember to turn off the light when you leave the room. I am trying to keep down expenses.

17. **Keep off** – refrain from walking on, or from coming too close:

- Keep off the grass.

18. **Keep on** – continue:

- I wanted to explain but he kept on talking and did not give me a chance to say anything.

19. **Keep out** – prevent from entering or stay out side:

- a. My shoes are very old and don't keep out the water.
- b. "Private. Keep out." {notice on door}

20. **Keep up** – maintain {an effort}:

- He began waking at four miles an hour but he could not keep up that speed and soon began to walk more slowly.

21. **Break down** – take a total and sub-divide it under various headings so as to give additional information.

**Or** cause to collapse by using force.

It can also mean collapse, cease to function properly, owing to some fault or weakness.

- You say that ten thousand people use this library. Could you break that down into age groups?
- The firemen had to break down the door to get into the burning house.
- He broke down when telling about his son's tragic death. {temporary emotional collapse}
- At first he refused to admit his guilt but when he was shown the evidence he broke down and confessed. {collapse of mental resistance}
- After years of overworking his health broke down and he had to retire. {implies a serious physical collapse}
- The car broke down when we were driving through the desert and it took us three days to repair it.
- The negotiations broke down {were discontinued} because neither side would compromise.

22. **Break into** {transitive}, **break in** {intransitive} – enter by force.

- The thieves broke in and stole the bicycle.
- The thieves broke into the house when the owner was in prison.

**23. Break off** – detach or become detached.

Or terminate {used of agreements or negotiations}.

It can also mean to stop talking suddenly, interrupt oneself.

- A piece of rock broke off and fell into the pool at the foot of the cliff.
- Ann has broken off her engagement to Tom.
- They were in the middle of an argument but broke off when someone came into the room.

**24. Break out** – begin {used of evils such as wars, epidemics, fires etc.}

Or escape by using force from a prison etc.

- War broke out on 4th September.
- They locked him up in a room but he broke out. {Smashed the door and escaped}.
- The police are looking for two men who broke out of prison last night.

**25. Break up** – disintegrate, cause to disintegrate.

It can also mean to terminate {used of school terms, meetings, parties etc.}

- If that ship stays there it will break up.
- Divorce breaks up a lot of families.
- The school broke up on 24th May and all the boys went home for holidays.
- The meeting broke up in confusion.