

ENGLISH LANGUAGE (PII2-1)

FUNCTIONAL WRITING FORMAT

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ENGLISH P112/1 - SECTION A (FUNCTIONAL WRITING)
SUMMARY OF FORMATS (2020)

V LETTER WRITING

a) Official / Formal / Business

Features

1. Writer's address (starting)
2. Date
3. Addressee's (receiver's) address - (not starting)
4. Greeting / salutation (formal e.g. Dear sir,)
5. Heading / title
6. Body
7. Conclusion (signature, name, and designation)

Types

- Application
- Inquiry
- Apology
- Recommendation
- Resignation
- Cover letter
- Article (To the Editor)
- Condolence
- Complaint

b) Informal / Friendly / Personal

Features

1. Writer's address (starting)
2. Date
3. Salutation
4. Body
5. Conclusion (Valediction and name in small letters)

Types

- Love letters
- Congratulatory
- Giving advice and/or counsel
- Condolence / Sympathy
- Pleas / sharing experience etc.

B. SPEECH WRITING

Features

1. Title (speaker, occasion, date, venue)
2. Protocol (in order of seniority)
3. Greeting / salutation
4. Self-introduction
5. Introduction of subject / topic
6. Body (in paragraphs with relevant content)
7. Conclusion

Types

- Informative
- Persuasive
- Eulogy
- Tribute
- Debates
- Vote of Thanks
- Congratulatory
- Welcome speech etc

C. CURRICULUM VITAE (C.V)

Features

1. Title
2. Bio data i.e (Name, D.O.B, Gender, Nationality, age, religion, Address, Contacts etc)
3. Personal profile
4. Educational Background (Most recent qualifications first)
5. Working Experience
6. Responsibilities Held
7. Skills
8. Hobbies and Interests (related to the job)
9. References
9. Declaration (declarative statement, signature and date)

D. MINUTE WRITING

Features

1. Title (meeting group, date, venue and time)
2. Attendance: Member Present (biggest number)
Member absent with apology
Member absent without apology
3. Agenda (items listed and numbered numerically)
4. Minute recording:
 - Minute/month/year ie Minute 1/October/2020: Offering Prayer
 - Language (reported speech - past tense)
 - Formal language
6. Closure (signing by the recorder and chairperson)

E. DIALOGUE/CONVERSATION/TELEPHONE CONVERSATION

Features

1. Title
2. Names of involved persons (on the left)
3. Introduction/Preamble (optional)
4. Use of full colons
5. Use of stage directions (gestures - put in brackets)

F. MEMORANDUM (MEMO)

Features

- | | |
|----------------------------|---------------|
| 1. Institution's address | 8. Body |
| 2. Title (Internal Memo) | 9. Conclusion |
| 3. Writer (Title) | |
| 4. Person/people addressed | |
| 5. Reference number | |
| 6. Date | |
| 7. Subject | |
- } follows order of Seniority

G. STATEMENT

Features

1. Title
2. Self-introduction (name, age, sex, tribe, profession, place of residence)
3. Introduction of the topic (what happened, day, time, date, month, year, place)
4. Body (narrate details of what happened)
5. Declaration/affirmation that the information given is correct
6. Signing off (signature and date)

H. REPORT WRITING

a) Simple/Non-survey/non-investigative

Features

1. Title (Writer, receiver and time)
2. Introduction
3. Body (use sub-titles)
4. Recommendation
5. Conclusion (name, signature, designation)
6. ~~Designation~~

Sample Question: You are the prefect in charge of the school dormitories. The Head teacher has asked you to write a report on the general cleaning in the dormitories.

b) Investigative/survey/special Report

Features

1. The title
2. Introduction
3. Terms of reference
4. Procedure (method used to collect data)
5. Findings (sub-titles)
6. Conclusion
7. Recommendation
8. Sign off (writer signature, name and designation)

Sample question: Following a fire outbreak in the hostel, the headteacher has asked you to investigate the incident and write a report. As the school matron, write out a report.

c) Incidental / On-spot Report

Features

1. Title/Heading (where it is addressed, subject and place)
2. Introduction
3. Body (detailed information on subject) - in paragraphs
4. Conclusion (in a paragraph)
5. Signing off (signature, name and designation of writer)

Sample question: You are a traffic officer on duty. Your supervisor, the traffic control officer has asked you to write a report about an accident that has occurred on the road. Write a report to your supervisor.

d) Confidential Report

Features (formal letter format)

1. Sender's address
2. Date
3. Receiver's address
4. Salutation
5. Heading (Re:)
6. Body (details of information in paragraphs/sub-titles)
7. Conclusion
8. Signing off (sign, name and designation)

Sample question: As the discipline prefect Matunda Secondary School P.O. Box 692, Wajir, you have been asked by the headteacher to write a report about the increasing cases of coupling among students. Write a report.

I. NOTICES / ANNOUNCEMENTS

(i) NOTICES

Features

1. Title (Notice)
2. Address
3. To (Persons addressed)
4. From (Unit of notice)
5. Date
6. Subject (ie PTA General Meeting)
7. Body
8. Sign off

Types

- Appeal
- Beliver of Information
- Call for an event

(ii) ANNOUNCEMENTS

Features

1. Address (optional)
2. ~~Date~~
3. Title
4. Body (in Paragraphs)
5. Writer's name and title.

Types

- Death announcement
- Loss of property
- Appreciation

J. ADVERTISEMENTS

Features

1. Title
2. Introduction
3. Body: description of what is being advertised (when it came out, where to find it, price, contact).
4. Conclusion (slogan or catch word)
5. Writer (name, title) and date)

K CIRCULAR

Features

1. Address (on the right, slanting)
2. Date
3. Salutation
4. Heading
5. Body (in sub-titles)
6. Valediction (sign, name and title of writer)

L WILL

Features

1. Address
2. Date
3. Title
4. Declaration
5. Beneficiaries
6. Estates/assets
7. Bequeathing
6. Care taker
7. Heir/heirress
8. Executor
9. Burial arrangements
10. Sign off
11. Witnesses

} Body in paragraphs

M ELECTRONIC MAIL (E-MAIL)

Format

1. From (email address) i.e. njgumagat76@gmail.com)
2. To (email i.e. rhiderria496@gmail.com)
3. CC (optional)
4. Subject
5. Body (Brief)

⑦

N ARTICLE

A writing about a particular subject and written mainly to inform and answer the question WHAT, WHEN, WHY, WHERE, WHO, HOW.

Features

1. Title
2. By line (name of the writer)
3. **Body**: (Introduction, presentation of facts) and conclusion).

NB: Not signed off

Example

NEAR PRIMARIES END IN CHAOS

By MURIELA MURRAY

Para 1 - - -

2 - - -

3 - - -

4 - - -

Conc: 5 - - -

O DIRECTIONS

Features

1. Title
2. Introduction/topical statement
3. Body (step by step explanation from first to final destination)
4. Conclusion

P INSTRUCTIONS / RECIPE

Features

1. Heading
2. Introductory statement
3. Body (step by step elaborate process of how the something is done)
4. Conclusion