

## FUNCTIONAL WRITING

### SPEECHES

#### Types

- ☐ Informative speech
- ☐ Persuasive speech
- ☐ Eulogy
- ☐ Tribute
- ☐ Debates
- ☐ Votes of thanks ☐ Congratulatory ☐ Welcome speech etc.

#### Format

1. Title
2. Protocol order
3. Greeting
4. Self-introduction
5. Introduction of the topic/subject
6. Body (arranged in paragraphs)
7. Conclusion

### A SPEECH AT MY SISTER'S WEDDING

#### Par 1-(introduction:-protocol and greetings)

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#### Par 2 (self-introduction and introduction of the topic)

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#### Par 3

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#### Par 4

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#### Par 5

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#### Par. 6

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#### Par.7

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#### Par 8

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#### Par 9

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Par 10 (conclusion Paragraph)

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## CURRICULUM VITAE

Format

1. Title
2. Bio data
3. Educational Background
4. Responsibilities Held
5. Employment Record
6. Hobbies
7. Interests
8. Referees

(a) Detailed Curriculum Vitae

## CURRICULUM VITAE

Bio data

Name: ..... Date of birth: .....

Gender : .....

Marital Status: .....

Religion: .....

Nationality: .....

Contact Address: .....

Mobile number: .....

Email address: .....

Languages: .....

Objectives:.....(why you are applying for the job)

Profile:.....(give employer a clue on who you are)  
Educational Background ( Begin with the high level and end with the lowest)

Year	School Attended	Qualification/Award
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Responsibilities Held (List them down)

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Employment Record (Begin with your 1st ob and end with your current job)

Period	Title	Employer	Responsibility
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Hobbies (activities you do for pleasure when not working. List them down)

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Interests (List them down)

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Referees

1.....

2.....

## (b) Simplified Curriculum Vitae

### Curriculum Vitae

#### Bio data

Name: ..... Date of birth: .....

Gender : .....

Marital Status: .....

Nationality: ..... Contact Address: .....

Mobile number: .....

Email address: .....

#### Educational Background

Year	School Attended	Qualification/Award
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#### Responsibilities Held

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#### Employment Record

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Period	Employer	Responsibility
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Hobbies .....

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Interests

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Referees

1.....

2.....

### DIRECTIONS / INSTRUCTIONS

Directions are given to people who are moving from one place to another. Instructions may involve a process on how something is done Format:

1. Title
2. Introduction/topical statement
3. Body (middle paragraphs) 4. Conclusion 5.

Direction from Entebbe to Mukono

Par 1-(introduction) .....

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Par 2  
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Par 3  
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Par 4  
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Par 5  
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Par. 6 (conclusion Paragraph)  
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## MINUTES

1. Title/Heading (date, venue, time)
2. Attendance:  
☐ Members present,

- ☐ Absent with apology
- ☐ Absent without apology
- 3. Agenda
  - ☐ Prayer
  - ☐ Communication from the Chair
  - ☐ Matters arising (Reaction to the Chairperson's Communication)
  - ☐ Minutes of the Previous Meeting (Review of the Previous Minutes)
  - ☐ Matters arising
  - ☐ AOB
  - ☐ Closure
- 4. Minuting
- 5. Signing

# MINUTES OF THE PREFECTS MEETING HELD ON 22 ND MARCH, 2020 IN THE LIBRARY AT 10:00 AM

## Members present

1. ....
2. ....
3. ....

## Members absent with apology

1. ....
2. ....

## Members absent without apology

1. ....
2. ....

## Agenda

1. Prayer
2. Communication from the Chair
3. Matters arising (Reaction to the Chairperson's Communication)
4. Minutes of the Previous Meeting (Review of the Previous Minutes)



5. Matters arising
6. AOB
7. Closure

Minute 1/03/2015: Prayer

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Minute 2/03/2015: Communication from the Chairperson

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Minute 3/03/2015: Matters arising

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Minute 4/03/2015: Minutes of the Previous Meeting

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Minute 5/03/2015: Matters arising

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Minute 6/03/2015: AOB

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Minute 7/03/2015: Closure

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..... (Signature)

..... (Signed)

..... (Name in capital letters)  
letters)

..... (name in capital

Secretary

Chairperson

## DIALOGUE/ CONVERSATION/TELEPHONE CONVERSATION

1. Format
2. Title
3. Names
4. Punctuation

### DAIALOGUE BETWEEN THE STUDENT AND THE SCHOOL NURSE

Student:

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Nurse:

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Student:

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Nurse:

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Student:

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Nurse:

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Student:

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Nurse:

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Student:

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Nurse:

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Student:

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Nurse:

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