

ENGLISH LANGUAGE

FORM FOUR

NOTES



EXPRESSING ONESELF

In this skill set; the student should be able to express personal ideas, feelings, opinions, views, and emotions on a variety of issues and in different contexts.

Expressing One's Feeling, Ideas, Opinion, View and Emotions

Expressing Personal Ideas, Feelings, Opinions, Views and Emotions on a Variety of Issues in Different Contexts

Express personal ideas, feelings, opinions, views and emotions on a variety of issues in different contexts

Activity 1

Read the passage below carefully and answer the following questions.

CHILDREN'S RIGHTS

The main problem of smoking primarily concerns children. We adults must make up our minds. Often we start smoking due to ignorance but now we have knowledge about the dangers of smoking. We must not fail to use that knowledge to help the younger generation. Those who are often times in contact with children must make an effort to not to smoke or at least to explain the effects of smoking to their children. Children today are subjected to environments where smoking is taken for granted.

Clearly, parents who smoke are at disadvantage in trying to prevent their children from smoking. However the smoking habit of older people can be linked to some specific period of strain or difficulty which can be explained to the children instead of leaving them to think that smoking is as inevitable as eating and drinking.

Considering that it is not easy to convince children about the disadvantages of smoking especially if they are used to seeing their parents with cigarettes, seeing them relax while smoking a pipe and experience the air of irritation when an adult gives up smoking. Parents are often seen as role models, where does questioning their habits fall into this belief?

It would be helpful if parents explained their addiction to their children, parents can also try not to leave boxes of cigarets lying around as well as avoid handing cigarets for visitors around children, because this gives them the impression that it is okay to pass on such unhealthy habits to others.

Exercise 1

Give the meaning of the vocabulary below:

1. Strain
2. Addiction
3. Outcast
4. Granted
5. Scorned

LISTENING FOR INFORMATION

Listening to Instructions

Responding Appropriately to Instructions

Respond appropriately to instructions

Listen carefully to the following instructions provided to students who are cooking porridge.

First of all you need to light the fire and then put the pot of water on the stove, you boil for seven minutes while the water is getting a little warmer, then you mix up with flour and stir well leave to cook for fifteen minutes. After this the porridge is ready for serving.

Giving Instructions

Giving Instructions

Give instructions

Listen carefully to your partner who reads the instructions below. Ask at least two questions on what you find not clear.

How to apply for MAME scholarship.

The first thing to do is to visit a MAME office and collect the application form. The application form has four sections, after filling in section A. You take the form to your school head to complete section B. The village secretary or ward executive officer will then complete section C. As you return the form, attach copies of your certificates and testimonials.

Activity 1

If you were to apply for MAME scholarship what more information would you need?

There are five things you should note when giving instructions:

1. Be clear on the purpose of the instructions (e.g. to find the way to a place or to perform a particular action).
2. Use simple clear sentences.

3. Organise the steps well and cover each step fully.
4. Allow time for the listener to ask questions.
5. Give the listener a chance to repeat the instructions to be sure that the listener heard them correctly.

Listening for Main Ideas and Taking Notes

Summary Notes

Make summary notes

Development is the way of bringing changes to a society, so people should remember that development is brought up by cooperation and working hard as well as eradicating ignorance. As a result of equality, all people are equal, women and men need to unite to bring about positive change. You can bring about change in many ways; you can help three people and those three people help other people so that the whole community is impacted. You can also stand against the exploitation, oppression of others and empower those who need help. If all people unite and cooperate they can bring changes and acquire development as a nation.

Exercise 1

Take summary notes from the text above.

Dictations

Writing Down Correctly what is Read

Write down correctly what is read

Dictation is the process/ act of writing down what is read by another individual.

Types of dictation

1. Reading and writing dictation.
2. Picture dictation.

Picture dictation: Is when someone is given a picture so that he/she can explain what the picture means.

Importance of dictation

- Improves listening skills.
- It helps one to practice one's grammar.
- It creates awareness or concentration.
- It improves pronunciation.
- It creates awareness of punctuation.

Punctuation marks to observe during dictation:

- **Full stop (.)**: Is used at the end of sentence unless the sentence is a question or an exclamation.
- **Question mark (?)**: Written at the end of direct question.
- **Comma (,)**: Shows a slight pause in sentence.
- **Exclamation mark (!)**: Used at the end of sentence which expresses surprise, enthusiasm or shock.
- **Colon (:)**: Used to introduce something.
- **Semicolon (;)**: Used to separate two contrasting part of sentence.
- **Apostrophe (')**: Show that either a letter is missing.
- **Quotation marks (" "or ")**: Used to show the words that somebody said.
- **Hyphen (-)**: Used to join two words which together form one idea.
- **Dots /ellipsis (...)**: Used to show that words have been left out, especially from a quotation or at the end of a conversation.
- **Dash (_)**: Used to separate a phrase from the rest of a sentence.
- **Brackets ()**: Used to keep extra information separate from the rest of sentence.

Example 1

Dictation about **energy**

Human beings need energy to stay alive and to move around. Energy is used for all activities that are the basis for human survival such as cooking and pumping water. We also need energy to improve the quality of our lives: for transport, light, communication, refrigeration and so on. As a country develops, still more energy is needed for industry and business, for schools, and hospitals.

READING LITERARY WORKS

The term literature has many definitions depending on the intention of the person defining it. Literature can be defined as a work of art which uses words or language creatively to express and reflect human realities. Literature can be defined as a mirror to social reality.

Identifying and Analysing Setting main Plot and Characters

Characters, Setting and Plot of Literary Works Studied

Describe characters, setting and plot of literary works studied

ORIGIN OF LITERATURE

Literature cannot be isolated with the origin of man through labour process associated with the making and using tools.

Human beings had to use language to communicate different issues related to labour differentiation. Primarily, literature was in oral forms such as songs (labour songs) myths, folk tales aimed at warning, encouraging hardworking, criticising evil, and maintaining social value or ethics.

Relationship between language and literature:

- Literature and language are indistinguishable /inseparable because:
- Literature is created through language. It is called so when language is used creatively to reflect human realities. Language is the medium or tool of communication in literature, no language, no literature .It can also be argued that language develops through the four language skills which are listening, speaking, writing and reading.
- Therefore, literature as a work of art is different from other work of art such as pottery, sculpture, painting, carving, weaving, because it uses language creatively to describe or express human experiences and realities.

Generally, there are two types /genres of literature, namely:

1. Oral/old literature
2. Written/ modern literature

Oral/Old Literature

This is the type of literature which is presented through word of mouth from one generation to another. It is a primary source of literature because it started before written literature. It was practiced through verbal expressions from one generation to another. Oral literature originated with human being as human started to use it in a form of verbal songs, myths, folk tales, epics, etc. Therefore, oral literature is a foundation of literature even which we use today i.e. Written literature.

Written /modern literature

This is the type/genre of literature which is expressed in a form of writings. It started with the invention of writings. It is also called a **Secondary source** of literature because it started after oral literature and is a property of literate and semi-literates.

Written literature has three genres , these are:

1. Novels and short stories
2. Poetry
3. Drama/play

Novel

This is a long narrative prose in which characters and actions represents real life and are portrayed in a complex plot. Examples of novel books are such as “Passed Like a Shadow” written by B. Mapalala, “Spared” written by S.N Ndunguru, Weep Not Child written by Ngugi Wa Thiong’o, “House boy” written by Ferdinand Oyono, “A Wreath for Father Mayer” written by S.N. Ndunguru.

Short Stories

This is a fiction prose narrative which is shorter than a normal novel and restricted in characterisation and situation. It normally deals with a single major event. Examples of short stories are from the book titled “Encounters from Africa” by Macmillan Ltd. The book contains two stories, which are; ‘**The Voter**’ and ‘**The Smile of Fortune**’.

Drama/Plays

Drama is a literary work written to be performed /acted by actors on a stage before an audience. The word “drama” means ‘to do’ or ‘to act’. It is a story which involves characters who acts before the audience which gets the message intended by the playwright. In order to be complete and effective drama needs actors or players, audience, language (diction), plot, setting, scenes, actions, etc.

Normally, plays belong to a different genre because they are border than other genre due to the economical use of words by the playwright. Examples of play; ‘This Time Tomorrow’ written by Ngugi wa Thiong’o ‘An Enemy of the People’ written by Henrik Ibsen “The Black Hermit,” Kivuli Kinaishi and ‘The Lion and The Jewel’ by Wole Soyinka

Elements of Literature

Literature has two important elements which includes **form and content**.

FORM: This refers to how work or art is structured (how something is arranged or said). Form includes PLOT, STYLE/TECHNIQUES, SETTING, CHARACTERISATION, and LANGUAGE USE (DICTION)

- **Plot:** This refers to how events are arranged in a novel /play. It shows how events are arranged in an artistic way through conflict which can be moral or personal or physical conflict.
- **Style/ technique:** This refers to the way the work of art is made/composed. Style can be narrative where by an author accounts a story . It can also be part of the oral tradition which story is told in traditional styles such as a long a time ago....., for many years ago..... Style can also be straight forward where by events are narrated from what happened or takes place at the beginning to an end of the novel. We also have flashback techniques whereby an author may narrate events by moving back then forward through time. . Example of a book in which the

author employed a flashback technique is 'Betrayal in the City' by Frances Imbuga. Under technique style we also have a point of view, this refers to how events are observed. Depending on who sees the action and who tells the story. A story can be told from an omniscient point of view whereby the narrator is not known and has access to characters' thoughts feelings and all events. Third person point of view is used when the author describes his/her characters depending on what he sees, hears or thinks and the first person point of view uses 'I' and the author describes only what can be seen, heard or thought by a single character.

- **SETTING:** This refers to environment or the immediate world in which the events in a story take place. It includes time, culture and place where events take place. Setting can be physical real or imagery setting. For example setting of this play 'This Time Tomorrow' is Kenya after independence and the setting of a book 'Betrayal in the City' is the Kafirika state in Africa hence imagery since we have no such state in Africa.
- **Characterisation:** Is the description of characters in a story. Characterisation refers to the creation of an imaginary person to exist as a lifelike human for the readers. A good writer always strives to create believable characters. We know a character by examining what she/he thinks, says/does and what other characters say about him or her life in general. Character can be main/major /central character; that appears mostly in every page of the book or narrative and plays a big role to the portrayal of the intended message by the author. Character can also be minor. These appear few times or very scarcely in a work of art. They assist the main character in accomplishing some message to the reader(s).
- **Language, diction:** Refers to the choice and arrangement of words in a literary work. We examine whether the language used is simple, complex, mixed, grammatical, or ungrammatical, normal, or figurative language.

Content: Refers to the main subject of a literary work presented in a written or spoken form. It also refers to what is being conveyed in a speech, an article or a certain program. Content includes the following elements: Themes, message, conflicts, climax, crisis and philosophy.

- **Theme:** This refers to the major idea or subject contained in a work of art. It is represented through persons, actions, or concepts in a literary work. It may also refer to the major topic obscured and reflected or described in the book. In African literature the main themes are such as corruption, position and role of women, irresponsibility, betrayal and African

traditional, belief, poverty. Other minor themes can be alienation, protest, oppression, and humiliation, sacrifice, class struggle.

- **Message:** This refers to the lesson we get after reading a work of art. . Example; is the play ‘This Time Tomorrow’ we learn that, unity and solidarity is important for the liberation of the oppressed and humiliated society.
- **Conflict:** This refers to the clash or opposition between one idea, thought or feeling and another, one person and another or conflict within an individual person. Conflict can be because of economic conflict, social conflict, political, personal or philosophical conflict between one idea and feelings and another.
- **Climax:** This is a stage in which conflict reaches the higher point where resolution is inevitable or necessary.
- **Crisis:** This is a point where conflict rises and causes some problems to the person or people involved and therefore, resolution is necessary. There may be different crisis each proceed the climax.
- **Philosophy:** Refers to the belief or outlook of the author which he/she expresses in the a book/story.

Identify Themes

Works Studied with Personal and National Experiences

Relate works studied with personal and national experiences

General Themes of Literature

Literature is not written in a vacuum, it emanates from a society to reflect its social, political, economic, as well as cultural aspects. Therefore, literature has a direct connection to human life and thus, it cannot be separated from human beings. The following are some of the important roles and functions of literature:

- Literature criticises societies. authors of a literary work criticise society by revealing corruption, oppression, and humiliation, and inequality.

- Literature expresses people's culture. This includes norms, values, traditional, and, practices so that people can follow them. It can also makes people abandon some bad cultural practiced such as female genital mutilation (FGM) for positive changes.
- Literature educates people: it educates people about day to day happenings or events in their society. It widens their mind and thinking capacity.
- Literature entertains people; people enjoy by watching and reading different works which appeal to their state of mind.
- Literature is a tool of liberation. It makes people know the presence of exploitation, irresponsibility, it direct people to struggle for mental and physical liberation against these problems.
- Literature develops language because language is a tool or medium of communication in literature.

Interpreting Poems

Interpreting Poems

Interpret poems

POETRY is a genre of literature which expresses the feelings, ideas, and emotions of the reader(s) or hearer(s). The language used in poetry is characterised by imagery and rhythmical sounds.

Terms related to poetry

- **Poem:** This is a piece of writing in a verse form which expresses the deep feelings using artistic language.
- **Persona:** This refers to a character in a poem.
- **Poet/poetess:** This refer to a man or woman who composes an oral or written poem.
- **Verse:** This is a simple line in a poem.
- **Stanza:** Is a combination or collection of verses to make a complete idea of a poem.

Question Time 1

How poetry differs from other genres of literature?

The genre of poetry differs from other genres of literature like prose in the following aspects:

1. Poetry uses much imagery which appeals to the sense of touch, hearing, smell and taste in a more concentrated way than prose.
2. Poetry is arranged in verse which forms stanzas to make a poem as whole while prose is written in sentences and paragraphs.
3. Poetry employs the use of much musical features such as rhyme and rhythm unlike to novels and Short stories which words are intended to be read silently not loud or sung or recited.
4. Poetry employs language economy. Few words convey such information. This is because even single word in poetry may bear a number of messages.
5. Poetry uses many figures of speech such as simile metaphor personification etc. than other Prose.
6. The character in a poem is called persona but in novel and play are character does not possess a name.

SPEAKING USING APPROPRIATE LANGUAGE CONTENT AND STYLE

Starting Intervening and Closing a Conversation/Discussion

Using Appropriate Expressions for Starting, Intervening and Closing a Conversation/Discussion

Use appropriate expressions for starting, intervening and closing a conversation/discussion

CONVERSATION: Refers to a form of communication between two or more people. The conversation may be based on a certain topic/ issue or subject or event that needs the sharing of ideas or information.

A conversation/ discussion normally involves spoken language used during interviews, telephone conversation between a father / mother and son daughter or any person. Actors or players also use conversation style.

Observe good grammar and tone when involved in formal conversation. Informal/casual conversation allow you to be free to choose any language style and tone depending on the person you are talking to and the situation in which the conversation takes place.

Example 1

Study the following conversation between Danes and Norman in the PCCB office at Morogoro.

Norman: Good morning?

Danes: Good morning, How are you?

Norman: I'm fine! Excuse me what is your name?

Danes: My name is Danes.

Norman: Do you mind if ask you a question?

Danes: No, but am sorry I have to leave now!

Norman: Where are you going?

Danes: I have to visit at ant - corruption office at Ifakara.

Norman: what is wrong there?

Danes: I want to go and have discussion with the PCCB manager on corruption in Tanzania.

Norman: May you tell me one impact of corruption?

Danes: What? Pardon! Can you explain to me what you mean?

Norman: My point is, I want you to explain to me how corruption affects the society in Tanzania?

Danes: Of course, corruption is a great issue in Tanzania. It leads to problems such as Unemployment and poverty because the economy in the country falls in the hand of few people.

Norman: Ok, thank you for you are explanation.

Danes: That is all, I have nothing to add, and shall we stop here?

Norman: Yes, goodbye!

Danes: Goodbye!

Activity 1

Now in group of four, practice introducing your friend to the other person. Write down your conversation.(In not less than 20 lines)

Negotiating Solutions to Problems

Using Appropriate Language to Resolve a Problem/Conflict

Use appropriate language to resolve a problem/conflict

Activity 2

Study the problems mentioned by your teacher.

- Discuss how they can be resolved.
- Discuss the appropriate language to use for each solution.
- Suggest solutions to the problems.
- Play a role of a person being advised on how to resolve a problem that he /she has.
- One student will play the role of the advisor and the other the role of a person with a problem.

Negotiation skills

Activity 3

Practice the conversation below in pairs.

Student: Excuse me sir, can I have minute with you please?

Teacher: Yes, please.

Student: Sir I have a class project and I need to interview three teachers

Teacher: That's what you want? I have been interviewed by three of you classmate. That's enough from one teacher.

Students: Sorry sir, I know you are very busy .but I promise this will not take much time.

Teacher: What is your interview about anyway?

Student: My topic is sporting activities in traditional societies Sir.

Teacher: I don't have any information on that

Student: You still know more than me Sir.

Teacher: come another time. Right now I am busy

Student: thank you sir. What time is good for you this afternoon?

Teacher: One thirty.

Student: I will be here at one thirty sir. May I leave my short questionnaire behind for you to look at?

Teacher: place it on the table over there.

LANGUAGE PATTERNS

Modal auxiliaries include will, shall, should, can, and must. They are used to express prediction, certainty and obligation.

Expressing predictions

When you want to make predictions, you use ‘will’ and ‘shall’. You predicting because you are talking about things that have not take place. For example;

- I think the country will change.
- I know he will win the elections.

“Shall” is mostly used in the first person (I /we). Its use, however, is not very common. It is mostly used in questions when:

- Making offers, for example: shall I get you another cup of tea?
- Making suggestions, for example: shall we go to the stadium on Saturday?

Express certainty

When we want to express certainty we use ‘will’ and sometimes “must”. For example:

- You will have noticed that corruption has gone down.
- The principal won’t (will not) be in the office.
- It will be alright.
- I am very tired. I will not go anywhere.

“Must” is sometimes used to show that something is certain, example:

- It must have rained heavily last night.

- This must be his house; I recognise the car parked outside.

In this use, the opposite of must is 'cannot' or 'can't'. For example, the two sentences above would be:

- It can't have rained heavily last night.
- This can't be his house; I don't recognise the car parked outside.

Expressing obligation

To express obligation we use 'should' and 'must'. For example:

- Every student must work hard in school.
- Member of parliament must fulfill their election promises.
- Doctors should listen to patients carefully.
- Children should obey their parents.

NB: In these sentences, 'should' and 'must' are used to express what is required or what is expected.

Exercise 1

Rewrite these sentences using 'must' or 'can't'. The first two are done for you.

1. I'm sure she's at home. She must be at home.
2. I'm sure you're not serious. I know you're joking. You can't be serious. You must be joking.
3. I'm certain you're disappointed.
4. I'm sure she thinks I'm mean.
5. They're always buying new cars-I'm certain they make a lot of money.
6. Are you an architect? I'm sure that an interesting job.
7. I know that isn't my bag – it is my brothers.
8. I'm sure he's unhappy.

9. I'm sure he has problems at home; he doesn't like getting home early.
10. I'm sure there's some way I can help him solve his problem.

Seeking and Giving Advice

Giving Advice Using Appropriate Language

Give advice using appropriate language

Activity 4

Read and study the dialogue below between Jamila and Jasmine.

Jamila: How are you my friend Jasmine?

Jasmine: I'm fine how about you?

Jamila: I'm also ok! But I have something to share with you.

Jasmine: What?

Jamila: I'm very afraid of disease called HIV/AIDS

Jasmine: Oh! My friend, there are several ways on how to be out of disease.

Jamila: What are they?

Jasmine: One of the most effective ways is to abstain from doing sexual intercourse.

Jamila: What more do you think I should do?

Jasmine: oh! My friend, the other way is to use condoms and to have a single faithful partner.

WRITING USING APPROPRIATE LANGUAGE CONTENT AND STYLE

Writing Narrative Compositions/Essays (Of Not Less Than 250 Words)

An Account of Event that Happened in the Past

Write an account of event/that happened in the past

Composition refers to a piece of writing on a particular topic, event or person. It can be expository, narrative, argumentative or descriptive compositions. Composition can be written at collage, school, and university as a part of studies or assignment given on a particular course. In writing composition a student is supposed to generate his/her own ideas and use them to narrate, describe, explain, argue, or persuade a certain thing or event.

Composition involves writing essays, letter, poems, stories, debates, speeches, dialogue, which involves a collection of ideas that are organised a good manner /pattern on a given topic or subject.

Things to consider when writing a composition

Title: Start with the title, the title should be written in capital letters. The title should be underlined if hand written and bold if type. The title should relate with the topic or subject given. Think of the number of words if it is given.

Put your ideas in small but detailed paragraphs. Revise and edit your work carefully. Divide your essay into three parts namely:

- **Introduction** which relates to the title i.e. defines, explains the key words from the title.
- **Main body:** This is the main part of the composition. Discuss your ideas in point in relation to the topic or subject given, planned. The main ideas should precede the minor ideas. Consider the logical arrangement of your ideas and points.
- **Conclusion:** Under this part, you may give suggestions, views, opinions on the topic discussed. It should reflect the whole content discussed in your essay.

Write your essay/composition in a good manner, tone and good grammar.

There are various types of composition, namely:

1. Narrative composition/ essay.
2. Expository composition/ essay.
3. Descriptive composition/essay.
4. Argumentative / persuasive composition/ essay.

Narrative Composition/Essay

These are essays that account or give stories of events. The stories may be personal, fiction or non-fictional, historical stories or events. Personal autobiographical stories focus on the author's or writers own life and historical stories rely on past events /happenings.

Non –fiction stories are based on truth or true events but fictional stories depend on imagination and use of figurative language to produce a story according to the writer or author.

Narrative essay involve telling a story about someone or something you probably do every day in a normal conversation. You may preset and narrate or tell your experience on a piece of paper.

Activity 1

Imagine you are exploring a deserted house at night when you are surprised and captured by a member of a gang of thieves who have made the place their headquarters. You succeed in escaping from the villain. Write a narrative story in no less than 300 words to explain what happened.

Writing Events in the Past

Writing events in the past

Example 1

HOW KIBONGE WAS HUNTED BY TWO WOLVES

The next morning, when I went down to the river to fill my can, I was horrified to see a dog's tracks that were bigger than my fist. I turned back to my tent, made my breakfast, packed up and get started.

But just as I was leaving I saw two cars over a bush; it was a wolf all right. The brute shrank down out of sight as I looked, but when I moved on it followed me, keeping under cover, and presently I found that there were two of them walking and hunting together. Every now and then one of them showed itself in the open and I had a shot at it, but they were quick you'd think they saw the flash and dodged the bullet – and I never touched them once.

After I had several shots at them I happen to look at my belt, and I'd only one to more left. I would come but with a heavy pack, and had cut down my ammunition to six or eight rounds to same weight.' No more shooting, Kibonge. "I said you keep the rounds for yourself" if they got me, I tell you I wasn't going to turn into pieces alive.

As I went on without firing, the wolves gradually realised that there was no danger and they got more and more cheeky, keeping closer and closer to me and calling to one another to check up on my movements. I had to use up one of my two last shots on them. They followed the raft down along the sands, but eventually it drifted to the other side of the river, and I got away. Of course the Indians said it was my own fault for going out alone.

Exercise 1

1. Write an account of result of a recent family dispute that you know about.
2. Express the meaning of these phrases in your own words (a) Out and out; (b) Cut down my ammunition to six or eight rounds; (c) Pushing off; (d) Form to pieces alive
3. Write a story called " Lost in the desert" (about 250 words)
4. Write a 300 words composition carefully paragraphed, on the subject " the best years of my life".
5. How far is it true, do you think that schooldays are the happiest ones of our life? (write in 250 words)

Writing Expository Compositions/Essays

Writing Factual Information on a Topic/Subject

Write factual information on a topic/subject

Expository essays are essays that explain something with facts, as opposed to opinion. They may describe how to do something, analyse events, ideas, objects, or written works. They must contain an introductory paragraph, body paragraphs and a conclusion. The introductory paragraph may contain the thesis statement or topic sentence that introduces the theme of an essay.

Expository essays are most written by college, school or university students during their test and examinations. They need response to questions that asks the writer to explain or expose a specific issue basing on a given topic or subject or describe a process.

Characteristics of an expository essay

- It focuses on the main topic.
- It needs logical supporting facts details, explanations and examples.
- It needs strong organisation.
- Clarity.
- Unity and coherence of ideas.

Expository essay includes writing letters, definitions, reports and research, instructions, newspaper articles, magazine articles, etc.

Steps to writing an expository essay.

1. Select a topic – it should not be wide so as to make you manage to describe it.(it should be a narrow enough topic).
2. Provide an introduction paragraph. It should state the thesis of the essay.
3. Think how to develop your essay. E.g. definition, listing, and explaining, classifying, process analysis, etc.

4. Think of organisation of the essay. Provide topic sentence for each body paragraph that relates to the thesis sentence; make few suggestions related to the essay. e.g. in conclusion....., all in all..... It is now in position to say that....., etc.

Example 2

FACTS ABOUT THE LOCUST MENACE

In spite of what has recently done to combat the threat of the locust, they remain a menace to entire food supply of a quarter of the world. One trouble of them is they breed, the more they eat; and the more they eat the more they breed.

A breeding area may have up to five thousand eggs to the square yard. And a breeding area may cover up to two hundred thousand acres.

A large swarm, migrating from one of these breeding grounds, may number up to five hundred million and be capable of destroying an area of two hundred square miles. The locusts are a menace to plants therefore effective steps should be taken to destroy their breeding places.

Exercise 2

1. Write an expository essay on the causes of HIV.
2. Write down the duties and uses of the police force.(about 200 words).
3. Write an essay on the causes of soil erosion (250 words).
4. In many African countries there is the plight of children employed in mines. Write an expository essay about the problem in about 300 words.
5. Write an essay on “ The power of water” (250 words).

Writing Descriptive Composition/Essays

Vivid Descriptions of People/Places/Events

Write vivid descriptions of people/place/events

Descriptive essays are concerned with describing objects, experience or ideas. The word descriptive comes from the verb ‘to describe’. In order to get started on your descriptive essay, it is important to identify exactly what you want to describe. This form relies on creative writing.

Descriptive composition requires the writer to express, to portray, show clearly and vividly something which one can touch, smell, hear, feel or think to the reader. It involves giving a detailed description about a topic, person, something, place or an incident.

Example 3

A GERMAN SAUSAGE

‘If you never try a new thing, how can you tell what it’s like? Think of a man who first tried German sausage!

It was a great success, that Irish stew I don’t think I never enjoyed a meal more, there was something so fresh and piquant about it. One’s palate gets so tired of the old things; here was a dish with a new flavour with a taste like nothing else on earth.

And it was nourishing too. As George said, there was good stuff in it, peas and potatoes might have been a bit softer, but we all had good teeth, so that did not matter much, and as for gravy, it was like a poem, a little too rich, perhaps, for a weak stomach, but nutritious.

We finished up with tea and cherry tart. Montmorency had a fight with the kettle during tea time and come off a poor second.

Exercise 3

1. Write carefully paragraphed composition of about 300 words on “trees”
2. Write a 300 word essay on “People I Envy”
3. Write a 250 word essay composition titled “Things I like Doing”
4. Write a composition on “The kind of boy or girl that I liked at school” (250 words)

Writing Argumentative Composition/Essay

Presenting Contrasting Views of a Given Topic

Present contrasting views of a given topic

Argumentative essays are written to present on opinions which either favours or disagrees with a controversial topic. The writer must prove his/her view point by supporting it with convincing facts and evidences from reliable sources.

The function of argumentative essays is to show that your assertion (theory, opinion, and hypothesis) about some phenomena is correct or more truthful than other's.

Argumentative writing is an act of forming reason, making inductions, giving supporting examples, drawing conclusions and applying them to the case of discussions. It also involves a clear explanation of the process of reasoning from the known or assumed to the unknown and without doing this you do not have argument; you have only an opinion or theory. It is used to convince the readers to believe in the opinion of the writer /author of a particular material.

It aims at arguing ,convincing , motivating or persuading the reader to accept ,change and take the required action or step on something, a topic or subject that might affect the society in one way another . Example; political written speeches, on the uses of a certain traditional medicine to treat HIV or Malaria patients which needs convincing power with clear arguments/reasons

Argumentative composition involves the use of contrastive words such as whereas, although, on the other hand, yet, however, nevertheless, despite, but, meanwhile, etc.

Example 4

CORRUPTION IS RAMPANT

Corruption is a most problem in African countries. On the other hand, it is one of the causes of poverty to the majority citizen in most African countries. Although people are always struggling to combat poverty but their economy is hampered by corruption which denies them basic rights such as the right to employment.

On the contrary, the economy of the most African countries is in the hand of the few minorities whereas the majority is suffering from bad conditions.

Consequently, children retard due to malnutrition caused by lack of a balance diet. However, African countries have many minerals and forests, but these resources are not fully utilised as are result of poor investment caused by corruption.

Furthermore, corruption has caused lack of proper transport facilities such as roads, which is one of the factor for speeding up development and in fact, many roads are not all weather, meanwhile, they are used during dry seasons only. Therefore, these are the consequences of corruption in most African countries.

Activity 2

1. Write on argumentative composition on forums of child labor. (about 250 words)
2. Using the following contrasting conjunctions: while..., conversely, notwithstanding, despite, whereas, and although. Write a composition on the importance of a new constitution in Tanzania .(300 words)
3. Argue for the subject “Animals, friends, and enemies of man”. (300 words)

Creative Writing

Writing a Work of Art Using Literary Devices and Skills

Write a work of art using literary devices and skills

Creative writing refers to an art which involves writing fiction or non-fiction stories with the figurative use of language. It depends on a person's mastery of a particular language and can be in form of a novel or short stories, poem, and memories in our life. It involves creating the environment or scene, plot, style, character, and proper language, to use in your story.

How to write creatively

1. Think on topic of your story.
2. List down the general ideas to be included in your story.
3. Think of the style and vocabulary which will complete your work.
4. Plan the characters in your story.
5. Consider the setting i.e. environment that will be reflected in your story.

Exercise 4

1. Write a short story titled “ a misfortune woman”(500 words).
2. Write a five stanza poem titled “ A village woman”

Writing Speeches

A Speech

Write a speech

A speech refers to a vocalised form of human communication. It may also denote a formal presentation on a given topic or subject. A speech may also refer to a formal faculty or act of speaking, expressing or describing thoughts, feelings or perceptions through the articulation of words. Speech is written first before presenting. Normally, speech can be presented during seminar, graduation, workshop, political campaigns, report, project presentations, religious speeches, meetings, public meeting, ceremonies and functions.

How to write a speech

1. Think on the purpose of the speech- why do you want to prepare a speech?
2. Think on the context and audience whom do you want to write a speech.
3. Plan for the heading/ title of your speech. The title/heading should be taken from the topic or subject given. It should relate with the event that takes place and requires a speech.
4. The title/heading should be very brief, clear and readable. It should be direct to the event/function that takes place.
5. Make a good introduction, starting with, greeting from the superior/guest of honor to the least people. Example; Honorable Guest of Honor,...,Your Excellency.....,Secretary General.....Mr. president....., the highness....., the majority....., etc. It will depend with the title/position of the guest of honor during the event.
6. After introduction/greeting, clarify a little bit about the event, clarify the function taking place.

7. The main body –concentrate on ideas as conveyed in the question/topic given, put each idea in a new paragraph giving examples and evidences. Observe a logical arrangement of ideas with good grammar.
8. If you have a guest of honour, address your speech to him/her, but if there is no a guest of honour and your speaking to general audience use the words” ladies and gentleman “in every beginning of a new idea.
9. Use appropriate vocabulary.. Do not use contractions example; I’ll, I don’t, we’ve, I’ve, etc.Use link words/connectors such as besides, finally, moreover, despite, on top of that, etc.
10. Give your own suggestion / view opinions on what you have discussed in your speech.

Activity 3

You are given a chance to address the people on the topic ‘ Environmental Conservation.’

1. Write a speech of not more than 250 words.
2. Organise words in a logical order.
3. Revise and edit your speech.

Delivering a Speech

Deliver a speech

Delivering a speech requires some things to take into consideration to make your argument more effective and interesting. The following are some of these things:

1. Stand upright or in the place where you can be seen by all the audience.
2. Look all side so as to hold your audience.
3. Allow eye contact with the audience, a glance to your speech is enough.
4. Avoid repetition , speak moderately, enrich your speech by using proverbs, idioms to make it more colourful (but this will depend with the audience)
5. If you feel nervous in front of the audience, take a deep breath and put your legs apart and wait for several minutes before continuing.
6. Observe the time duration so that your speech could not bore the audience.

7. Avoid using offensive and aggressive language/comments that are embarrassing to the listener/ audience.

Activity 4

Imagine you're the one of the political leaders campaigning for votes in an election. Prepare a speech to give to voters. Use this point;

- Increase in wages
- Increase crop prices
- Lower taxes
- Spend more on education
- Unite the people
- Improvement of transport and communication.
- Building of more schools and laboratories.

Writing Curriculum Vitae (CV)

Writing Oneself CV

Write his/her own CV

Curriculum vitae is a document that lists a person's education qualifications, work experience and interests. A curriculum vitae (CV) sometimes is required as an attachment application letters as an advertisement for your skills. Your personal information should keep changing in order to suit with each new job application. The Americans call as CV 'resume' while the British calls it Curriculum vitae (CV). There are three (3) basic types of CV namely:

1. Chronological CV –put emphasis on historical development on your career / professional.
2. Functional CV—emphasis on skills and capabilities,
3. Combine both functional and chronological styles (CV).

Example 5

A SAMPLE OF A CV

PERSONAL INFORMATION/ DATA:

SURNAME : NGANYAGWA

FIRST NAME : DOMINATA

MIDDLE NAME : BATISTER

DATE OF BIRTH: January 20, 1989

NATIONALITY : TANZANIAN

SEX: FEMALE

MARITAL STATUS: MARRIED

HOME ADDRESSES: P.O.BOX 670, IRINGA

PRESENT ADDRESS: P.O.BOX, 334, ARUSHA

TEL. NUMBER: 0748-564451/02663

E-MAIL: Domina@gmail.com.

EDUCATION QUALIFICATION:

YEAR	INSTITUTION	AWARD
2011-2014	UNIVERSITY OF DODOMA	BACHELOR DEGREE
2009-2011	MAWENI HIGH SCHOOL	ADVANCED LEVEL CERTIFICATE
2005-2008	UWELENI SECONDARY SCHOOL	ORDINARY LEVEL CERTIFICATES
2001-2007	IMAGE PRIMARY SCHOOL	PSLE CERTIFICATE

PROFESSIONAL QUALIFICATION/ WORKING EXPERIENCE:

- 2013-2014 - Tutorial Assistant – University of Dodoma

- 2014-2015 - Teacher at Green Acre Secondary School
- 2011-201 - Teaching Practice at Ohio High School
- 2010 – Training on Computer Literacy- Certificate.
- 2015 - Part time Lecturer at Edinburgh University

PERSONAL INTEREST /HOBBIES:

- Reading newspapers
- Sports and games

LANGUAGE FLUENCY:

- Kiswahili – excellent
- English – very good

EXTRA CURRICULAR ACTIVITIES:

- Reading novels
- doing body exercise

REFEREES:

Prof. Mwala Enos,

Yalta University,

P.o.Box 641,

Japan.

Phone: +22733678933/9

Dr. Magdalena Mbozi,

TRA Headquarters,

P.o.Box.562,

Dar-es- Salaam.

Phone: 0773994576

Mwl .Maginga, F.,

P.O.BOX.663,

IRINGA,

Phone: 0761-514600

Activity 5

Imagine you want to secure a job at Maven Tea Producers Company, write a CV which should be attached with your letter.

WRITING APPLICATION LETTERS

Writing Letters of Application for Jobs

Writing Letters of Application for Job

Write letters of application for jobs

Application letters are written for official purposes such as job applications. These letters are sometimes called official business or formal letters. Application letters should be always be concise, complete, logically, planned, clearly, and politely expressed in grammatically correct and good English or language.

Format of an application letter

An application letter regardless of their purpose, consist of the following parts or elements:

1. Writer's/ sender's address – this is written on top right hand corner. This part is also called a letterhead.
2. Date – (this is under a sender's address), it shows the date of the letter i.e. the day in which the letter was written.
3. Reference number (= if any) on right hand side below the date.
4. Receiver's / sender's address – this is written on left hand corner /side. It consists of the name or title of the person, place of business or any place where the letter is intended to reach.
5. The salutation; this is the greeting that begins the letter. Use dear Sir/Madam if you write to someone whose name you don't know i.e. he or she is not known to you.
6. Heading; it should be very brief starting with **RE:** or **REF:-**the heading should carry a message (theme of the letter. It should be capital letter and underlined it if is handwritten but do not underline if it typed, bold it.
7. Body /message -it contains the message or the information of the letter. It is most important part which requires good flow of ideas and well punctuated.

8. Complementary close. -it consists of the words of respect to show the feeling of the writer of the letter towards his/ her correspondent / receiver of the letter. It should also relate with the salutation.

9. Signature of the writer.

10. Full name plus the name of the company, office or firm which the writer represents, written at an extreme end of letter. Although sometimes a company name may be written above the letter.

Exercise 1

You have completed your university studies and aspire to become a teacher. Write an application Letter to the director, ministry of education and vocational training seeking for the opportunity.