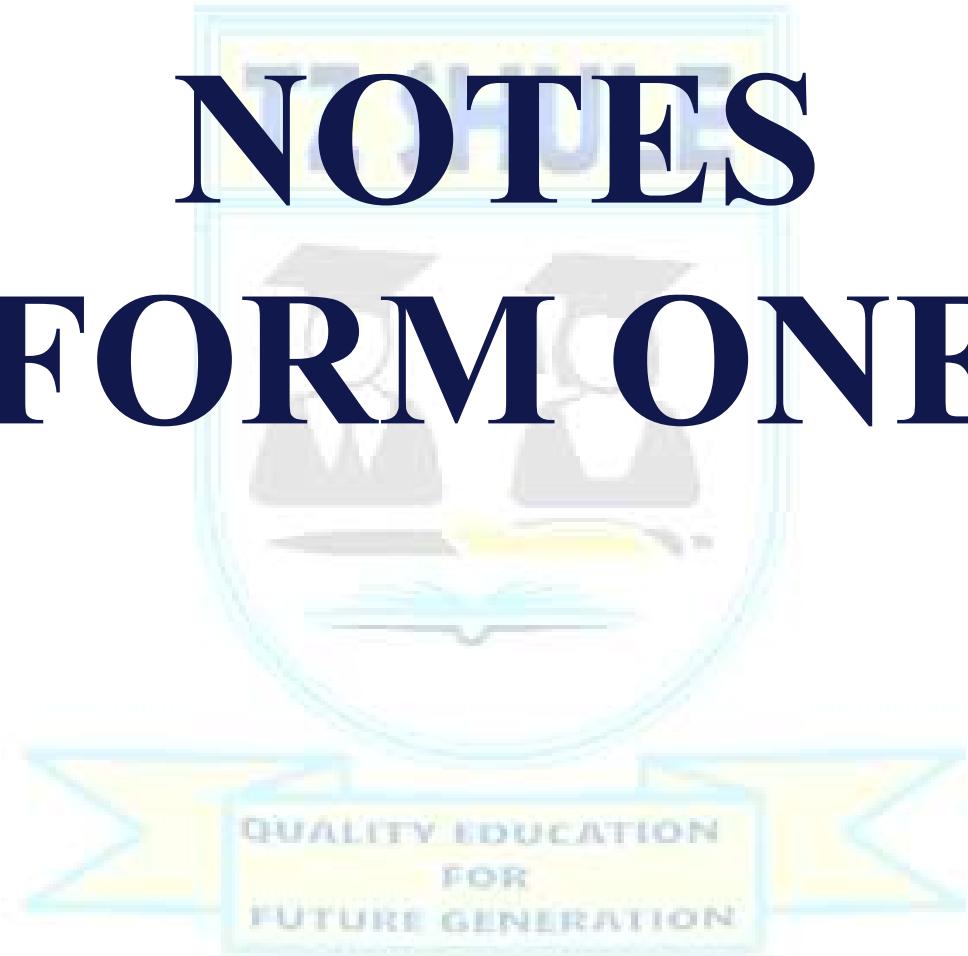


# **ENGLISH LANGUAGE NOTES FORM ONE**



# LISTERINING TO AND UNDERSTANDING SIMPLE TEXTS ABOUT A VARIETY OF EVENTS AND SITUATION

## Graduation day

The morning was full of drumbeats, laughter and everybody was happy. It was a graduation day for standard seven leavers. All students looked very smart including Kadoka who was always dirty. In the morning we were given a time table showing what would happen through the day. The following is the graduation time table.

**GRADUATION TIME TABLE**

TIME	EVENTS	TEACHER CONCERNED	DONE/NOT DONE
7:00 - 7:30	Arrival of student	Teacher on duty (Mr. John)	
7:30 – 8:00	General cleanliness	Mr. John	
8:00 – 9:00	Arrangement of desks and chair	Mrs. Queen Mr. Riwa	
9:00 – 9:30	Parade (The whole school)	Mr. Dude Mrs. Jale	
9:30 – 10:30	Arrival of the guests	Mr. Bambo	
10:30 – 11:00	Ngoma and songs	Mrs. Kibaja	
11:00 – 11:30	Arrival of the guest of honour	Headmaster Mr. Nyundo	
11:30 – 12:00	Welcome speech	Mr. John	
12:00 – 12:30	A school song	Mrs. Ruth	
12:30 – 1:00	Speech by the guest of honour	Mr. Nyundo	
1:00 – 1:30	Sarakasi Ngoma	Mrs. Mina	
1:30 – 3:00	Lunch	Mr. Nyundo	
3:00 – 5:00	Netball match Teacher v/s students	Mr. Bahati	
5:00	End of programme	Teacher on duty	

## VOCABULARY

Graduation - a party of student who has finished school

Activities - work

Arrange - plan

e.g. The teacher said that we should arrange our chair properly

Imagine - think of it

Example: Imagine a female present in Tanzania

### Exercise

Make two sentences using the words; Graduation and activities

(i) .....

(ii) .....

## STRUCTURE.

Prepositions of Time “At” and “in”

### Examples

(a) The party started at 8:00

(b) The guest of honor arrived at 12:00

(c) We ate lunch in the evening

(d) The sleep at night

(e) We arrived at school in the morning

### Exercise

Write a composition at your first day at school

## **MY FIRST DAY AT SECONDARY SCHOOL**

My name is Evelyn Livoga, my father's name is Mr. Livoga and my mother's name is Mrs. Grace Livoga. I am fifteen years old. I am black in colour and tall, thin in size.

My first day at secondary school was exciting. I was very excited. When I arrived at school saw some of my friends who come to me and helped me with my luggage to the Head Mistress office for checkup. I waved by to my parents and they gave me a hug.

When I went to the office they checked my luggage and they showed me the way to the dormitory. I went to the dormitory hurriedly and keep my luggage. Then I took bath and I went to class.

When I reached to the class I made my friends and they gave me a lot of loving company. After a half an hour the bell rang and everybody followed the bell.

All the teachers come in front of us and started introducing themselves and lastly the Head Mistress introduced herself. Her name is Sis. Magreth.

When it reached seven O'clock we had our first dinner at this precious school called St. Joseph Millennium Secondary School. After one and half hour we had our evening prayers and we went to our dormitory to sleep, since then our patron come and showed everybody her room.

After that I prepared my bed and I have my bed ready to sleep. My room where very charming and the patron was very good. I pray for myself and I slept. I hope my road of success will be successful at the end.

## **SPORT DAY**

(Story book about sports example football)

### **Vocabulary**

- (a) Suddenly - Quickly
- (b) Spectator - People who are watching something
- (c) Exciting - something you enjoy so much
- (d) Attract - make people like to see something

## **EXERCISE**

Make two sentences using the words spectators and Exciting

(i) ----- (ii) -----

## **AN ACCIDENT**

(Story/texts book about accident)

## **VOCABULARY**

Tough - difficult, hard

Restless - worried

Obviously - very true

No more - dead

## **EXERCISE**

Make two sentences using the words Restless and No more

(i) -----

(ii) -----

## **Structures**

### **Personal Pronouns**

Words like I, we, he, she, ect. Are called Personal Pronouns. They are divided into singular and plural

<b>Singular</b>	<b>Plural</b>
I	We
He	They
She	They
It	They
Me	Us

## **Structures**

**NOUN:** Is the naming word of people, places or things.

Examples: Ally, Jack, Tanzania, Kariakoo, Arusha.

## EXERCISE

1. Write down five nouns to each of the following

(a) Animals.

(b) Building

(c) Lakes

(d) Mountains

### Singular and plural

- |        |        |   |                       |
|--------|--------|---|-----------------------|
| (i)    | Sheep  | - | sheep                 |
| (ii)   | Halves | - | half                  |
| (iii)  | Wolves | - | wolf (iv) Feet - foot |
| (v)    | Armies | - | army                  |
| (vi)   | Inches | - | inch                  |
| (vii)  | Loaves | - | loaf                  |
| (viii) | Wives  | - | wife                  |

### Singular and Plural

(i) Plural Nouns can be formed by

Adding “s” to the singular Nouns.

**Example:** Circle – Circles

Day – days

Roof – roofs

Tutor – tutors

(ii) Changing “y” to – ies

**Example**

Army - armies

Aunty - aunties

Lady - ladies

Factory - factories

Note: in nouns ending with “y” do not change “y” if it is preceded by a vowel

Example: toy – toys so simply add (“es”) but if “y” is preceded by a consonant change “y” in to “I” and then add “-es”

Example: fly – flies

(iii) Add “es” to singular Nouns ending in “s”, “ss”, “x”, “z”, “ch”, “sh” and “o”

**Example:**

Match - matches

Gas - gases

Princess - princesses

Tax - taxes

Hero - heroes

(iv) Changing “f” or “fe” in singular Nouns to “-ve”

**Example:**

Calf - calves

Half - halves

Knife - knives

Life - lives

Thief - thieves

**Note: seven Nouns change their vowels**

Man - men

Foot - feet

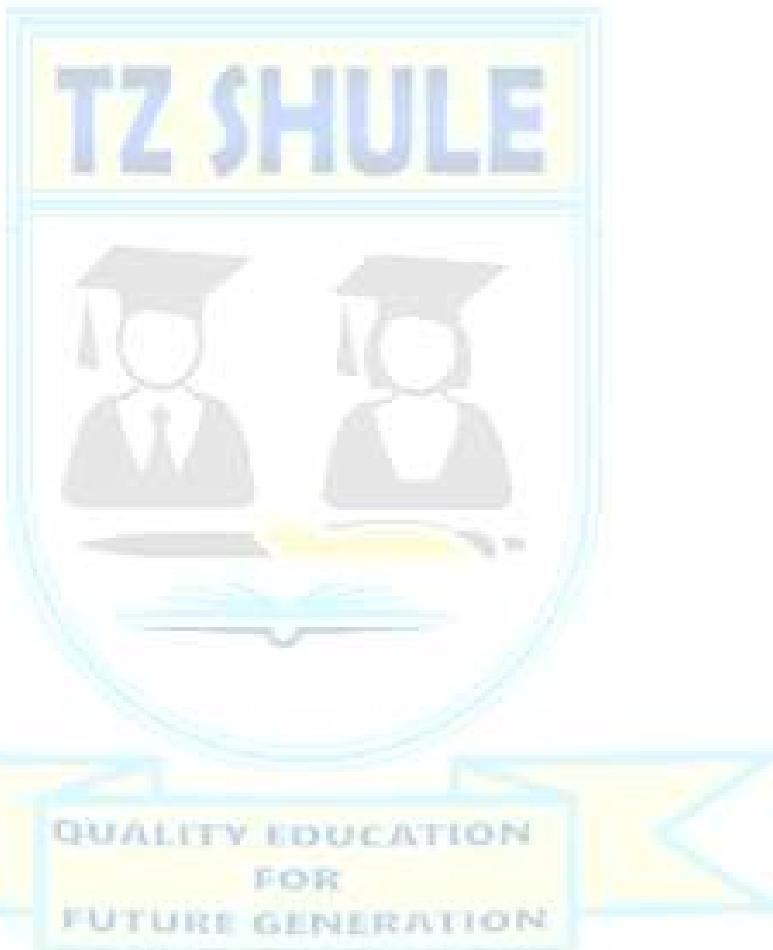
Goose - geese

Woman - women

Tooth - teeth

Louse - lice

Mouse - mice



**Pronoun and verbs**

Is - are

Was - were

He/she/it - they

Him - them

I - we

That - those

This - these

My - our

Mine - ours

His/hers - theirs

Note: Noun:

## **Irregular Plurals: Noun**

with the hissing sound

i.e -sh

-ch

-x to be in plural add -es

-z

### **EXERCISE**

Write the plural of the following noun (i) box

(ii) hero

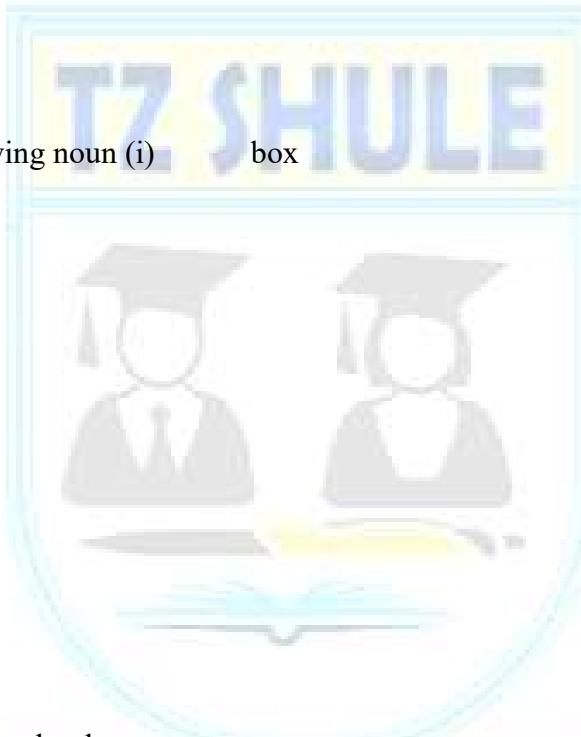
(iii) knife

(iv) leaf

(v) church

(vi) inch

(vii) fly



### **Exercise**

Make the following sentences plural  
(Remember to change the pronouns as well)

### **Example:**

That chair is broken

Those chairs are broken

(i) That baby is sick

(ii) He broke his foot

(iii) I am a good student

(iv) That thief has a knife

(v) That boy has a phone

## HOW TO ASK QUESTION

There are many ways of asking questions you can ask a question using the word “is” - Is she late?

- Is she in this class?
- Is she sick?

Asking questions using

“are” - Are they late?

- Are they in this class?
- Are they sick?

Asking questions using  
“was” - Was she late?

Was she in this class?

- Was she sick?

Asking questions using

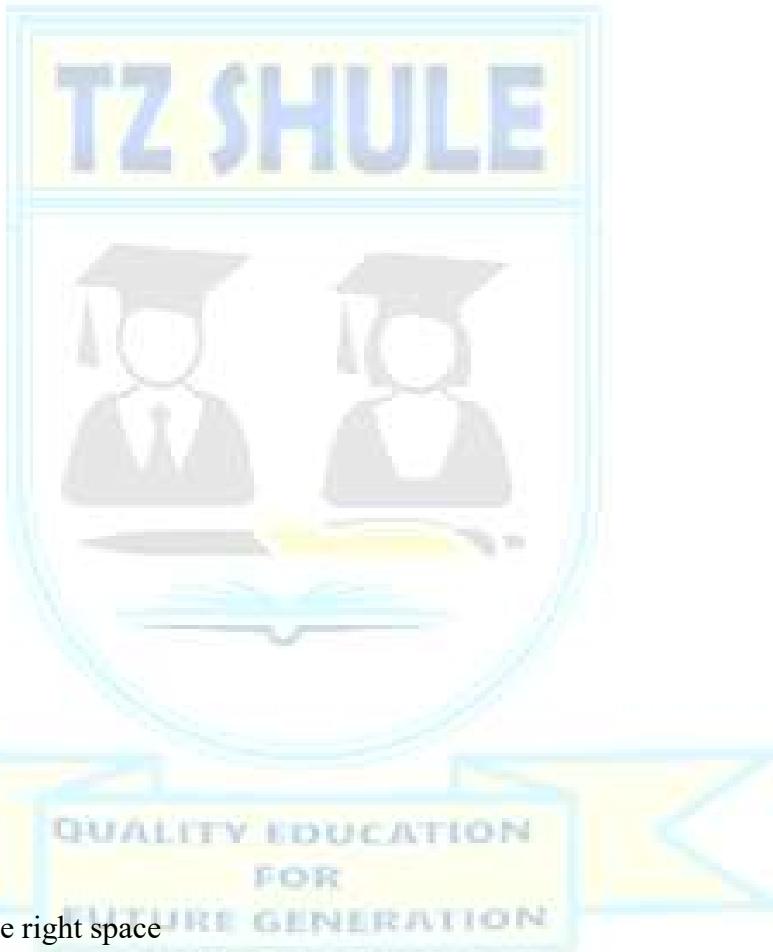
“were” - Were they late?

- Were they in this class?
- Were they sick?

### Exercise

Fill in is, was, are, were in the right space

- (i) \_\_\_\_\_ they punished yesterday?
- (ii) \_\_\_\_\_ they doing maths now?
- (iii) \_\_\_\_\_ She suffering from malaria?
- (iv) \_\_\_\_\_ We going home now?



## **LISTENING TO DICTATIONS**

1. Tail /tale
2. Glow /grow
3. Sun / son
4. Bare / bear
5. Hair / hare/ heir
6. Sea / see
7. Beep / bip
8. Deep/ dip
9. Raise / rise
10. Lake / like

### **Structure**

### **PROPER AND COMMON NOUNS**

#### **(a) Proper Nouns:**

A single reference. Example Mt. Kilimanjaro refers to one particular mountain. We normally use capital letters for the first letter of a proper Noun.

**Example:** Kibile and Riwa are Proper Nouns.

Chair and bus are Common Nouns.

#### **(b) Common Nouns:**

Are ordinary groups of names of persons and things such as child, gentle man students, cow, city, chair etc. There is no uniqueness in common Nouns.

For, Example, if one says “a city” it can be any city. It is different from Dar es Salaam or Kilimanjaro which is the only city Called so. We do not capital letters for the first letter of a common Noun.

### **The Differences between Proper and common Nouns**

Proper Nouns differ from common Nouns in three ways:

#### **(a) They are not usually used with articles we cannot say for example:**

- A London
- The John
- A Nairobi

#### **(b) Proper Nouns do not usually allow plurals**

### **Examples:**

- Kilimanjaros □ Two Aminas
- Musomas

**Note:** You must use articles with common Noun (unless they are uncountable)

### **For example:**

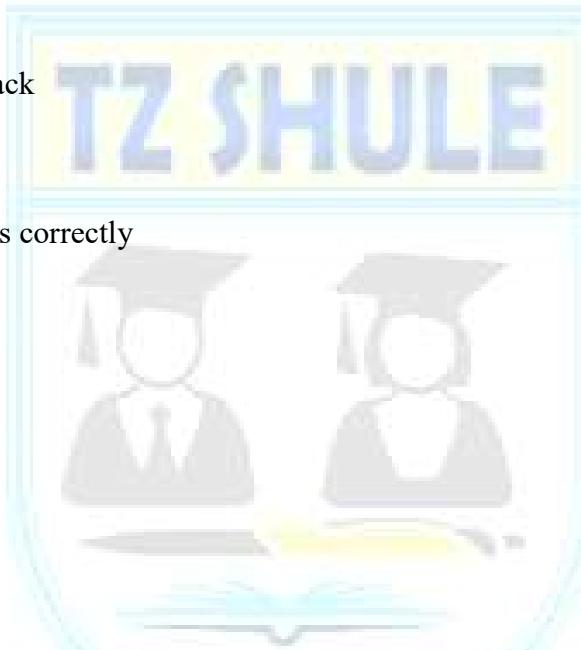
Book is black,

But you can say a book is black

### **EXERCISE**

Write the following sentences correctly

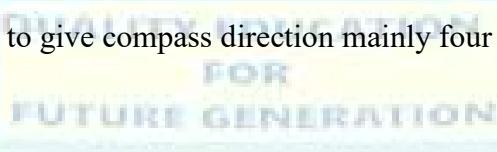
- (a) I went to a Arusha last week
- (b) Please bring me table
- (c) Are you a Rose?
- (d) Elephant is a big animal



## **GIVING DIRECTIONS**

The main purpose of this topic is to give compass direction mainly four cardinal points

i.e. East, West, North, South



### **The compass**

The compass is instrument for find direction. It has magnetized needle which sits on a face. The face has different directions drawn on it. The needle always points to the magnetic north. The compass sometimes called Magnetic compass.

Common words include; left, right, straight, crossing, opposite, adjacent, behind, in front of , next to, near by

Asking for and giving directions

Rehema : Excuse me could you tell me the way to the pharmacy?

Suzy : yes, it's that the way, just go straight away after two houses turn left, it's on the corner opposite the post office.

Rehema : Thanks, I' have only been in town for a few days, so I really don't know my way around yet

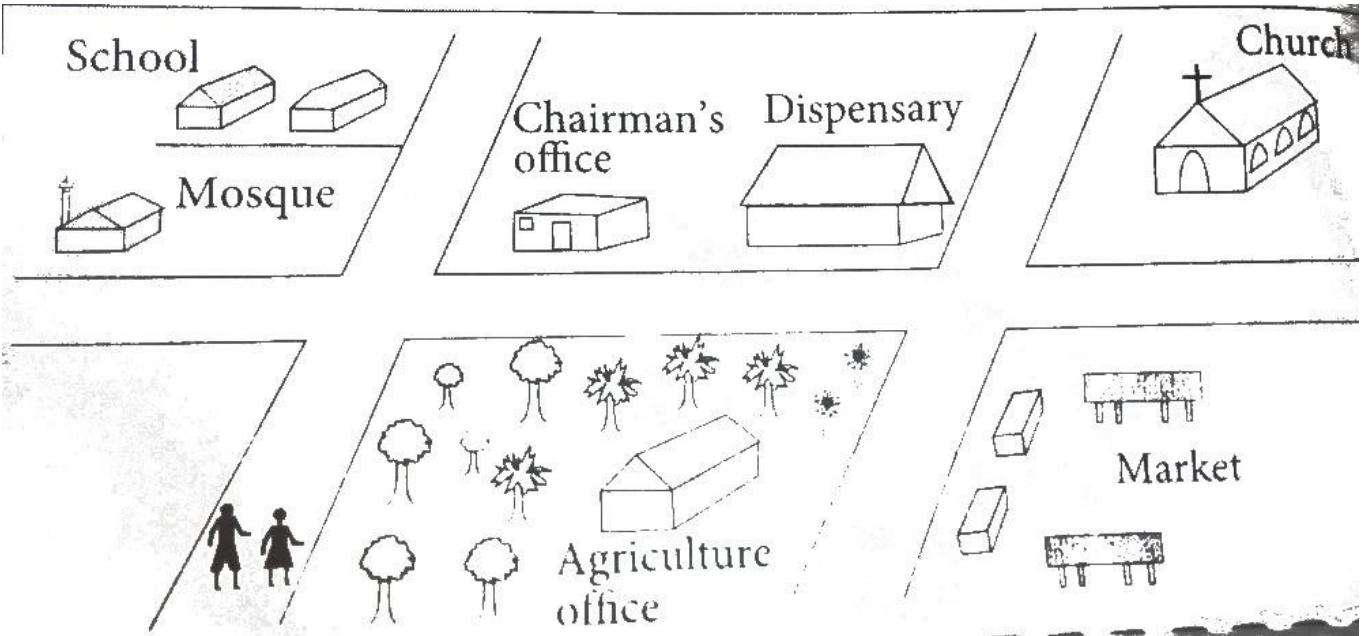
Suzy : Oh! I know how you feel. I was born in this town so I know where everything is.

- Interrogative /ways to ask or show directions
- Can you direct me to ..... Response direction
- Turn left/ right go straight to ..... at Zebra crossing take a bus to..... On your left follow Hanang street then keep right.

#### Exercise

Look at the Map below. Imaging your one of the children asking for the direction. Practice asking for and giving directions to:

- 1 The mosque
2. The dispensary
3. The market
4. The school
- 5.The agriculture office



### Locating places

Discuss the location of the school

-Where the school situated in Tanzania?(north,south, East, west or central) -  
Is it in town or in the countryside ?

- Are there any houses,shops or offices nearby?
- How many roads lead to the school?
- Do the roads leading to your school have name?

### Structure

Comparatives and superlatives

There are three main ways of making comparisons;

(i) AS + ORDINARY FORM OF THE ADJECTIVE OR ADVERBS + AS  
E.g His essay is as long as mine

This book is as interesting as were read last Monday

(ii) COMPARATIVE FORM OF THE ADJECTIVE OR ADVERB + THAN

E.g That house is bigger than mine

They did the test more carefully than we did

(iii) LESS + ORDINARY FORM OF THE ADJECTIVE OR ADVERB + THAN

E.g The tail of the ship is less longer than that dog

This news is less interesting than one I read last weekend

There are three main pattern of making superlative .

i. definite article + superlative form of the adjective or

adverb      E.g The Giraffe is the tallest of all animals ii.

One of +definite article + superlative form of adjective

E.g This novel is one of the most interesting we have ever read

iii. Definite article + least + ordinary form of Adjective or Adverb

E.g All the book we have read this one is the least interesting

Words used to compare things are called COMPARATIVES

Examples: Big

bigger biggest

Note:

(i) er must go with than

**Example:** An Elephant is the biggest animal

If a word cannot take –est use most

**Example:** Suzy is more beautiful than Rhoda

(ii) est must go with the

**Example:** An elephant is the biggest animal

(iii) If a word cannot take –est use most

**Example:** Suzy is the most beautiful girl in the class

### Exercise

Change the words in the brackets and write the whole sentence correctly!

1. An apple is (small) a pumpkin
2. Air planes are (fast) than cars
3. A snail is (slow) a snake
4. James is (tall) me
5. Miss Tanzania is (beautiful) my sister

# USING A DICTIONARY

## Dictionary:

It is a kind of a book or reference that containing words of a language, arranged alphabetically and showing class and uses.

We often use a dictionary to look up a word. We do this when we do not know what the word means. Dictionaries are organised to help us look up word easily

## Importance of Dictionary book

1. Gives meaning of words
2. Shows words of the same meaning
3. Shows words which mean the opposite
4. Show the classes of word (verb, nouns, objectives)
5. Show how words are used
6. Show how words are made
7. Show how words are pronounced.

**Synonyms:** words, which mean the same, a called synonyms

## Examples: -

- |          |   |         |
|----------|---|---------|
| • Angry  | - | mad     |
| • Cried  | - | shouted |
| • Huge   | - | big     |
| • Hate   | - | dislike |
| • Clever | - | bright  |

**Antonyms:** A dictionary also shows words which mean the opposite words which means the opposite are called antonyms

## Examples:

- |           |            |        |
|-----------|------------|--------|
| o Hate    | -          | like o |
| Ugly      | -          |        |
| beautiful | o Slow     | -      |
| fast      | o Friendly | -      |
| enemy     |            |        |
| o Strong  | -          | weak   |

## **Word formation**

A dictionary also shows how words are made. This is called word formation

- A noun can be made from a verb or from an Adjective

Example vacate (v) – vocation (N)

Some Nouns end with

- (i) ..... ion (examination)
- (ii) ..... ty (beauty)
- (iii) ..... ness (politeness)
- (iv) ..... ce (importance)

**Some of the objectives end with**

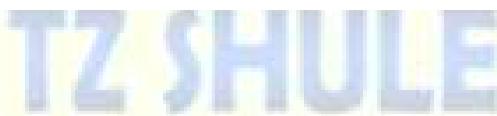
- (i) ..... ous (poisonous)
- (ii) ..... Al (trial)
- (iii) ..... ic (electric)
- (iv) ..... an (African)
- (v) ..... ful (helpful)

**Pronunciation:** A dictionary shows how words are pronounced English words are pronounced differently from Kiswahili. The way the English words are written is different from the way they pronounced.

Example: see – pronounced as /si/ and not see

Formal letters	Pronunciation letter	Example of words	How they appear in the dictionary
ch	tʃ	<u>Chin</u>	/tʃɪn/
Ng	ŋ	<u>Sing</u>	/sɪŋ/
th	θ	<u>thin</u>	/θɪn/
c	k	<u>Car</u>	/ka:/

### Exercise



Write the following words as they are pronounced in the dictionary

Example: King – /Kiŋ/

(i) Sing =

(ii) Cheek =

(iii) Cart =

(iv) Chest =

(v) Dish =



### Exercise

Show differences of pronunciation of the underlined words.



1. Please sit on the seat
2. I left my hat in the hut
3. Pull the boy from the pool
4. Do not hurt my heart

# **EXPRESSING PERSONAL AND GROUP ROUTINE / HABITS**

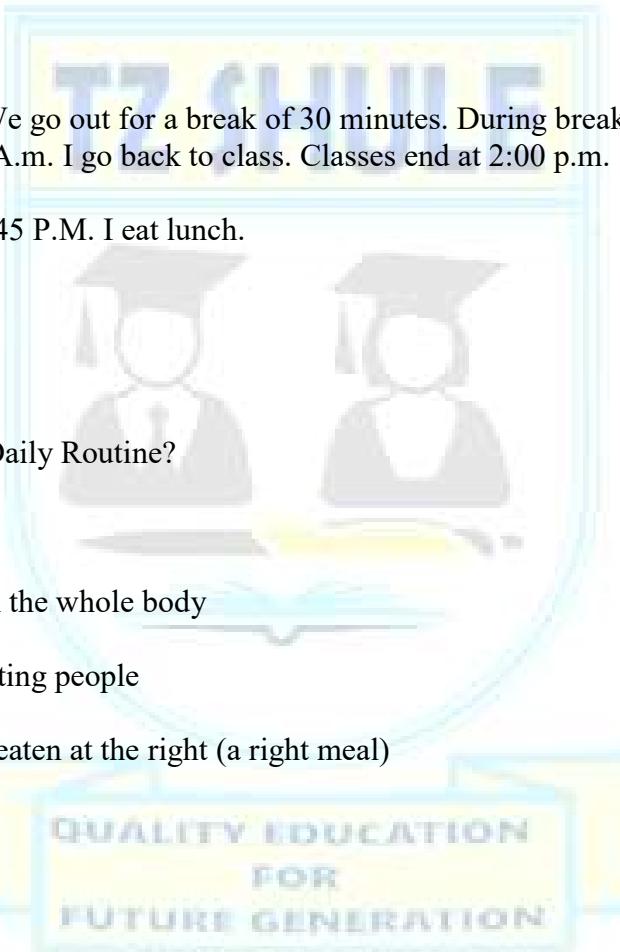
Every person or group of people who stay together (school) has daily routine or activity. This can be expressed by different works, everyday, often, usually, daily, every month.

Usually action is expressed in present simple tense or habitual aspect. The social area/ focus is on the following.

## **BREAK TIME**

At 10:00 A.M break starts. We go out for a break of 30 minutes. During break time, I drink tea with some snacks. At 10:30 A.m. I go back to class. Classes end at 2:00 p.m.

After classes I go home at 2:45 P.M. I eat lunch.



## **Exercise**

As a student's what is your Daily Routine?

## **Vocabulary**

Take a shower - wash the whole body

Attendance - counting people

Supper - food eaten at the right (a right meal)

## **Structure**

## **Prepositions**

“ON” – is used with days and dates

## **Examples**

- I go to church on Sundays.
- I go to the Mosque on Friday
- I was born on 03<sup>rd</sup> May 1978

“AT” – is used with exact time

**Examples:**

- He come at six o'clock
- We traveled at night
- The lesson starts at 8:00 am.

“IN” – is used with parts of the day, months and years

**Examples:**

- He came in the evening
- School will be closed in December
- He was bornin 2009

**Asking questions.**

We can also ask questions using **does, do**

Note: **Does** – is for singular nouns and pronouns

**Do** – is for plural nouns and pronouns.

**Examples:**

- (i)      **Does** she speak English?
- (ii)     **Does** he come to school late?
- (iii)    **Does** she smoke?
- (iv)    **Do** they speak English?
- (v)     **Do** they come to school late?
- (vi)    **Do** we have to write our names?

## **Exercise**

Make question using does and do

1. Does .....?
  2. Does .....?
  3. Do .....?
  4. Do .....?
- 
- 



# **TZ SHULE**

## **EXPRESSING ON GOING ACTIVITIES**

This activity can be done by individual or somebody else. They refer to what is going on at a time of observation guessing, talking and so on. This is PRESENT CONTINUOUS TENSE or PROGRESSIVE ASPECT

### **- The verbs end with ...ing**

- (i) Martha and Consolata are sweeping the floor
- (ii) It is looking at you
- (iii) They are eating rice
- (iv) You are playing nicely

- When you go to school in the morning there are a lot of activities going on, you will see
  - (i) Some students sweeping the compound
  - (ii) Some students watering the flowers
  - (iii) Some students parading
  - (iv) Some teachers shouting to the students
  - (v) Parents paying fees.

### **Extra verbs**

Flowering, watering, chasing, snoring, reading, shouting, waiting, glorying, drinking, ringing, banking, blowing, cutting, shrinking .

**Note:** present continuous tense

He

She is

It

I am

+ verb

.....ing

They

We are

You

# TZ SHULE

## EXPRESSING LIKES AND DISLIKE

The word like (v) means to be sound as or pleased with from the verb we get the word like (vi) and dislike (Ti) opposite or antonym. Grammatically likes/ dislike are not nouns but only used in everyday talks (spoken English) whether like or dislike the force behind them are human feeling, taste experience traditions.

- Usually like and dislike are expressed in non-verbal forms of communication such as gestures, social expressions movement nodding.
- Non- verbal – communication is also called body language

Examples:

Question : what game do you like most?

Answer : I like football and boxing

Question : what music do you like most?

Answer : I like bongo flava

Question : what drink do you like most?

Answer : I like orange Juice only

## PREFERENCE

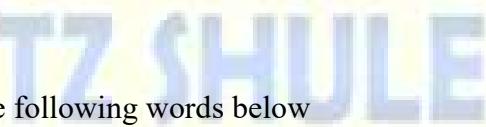
The most suitable is .....to.....

Therefore

**Example:** I prefer----- to-----

- (i) I prefer tea to coffee
- (ii) I prefer English to Kiswahili
- (iii) I prefer reading to writing

**Exercise**



Make ten (10) sentences using the following words below

TV, football, studying, mats, basketball, blanket, milk,, water, pen, beer, red colour, shoes, playing, sandals, blue colour, radio, taxi, sheet, pencil, sleeping, dancing

## TALKING ABOUT ONEâ€™S FAMILY

- Expressing family relations:

A family is smallest social unit. The family consists of father, mother, children and relatives. This kind of a family is called Extended family

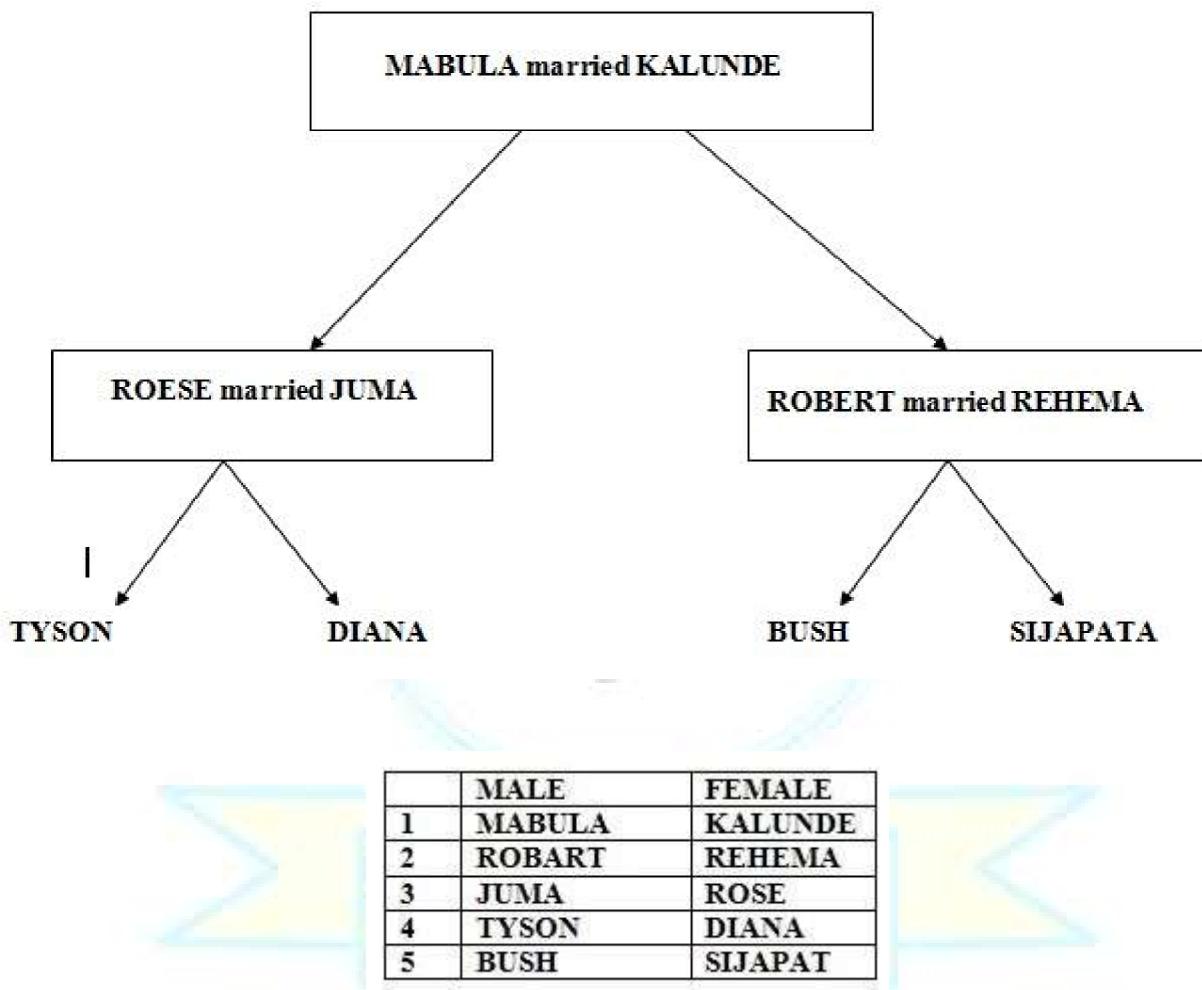
### Vocabulary

- |                      |   |  |
|----------------------|---|--|
| 1. Uncle             | - | The brother of your father or mother   |
| 2. Cousin            | - | The child of your uncle or aunt.       |
| 3. Nephew            | - | The son of your brother or sister      |
| 4. Niece             | - | The daughter of your brother or sister |
| 5. Sister – in – law | - | The sister of your wife or husband     |
| 6. Father in- law    | - | the father of your wife or husband     |
| 7. Grandfather       | - | The father of your father or mother    |

8. Brother in- law - The brother of your wife or husband
9. Grandmother - The mother of your father or mother
10. Aunt - The sister of your father or mother

### A family tree

Mabula married Kalunde. They have two children, Robert and Rose. Robert got married to Rehema and they have two children Tyson and Diana. Rose got married to Juma and they have two children; Bush and Sijapata. Study the following diagram:



### Expressing occupations of family members

Members of a family usually has daily activity for production or social services

**Vocabulary;** Venders, Tailors, Sailors, Plumber, Nurse, Teacher.

### Exercise:

Fill in the following table with the right information. The first one has been done for you.

OCCUPATIONS	WHERE FOUND	WHAT THEY DO
Teacher	School	Teaching students
Doctors		
Carpenters		
Nurses		
Shopkeeper		
Fisherman		
Secretary		
Barmaids		
Lawyer		
Driver		
Plumber		
Policeman		

## OWNERSHIP OR POSSESSION

Possession refers to one having his/her property such as school, pen, houses, car, home, and farm - Most occurring words

- (i) Possessive pronouns: e.g. my, her, his, our, their
- (ii) Other terms: posses, belong, own, property of....

### Examples

- My father owns a boat
- My sister own a big house

- I have a hen
- We possess a big library
- That bus belongs to my father

## **DESCRIBING PHYSICAL APPEARANCE**

People differ in physical appearance in terms of height, size, colour,[complexion] morphology, hair, eyes, ears, nose, teeth, fingers, legs, toes, chest head.

### **Study the following text**

Mr. Kibakaya is a light coloured skinned man in our street. He is baldheaded and his remaining hairs gray. Older people say that he has a fair complexion. His daughter is skinning, tall but tenders. She is beautiful and attracts attention whenever she passes. Her twisting eyes confuse young man. She puts on her-heals on every weekend. Her young brother is shot and fat, he looks handsome and magnetic to girls his chest is wide as well as frightening nose

## **DESCRIBING CHARACTER**

Every person has a particular behavior that display his/her character: Example: cruel, greedily, rude, rough, carelessness, generous, gentle, sincere, open, lian

### **Examples:**

- (i) He is a rude boy at our school
- (ii) She is careless that her uniform is full of sports
- (iii) A sincere student is liked by teacher
- (iv) You're a liar

Character changes because of age education and people around, character reflects moral and cultural value. People from broken families usually show bad character. Character can also be understood through a language that a person uses.

### **Structure**

Asking questions

We can also ask questions using the words in the box

Who, what, which,  
whose, when

- (i) Who is shouting?
- (ii) What are you doing?
- (iii) Which book is yours?
- (iv) Whose pen is this?
- (v) When do we go home?

## EXPRESSING OPINIONS AND FEELINGS

**What is your opinion?**

Do you like city life or rural life?

There are some people who want to go to live in towns. They think that life is cheap and simple there. They think they can buy cars, houses, good clothes etc.

Giving opinions can be easily expressed during debates

Example: Motions

1. Boarding schools provide better education than day school
2. Co-education schools are better than single sex school
3. Special ability schools are not special in rolling students
4. Students' failure in examination is due to poor teaching.

Look at the following ways in which we can express opinions in English

a) Asking for opinion

What	Do you think about			School rules?  Corporal punishment?
	Is yours	Opinion	on	
		view		

b) expressing an opinion

I	Think	That	Smoking	is	harmless
	Believe				Bad for your health
	Feel				Should be allowed /banned

In my opinion,school rules are a waste of time

My	Opinio View	Is that drinking beer is Good for you	Harmful
----	----------------	--	---------

c) supporting opinion

I	Support Agree with	The	argument view	That smoking.....
---	-----------------------	-----	------------------	-------------------

d) opposing an opinion

I	oppose disagree	The	argument view	That smoking.....
---	--------------------	-----	------------------	-------------------

e) Expression doubt

<p>It is possible that</p> <p>There is a possibility that</p> <p>It might be that</p> <p>Maybe / perhaps</p>	Smoking is .....
--	------------------

### Participants

Chief proposer and opposes, audience, guest, speaker, secretary  
Vocabulary :

Suggest, view, evaluate, propose, against, think, argue, advise, disagree, equally, feeling can be expressed.

Example

I feel hungry

You are happy

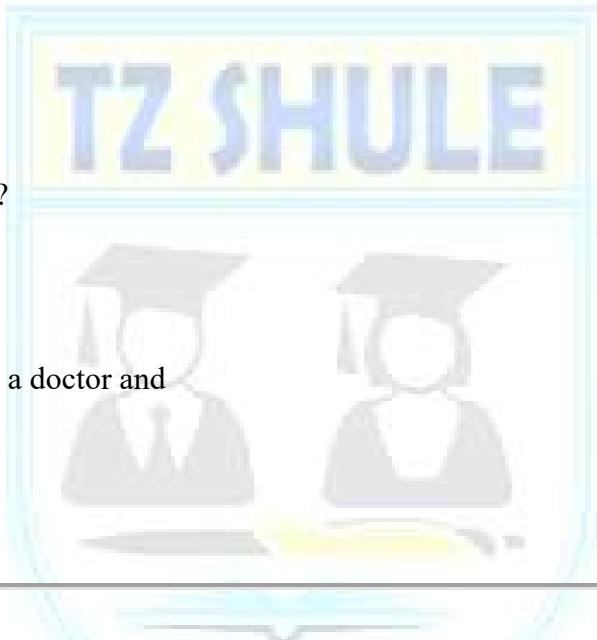
### **Expressing state of health**

#### **Examples**

Are you sick ?

What are you suffering from?

Yesterday I had a headache



#### **Exercise**

Write conversations between a doctor and patient

## **TALKING ABOUT PAST EVENTS/ ACTIVITIES**

This give a particular form of verb endings it is sometimes called PAST TENSE

**Note:** common adverb

Last week, yesterday etc.



#### **Example:**

My brother got married last Friday

Last week they closed the school

### **Expressing past activities**

Tense is expressed by verbs. These verbs in the past tense behave with regular ending with -ed, ed, and others behave with irregular ending. Example see-saw, get-got, cut-cut.

### Adverbs that show past tense

1. Yesterday - I saw him yesterday
2. Last - we were at club last Friday
3. Ago - they met two years ago
4. Previous - she experienced this problem from the previous.

- Such characteristics of irregular verb also apply to helping or modal verbs

Helping modal verb	Present form	Past form
Be	Is, am	Was, were
Do	Do	Did
May	May	Might
Have	Have	Had
Has	Has	Had
Can	Can	Could
Will	Will	Would
Shall	Shall	should

**Note:** the past tense of the above modal helping verbs are common in conditional clauses that is if..... then.....

### Structure

Past perfect tense

Format

Subject + had + verb in participle

He  
She  
It  
I  
Me  
You  
They  
We

+ had + verb (participle)



### Examples:

I had seen several football games

I had done the job

### Structure

**Adjective:** is a word that is used to describe a noun or a pronoun

General classification of Adjectives

(i) Adjectives of colour

e.g. black, yellow, green, purple, orange, red

(ii) Adjectives of size and shape

e.g. small, giant, round, etc

(iii) Adjectives of quantity

e.g. many, few, little, much

(iv) Adjectives of age

e.g. old, new, middle, young.

(v) Proper adjectives or adjectives of origin

e.g. African, Kenyan, French

(vi) Adjective of use

e.g. useful, useless

## ORDER OF ADJECTIVE

Where there is more than one adjective before a noun in a sentence, the order of adjectives is as follows:

- (a) 1<sup>st</sup> adjective - Describes the number (Quantity)
- (b) 2<sup>nd</sup> adjective - Describes the general size and shape
- (c) 3<sup>rd</sup> adjective - Describes age
- (d) 4<sup>th</sup> adjective - Describes colour
- (e) 5<sup>th</sup> adjective - Describes where it comes from (origin)
- (f) 6<sup>th</sup> adjective - Describes what is made up of
- (g) 7<sup>th</sup> adjective - Noun

Examples:



Article	Number	Size/shape General	Age	Colour	Origin	Made up of	No
-	Three	Round	Old	Blue	Kenyan	Wooden	Ta
A	-	-	New	Green	Indian	-	Ce
The	-	Long	-	-	Tribal	-	Wa
An	-	Oval	Modern	Silver	Japanese	-	Ph
A	Twenty page	-	-	-	-	-	sto

## EXPRESSING FUTURE PLANS AND ACTIVITIES

**Future exists in different forms**

- (1) Intention - necessity - shall
- (2) Probability - possibility - will

**Common adverb**

Tomorrow, next

**How to form future?**

Subject + shall/will + be + main clause

**Examples:**

It will be there tomorrow

**Subject + will + be + clause**

When we want to talk about things what we shall do tomorrow, next week, next month we use words like

- Going to
- Shall
- Will

### **Examples:**

Tomorrow I'm going to write my mother a letter.

She will tell you something good tomorrow

We shall visit you next month

Going to, will and shall show future tense.

Future continues activities

Subject + will or shall + (be) + verb .....ing + clause

### **Examples**

You will be leaving the school at 4:30pm

We shall be singing in the church choir

### **Exercise**

Mention 4 things that you are going to do after you have finished form four

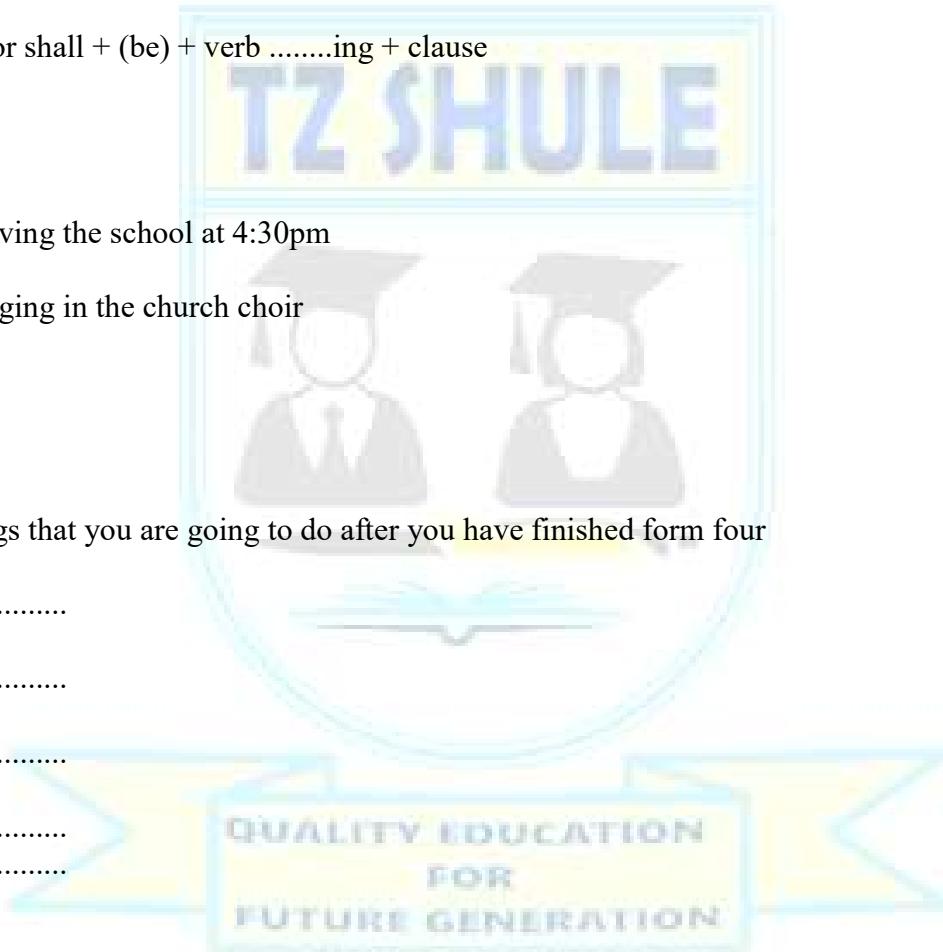
(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....



1. Mention three (3) things which will happen to someone who has HIV/ AIDS

(i) .....

(ii) .....

(iii) .....

### **Note:**

**will** is used all persons in the singular and plural

**for example**

i) you will be wait ii) I will go to the market tomorrow

**Shall** is sometimes used instead of will. It is used in statements in the first personal singular or plural. It shows determination or promise about future activities **for example**

i) We shall play hard and we shall win the game:  
(determination)ii) I shall write to you as soon as I arrive in Mpwapwa (promise)

## READING A VARIETY OF TEXTS (INTENSIVE READING)

### A FOOLISH CUSTOMER

One day Mr. Juha sat in a hotel drinking some coffee. A boy came to him that he was selling afternoon papers. "Which papers do you have?" Juha asked. "I have the Daily News and The Guardian", the boy said. "Well, give me both. How much do they cost?" Mr. Juha asked. "One thousand two hundred for both. The Guardian sells at seven hundred" the boy said, "Oh, that is very expensive; just give The Daily News"

Mr. Juha gave the boy ten thousand shillings note. The boy said he had no change. "Let me go for the change sir", the boy said "No! No! No!" you will run away with my money! Leave your papers here with me" Mr. Juha said. The boy left happily leaving Juha with the papers after two hours Mr. Juha counted the papers that the boy had left. They were only three! Juha laughed Kwe! Kwe! Kwe! Of course the boy never came back

### Questions

Write True (T) or false (F) to the following sentences

- (i) Juha sat in a hotel reading the Daily news
- (ii) The Guardian costs five hundred shillings
- (iii) Juha's change was 8,800/=
- (iv) Juha counted his change

### VOCABULARY

**Customer** - someone who buys things from the seller, buyer, client

**Expensive** - an item whose price is very high

**Cost** - The price of something

e.g. my shoes cost me five thousand shilling only

**Change** - Money left buying something

## EXERCISE

Make two sentences using the words expensive and cost

(i) .....

(ii) .....

## INTERPRETING LITERARY WORKS

Intensive reading: Involves comprehension and summary while reading a class reader (books) its chapters, the following activities should be done.

1. Understanding the writing and pictures on the front cover, usually they summarize or give a piece of information of what is in the class reader (book)
2. Title of the class reader (book)
- A name or topic which is discussed in the chapters
3. Author: A person writes a book must be memorized.
4. Main or chief character(s) he/ she is the main actor
5. Minor character persons or animals in the story
6. Setting (venue – A particular place in which the story take place Example, Dar es salaam, Nairobi, Kampala etc
7. Difficult words should be selected and their meaning understood either by using a dictionary (decretive memory) or according how they are used in the book.
8. To summarize each chapter in one or two sentences and finally the whole book into one to five sentences.

9. The lesson one can learn from the book.
10. The importance or significance or relevant of the book in society

It is still useful or not

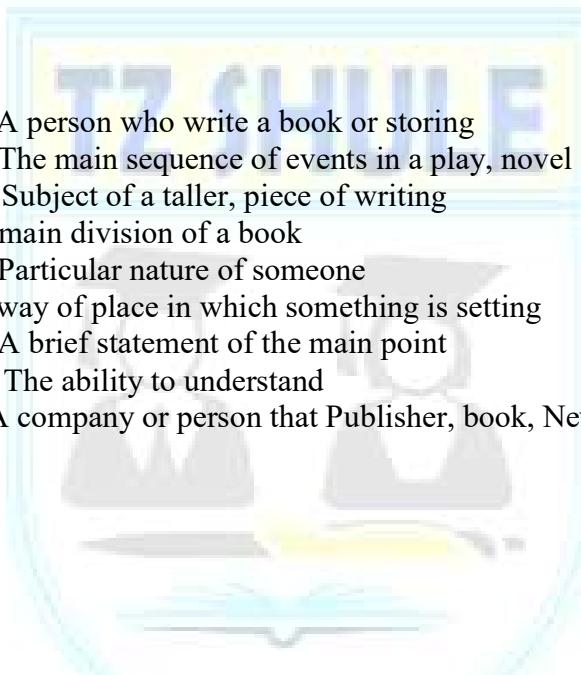
**Intensive reading** therefore means reading deeply while extensive reading refers to reading widely (a lot of book)

**Skimming** – Narrow information into one sentences or passage  
**Scanning** - Reading intensively for specific information

### Definition of terms

- |                   |   |   |
|-------------------|---|---|
| 1. Author         | - | A person who write a book or storing            |
| 2. Plot           | - | The main sequence of events in a play, novel    |
| 3. Theme          | - | Subject of a taller, piece of writing           |
| 4. Chapter        | - | main division of a book                         |
| 5. Character      | - | Particular nature of someone                    |
| 6. Setting        | - | way of place in which something is setting      |
| 7. Summary        | - | A brief statement of the main point             |
| 8. Comprehension- | - | The ability to understand                       |
| 9. Publisher      | - | A company or person that Publisher, book, News, |

Paper, Journal



### CLASS READER

I. Who is the author?

The author is Richard S. Mabala

II. List of what you see in front

- (a) Hawa the bus driver
- (b) The bus
- (c) Ubungo plaza (the weather building)
- (d) 114 (the number route of the car)
- (e) UDA (the name of a car)
- (f) Isuzu (the name of the company of the car)
- (g) T 140 ADS (the plate number of the car)

(h)Coconut tree

(i) Route of the bus K/Koo

III. Mention the name of the publish. The publisher is Ben and company Ltd.

IV. Who is the main character of the whole book why? Hawa is the main character of the book because she is the one who the whole story is taking about her being a bus driver.

V. Names of the character

- (i) Selemani
- (ii) Hawa
- (iii) Mzee Athumanji
- (iv) Saada
- (v) Hassani

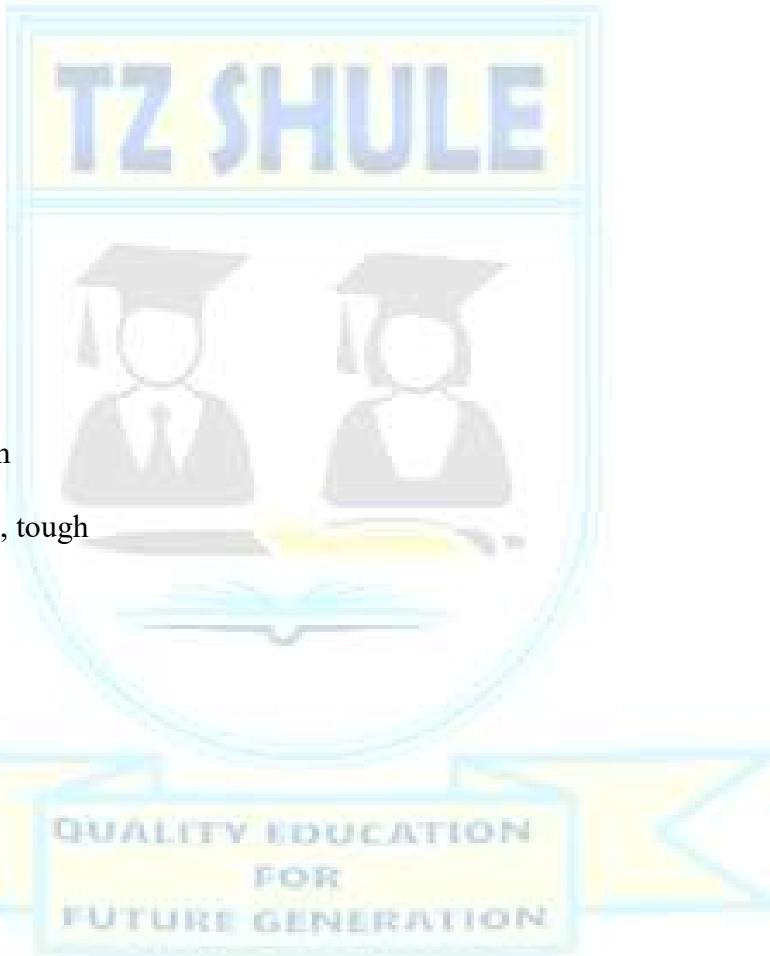
### **Hawa the bus driver CHAPTER I**

#### **HAWA'S DESCRIPTION**

- Famous in Dar es salaam
- Very strong woman, tall, tough
- Weight 82kgs
- Bus driver
- The lioness

#### **SELEMANI**

- Husband of Hawa
- Worker at Urafiki Texttile Mill
- A medicine operator
- Tall, strong
- Smilling, cool



## **CHAPTER II, HAWA'S DAY**

- Hawa lives in Manzese, suburb of Dar es Salaam.
- Two children Hassan and Sauda
- Primary school teacher George
- A nurse Chausiku, best friend of Hawa

## **CHAPTER III HAWA AND THE DRUNKED**

- Hawa focus trouble from a drunkard
- The conductor, Meshack co-operates with passengers to help Hawa comfort the drunkard - The drunkard is taken to police station.

## **CHAPTER IV HAWA AND THE THIEVES**

- During the night shift, A man with a pistol pointed at Hawa
- Hawa hijacked and ordered to drive to Mbezi
- Made attack with a passenger who was in a blue overall
- Hawa stopped the bus abruptly
- The thief was overcome by grabbing the pistol
- The passengers helped
- The thief was taken to the police station
- Hawa becomes the Heroine with mind that arms are like baobab trees.

## **CHAPTER V**

Accidents are common in Dar es salaam due to drivers negligence, driving to fast disobey traffic lights, ignore other cars

Changu ni changu chota chako kwininge

Bus coach hit a primary school boy

- Hawa takes troubles to take him to hosp[ital]

- Passengers are angry as well as police officers her hart is as sweet as ripe mango

## **CHAPTER VI SELEMAN IS JEALOUS**

- Seleman is jealous because his wife is more famous

### **Hawa the great**

- Some of Selemani's friends advised him that it is wrong for a wife to be famous and bad to drive a bus
- Selemani orders his wife a stop driving and stay at home.
- Unwilling Hawa decides to resign
- Before submitting a resignation letter her fellow drivers advice her not to do so until they take with her husband
- After a long discussion selemani changes his mind and allow Hawa to drive after seeking his opinion to.
- Hawa and Seleman, continued to live happy together.

Lesson or significance or importance

Generally, Hawa the bus driver is still relevant in society.

- Heroine drivers
- Role of women to prepare breakfast/ meal for the family
- Mockery against women who exceed in society above men has no place anymore.
- Hijackers of business and planes
- Accidents in urban areas/ cities and highways
- Healous of husband who do not like to hear their wife.

**StructureArticles a, an,**

the, are called articles

## A: uses of article “a and an” (Indefinite Articles)

(i) “a” is used for countable singular Nouns

Example: a book, a boy

“an” is also used for countable singular Nouns but those which start with a pronunciation of a vowel a, e, I, o, u etc.

Example: an elephant, an egg

But we can also say an honest man because although the word honest starts with “h” yet “h” is not pronounced. In pronunciation the word starts with a vowel “O” /Onist/

(ii) a/an are used to refer to things which are not clear to us (indefinite)

Example

- A national party (which one?)
- A man is outside (who?)

(i) a/an are used to introduce something or a person for the first time.

Example:

I bought a radio.

The radio was stolen after two weeks

(ii) an/a are used with illness

Example

I have a cold/ a headache

I have a stomachache

Note: we don't use articles with plurals

Example: measles, mumps

We also don't use articles with: blood pressure, flu, gout or hepatitis

You cannot say

I have a blood pressure but you can say  
I have blood pressure

(iii) an/a are used when describing someone's nationality.

**Example:**

She is an American

He is an African

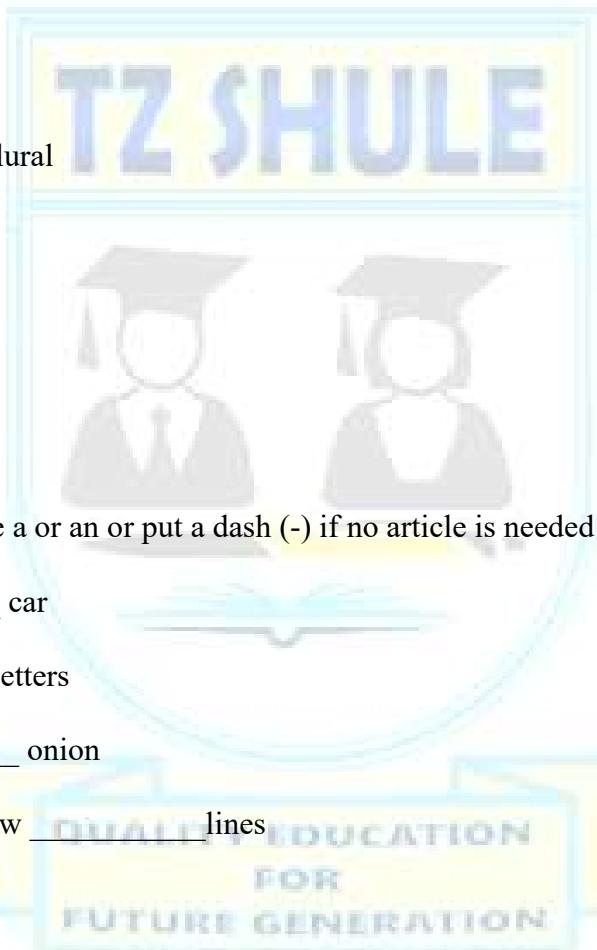
She is a Tanzanian

**Note:**

Do not put a if the Noun is plural

Example: I saw a boys (No!)

But: I saw boys (Yes)



**Exercise**

Put in the space below article a or an or put a dash (-) if no article is needed

(i) I can repair \_\_\_\_\_ car

(ii) I can write \_\_\_\_\_ letters

(iii) I can eat \_\_\_\_\_ onion

(iv) Use \_\_\_\_\_ ruler to draw \_\_\_\_\_ lines

(v) I am \_\_\_\_\_ Tanzania

**DEFINITE ARTICLE “The”**

Uses of “the” is used with the following things:

**(i) Organizations**

E.g. the OAU, the UNO

**(ii) ships**

E.g. The M.V Express

**(iii) before certain expressions of time**

e.g. – in the afternoon

- on the previous day

**(iv) On public bodies**

e.g. the police, the RTD

**(v) HISTORICAL EVENTS:**

e.g. The Arusha

declaration The majimaji

war (vi) Political parties

e.g. The UMD party

The NPP

**(vii) The press**

e.g. The Daily News

**(viii) River**

E.g. The Ganges, The Nile

**(ix) Before musical instruments**

e.g. He plays the guitar

**(x)**

**Mountains**

e.g. The Alps

The

Kilimanjaro

**(xi) Ocean**

e.g. The Atlantic

**(xii) Things mentioned for the second time**



e.g. I bought a shirt and an umbrella,  
The shirt is now old

**(xiii) Used before the name of a country which consist of an Adjective!**

Example:

The United Kingdom

The Soviet Union

The United Arab

But not;

The West German

The Great Britain

The New Zealand



**(xiv) Things which are unique (the only one) e.g. The stars,**

The moon,

The God,

The Angles,

The Kilimanjaro hotel,

The Hilton

**(xv) Used before superlative**  
e.g. The biggest boy The most beautiful girl

**(xvi) The only thing found in the house**

e.g. The wall  
The window  
The roof  
The kitchen  
The floor

**Note:** Do not use articles

(i) In front of uncountable Nouns

e.g. I like butter

(ii) With languages

e.g. English is a world language

(iii) In front proper Nouns

e.g. Mwamsiku is our Headmaster

## INTERPRETING POEMS

## POETRY

**Definition:** is an art which uses imaginative language in a pattern of lines and sounds to express deep thought, feeling or human experience.

However there are different definitions of the term poetry depending on the author, we can generally define poetry as the art of composing or writing poems.

**Note:** poems are meant for singing

### Structure of poetry

1. What is a poem?

It is a piece of writing arranged in patterns of lines and sounds.

2. What is poet? It is an artist or writer who composes poems

3. What is stanza? It is a group of lines divisions in a poem

4. What is a verse?

It is a single line in a poem

5. What is simile?

It is a way of comparing things using words like.....as.....or like.....

## 6. What is metaphor?

It is a way of comparing things without words of comparison

## 7. What is imaginary?

It is an art of drawing word picture by comparing the reality of what is talked about to different but relevant aspect of reality.

## 8. What is rhyme?

Words with some sound at the end of the verse e.g. fly, tie, pie.

## 9. What is alliteration?

Words with some sound at the beginning of words in verse reinforce the meaning.

Example: pixpox , pax pox etc.

## 1.What is reiteration?

It is repetition of a word, a verse or even a stanza for a particular effect

e.g. You are dead and dead and dead indeed

## POETRY ANALYSIS

1. Content – What the poem is about or what it describes
2. Themes/ Message – Lessons we learn from the poem or novel's message

e.g. ignorance, exploitation, friendship

3. Form – how the poem is arranged (stanzas and verses)

4. Mood - attitude of the poet

e.g. happiness, anger, seriousness, etc.

5. Symbolism – using a person or object /animals as if they're people

**Example:**

**EAT MORE GRASS (JOE CORRIE)**

“Eat more grass” the slogan says more fish, more beef, more bread but I’m on unemployment pay my third year now and weed.

**Read the following poem very fast**

Katai is a Masai

Katai can tie and untie a tie

If katai can tie and untie a

tie

Why can’t I tie a tie?

Like katai, cantie

And untie a tie?

Questions

(i) Which tribe is katai?.....

(ii) What can katai do?.....

**Structure**

**BETWEEN/AMONG**

Between - is used with two things

Among - is used with more than two things

**Examples:**

- Kibile is standing between two girls
- Riwa Kariwa is standing among four girls



- The car is between two buses
  - Ruth is among ten girls who failed the exams.
- 

## ANALYSING INFORMATION FROM THE MEDIA

Use of Factual information (F.I) and Non Factual information (N.F.I)

Example

1. HIV/AIDS is mainly transmitted through sexual inter course F.I
2. Violence against women increase their discipline (N.F.I)
3. The sun doesn't move (F.I)
4.  $(2 \times 3) - 5 (4-1) = -9$  (N.F.I)
5. Nairobi is the capital city of Kenya (F.I)

## A WORLD OF COMPUTERS

- Do you know what a computer is?

Have you ever seen a computer

A computer is a machinery which uses electricity or batteries to do many things.

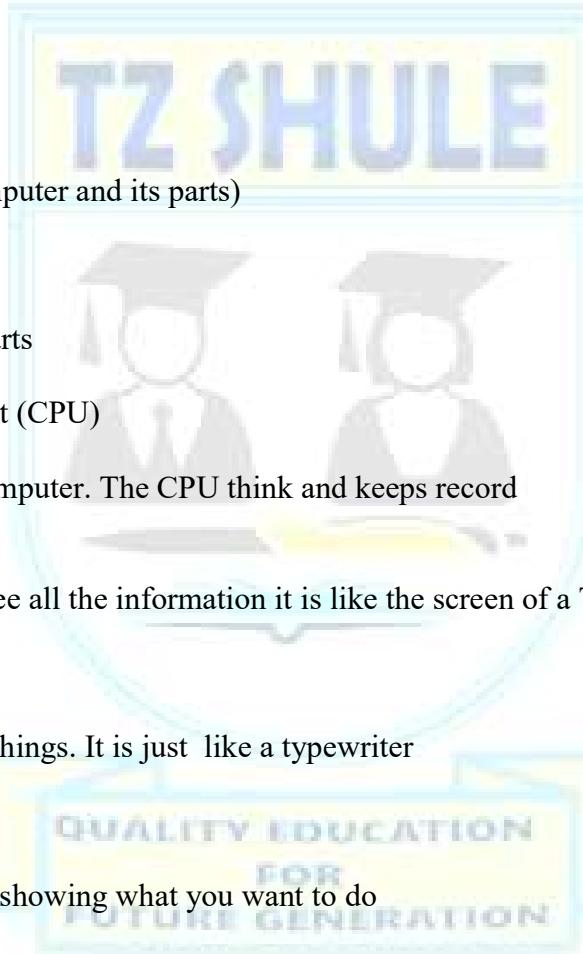
I. What can a computer do?

- Can write letter
- Can draw picture
- Can show diseases
- Can play games
- Can do calculations
- Can teach lessons
- Can count money
- A computer store many names.

## II. Where do we find computers?

We can find computers

- At home
- In office
- At air port - In hospitals at school
- In internet cafes.



(Show the picture of the computer and its parts)

- Parts of the computer

A computer has five main parts

1. Central processing Unit (CPU)
  - This is the brain of a computer. The CPU think and keeps record
  - 2. Display (Monitor)
    - This is where you can see all the information it is like the screen of a T.V.
  - 3. Key board
    - This is where you type things. It is just like a typewriter
  - 4. Mouse
    - This point to the screen showing what you want to do
  - 5. Printer
    - This prints (writes) things like the words you are reading in this book

### Questions

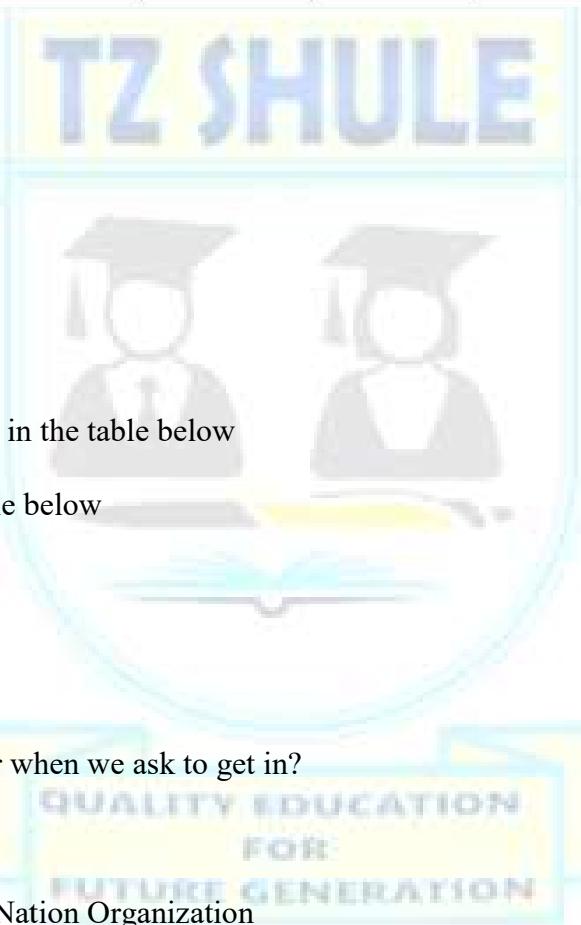
1. Mention three things you think a computer cannot do

1	K		B				
2		N	I				
3		R					
4		U					
5							R
6			K				E

(i) .....

(ii) .....

(iii) .....



### Question

Complete the computer words in the table below

Complete the crossword puzzle below

### A cross

1. What are get a school
2. The past tens of lose
  
7. What do we do at the door when we ask to get in?
  
8. a type of greetings
  
9. The short form of United Nation Organization
  
10. What does a watch tell?
  
13. A type of colour
  
14. One of the countries in Africa
  
15. A country whose capital is Khartoum

### Down

1. The biggest animal in Tanzania
  2. The past tense of take
  3. What we put in vegetables
  4. What we put in the pen
  5. How we pronounce “sick”
  6. The past tense of sit
  7. A short form of mistress
  8. It gives us light and heat.
- 

## WRITING PERSONAL LETTER

### Friendly letters

Use to express your thought and feelings to get something done both the content and the form of a letter say something for you and about you.

The content is what you write in a letter, form is how it

look **There are two main kinds of letter** o Personal

/friendly letter and o Business/ official letters

### Personal /friendly letters must have the following.

1. The letter must have a date
2. An address of whom you send the letter is unimportant.
3. We start the letters with, Dear mother, Dear father, Dear friend, Hello Jack, Hi Marry ect 4. You can start the letter the way you feel No rules!
5. You can put in the letter as many topics as you wish
6. You can move from one topic to the other.
7. You can make jokes, write funny things, ask questions, give short stories.
8. The ending can be; bye bye, please write, take care, your love, lots of love, your friend

## SAMPLE LETTER

AZANIA SEC SCHOOL  
P. O. BOX 9074  
DAR ES SALAAM  
12<sup>TH</sup> FEB,2015

Dear Queen,

Many thanks for your letter. You certainly deserved, this result as I know you walked very hard.

I have been waiting so eagerly for the results of the examinations I did too. I must admit that I have not done half the things I planned to do during this holiday.

However, I have been doing a lot of revision. I have read two books of Geography and novels.

I will certainly let you know my examination result as soon as possible

Your sincerely/love

## EXERCISE

### Rearrange the Sentence and write the letter correctly

- (i) But I'm now fit
- (ii) Will you go home during holidays
- (iii) Our school closest next month
- (iv) Hallow Upendo
- (v) Your friend
- (vi) I hope your enjoy lessons (vii) When are you closing school?
- (viii) Please write to me soon
- (ix) I had Maralia
- (x) How is school
- (xi) Jackline



# TAKING NOTES

## LISTENING SKILLS AND NOTE TAKING

Hearing is the natural ability of receiving sound waves/message

This is normally involuntary e.g. Noise

Sometimes we hear even if we don't want to since we are not deaf

Listening is conscious or intentional attempt to hear to receive the message deliberately  
listening involves some skills which can be taught and learned e.g. to get knowledge to carry out  
Instructions or write notes

## LISTENING STRATEGIES

### -It involves physical and mental alertness

This brings your mind back when your mind can never concentrate

Sit in a manner that you will see the speaker

### -Have desire to listen

This is a person paying attention on what the speaker is talking about tell the mind that you want to concentrate

### -Develop willingness

Be ready to receive new information do not ask too much when you are listening

Give a speaker time to speak so as to avoid misinterpretation

### -Postponed judgments

Don't judge a speaker based on the appearance, dress, language, reputation or speaking style  
concentrate on what he/she is talking

### -Observe

Careful look at the speaker to identify the corollaries which will help you to identify important point emphasized force

### Focus on speakers points view

Understand and listen what speaker believes in e.g. Empathy sympathy or tolerant. Predict and ask questions keep you after all the time and ask questions and predict speaker's next words In cooperation of some stories that are relevant.

## **LOOK AS IF YOUR ARE LISTENING**

Sit straight uncross your legs

## **AVOID BARRIERS/DESTRUCTION**

Don't sit with a person who is talkative. Temperature should be hot or too cold. There should not be too much noise

## **NOTE TAKING**

A good listener is a good note taker.

### **STRATEGIES ON NOTES TAKING**

#### **Be brief**

Speaker speaks many things at a time so one cannot be equivalent observe speakers facial and gestures expression, Write only enough to represent the idea,

#### **Use abbreviation and symbols**

≥ Greater than

≤ Less than

No. Number

? Important point

+ Positive

- Negative

#### **Use point form when writing points**

→ . 1. 1<sup>st</sup>

A 2. 2<sup>nd</sup>

#### **Paying attention to signal words**

These are words which show various points they are useful squad you to take your notes properly.

- They show contrast e.g. But, however otherwise, yet, despite, in spite, of, although, still, even though, never the less.
- They show results hence, thus, therefore
- To show additional – Again, another, more even, furthermore, also, too
- To summarize – conclude, finally, in short, to sum up, to conclude in brief.
- To give / show example - for example, for instance
- To show condition – if, unless, when
- To show similar – equally, as, like, seems, resemble
- To show amount – many, most, several and few
- To show strength – intensively, exactly, indeed, totally, extremely.
- To show – basically, without, doubt,
- To show place - beside, near, adjacent, opposite, over, below, beyond, across.

## WRITING A VARIETY OF TEXTS

### **WRITING TEXTS**

#### **AT THE BANK COUNTER**

#### **DEPOSITION MONEY**

Now imaging that you are at the bank counter and you want to keep your money there. This is called depositing.

In the bank you will be giving PAY-IN-SLIP you must fill in the form correctly.

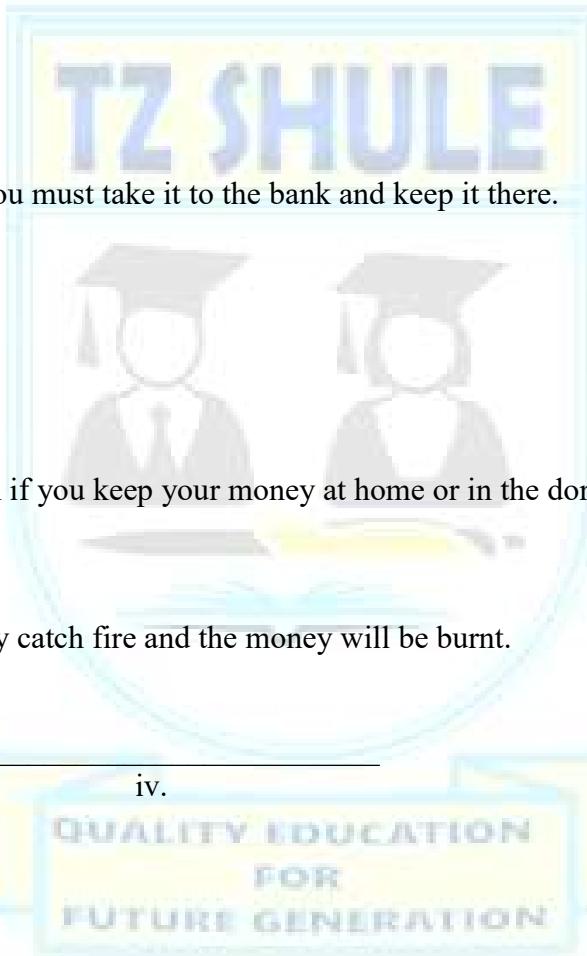
The following are instruction and information, which will help you to fill in the form.

Write your name

Your bank branch is Ubungo. Your account number is 002233445566. Write the date of today write your address. You have the following money

- (i) Five notes of ten thousand each
- (ii) Seven notes of five thousand
- (iii) Thirty notes of two thousand each

At the bank



Exercise:

What bad things may happen if you keep your money at home or in the dormitory?

- i. The house may catch fire and the money will be burnt.
- ii.
- iii.
- iv.

At the bank counters

### Depositing money.

Now imagine that you are at the bank counter and you want to keep your money there. This is called depositing.

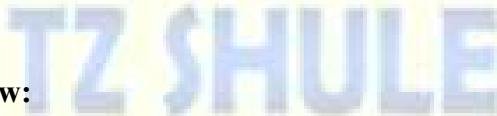
In the bank you will give pay-in-slip. You must fill in the form correctly.

The following are instructions and information, which will help you to fill the form.

Write your name.

Your bank branch is Ubungo. Your account number is 002233445566. Write the date of today. Write your address. You have the following money.

- i. Five notes of ten thousand each.
- ii. Seven notes of five thousand each.
- iii. Thirty notes of two thousand each.
- iv. Twenty eight notes of one thousand each.
- v. Nine notes of five hundred each.
- vi. Eighteen coins of twenty shilling each. vii. Nine coins of one shilling each



Now fill in the pay-in-slip below:

Don't forget to write the total amount you deposited in both numbers and words.

NBC LIMITED BANKING ON PROGRESS		WITHDRAWAL KUTOA	SAVINGS ACCOUNT AKIBA	DATE TAREHE
NAME OF ACCOUNT HOLDER (BLOCK LETTERS) JINALA MWENYE AKIBA (HERUFIKUBWA)				
RECEIVED FROM PESAZIMEPOKELEWA KUTOKA	NBC LIMITED	BRANCH TAWI		
AMOUNT IN WORDS KIASI KWAMANENO	SHILLINGS SHILLING _____ CENTS SENTEI _____			
TELLER'S STAMP &SIGNATURE MUHURI NA SAHIHI YA MWENYE KUHESABU	ACCOUNT NO. NAMBARI YA AKIBA		AMOUNTS IN SHILLINGS KIASI SHILINGI	
	COSTOMER SIGNATURE SAHIHI YA MWENYE AKIBA			
	NEW BALANCE SALIO JIPYA	SUPERVISOR MWANGALIZI	COUNTER CLERK KARANI	TELLER MWENYE KUHESABU

07-013-001  
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## **Withdrawal**

Sometimes you have to go to the bank and take some of the money you deposited. This is called withdrawal.

You don't have to take the whole amount of money you deposited. So you have to fill in the withdrawal form(voucher).

**Now fill in the following form so as to withdraw 112,00/-**

NBC LIMITED BRANCH _____ PROGRESS		PAY-IN-SLIP BANKING ON _____ DATE ____ 20 ____	
ACCOUNT NUMBER (NAMBAARI YA AKAUNTI) _____ ACCOUNT NAME (JINALA AKAUNTI) _____ ADDRESS (ANUANI) _____			
Teller's stamp and signature	amount		
	note	Shs.	Cts.
	10,000/-x		
	5,000/-x		
	2,000/-x		
	1,000/-x		
	500/-x		
	200/-x		
	coins x		
	200/-x		
	100/-x		
	50/-x		
	20/-x		
	10/-x		
	5/-x		
1/-x			
total			
Postal order			
Money order			
total			
Amount in words			
Kiasi kwa maneno _____			
Cba 7-032 emmy printers		signature	

## **Bank balance**

It is very important to know how much money is left in your account in the bank. This is called bank balance.

## **Exercise**

- i. Now fill the following slip so that you can know your balance

**Nbc limited**  
**Banking on progress**

**Bank balance**

Please let me know the balance of my account no.  
..... at the close of business yesterday.

Date : .....  
Sign : .....

---

Shs.....

n.b no allowance has been made for any cheques which may have been issued but not yet presented.

02-08-003

- ii. I think you still remember how much you deposited and how much you withdrew. Now fill in the present balance.

**A Diary**

A diary is a book of records showing things which you may do in the future. It also shows things that you did today, previous days, weeks or months ago. In the diary you should only write important things. We use diaries so that we may not forget important events.

**Exercise**

**The following is a page of diary**

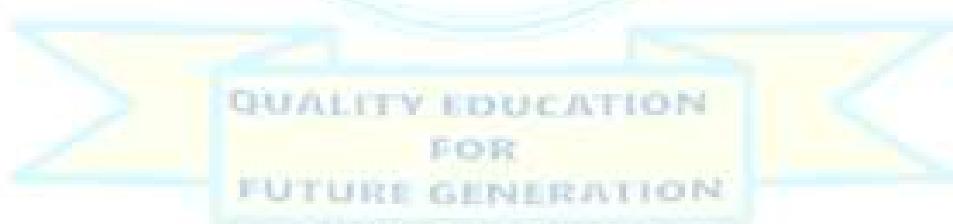
- (i) fill in 5 important things you did yesterday in diary 1.
- (ii) fill in important 5 things you will do tomorrow in diary 2.
- (iii) prepare a month diary and fill in all the important things you will do in that month. Show it to your teacher .

## Diary 1

Year _____	month _____	day _____
7:00 .....		
8:00 .....		
9:00 .....		
10:00 .....		
11:00 .....		
12:00 .....		

## Diary 2

Year _____	month _____	day _____
7:00 .....		
8:00 .....		
9:00 .....		
10:00 .....		
11:00 .....		
12:00 .....		



# THE END