

ESSAY MODELS AND TOOLKITS

A Model Formal Letter 1 Write a letter to the commissioner for Agriculture informing him of the invasion, by certain pests, of farms in your locality and asking for advice and help in controlling them.	
3 Ilesanmi Ajayi Street, Okuta Elerinla Layout Akure. 5 th May, 2025	Sender's address
The Honourable Commissioner, Ministry of Agriculture, Ondo State.	Receiver's address
Dear Sir,	Salutation
PEST INVASION OF OUR CROPS	Title
I write formally, on behalf of the farmers in Aponmu community, to inform you about the invasion of our cocoa farms by pests. Aponmu community is in Akure Local Government Area of the State. Aponmu is an agricultural community with a vast expanse of cocoa farms. Our hope and expectation of bountiful harvest this year has however been dashed by the invasion of rampaging insect pests which attacked our cocoa pods before they were ripe for harvest. In the next few months, we had expected that our cocoa trees would be harvested but our expectation has been thwarted by this pest menace.	MOVE 1: State the problem.
The attack on our cocoa trees was first noticed a month ago with a swarm of black insects on cocoa trees in several clusters. Soon after this, they spread so rapidly that they covered both the stems of cocoa trees and the leaves. As farmers, we attacked the pests with gamallin which we thought could solve our problem but it was to no avail. The application of this insecticide seems to aggravate the situation as the pests spread further resulting in devastating attacks on our cocoa trees.	MOVE 2: Describe the problem and initial response
Sir, the situation is getting out of hand as the pests have started inflicting a lot of damage to the cocoa pods which, instead of getting ripe are now developing dark patches. The pests have eaten up the leaves of our cocoa trees and other valuable crops voraciously and if an urgent step to curb their rapacious invasion is not taken now, that may spell doom for the farmers and result in a colossal waste for the Ministry of Agriculture which had spent a lot of money to provide tools and insecticides for farmers in the state. We have exhausted all our options and we now ask for your help.	MOVE 3: Describe the results of your attempts and request for help.
It is obvious that our local efforts at controlling the pests have not achieved much. The farmers would also need your advice on what pesticides to use in order to forestall future	MOVE 4: Specify the help

occurrence. Therefore, I am using this medium to ask for your advice and urgent intervention to control the menace. We request that you send some of your experts to come and investigate the situation. If you would bring this to the attention of researchers, that would also be helpful.	required.
We would be most grateful if you could use your good office and resources at your disposal to rescue us out of our present predicament.	MOVE 5: Close by thanking the recipient in anticipation of help.
Yours faithfully,	Complimentary close
(signature)	Signature
Adekunle Adewale.	Name

Model Essay on Article Writing 2

Write an article for publication in a national newspaper, on the dangers of drug abuse among youths.

THE DANGERS OF DRUG ABUSE	Title, in capital letters and centralised
Drug abuse has become a matter of constant discussion on the radio, television and in daily newspapers recently. Drugs, medicinal substance formulated by pharmacists for the cure of people's ailments, are used wrongly and abused by people across the social strata. Drug abuse refers to the misuse of a prescribed drug or the consumption of controlled substances. The menace of drug abuse in our country has reached a frightening proportion and it has pervaded every sector of our society. There are many dangers of drug abuse, including danger to families through self-medication, including incidence of deformity in children and psychiatric illness, upsurge in crime and the shame to the country in the international community from drug couriers and carriers.	MOVE 1 : INTRODUCTION: State the topic, define the key terms and state the main points.
Many children die from wrongfully administered drugs purchased by parents from neighbourhood chemists or open markets without doctor's prescription. . It is common to see young children with one deformity or the other. Many women abuse drugs in pregnancy, buying drugs without doctor's prescription during pregnancy, leading to the birth of deformed babies. Drug abuse also leads to psychiatric illness. Youths take drugs such as heroin, cocaine, Indian hemp, codeine and tramadol under peer pressure to conform. Many of them end up in psychiatric hospitals.	MOVE 2: State the first issue and discuss it.
Many crimes in the country can be linked to drug abuse. The high rate of criminal activities is a pointer to the danger inherent in drug abuse. Armed robbers and the like operate under the influence of drugs which make them to be so daring and ruthless in their nefarious activities. There is also the rising incident of date rape, where a girl is drugged by a boyfriend with such drugs as Rohypnol or a cocktail containing indian hemp.	MOVE 3: State the second issue and discuss it.
Our national prestige and honour are not spared of the gruesome effect of the social malaise called drug abuse. Many Nigerians travelling abroad are subjected to derogatory search at the points of entry into other countries. This has destroyed our international image as many Nigerians are found to be carriers and couriers of these hard drugs.	MOVE 4: State the third issue and discuss it.
It is certain that drug abuse has poised a lot of dangers to our society and the government has to do something about it. Our people need to be enlightened about the dangerous consequences of drug abuse. Mass enlightenment campaigns should be organised by governments at all levels. In addition, the government should promulgate a law which forbids the sale of drugs in common open market and there should be a law which forbids a chemist from selling drugs to the public without a prescription from the doctor. Religious	MOVE 5: Summarise the points and provide solutions. Identify those who should

bodies also have a role to play in educating the public about the dangers of drug abuse. Pastors and imams should preach against drug misuse and abuse. As respected people in the community, their opinions carry a lot of weight.	provide the solution.
Gbade Anifowose	First name and surname
Ilara-mokin, Ondo State	Address

Model Essay on Informal Letter Writing 3

Your friend in another school has requested some information about your school to enable him decide on moving over to your school. Write a letter to him discussing at least three areas in which your school excels.

Oyemekun Grammar School, P. O. Box 234, Akure. 12 May, 2005.	Sender's address
Dear Babajide,	Salutation
I am sorry for failing to reply your last letter on time. How are you? I hope that you are fine. You had requested for some information about my school, so as to enable you decide whether you were moving over to my school or not. I've been extremely busy because of my recent appointment as the senior prefect.	MOVE 1: Introduction
Well, I am happy that you requested for information about my school and I'll give you three areas in which my school excels. Firstly, my school is recognized nationwide as one of the best schools in Nigeria because of its academic excellence. The students in my school are well-taught in such a way that they are prepared for challenges they might face educationally and socially in future. The teachers, who are qualified in their different areas of studies, ensure that we understand what they are teaching us. This has been helping us to perform brilliantly in our examinations. Our teachers ensure that they carry out their duties effectively and efficiently because they know that they play a very crucial role in our lives. This is the secret behind our brilliant performances in various external examinations.	MOVE 2: Acknowledgement of previous communication/ and first reason
Secondly, my school ensures that we have good etiquette and morals. The students exhibit good morals both within and outside the school. In fact, you cannot be a student of the school and display bad behaviour and morals. Just last year, my school appointed three teachers who are specialists in civic and moral education. Their job is to teach students good manners so that they can be disciplined men and women in the future. The school does not tolerate bad behaviour and indiscipline of any kind and it ensures that students obey all rules and regulations of the school. The school is doing this because it realizes we are the future leaders of this great country who will lead Nigeria to greatness.	MOVE 3: Second reason
Thirdly, my school has well - equipped facilities which make learning interesting to its students. It provides all the necessary academic facilities for the academic growth and development of the students. It has a big library that is well-stocked with relevant books and teaching aids which are used in teaching. The library is air conditioned and the students are allowed to read in the library and borrow books or educational journals, but students are	MOVE 4: Third reason

always discouraged from writing notes on them our laboratories for science students are well-equipped with all necessary apparatus and chemicals; they are second to none in the state. Sporting facilities like football field, basketball and tennis courts are available.	
Jide, I believe it will be in your best interests to move over to my school. You are an excellent student and I believe you deserve the chance to shine. Give my best to Peter and David. I hope they are making progress too in their studies.	MOVE 5: Conclusion
Yours sincerely,	Complimentary close
Abiodun.	First name only

A Model Narrative Essay 4

Tell a story that ends with the words: It was a bitter experience, but I learnt my lesson.

Francis Olajomiloju was my classmate in secondary school. During our secondary school days, we were very close and intimate. We were close friends to the extent that we used to exchange visits and my parents knew Francis very well and his parents knew me. While in school, we shared many things together and we left the school the same year. When we left secondary school, Francis and I still maintained our friendship for some years. While he was working in an insurance company, I worked with a government research institute and we shared the same apartment since we were both unmarried. The opportunity we had to live together further cemented our relationship and we did most things together.	MOVE 1: Introduction. Set out your story and name the major characters in your story and your relationship with them.
A few years after this, Francis had an opportunity to travel out of the country to the United States of America and we exchanged letters for the first two years of his stay overseas before I heard nothing again about him. Some years after this, I resigned my appointment to take to business of buying and selling. I got married and my wife, Atinuke and I joined hands to set up a business outfit. We were doing very fine as we were selling agricultural produce.	
Three years after my separation with Francis, he came back to Nigeria and he was able to locate me. I was very happy to see him and I introduced him to Atinuke who readily accepted Francis as our family friend. Francis told me that he had gone into business and that since I was a business man, we could transact business together. This is how we started joint business outfit with the hope that Francis' connection overseas will be of immense assistance and leverage since his wife is an American. Francis went on several business trips on behalf of our joint business venture; this made my wife and I trust him. His assurance that nothing could go wrong made me not to listen to the warning of my wife not to be too trusting. In any case, Francis and I had been friends for so long and because of our long-standing friendship, I wholeheartedly trusted him. My wife had always warned me against being too trusting and advised that I should go with Francis at least once so that I could know where Francis bought the goods. Francis dealt faithfully with us for two years: promptly sending goods from abroad and declaring profits.	MOVE 2: Set up the crisis and your mistake

<p>After two years of business transactions, Francis came down to Nigeria and told me that there was a business transaction which we could do together. The business, according to him, involved importing a lot of electrical equipment which would cost two million naira. He asked me to raise one million naira and that he would add the remaining one million naira. Despite my wife's warning against going into the business with such colossal amount of money, I decided to sell some of our property and borrowed money without her knowledge. I gave the money to Francis and he travelled to America.</p>	<p>MOVE 3: Restate your error and how you ignored warning signs.</p>
<p>I waited for six months expecting Francis to come back with the electrical equipment. After six months, I received a note from Francis which read: "I AM NOW A MILLIONAIRE, GO TO BLAZES, DON'T LOOK FOR ME. YOU ARE A SUCKER". The horror of it hit me and I fell backward into my seat. "It was a bitter experience, but I learnt my lesson."</p>	<p>MOVE 4: Close your story; remember to include the quote.</p>

Model Speech

You have just ended your tenure as the president of a youth club in your community. Write a speech which will be delivered at the last general meeting before you leave office, recounting your achievements and expressing your hope for the future of the club.

<p style="text-align: center;">A VALEDICTORY SPEECH DELIVERED BY THE OUTGOING PRESIDENT DURING THE ANNUAL GENERAL MEETING OF DECEMBER 26, 2009.</p>	<p>Title, all capitals</p>
<p>Good afternoon, Chairman, members of the Greenleaves Youth Club, Distinguished Guests, Ladies and Gentlemen. I welcome you all to this memorable occasion which provides me a golden opportunity to address you all. First and foremost, my special thanks go to Almighty God who has spared our lives till today. I must not fail to express my deep appreciation to all the members of this club for their contributions in one way or the other. I am also excited for your full support towards this successful Annual General Meeting (AGM).</p> <p>Mr. Chairman, Distinguished Guests, I want to crave your indulgence to tell you a short history of our great club. Greenleaves Youth Club was established six years ago. At its early stage, most youths regarded it as a time-wasting club that would soon die off, but today the club has been able to record tremendous achievements.</p>	<p>MOVE 1: Introduction, state the occasion, and acknowledge the audience, and state the name of the club.</p>
<p>Firstly, our club has helped the community in many ways. Before the inception of the club, our community had no good hospital. I can remember that a few years back, no fewer than one hundred people died of malaria fever in this community. Our community is about forty kilometres to the nearest city where our people can obtain good medical treatment. As a result of this, our club contributed money and raised fund for the building of a standard hospital for the community. Today, we thank God that the great edifice where our people can obtain medical treatment has been donated by our club to be used by the community. In addition to that, we paid the salaries of the doctors, nurses and other auxiliary officials of the hospital for six months before it was finally handed over to the state government.</p> <p>Secondly, we have constructed and tarred a few roads in the community. The only road which links our rural community to the nearest city was expanded and tarred while four streets were constructed and tarred. Presently, we are still working on some other ones.</p>	<p>MOVE 2: Identify some of the projects that the club has done.</p>
<p>However, in spite of all the achievements during my tenure as the president of this club I also encountered a lot of problems. Actually, as expected, the major problem I encountered was lack of funds. The club was financially handicapped especially when we were embarking on some of the capital projects mentioned earlier on. Definitely, we would have achieved more if we have more funds at our disposal.</p>	<p>MOVE 3: Explain some of the challenges you faced that hampered your performance.</p>
<p>In conclusion, I thank all the members of this club once again for the job well done. Our club has achieved a lot of recordable progress in this community, the financial crunch notwithstanding. As the outgoing president, I urge all our members to wake up anew and gear up to achieve more this year. I urge the incoming team to build on our achievements. My thanks</p>	<p>MOVE 4: Conclude by thanking the audience and encouraging the</p>

go to all distinguished guests here present. Thank you and God bless.	incoming team.
Thomas Israel	Name
President, Greenleaves Youth Club	Title