

# M S C E

## Note-Making

# Made Simple

With 80  
Practising passages

**Wysong M. Phiri and Thoko D. Phiri**

# MSCE

Note-Making made simple

*With sample note-making passages*

Wyson M. Phiri & Thoko D. Phiri.



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## **PREFACE**

Experience has shown that many students find difficulties in Note – Making Practices. This is evidenced by their undesirable performance in both Terminal and National Examinations. Students who are on home studies or attend evening classes, or open schools face more difficulties due to limited time they have for their studies.

Performances in Note – Making affect students negatively due to lack of intensive practices or lack of relevant materials for practices. It is against this background that the authors have come up with this book. It is tailored to give chance to both teachers and students to have more practices on Note – Making before students sit for National Examinations in order to improve their performances.

The materials have been designed and re arranged to conform to the current Malawi School Certificate Examinations Syllabus. The passages will help students to get information for their daily lives because other subjects have been integrated. It tackles issues of Road Safety, H.I.V/AIDS, Cookery, Agriculture, Social, Life Skills, History, Financial Literacy and Issues of governance.

Many examples have been given to enable those on self – study to have more practices. There are over 80 passages for Note-Making in this book.

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# **NOTE-MAKING**

## **Definition**

Note making refers to process of summarizing a passage by putting its important points into note-form through identifying headings, main points and supporting points. However, it should be understood that this is slightly different from summary which involves picking out main ideas and writing them in prose form. On the other hand, note making involves the same idea of picking out main ideas from the passage but writing them using standard rules on *layout, brevity and content or style*.

When awarding marks, the teacher considers whether the student has achieved these aspects successfully: layout, brevity and content or style. There is need, therefore, for students to be well versed with these important terms in order to achieve maximum results.

## **Note-making terms**

### **Fair-copy layout**

Where a student is unable to write the notes at once he or she is allowed to make a rough-copy which must be crossed out after being transferred onto a final-copy. The systematic way in which the final notes are arranged is called fair-copy-layout. Here are some general rules on layout:

- i. Write the heading in the middle of the top of the page.
- ii. Write the heading in capital letters and never underline.
- iii. Skip a line in moving from one main point to another and never

- between supporting points.
- iv. Write the points in lower-case and underline but do not underline the supporting points.
  - v. Points of a similar rank must take the same vertical line.

Since it is a fair-copy-layout, students are expected to be neat. Here is a sample layout of notes.

### NOTE-MAKING

#### A. Main point

- i. Supporting points

## Brevity

Technically, in note-making notes are a compression of a whole passage. The expectation is that must be shorter than the original passage both in length and in content. The ability to make the notes as brief and as clear a possible is what is known as brevity. It is recommended for notes to be in phrases or short forms. Brevity can be achieved by:

- i. taking only that which is important or relevant
- ii. generalizing a sequence of events or a list of examples
- iii. using standard symbols
- iv. employing appropriate abbreviation and acronyms
- v. cutting the sentences into more words or phrases

## Style

Style demands the title to be suitable, the points are relevant and the examples necessary. It is the ability to give a true reflection of what is in the original passage. From a single passage, students may bring out a lot of different titles. Marks will be awarded a suitable title only. Similarly, Students must try as much as possible to write the main points in a similar form and the supporting points in a coordinating style.

As already pointed out note-making is similar but in a way different from the actual summary that comes under comprehension. Here are more points illustrating the similarities and differences.

## **Similarities**

- i. Both aim at reducing a long passage.
- ii. Both require a suitable title.
- iii. Both involve relevant information only.

## **Differences**

- i. Summary is done in continuous prose while note-making is done in point or note-form.
- ii. While the use of symbols is acceptable in note-making, they are not allowed in summary writing.
- iii. The layout in note-making uses numerals or letters while that in summary is not labelled.

## **The importance of mastering note-making**

Becoming well-versed in note-making while still in secondary school has many advantages. Besides the fact that it adds to getting a better grade in English, it heightens the skills of studying and getting better grades in other subjects in the curriculum. As a student studies a topic in Biology, for example, he or she will make notes so that when there is need to revisit the topic, the student does not return to the originally longer passage. This saves time and helps the student take a quick look at the notes just before an important exam.

Furthermore, the skills of note-making are necessary in college. The pressure of having to source information from books that are in demand by several other college students cause a heart-attack to the one who lacks the skills of note-making, especially that of looking for relevant information.

Lastly, there are special professions that require mastery of the skills of note-making. The fields of law, education, journalism and many others require use of such skills. Note making also helps one when making presentations and, the audience is able to follow with ease. Therefore, students need to become well-versed in note-making.

Students need to understand that every paragraph has a topic sentence and supporting sentences. A topic sentence carries the main idea. The other sentences support this main idea. Consider the paragraph below.

*Charcoal burner is one of the stoves. This stove is cheap to buy and it is very good for cooking where charcoal is obtained easily.*

The main idea in this paragraph is about charcoal burner as one of the types of stoves. The other sentence is supporting this idea by elaborating its advantage as being cheap and again its disadvantage is that it requires plenty of charcoal. In this case, the title is obviously noted as 'types of stoves' from the main idea itself. Therefore, this paragraph can be written as follows in note-form.

### Types of stoves

1. Charcoal burner
  - A. Cheap
  - B. Requires a lot of charcoal

Take note that in note-making, copying passage is not allowed. Hence, students should learn to pick out the main points and supporting points then putting these in short form ie word, phrases or sentences but without changing the original meaning.

## General rules on how to write notes

1. The title should be placed at the centre of the page and capitalized or underlined if in small letters but capitalise each initial word should be capitalised.
2. The main points can be placed inside or outside the margin while underlined and numbered either using Arabic or Roman numerals. Always skip a line before writing the next main point.
3. Supporting sentences should be in small letters but it is recommended that the first letter should be capitalized.
4. It is better to put the main points in Roman numerals, the supporting points in Arabic or vice-versa. If there is a minor supporting sentence,

it carries the same numbering of Roman numeral as in the first case or vice-versa as well.

5. When writing the points, one has to be brief with the sentences without changing the idea of the original passage. This is what is called brevity as already discussed above.
6. Usually, omit articles (a, an, and the) and other unnecessary words.
7. Always use figures instead of words when referring to quantities such as 200 instead of *two hundred*.
8. There is need to use commonly used symbols and abbreviations . Some of these are listed below.

## Some common Symbols and abbreviations

Percent %, plus +, division ÷, less than <, more than >, equals =, and &, number #, pie π, with, square root √, parallel //, multiplication x, and at @.

There are many abbreviations that one can use but have to be acceptable ones. Some of the commonly used abbreviations or short forms are listed below.

### Acronyms

### Short forms

Africa - Afr

African Union - AU

United Nations - UN

Zomba - ZA

Blantyre - BT

Malawi Kwacha MK

### Other words

Et cetera/ so on - etc

General - gen.

Reverend - rev

Attention - attn.

Information -	info.
Department -	dept
Pages -	pgs
Certificate -	cert
Approximately -	approx
Catholic -	cath.
Mountain -	mt.
Member of Parliament -	m.p
Example -	e.g.
Private -	pvt
Malawi -	Mw
People -	pple

Days/months	
January -	jan.
Monday -	mon.
Tuesday -	tue.
Wednesday -	wed.
Thursday -	thurs
Friday -	fri.
Saturday-	sat.
Sunday -	sun.
Minutes -	min.
Hour -	hr

## Measurement

Metres -	m
Centimetres -	cm
Millilitre -	mm
Kilograms -	kgs
Kilometre -	km

## Example 1

These days, cooking is becoming difficult in rural areas because of scarcity of fire wood. Besides, using fire-wood for open fire produces a lot of smoke. This passage describes kinds of stoves and how they are used.

*Charcoal burner* is one of the stoves. This stove is cheap to buy and it is very good for cooking where charcoal is readily available.

*Primus* is also another type of stoves. This is paraffin stove and it is very quick and clean. It needs very good care. If you are buying a primus ,you should ask the seller how to use it or get a manual. Use primus store with care. Fill it with good quality paraffin.

*Homemade stove* is another type; there are many different kinds of mud and brick ovens which can be built. They are not very expensive. Home made stove don't need a skilled person to build. They save a lot of fire wood.

in additional, we also have *dover stove*. This type is very good because it does not use a lot of firewood. Moreover, several pots can be heated at same time, as the oven is being used.

Lastly, *blue frame cooker* is also another type of stove. This is also a paraffin stove, it uses wick and is similar to a lamp. It is simple to use and look after, however it is not as quick as the primus. Keep it clean. Soot should be removed off the wicks each day with a little soft paper.

## TYPES & USAGE OF STOVES

1. Charcoal burner
  - A. Cheap
  - B. Good for charcoal areas
2. Primus
  - A. Quick & clean
  - B. Follow user manual as needs good care
  - C. Needs good paraffin
3. Homemade/ mud & brick oven
  - A. Cheap
  - B. Less firewood use
4. Dover
  - A. Less firewood use
  - B. Heats more pots same time
5. Blue-frame cooker
  - A. Easy use & care
  - B. Paraffin usage
  - C. Not quick as primus

## Example 2

In the localities where we live, we witness different forms of home-based abuse in many families. Children, women and even men are victims of such violence. Therefore, let us discuss how such violence manifest among various people.

Many parents abuse their children in many households. This is clear where children are denied food as a form of punishment when they have done something wrong. It is also wrong when parents decide not to buy clothes and other basic needs to their children.

Sometimes we also hear of step fathers raping their step daughters and this is totally unacceptable. Often such girls end up being impregnated by these unreasonable fathers. The pressure of becoming mothers at tender ages is unbearable. As such, this form of abuse should not be tolerated in any way.

Another form of abuse is by their children to parents. If children have immoral behaviour they cause psychological torture to their parents. Imagine, your own child refusing to go on an errand to buy soap for washing even his or her clothes. If children start to take some drugs and substance that change their sanity, they also bring psychological harm to their parents.

Lastly, women also abuse their husbands in many ways. Some women they refuse to give food to their husbands if there is any disagreement even though it is that husband who bought the food. Not only that but by not allowing a husband to enter the house after coming late home. This also is an abuse.

### Home Based Abuse

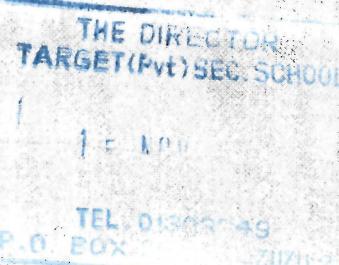
#### 1. Parents to children

##### A. Bad punishments

- food denial

##### B. Basic needs denial

- clothes etc



#### 2. Step fathers to step daughters

##### A. Rape

- early preg. result

3. Children to parents

A. Immorality

- errand refusal
- drug & sub. usage

4. Wife to husband

A. Food denial punishment

B. locking husband out

## Example 3

In different areas, we witness special occasions taking place and more especially during weekends. This passage covers hints for writing on such exciting events.

First of all, one needs to make sure the event is worth writing about. In this case, the story should be unusual, exciting, frightening or in other way of special interest. Once the story has one of these elements, it is then worth writing about.

Secondly, make sure the first paragraph very interesting. Give details about time and place or something very interesting which makes readers want to read on.

On the other hand, it is very important to tell the story in chronological order. This is how most stories are told which makes convenient for the writer. This enables the reader to follow properly the story.

Finally, it is essential to write about something that really happened. Make your experience and local knowledge of places and customs strength evy your writing. Include plenty of detail about people, place, dress to make your story as real and as believable as possible. In addition, include a little direct speech to add life to your account.

## How To Write Exciting Story

### A. Be worth telling

#### (1) Extraordinary

### B. Have an Introduction

#### (1) Interesting

- setting etc

### C. Have a Body

#### (1) Chronological

- enables reader's understanding

### D. Be factual

#### (1) Use personal experience

- setting & characters

#### (2) Use fig language

- direct speech

## Example 4

As one matures, one begins to think of getting married. This is where a man and a woman commit their lives to one another and begin to stay together. This passage highlights some of the factors which help in preserving marriages.

Married partners are need to be honest. They should be frank and should not hide anything from each other. An honest person avoids premarital sex which before marriage. This enables marriage partners to be faithful to each other and avoid infection with HIV/AIDS.

It is also important to have a forgiving and forgetting attitude. Partners need to discuss their conflicts amicably and learn to forgive each other. On the other hand, they need to forget each other wrongs.

Married couples are also supposed to endure or persevere as they can face difficult times. They need to endure and avoid being taken away by emotions especially during misunderstandings. This enhances the spirit of love and care.

Lastly, partners need to have mutual care. They are supposed to care for each other like in times of sickness and in disability.

#### FACTORS FOR MARRIAGE PRESERVATION

##### I. Honesty

A. Frank & open

(i) enhances faithfulness

##### II. Forgiving & forgetting spirit

A. peaceful conflict resolution

##### III. Endurance

A. Be unemotional

(i) enhances love & care

##### IV. Mutual care

A. In bad times

## Example 5

Financial administration involves carrying out decisions concerning finance. Financial administration is concerned with raising financial resources to meet the needs of an individual organization or a country and utilizing the resources in the best interest of the people in that particular organization or country. This passage outlines five aspects of financial administration.

To begin with, finance administration involves planning. This involves determining what shall be done in the future; it looks at collecting information or ideas and later prepares programmes and policies for achieving desired objectives.

Budgeting is also another aspect finance administration. Budgeting involves the preparation and approval of financial plans on a monthly or annual basis.

Control ensures that the estimated revenue and budget allocation is accounted for. Accounting involves recording all revenue and expenditure permanent record.

Auditing it ensures that accounts are correct. Adequate systems of internal control must exist and helps to ensure that financial transactions do not infringe laws and regulations. This ensures budgeted allocations are not overspent or misappropriated.

### Financial Administration Aspects

#### 1. Planning

- (a) Future prog. Preparation

#### 2. Budgeting

- (a) Financial prep. & approval

#### 3. Control & accounting

- (a) Recording income & expenses

#### 4. Auditing

- (a) Internal control existence & law adherence

## Example 6

How often do you hear people say that are hopeless during examinations? Perhaps you have said it about yourself. In my opinion, this is just a way of excusing yourself in advance for failure. So, banish such thoughts from your mind. Success in examinations depends on your skill in adapting to examination conditions. Here are some of the factors to consider if one is to succeed in examinations.

Firstly, let us look at the examination room. It may seem very obvious, but there is need to arrive outside the examination room several minutes before the official start of the examination. Make sure you know the exact dates and starting times of all your examination papers. Have an adult or friend to verify the times with you well before the examinations start. Also check that you have all the writing equipment and anything else you will need for the examination. Make sure that you listen to all the instruction from the person taking charge of the examination room. Focus your attention entirely on the examination.

Secondly, consider the examination papers. Read all the instructions very carefully. If you have a choice of questions, check how many you have to answer and decide which ones you will tackle. Even if there are some questions that seem rather tricky, do not allow yourself to despair. Read the questions very carefully, look for key words that tell you what the examiners are looking for: "Imagine you are a foreman" . . . , "summarise in your own words" . . . , "give the meaning of" . . . and many more. Always pinpoint exactly what the question is asking you to do and answer accordingly. You will not gain extra marks for doing more than the question specifies, but certainly, you will lose marks if you do not answer it fully.

Thirdly, think about time. Most examination papers have more than one section and it is usually indicated how long you should spend on a particular section. Always take the advice given by the invigilator about time. The time spent on any one section is linked to the number of marks which have been allocated to the section. The same rule applies to individual questions and the marks they receive. The number of marks given to a question gives you a hint as to how long your answer should be, or how many separate points you should give. Also make sure that you leave a few minutes to check over what you have written. It is surprising what errors you can make in the heat of examination writing.

Finally, consider the handwriting. Examiners are human. They prefer legible and clear handwriting. Although they will claim that handwriting does not influence their assessment, research has shown that teachers generally reward more favourably those pupils whose handwriting is good, and then do

something about it well before examinations. You cannot suddenly change it overnight. It has to be a gradual and conscious change to complete legibility.

## How To Succeed In Exams

### 1. Exam room

#### A. Punctuality

- i. know exam dates & start. time

#### B. Have all writing materials

#### C. listening Carefully

### 2. Exam paper

#### A. Instructions

- i. read & choose questions carefully

#### B. Focus on key words

### 3. Time conscious

#### A. Spend reasonable time on each section

- i. listen to invigilator

#### B. Spare time for corrections

### 4. Handwriting

#### A. Clear & neat

- i. rewarded more marks

*Adapted from 2011 MSCE Examinations English Paper III.*

## Example 7

Soil takes hundreds or even thousands of years to form. However, it can be destroyed or lost in a matter of hours. This is why soil erosion has become one of the most serious environmental problems which the country faces today. There are several causes of soil erosion.

The first cause is deforestation. This activity removes vegetation cover and exposes the soil to adverse conditions. In serious cases, the soil can be washed away by heavy rain. As running water gains speed, small channels, and some gullies are formed. The eroded soils build up in and gradually weaken irrigation channels, rivers and reservoirs. Sometimes, these soils may even cause floods.

Apart from deforestation, certain methods of farming can cause more soil problems than others. For example, ploughing up and down the slope, rather than across, can increase the rate of soil erosion. Crops which are planted in rows, or crops such as sunflower which do not give complete ground cover, can encourage erosion if they are grown from year to year. Although this problem does not always lead to serious erosion, it certainly reduces crop yields.

Another major cause of soil erosion is overgrazing by both domestic livestock and wildlife. The vegetation is destroyed and the top soil is removed. This is most serious around drinking places and along tracks near kraals. In the Central Region and parts of the Southern Region, the system of herding cattle in dambos during the rainy season causes severe gully erosion. Once they are affected in this way, these dambos are no longer able to retain water to last through the dry season.

Burning is another important cause of erosion, especially if it occurs late in the dry season. The great heat of fire destroys the structure of the top soil and removes all the vegetation which protects it. This exposes the surface of the soil to erosion when the first rains come.

Finally roads that are poorly designed can cause soil erosion. This is because they lack proper drainage systems. As a result, gully erosion can be formed in cases of heavy rains, in rural areas, this problem can hinder development.

In fact, we should understand the full impact that soil erosion has on the economy of the country for us to combat this problem.

## CAUSES OF SOIL EROSION

### 1. Deforestation

- A. Veg. removal
  - channels & gullies formed
  - resulting in floods

### 2. Poor farming methods

- A. Ploughing along slope
- B. Row planting
- C. Poor ground cover crops
  - sunflower etc

### 3. Overgrazing

- A. Drinking places & kraals
  - lead to veg. & soil destruction
- B. Dambos in rainy season
  - unable to retain seasonal water

### 4. Dry season burning

- A. Top soil structure destruction
- B. Veg. removal

### 5. Poor road designs

- A. Lack of proper drainage sys.
  - resulting in gullies caused by rains

*This is adapted from 2009 MSCE Examination Paper III.*

## Example 8

What human beings do in life in one way or another it is known to generations to come and this is what is known as history. This passage talks about sources of history. As such, there are three main sources of history.

Firstly, it is through oral traditions, and is not written in any book. This source involves remembered stories which are handed down from parents to children from one generation to generation. This is also known as remembered history. Mostly, this takes the form of legends, myths, poems, songs and proverbs. It is passed on by word of mouth and preserved in people's mind and not in a library. Its disadvantage is that people can easily forget what or when the event happened. Further, they may either tell lies or add details that are not necessary. Some people can also be biased or prejudiced when telling what happened for one reason or another.

The study of remains of ancient times that are buried in the ground known as archeology is also another source. Such remains include human and animal skeletons, the bones of animals, tools, weapons, pieces of pottery (broken pots) and paintings. These are called artifacts. This source of history is sometimes referred to as "digging history" Archaeologists find out the dates of artifacts by using a scientific method called carbon fourteen dating. Archaeology is useful in that it can tell the kind of people that lived in ancient times like farmers, hunters, traders, and fishermen simply by studying the weapons, tools and equipment that they used. Further, this also helps to estimate the dates of these objects. However, it cannot tell all the facts about the past.

On the other hand, we have written records. This is the history that has been written down and preserved in such forms as books, letters, diaries, photographs or newspapers. Before paper was invented, people wrote on clay tablets, stones, wood or skins of animals. This is the most reliable way of knowing about the past because it cannot be easily altered or forgotten. It is also easy to keep and it is more accessible to many people.

## Sources of History

1. Oral tradition / remembered hist.
  - A. Passed thru oration
  - B. Kept in pple's minds
  - C. Easily forgotten & distorted
  - D. Useful 4 no written records
2. Archeology / digging his.
  - A. Artifacts discovery
    - C14 dating
  - B. Good @ estimating dates & how pple lived
3. Written hist.
  - A. Preserved in written docs.
  - B. Easily kept



## Practice passages

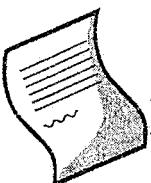
These passages have been arranged according to the level of difficulty considering the language used; organization of ideas and whether the concept discussed is new or known to students. It tackles issues of road safety, H.I.V/ AIDS, cookery, agriculture, social, life skills, history, financial literacy and issues of governance.

Read the passages carefully and afterwards make summaries of them in NOTE-FORM. In your note:

- a. Provide a suitable title for the passage
- b. Give the main points

c. Supply supporting points for each main point

Marks are awarded for Note-Style, brevity and fair-copy layout. Candidates who simply copy the passage are penalized.



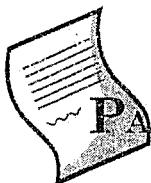
## PASSAGE 1

Floods are one of natural disasters which cause great damage to human kind. A vivid example is the 2015 floods that hit different areas in Malawi like Nsanje, Blantyre, Phalombe and Mulanje. There are several effects of 2015 Malawi floods which include, property destruction, soil erosion and human displacement.

Firstly, we witnessed property destruction more especially in Nsanje District. When the running waters were going down the slopes of this area houses were carried away leaving a lot of families homeless. Not only that; even domestic animals such as cattle, goats, sheep, and chickens died with these running waters.

Secondly, in Blantyre, people were displaced as a result of their houses being brought down. One wonders where they went. We should appreciate the efforts of the government and other well wishers who provided a camp site at Chirobwe Township. However, the main challenges included lack of food, and shelter just to mention a few.

Another effect of these floods was soil erosion. As the running waters carried along the soil a lot of nutrients were also lost. This was more serious in Phalombe and Mulanje. This again implies that people in the area might not have enough harvest due to lack of soil nutrients that were carried away.



## PASSAGE 2

Summary writing seems difficult to many students. When they are given a passage to summarize, they find it difficult to undertake the exercise. This passage is about how to write a good summary.

Firstly, identify the key words in the question. Establish exactly what information you are required to find from the reading passage.

Secondly, collect all relevant information. Read carefully through each section of the reading passage, and find all the relevant information.

Step three, write a draft version. Draft your first version of the summary. Write in continuous prose. Count the number of words you have used in the draft. This will help you to produce a final version of the correct length.

Next, edit the draft. Make any necessary adjustments to ensure that you do not exceed the number of words allocated to the task.

In addition to that, write a polished version of the summary, a continuous and accurate prose. Proof-read it , count the number of words you have used and write that number at the end of your work.

Lastly, put a diagonal line through the draft version of your summary. Cross out your summary or any other notes you may have made. Rough notes are not to be marked.



## PASSAGE 3

Agriculture production depends largely on natural resources. This passage outlines major natural resources which affect agricultural production.

Soil influences the agricultural production by anchoring and supporting plant roots. The plants are able to absorb plant food from the soil. Soil also provides a suitable environment for microbes and other living things which are helpful in the growth of plants.

Rainfall is the main source of water in Malawi. Water also influences agricultural production in many ways. It is essential for fishing, seeds germination, dissolution and uptake of plants elements or nutrients. It also helps in cooling plants and animals through evaporation and respiration.

Wind is essential for driving windmills and for seed germination. It helps to brings rainfall, helps in pollination of plant, seed dispersal and drying crops such as air cured tobacco and groundnuts. Therefore, wind plays a vital role in agriculture production.

The role of vegetation to agricultural production cannot be over emphasized. Vegetation provides cover to the soil, protecting it from the damaging effects rain drop forces. It helps to retain water in the soil. It also helps to maintain the balance of gases in the air by taking carbon dioxide and releasing oxygen which purifies air.

In general, it is very important for a farmer to know the importance of soil, rainfall, wind and vegetation in agricultural production.



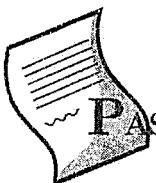
#### PASSAGE 4

Today's topic is about land and how it affects agricultural production. There are three main characteristics of crop production.

The first characterist is land size. The amount of land determines the size of production. The greater the size of land a farmer has, the greater the scale of production. A large farm can have several enterprises which can support each other.

The next characterist is quality. The quality of land is determined by its fertility, soil structure and soil texture. For example flat land with loam soil has crumb structure is likely to produce high crop yields.

The last point is location. The geographical position of land is important. Land which is to a road or a market has greater value, as it is easier to reach consumers with commodities from the land than that which is far away. Land close to consumers adds value. It also reduces transportation costs because the farmer will not travel long distances to the market. When the produce is on high demand, consumers follow the farmer to the garden to buy goods from there.



#### PASSAGE 5

This passage is about methods of cooking. Read the passage carefully. Note carefully the important points about each of them.

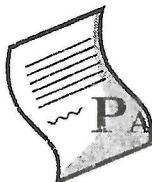
Firstly, boiling the water is one way of cooking. This method is especially good for cooking all kinds of vegetables. Put enough water to cover the food. The pot must be covered. It is necessary to keep the water boiling all the time of cooking. When done, take the cooked food out of the water at once.

Secondly, stewing, this is cooking by boiling slowly. Stewing is done in little water. This is a good method of cooking because it produces the gravy which is eaten with food. Foods cooked by this method are meat and fish and all kinds of vegetables and food. Have enough water to cover the food. Keep the pot covered. Cook very gently and lastly cook for a long time.

The third method of cooking is frying; this is cooking in hot oil or fat. Shallow frying is when there is just enough fat to cover all bottom of the pan. Deep frying takes place when there is enough fat to cover the food. Example of food cooked like are, fish and eggs or foods which have been already cooked such as potato cakes. Heat the fat until it is smoking. Fry only two or three pieces of food at a time so that the fat does not get cool. Fry pieces on one side till they are brown, then turn them over and fry the other side. Do not turn over many times. Take out fried food with fork and gently shake off fat or oil back into the pots.

The next method is baking and roasting. This is cooking in an oven. A good example is cooking using hot air. This used for cooking cakes, scones and biscuits and also for roasting meat.

Lastly, steaming is another method of cooking. This involves cooking in steam rising from boiling water very gently, such as fresh fish or foods with eggs. Place the food in a basin with a tight fitting cover. The pot must be large enough to make the basin fit easily with plenty of room all round. The water in the pot should come half way up the basin.



## PASSAGE 6

Vegetables give us good health and protect us from diseases. They also help to purify blood, build strong bones and teeth and help bowels to work properly. This passage outlines ways of preparing vegetables ready for consumption.

Let us begin by looking at raw vegetables. Nowadays people have started taking raw vegetables. Raw vegetables are important for our healthy. Raw vegetables and fruits contain vitamins. They protect us from diseases, unlike when cooked when they lose most of the vitamins. Only fresh vegetables give adequate vitamins. The example of vegetables which are good to eat raw are tomatoes, lettuce, carrots, cucumber, green pepper, celery and young cabbage. All vegetables must be fresh.

Raw vegetables can be prepared in the following way: wash them with plenty of cold water. In case of lettuce and cabbage, divide leaves and wash very well

inside. Scrub carrots and celery with a clean tab. Place them in a clean basin and cover with a plate. This will keep them fresh until meal time. Vegetables prepared this way are called salad. Salad can be eaten with hard boiled eggs or cold meat or maize porridge. It is also useful to take on a journey.

Let us also consider boiled vegetables. Vegetables for cooking must be fresh. Boiling is the simplest way of cooking vegetables. Wash the vegetables in clean cold water to remove soil. For green beans, always pull off outside skins and string. Cut large vegetables into neat sized pieces. Put in a pot of boiling salted water enough to cover the vegetables. Boil fast until vegetables are tender, and then strain off the water at once. Use the soup and toss the vegetables in a little oil or margarine, or mush till smooth adding a little fat. The following vegetables can be cooked through boiling: cabbage, green beans, pumpkin, sweet potatoes and spinach.



## PASSAGE 7

Soup is liquid food made by boiling meat and vegetables like onion, beans, potatoes, and spinach in water. This passage is about kinds of soup and how to prepare each type.

Firstly, we have potato soup. Use six medium sized potatoes. Get two small onions or one bunch. Use one table spoon oil, one tea spoon salt and four cups of boiling water, wash the potatoes and peel thinly and cut into thin slices. Heat the oil, cut up the onions and fry, but not to brown. Add potatoes and mix with fat and onions. Add salt and boiling water. Cook the potatoes as they are very soft. Mash the potatoes then mix flour and milk. Add the mixture to a pan, bring gently to the boil and wait for a few minutes.

Another is tomato soup. Roast ground nuts and remove their skins. Cut up onions and tomatoes. Heat the oil and fry onions lightly. Add ground nuts and fry for a short time. Add tomatoes and fry all together for a short time. Add salt cover and cook gently for three quarter of an hour keep on stirring from time to time.

Another way is to pour water and salt in a pot and bring to the boil. Add pumpkin leaves to the boiling water and cook for a short time. Cut up some tomatoes. Add pounded ground nuts (nsinjiro). Put the lid on the pot and cook gently for half an hour. This is called vegetable soup.

Another type of soup is made from beans and tomatoes. Wash beans, cover with cold water and soak them for overnight. Later put the beans and water into a pan, add salt and sliced tomatoes, cook them all together till there are tender.

Lastly, there is soup from stewed beans. Soak beans overnight and cook in the water in which they were soaked till nearly tender. Heat oil and fry onion till brown. Dip pieces of meat in a little flour if meat is to be added. Remove the onions from the pan and fry the meat quickly then return onions to the pan. Add sliced tomatoes and cook for few minutes together with the onions and meat. Add beans, salt or paper and cook all together gently till tender.



## PASSAGE 8

Governance is the means by which power is exercised in the management of a country's economic and social resources for development. Good governance is the exercise of public power to manage the plans outlined in the manifesto of a ruling political party or parties in government. The following are the fundamental principles of governance.

Legitimacy, which means being lawful and properly accepted. The exercise of power and authority should be lawful and accepted. One way of achieving legitimacy is to assume office through a public process such as an election. An elected representative is a legitimate leader because the vote reflects the will of people to have him or her in office for example, as class monitor, prefect, students union, members of parliament or president.

Mandate which implies the legitimate authority to do something. In governance, the authority to govern is gained or achieved through social contract, granted through a public process such as an election and referendum. It is a process to test public trust or renew the mandate of public office.

Transparency, which implies openness and sharing of information. It is free flow of information and unrestricted public access to it.

Accountability, means to be answerable those that governed are answerable. The success of accountability depends on appropriate and affective mechanisms for checking the actions of those holding public offices. The elected representatives must always remember that they hold power on behalf of the people.

Separation of power. Separation of duties among the three branches of government, the executive, legislature and judiciary branches each of these has its roles and checks the excesses and abuse of power in the other. It includes checks and balances for example the courts (judiciary) can rule against the decisions passed by parliament or made by the president if they unconstitutional.

Citizen participation, means citizens taking part in the public affairs of the country. Participation is not only a right; it is also the duty of citizens. It is the process through which all stakeholders influence and share control over the priority setting, policy-making resource allocation and access to public goods and resources.



## PASSAGE 9

The discovery of fire was an event of immense importance. The ability to make fire raises humans above beasts, we are able to eat cooked food and to live in cold climats. This passage outlines kind of fuels and how they are used.

The earliest fuel ever used was wood, which was burnt to cook food and provide heat. It was later used to melt metal to make tools and weapons. If wood is used in industrial processes, the smelting of iron for example, it is best made into charcoal first for providing more intense heat with less smoke or ash.

In some parts of the world other readily available fuels have been used, and are still used to cook food and heat dwellings. Animal dung is dried and used as fuel. For centuries, peat which is thick vegetation found in marshy land, has been dug up dried used as fuel.

Then came the discovery of a certain stone dug out of the ground, which would burn with great heat but caused little ash. Coal was discovered as fuel. Using coal, humans were able to develop steam power to drive trains and great steamships as well as to heat homes and cook food.

In recent years, natural gas has been discovered in vast quantities under the sea. The gas is stored and then pumped through underground pipes. Sometimes natural gas is piped into homes and factories in far places.

Oil is probably the most widely used fuel. It is found underground on land and sea in many parts of the world. We use petrol to drive cars, diesel which powers the engines of most lorries and buses, and kerosene is widely used to heat homes, school, offices and factories.

Modern windmills are used to produce electricity, which is used for lighting, heating and power. Wind mills are also used to pump water from beneath the ground. They are also used to grind grain and drive machinery.

Water is being used for energy. When flowing water turns water wheels, power is produced to grind grain and work other machines. Water wheels are used to produce electricity. Huge dams are used to produce hydro-electric power.

Solar power is energy which comes from the sun. Various devices use the heat of the sun to heat water for warming homes and schools. Solar batteries can produce enough electricity to power electronic calculations and even provide enough energy to drive light cars and planes.

Some attempts have been made to utilize geothermal energy, which is to use heat from hot rocks beneath the earth's crust. One way of producing this power is to pump cold water deep into the ground and then recover and use the hot water produced. It can be used directly for heating or it can be used in electricity production.

Finally, atomic nuclear power is also another source of fuel. It is derived from minerals such as uranium and plutonium. Many countries have nuclear power stations. The release of nuclear radiation can have a devastating effect on human and animals.



## PASSAGE 10

Do you know that chickens not only provide us with proteins but also provide us a delicious and mouth watering meals? The passage you are reading now discusses some of the points to remember when preparing a chicken.

To begin with, let us consider live chickens. Feel the end-point of the breast bone to determine the age of the bird. The more flexible this is, the younger the bird. Check that the bird is not molting by running the hand against the feathers. If there are small feathers coming through under the large ones, the bird is molting, will be harder to pluck and slightly tougher. Check the amount of meat on the bird by feeling the breast. The breast-bone should be well covered and should not feel sharp.

Another factor is slaughtering poultry. Poultry should be slaughtered by cutting the head using a sharp knife then hanging the bird by the feet to allow the blood to drain. Too much blood left in the bird leads to discoloured and unattractive meat.

Plucking is another point worth noting. The bird should be dry-plucked, preferably in a room with no drought as the feathers blow about in any wind. The feathers may be moistened with cold water to avoid this. Do not use boiling water before plucking.

Apart from the three points above, eviscerating is another factor to consider. Make sure that all internal organs are removed and the cavity is well washed out, to remove congealed blood. Remove the oil gland from the base of the tail.

Slit the neck skin along the back for about five centimeters or two inches and remove the neck-bones, lungs and kidneys. Cut through the slimy connective tissue inside the neck-skin, insert two fingers along the wind-pine and remove it and the crop.

Furthermore singeing is another factor. When as many feathers as possible have been removed, the rest may be singed off with a flame from mentholated spirit. Place a little menthylated spirits in a tin lid, set it alight then turn the bird over the blue flame. Do not return any mentholated spirit to the bottle. Do not singe the bird over a candle as this type of flame would taint the flesh.

The final point is about birds bought ready-dressed. Remove the giblets as soon as the bird is sufficiently thawed. The liver tends to deteriorate rapidly and could turn the whole bird in a short time. Giblets should be used at once or kept in a freezer until needed.



## PASSAGE 11

Accidents claim many lives in Malawi and the world at large. Many Children have become orphans due to road accidents. This passage outlines problems of travelling by public transport.

Buses and minibuses are becoming a threat to many people as they travel through the roads of Malawi.

Passengers experience poor services from buses and minibuses. A journey which should take thirty minutes may take an hour or more due to frequent stops by the minibuses and buses. They stop where they are not supposed to stop. Besides, minibuses are always crowded. Four to five passengers are forced to sit on a seat meant for three passengers.

The services are often unreliable and expensive. In some parts of Malawi, passengers wait hours for buses which never come. Buses rarely keep to the published timetables. They are often full when they arrive which make other passengers to stand throughout the route. School boys and girls who travel by buses or minibuses are always late to school. Some students spend more on minibus fares than food.

Minibus and bus journeys are dangerous. Most of the roads are untarred. There are many pot holes. As vehicles travel along the roads in the dry season, clouds of dust fill the air. This is risk when it rains, the roads are extremely

slippery, and bridges across swollen rivers are sometimes damaged.

Despite government's safety campaigns and regular police road checks, many vehicles are not serviced properly. This brings serious mechanical defects which can cause buses or minibuses to crash.

Accidents are sometimes caused by drunken drivers and pedestrians. Police records show that half of all serious road accidents involve those who have taken alcohol.



## PASSAGE 12

People like to have afternoon tea when visitors come to our homes. As such, they are served with scones, cakes or biscuits together with tea. The following passage shows how to prepare a cake to be served with tea.

Firstly ingredients, make sure you have all the necessary ingredients and equipment. Your cake can spoil if you have leaved it half made whole you are engaged in something else.

Secondly oven, prepare your oven in good times so that when your cake is ready your oven will be the right heat. When you have used your oven a few minutes you will know how long it takes to heat cakes need mostly top heat to make it rise and so when using a pot or oven the fire on top should be greater than the fire underneath when using a Dover stove or an oil stove the shelf is general placed near the top of the oven.

Thirdly cake tin, see that your tin is clean and dry grease the tin thoroughly on the bottom and round the sides or cut a piece of clean paper to fit the bottom of your tin and after greasing tin place the paper in and grease the paper too.

A well cooked cake should be a well risen ,brown on top and firm to the touch. Take a piece of fine grass and stick it in the middle of the cake to touch the bottom the grass comes out with no cake sticking to it the cake is ready.



## PASSAGE 13

Milk is an important food. This passage is about keeping milk safely for consumption.

You must be careful to ensure that milk is clean because germs grow quickly in it. People who milk cows must always wash hands very well. Also wash the udders of the cow with a clean damp cloth. Ensure that the container you are storing milk must be clean too and cover up the milk with a clean lid as soon as the milking is done. If you are buying milk from someone, go and watch them milking to check for otherwise do not buy.

If you are buying your milk in a bottle, see that the bottle is clean fill the bottle with clean cold water. Immediately when you pour the milk out of the bottle it very well first in cold water and then in hot water. Also wash the cork of the bottle in the same.

Always boil your milk before drinking it or using it for tea. If you are using the milk for making soup it will be boiled in the process. This is the way to keep our milk clean and safe to use.



## PASSAGE 14

This passage talks about rules for making bread.

Everything must be warm until the bread is ready for the oven. However, do not make it hot basin should be warmed and the water for mixing should be warm. The mixture should be put in a warm place. If you keep it hot, the yeast will be killed and the bread will not rise.

The mixture should be well stirred till smooth and it must be handled tightly. The dough should be covered when put to rise and to keep it warmth cover the dough's with a clean damp cloth and set it in a warm place.

If you have a plastic bag, use it and grease the inside of the bag with a little oil. Put the tin or bowl of dough inside the bag and tie up the bag need not set the dough in a warm place. Wash the plastics and use it again, as bread

should be put in a hot oven for the first 10 minutes then the heat reduce to moderately hot so that it will cook through without burning outside. When the bread is ready it becomes brown on top and sound hollow when tapped on the bottom.



## PASSAGE 15

Going to our local markets, we find different fruits like mangoes, peaches, guavas and many more. Often times, such fruits are given to our children. This reason, this passage talks about how to make sure that the fruits you give to your children are safe and clean.

Firstly, check the quality of fruits that you give to your children. Ensure that fruits for eating should be ripe but should not be over ripe. Do not eat any fruit which is bruised or beginning to rot.

Then before eating the fruits, wash them very carefully in clean cold water and then rinse it in cold boiled water. Then put the fruits in a safe place if you are not eating.

When you give your children fruits to eat make sure you clean their hands and advise them not to drop the fruit on the ground. When eating avoid making it dirty to keep germs away. Children should be taught to put waste in a rubbish pit as skin peels will attract flies and make the home untidy.



## PASSAGE 16

There are many home made drinks which are important for our health. Tea, coffee, cocoa, pawpaw, drinks and lemonade are good for both supplying liquid which the body needs and helping to keep healthy and cleaning the body. Follow the following steps to make good homemade drinks.

Tea can be made in a teapot through a kettle. Take good clean water and bring it to the boil. Then pour a little boiling water into the teapot or kettle. Leave it for a few minutes to warm the pot. Pour away this water and put in

tea leaves. Then pour on boiling water at once and put the lid on the teapot tight.

Coffee can best be made by putting the coffee into a pan and shake the pan over a low fire for a few minutes till the coffee smells. Add boiling water and stir well. Place the pan on the sides of the fire to keep it hot. Leave it for ten minutes then strain and serve with hot milk or as you wish.

Another drink is cocoa. This drink is especially good for children and to adults as well. It has a good flavour. To make cocoa measure the cocoa in a cup according to the number of people and add a little smooth paste. Pour the remaining milk and hot water. Stir until boiling and add sugar to taste.

Pawpaw drink is made from ripe pawpaw seeds, little juice of lemon sugar and boiling water. Put the seeds in a basin and pour enough boiling water to cover the basin and leave it for two to three hours. Then strain it, add sugar and lemon juice as well as add cold boiled water to taste.

The other drink is lemonade. For you to prepare lemonade you need to have a lemon, two cups boiling water and one tea spoon sugar or honey. Wash the lemon and slice off a few pieces of the yellow outer skin cut the lemon and squeeze out juice and remove pips. Place peel in a jug, pour on boiling water, cover and leave till cold.



## PASSAGE 17

It is important to choose carefully the food we give to children, old people and sick people. Children do not have strong digestive system, while old people's bodies begin to get tired and they may not have teeth to chew hard foods. Sick people become weak and need foods that can be digested. This passage outlines points to be followed when choosing foods for different groups of people.

Firstly, foods which will help to give good health and easily digested such as fruit juice pawpaw tomatoes and cooked vegetables. Such foods can be given to children, old people and sick people.

Give plenty of fuel foods to children. However, give only a little to sick people in bed or to old people who are not working. Put on to the plate enough food to eat not too much to avoid age waste and also to avoid spoiling appetite.

Very sick people may need special diets or according to the doctor's prescription they may probably need liquids. Such liquids contain build up strength nutrients, which are quickly and easily digested such as milk and eggs. If they are unable to take any foods, but water give them cold boiled water, rice water and orangeade, beef tea and lemode are good for sick people



## PASSAGE 18

Wool is very expensive and it takes long to knit. These garments are often spoiled during washing. This passage gives simple rules for washing woolen garments.

Wool is soft fibre and should be treated gently. Hence, do not use hot water and do not use too much soap or toast and wring woolens. Again, do not dry in the sun.

Secondly, use only a good quantity of soap, not use blue soap because it shreds. Soap finely or use scraps of soap. Fill a tin with water and place aside till the soap is dissolved. Make a lather rubbing soap on a brush and shaking the brush in warm water. Repeat this till good lather is produced. Use only pocket soap or soap flakes which are recommended. This may be soap powder or soap lakes. Then sprinkle a little to produce the desired lather.

When washing woolen garments avoid washing more than two to three clothes. Choose a windy day, turn garments inside out and shake to remove dust if there are holes draw them lightly to prevent holes getting big.

Select the lightest coloured and cleanest garments and wash them first. Wash by kneading and squeezing under soapy water. When the garments are wet it stretches easily. Socks must be washed inside and outside. Rub very dirty pores on a little lather but do not use hand soap. Place the garments on a towel or a thick cloth while gently pulling it into its correct shape.

Drying woolen garments, dry heavy and loosely knitted garments by spreading out on the ground. Choose shady place and spread out a dry towel or cloth and place the garment on top to dry. While drying shake it now and again, as this will raise the fibre and keep the garments safe. Socks should be left to dry till they feel quite dry to touch.



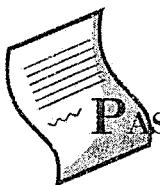
## PASSAGE 19

People send their clothes to the laundry to make them look clean and smart. However, not everybody can afford to send clothes to the laundry. This passage talks about rules to be followed when ironing cotton clothes at home.

To iron garments successfully they must be damp. Make sure to damp the clothes before starting ironing. Wipe the table clean before damping. Spread the clothes evenly on the table and damp them on the edges or thick parts such as hems, collars and cuffs. Deep fingers into a basin of water and gently straighten the edges. If the article is such as a pillow case or dress, damp the top half first. Roll up from one end to another without making any creases. The dampness should spread throughout the garment.

Use a strong and good table for ironing. Hang over large ends of large articles. Spread the blanket evenly so that there are no creases. Take a clean cloth or sheet and spread evenly on top of the blanket. Place a clean brick on which to stand the iron on the table. This prevents the iron from the burning the cloth and the blanket.

Heat the iron according to the required heat. The iron should not be too hot in order to avoid scorching. When ironing, always check the heat especially when using a charcoal iron.



## PASSAGE 20

A leader in a democratic society is a person who has the following qualities, impartiality, honesty, open-minded, transparency and accountability. These qualities of a leader are very vital if country is to develop.

Every leader is expected to be impartial. He or she should not be seen favouring a certain group of people as opposed to the other. He should treat all the citizens equally.

Leaders must be honest with the people they lead. They must tell the truth no matter how bad situations are. He or she must be responsible for their actions or deeds.

A leader should be open-minded. He or she should be willing to consider ideas that are new or different from his. Accommodating other people's views makes a leader helps make informed decisions when views are well scrutinized.

Transparency is exercised by a leader when he or she openly discharges duties. Everyone should be able to see and access information on what they do. They should not hide information pertaining to public matters.

Finally, leaders should be answerable to what they do and this is what is called accountability. They should be willing to explain back whatever they do in discharging their duties.



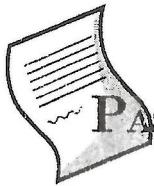
## PASSAGE 21

A kitchen is a very important place in the home. It is where food is prepared. This passage gives hints on how to look after the kitchen.

If the kitchen is not well managed, it can be a breeding place for germs and diseases. Daily cleaning of the kitchen should be the normal practice. Flies bring diseases and they also like dirt. The kitchen therefore, must always be clean by sweeping the kitchen every morning. Do not sweep the rubbish outside, collect and bury it in the rubbish pit.

Shut the windows and doors of the kitchen after sweeping so that the dust can settle. Wash the dishes and plates outside while the dust is settling. Remove all the dust from all furniture. See that everything is put away tidily. Sweep again after each meal and wipe the table clean.

To prevent attracting flies, wash all dirty dishes and pots after cooking. Put all scraps of food and rubbish into a rubbish container or throw them in a rubbish pit. Cover the rubbish pit with little clean ash. At the end of the day empty the rubbish into the rubbish pit, and cover with clean soil. This will make good compost for your garden. Do not leave food in the kitchen when it is hot because the food will go bad easily.



## PASSAGE 22

Gender is an interactive term which describes the behaviour and roles played by males and females as a result of social expectations. Gender changes from one culture to another and within culture from one social group to another. This passage outlines the key concepts of gender.

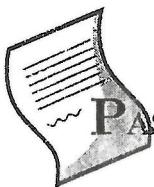
Sex refers to biological aspects of an individual that characterise that individual as male or female. The aspects do vary from culture to culture. Gender issues refer to ideas, comments and language concerning men and women.

Gender bias refers to discriminatory attitudes, practices and policies on socially constructed beliefs about male and female roles which limit the full range of a person's capabilities or opportunities.

Gender equity is the principle of fair treatment which leads to gender equality. Gender equality is the application of comparable standards of status, rights, respect and opportunities irrespective of gender.

Gender stereotype is a socially prescribed set of expectations about the roles of females and males which has no basis in their capacities.

Lastly, gender discrimination is preferential treatment that leads to one sex at a disadvantage compared with other. For example, treating women better than men simply because they are females without any justifiable reason, this is really discrimination.



## PASSAGE 23

Gender roles are set of expected behaviours and values associated with men and women. Those roles are attained through different socialization experiences; children get socially determined assumptions and viewpoints. Children learn the cultural definition of who does what in life as they grow up. Besides that, gender roles are also learnt through sex - linked associations with anatomy , reproductive functions and division of labour.

The provisions of an enabling environment for one to participate fully and effectively on equal terms with others in all aspects of development are called empowerment.

Power is the ability to realize one's goals in spite of opposition and direct actions of others.

Productive roles refer to activities and tasks carried out by women and men to provide for the household and community economically, for example cash crop and livestock production activities that generate income for the household.

Reproductive roles refer to activities and tasks carried out by women and men to bear children or reproduce and care for the household and community.

Community linked roles refers to activities and tasks which involves collective organizations of social events and services at community improvements self help activities and preparation in groups local politics church and funerals



#### PASSAGE 24

The country has increased access to education particularly at primary school. It is also increasing access to secondary school through construction of new secondary schools but the greatest challenge is to ensure girls' persistence in attainment of education. This passage focuses on factors affecting girl's education.

Early pregnancy and marriage forces girls to drop out of education and their school careers are cut. School girls' seem to have no business in school; they are labelled as failure and stigmatized. Girls develop a negative self image of themselves which leads to poor performance. Unfriendly education environment more supportive career guidance and counseling services.

The costs of schooling fees, books, pencils and uniforms are high, leading pupils to drop out of school during times of economic difficulties. Parents opt to withdrawal their girls from school because education of boys is regarded as more important and should be given first priorities.

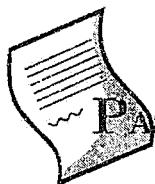
Girls are expected to do household chores and make education take the back seat.

Tradition demands special concern for girls' privacy and reputation. The distance girl's travel to school affects their access to schooling; this may push girls out of the education system.

Adverse school environments, lack of gender sensitive and culturally appropriate facilities may be embarrassing for adolescent girls to share toilets with boys absence of toilets affects girls more than boys.

Absence of role models also affects girls' education. Female teachers act as role models for girls but in a country where there are few female teachers this sends the signal that schools are not places for girls. Shortage of female teacher at secondary school level may also inhibit girls' school attendance.

Some rules and regulations that schools enforce in terms of subject to be studied by girls and boys affect the student's career aspiration and discourage them. Persistence and attainment in education hinder girl where school may ask girls to enroll in home economics and boys in metal work this restrict girls to more of feminine career and do not provide them with challenging career aspirations.



## PASSAGE 25

Gender roles are considered important especially in African countries. There are a number of ways in which gender roles are developed some of which are listed below.

A child is born in a community which has established names, expectations values and attitudes towards life through the socialization process. Children learn how others view them and how they view themselves. They come to understand how society defines them and what it expects of them in terms of the social views of gender through socialization and expectations.

Assignment of duties according to Malawi culture, is based on the understanding that the primary role of a woman is to bear and care for children and do household chores while men are associated with construction and repair of houses and household facilities.

The community plays a vital role in shaping gender roles and expectations through communication. People particularly children come to learn how society defines masculinity and femininity. Again, individuals learn and develop the behaviour personality characteristics, emotional response and beliefs through communication.

The society has a number of socialising institutions which play a role in setting up gender roles peers family gangs, churches and schools teaches children cultural dictates of gender which influence on gender identity of males and females and how sex group should behave or what is expected of them to do



## PASSAGE 26

The process of arriving at a decision is usually referred to as problem solving. This passage seeks to on the basic steps to follow in problem solving.

Firstly, one needs to recognize the problem . Perception and hearing help you to recognize a problem once that is done be convinced that a problem exist get inflammation to establish the problem.

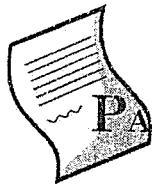
Secondly, diagnose the cause of the problem. This means finding the source of the problem to assess the remedy, for example patient's explanations must be satisfactory.

Thirdly, develop some possible solutions to the problem. This involves thinking regarding different ways of going about solving a problem regarding gender ideas, facts and figure. This is a stage of incubation the process can be visited from time to time until a moment of inspiration comes face to face with you.

The next point is to evaluate the possible solutions. This is a filtering process gradually eliminating options until only two to three are left the first is to get rid of obviously unsuitable possibilities.

The fifth point is to choose the highest priority out of the evaluation stage. Take the decision once and consciously it become a rule and our future actions are geared to this rule.

Lastly, implementation turning the decision into action this is the step that actually makes things happens. This may require you to take action or may communicate to others to take such action.



## PASSAGE 27

Communication is something we do all the time and flows either upwards or downwards. Communication in an organization is very vital, if the organization is to realize maximum productivity. The passage below gives the advantages of downward communication.

It builds and maintains employee's morale and goodwill towards the organization and management. Personnel get information about promotion, working conditions and salary etc. They can easily access such information.

Routine and special activities are kept in smooth motion. If employees are well informed on tasks, goals and objectives of every activity they undertake, their performance will improve.

It is instrumental in encouraging upward communication or feedback. Employees tend to respect their managers or hierarchy at an institution.



## PASSAGE 28

Leadership might be interpreted in simple terms as getting others to follow or getting people to do things willingly or the use of authority. As such, there are many different styles of leadership and these styles are outlined below.

Dictatorial is one of the styles. The manager forces subordinate to work by threatening, punishment and penalties. A manager makes decisions and enforces them on the subordinates.

Another is autocratic style. Decision making is centralized in the hands of the leader himself, who does not encourage the participation of the subordinates. Managers make decisions and announce them. He or she sells the decision to subordinates. He or she suggest his or her own ideas and ask for comments.

This is the style where decision making is decentralized and shared by subordinates in participative group action. Managers suggest their sketched ideas, ask for comments and amend the ideas as a result. The manager presents a problem, asks for ideas, and makes a decision. This kind of approach is called democratic style.

Lastly it is laissez faire style. This is where subordinates are given little or no direction at all. They are allowed to establish their own objectives and make their own decisions. Managers allow their subordinates to act as they wish within specified limits.



## PASSAGE 29

Communication faces many barriers. The following are factors that reduce effective communication.

The presence of noise makes communication ineffective. The noise can be physical, psychological, technical or semantic. If two or more people are discussing when there is noise they might not understand each other, hence one gets wrong information.

Timing may be also another factor of effective communication. The sender must decide the best time to pass on message. It will be unwise to send a message of congratulations over the success of an individual when he or she has just lost a father or mother.

Relationship strained or sour relationship at work can hinder communication. In such work places, information is misinterpreted or overloaded. Therefore, distorted or overloaded information leads to confusion between the sender and receiver. This is also manifested when a person decides not to listen simply because he or she is not interested due to lack of good relationship.

Attitude sometimes hinders communications. One's opinion or disposition towards oneself or the receiver or even subject passes wrong information. Resistance to change is also hindrance to effective communication and this is wrong attitude. This is common when there is change of leadership or people are used to a certain way of doing things which they feel comfortable with.

Lastly filtering this is the manipulation of information to look positive it is mainly done with upwards communication unfavorable information is mostly covered up.



## PASSAGE 30

AIDS is the greatest killer among the human race. It is caused by a virus called HIV. The spread of HIV infection continues to affect countries worldwide. Malawi has one of the highest HIV infection rates. This passage discusses sexual intercourse, mother-to-child, blood transfusion, contaminated instruments as ways through which HIV can be transmitted.

The most common means of HIV transmission is through unprotected sexual intercourse with an infected partner. HIV enters the body through semen, cervical and vaginal fluids including menstrual fluids. In young girls, the genital tract is not mature and the vagina is only lined with a single thin layer of cell, which is easily bruised or worn away during sex.

The second way in which HIV can be transmitted is mother to child. Before or during birth. HIV is transmitted across the placenta before birth and through contact with the mother's blood during birth. It can also be transmitted through mother's milk during breast-feeding.

HIV can also be transmitted through blood transfusion if the blood is not screened. As a safety measure, donated blood should be routinely screened in health centers.

Lastly, HIV can be transmitted through contaminated instruments. These include toothbrushes, needles, syringes, razor blades, knives, surgical instruments and other skin piercing or cutting instruments if they are not properly sterilised.



## PASSAGE 31

Here are some hints on how to write a summary.

To start with, select all the ideas which are relevant to the answer. Marks are awarded for each relevant point in the summary. These ideas are mainly found in topic sentences in every paragraph.

Then work each piece of information to be included in the summary. This should be done on the examination question paper. This enables you to save time. Other than writing the points somewhere else. If you are required to collect more than one kind of information, use pens or pencils of different colours to underline each set.

More importantly, if your summary contains many words, you should write concisely and reduce the words to the given target. Do not reduce the length of your summary by omitting important information.

Reduce the length of summary by doing the following: generalize lists of examples or instances to one word or phrase. Summarize a sequence of action or events by using one general word or phrase for example, items like soap, Sugar, colgate, stork margarine, can be put under one word, groceries pencils, ball point pens, photocopying papers, ruled paper, chart paper staple wire, pentel marker, crayon, money clips and rubber bands can take one word stationery while tobacco, sorghum, millet, tea, groundnuts, cassava, rice, wheat and cotton can take one word, crops: lettuce, carrots, cucumber, green paper, celery, pumpkin leaves, spinach, rape, cabbage, green beans fall under vegetables.



### PASSAGE 32

When visitors come to our homes, they are served with scones, cakes or biscuits with tea. The following passage shows how to prepare a cake to be served with tea.

Firstly, let us look at the Ingredients. Make sure you have all the necessary ingredients and utensils. Your cake can spoil if you leave it half made .

Secondly, check the oven. Prepare your oven in good time so that when your cake is ready, your oven will be at the right heat. . Cakes need mostly heat to make them rise, and so when using a pot or oven the fire on top should be greater than the fire underneath. When using a dove stove or an oil stove, the shelf is generally placed near the top of the oven.

Thirdly, see that your cake tin is clean and dry. Grease the tin thoroughly on the bottom and round the sides, or cut a piece of clean paper to fit the bottom of your tin and after greasing, place the paper in and grease the paper too. A well cooked cake should be well risen, brown on top and firm to the touch. Take a piece of fire grass and stick it in the middle of the cake to touch the

bottom if you want to taste it. If the grass comes out clean, with no cake sticking to it, the cake is ready.



### PASSAGE 33

The confidence in one's own ability and the value that one places on one's self is called self-esteem. This passage is about steps for developing self-esteem.

Firstly, discover yourself. Find out what your strengths, weaknesses, passions are. Moreover, one should not forget his or her aspirations. Find out what you can contribute to your community and always focus on improving your strengths and abilities.

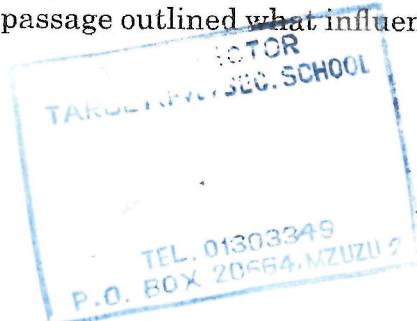
Secondly, understand yourself by analyzing your feelings, limitations, beliefs and behave or respond to situations in a particular way. These attribute enable one to really understand oneself.

Lastly, examine your actions, appearance, thoughts and actions. Always maintain a positive attitude towards yourself and others. Accept the things that you cannot change more especially your appearance.

Self-worth is the level of appreciation that you have for yourself and the price tag that you carry for who you are. The passage outlined what influences self-worth.



### PASSAGE 34



Personal attributes. These are the personal characteristics of an individual which help him/herserf to manage life better. These include integrity, loyalty, commitment, patience, respect, patriotism and right attitude.

Another influence is personal values. These are sets of principles, beliefs, or ideas that guide one's behaviour. They are similar to pillars in a building which anchors it to the ground. Examples of personal values are truth, love, respect, patriotism, responsibility, cooperation, simplicity and unity.

Lastly, one should consider personal achievements. These are the things that one has been able to accomplish or hope to accomplish in the future. They are based on one's self-awareness and ability to set a realistic goal in life.



### PASSAGE 35

Interpersonal relationships refer to the way people relate to one another. It refers to the way people behave towards each other or the connection people have with each other. The following are types of interpersonal relationships.

Firstly, it is the relations existing among members of one family. It is the relationship between members of a family. These family relationships can be nuclear or extended. The extended family is made up of people who are related by blood for example uncles, aunties, nephews and those related through marriage such as brothers in law and sisters in law, fathers and mothers in law. On the other hand, nuclear family is made up of husband and wife together with their children.

Peer relationships refer to relationships among people of one's age or age group. They are people with similar social positions or abilities. We relate to our peers at home, in school, church, mosque, in work and other places.

Another type is professional or work relationships. These are individuals working in the same company or organization and encompass superiors, juniors and other workers.

Lastly, we have what is known as platonic relationship. This exists between a man and a woman but without any sexual desires attached to one another and do not mix love with friendship.



### PASSAGE 36

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Values are principles, beliefs, ideas and standards that guide the behaviour of a social group in their daily lives. Some cultural and traditional practices affect people negatively. They contribute to the spread of HIV and AIDS. The following are some of the cultural and traditional practices which enhance the spread of this deadly disease.

Polygamy is a common practice in Malawi . A man marries more than one wife. Women are denied the right to property in polygamy. Since all property belongs to the man. Polygamous marriages can contribute to the spread of HIV and AIDS.

Widow inheritance is another practice; that leads to the spread of the disease in Malawi. Following the death of her husband, the wife may be forced to marry her late husband's brother or close relative. This practice encourages the spread of HIV and AIDS, especially if the widow or the inheritor is infected.

Death cleansing is another practice; whereby a man sleeps with a woman whose husband or son died to put to rest the spirit of the deceased. Death cleansing encourages therefore the spread of HIV and AIDS, among people.

Initiation ceremonies are conducted for both boys and girls to mark the transition from childhood to adulthood. It helps to prepare young ones to become full members of the society through provision of information. However some practices attached to such initiation ceremonies like kusasa fumbi, facilitate the spread of sexually transmitted infections.

Another practice is bonus wife. This is a cultural practice whereby a man is given a sister to the wife as a bonus wife. This is done as a reward or appreciation to the man for taking good care of the parents in law and the wife. This also encourages the spread of HIV and AIDS.



A moral dilemma refers to a situation whereby a difficult choice has to be made between two equally appealing choices. Moral dilemmas can affect the lives of individuals either positively or negatively as discussed below.

Abortion, is the intentional termination of pregnancy. Abortion is a moral dilemma in that the girl who gets pregnant may be confused about whether to abort or not. She may be experiencing internal moral conflict and also be distressed because of the society's values and expectations of her. In such situation. Some of the effects of abortion include sterility, and death which may occur in the process of abortion.

Sugar daddy or mummy relationships also involve moral dilemmas. Sugar daddies are wealthy men who offer gifts to young females in exchange for companionship and sexual favours. Sugar mummies are also older women

who cater for young boys or men financially in return for companionship or sexual favours. The dilemma for young people is whether to be in a relationship with a sugar daddy or mummy or not. The effects are unplanned pregnancies, dropping out of school or even death resulting from the infections.

Drug and substance abuse. A young person is faced with a dilemma when he or she needs to make a decision as to whether to use drugs. The effects of drugs and substance abuse on the life of a person include mental disturbances and vandalism. One might engage in crime in order to find money to buy drugs. He or she may engage in sex for money and may be infected with STIs.

Sexually transmitted infections, these are diseases which are spread mainly through sexual contact with an infected person. Examples of STIs are gonorrhea, syphilis, candidiasis, genital herpes and genital warts. The young person is usually in a dilemma as far as prevention of STIs is concerned. He or she needs to make a decision on whether to engage in unprotected sex which may result in infection with STIs to engage in sex and be safe from the infections.



### PASSAGE 38

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Communication is the process of sending information and thoughts through speaking, writing or body language. There are some factors which influences effective communication. These are: objectivity, tolerance, temperance, adherence to human rights and civic education, just to mention a few.

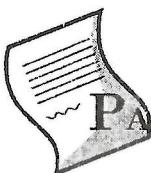
Objectivity involves the presentation of facts without being influenced by personal feelings or opinions. It is important not to rush and dismiss other people's opinions before examining them on their merit.

Adherence to human rights also contributes to effective communication. People should observe human rights and allow others to enjoy the same rights. Discrimination against others is discouraged in order to overcome the barriers to effective communication.

Tolerance. Sometimes one may dislike or disagree with the opinion of another person. In order to build effective communication, there is need to listen actively and allow the individual to express themselves without being ignored, or put down.

Civic education. People should be sensitised on the importance of effective communication. Leaders should lead by example through effective communication to the public.

Temperance. During communication one should moderate or regulate what they are saying and how they are saying it to cater for the interests of others. Some individuals speak too loudly while others are soft-spoken. It is important in communication, to allow everyone involved to give their contribution.



### PASSAGE 39

Frustration has robbed people of their happiness, success and joy in life. Frustration is a combination of heat and stress, and the healing of heat is coolness and the healing of stress is peace. For you to live with dynamic aliveness all your life, you will need avoid from feeling frustrated. This passage outlines how to conquer frustrations.

Firstly, practise peaceful thinking and make it your permanent mental slant. If you want to succeed in life, learn to tolerate other people. There are some people and things in the world that you have to get along with. Any resistance may lead to frustration.

Another important technique of overcoming frustration is to practise emotional control. One must decide to practise emotional control. Much irritation and frustration result from unrelieved muscular tension, so practise relaxing your muscles and maintain automatic control. People who fail in life are often those who give way to annoyance. If they are employed they go unhappily from job to job because they cannot get along with people. They have personal relation difficulty. People who put their emotions under control become a great asset to their family, village, town or country.

Efficiency and health are important in keeping frustration under control. The medicinal value of good emotions cannot be over-estimated. Good emotions make us well, bad emotions make us ill. Frustration is a predominant cause of many cases of nervous break-down. Anger disturbs the rhythmic action of the small muscle fibre of the stomach and intestines causing a spastic condition. It can raise the heart rate to one hundred and sixty and blood pressure to two hundred from one thirty. There have been cases of stroke under anger caused by a burst in blood vessels.

The other guide line for conquering frustration is by practicing scientific objectivity. Develop an ongoing friendly attitude. A pleasant relationship developed among people can get rid of frustration.



## PASSAGE 40

Stress is pressure or worry caused by something in life. Things can go wrong when people are under stress. Everybody suffers from stress of one kind or another at different times. The passage outlines the effects of stress and anxiety.

One of the effects of stress and anxiety is depression. This is a state when one feels disturbed mentally and lacks interest in life. One lacks energy, concentration and feels worthless and fatigued. One may suffer appetite less and lack of sleep called insomnia.

Drug and substance abuse is also a clear manifestation. People who are constantly stressed may end up abusing drug and substances. They think that drugs will make them feel better. The danger is that they may get addicted and experience negative effect in their health.

Again, the result is also school dropout. Students who are stressed up often absent themselves from school. This may lead to poor performance and may make students drop out of school.

Suicide is the act of killing oneself intentionally. Most suicide cases are stress related. If one is stressed up too much, can resort to kill himself or herself in order to escape this stress.

Prostitution is the act of engaging in sexual activities for money. Stress may lead to prostitution activities as one tries to seek appreciation from others. This is common among girls and young women when they are hungry for money.

Madness and hysteria is other outcome. This is a state of being mentally ill. Stress makes people to behave unreasonably. People under stress may act with uncontrolled anger and panic to various situations in their lives.

Lastly is social maladjustment. This person fails to conform to the standards of the society for example, one who is persistently engaging in behaviour that is contrary to the school guidelines. The behaviour may be disruptive to the education a passionof student or other students.



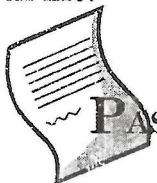
## PASSAGE 41

High self esteem is an important quality in human beings. The following are guidelines that can help you build a high self esteem.

Have a positive self image. Believe in yourself because if you think you are a nobody you will be a nobody, if you think you are somebody important, you will be somebody important. If you have high self esteem, others will also hold you in high esteem. A positive self image will allow you to be assertive and to stand up for what you believe in.

Good role models. A role model is somebody you consider a hero or heroine and would like to emulate. The choice of a role model is important. Choose role model with positive self image and models that are acceptable in the society. Choosing people you admire because of their physical strengths regardless of their behaviours like gangsters, law breakers and murderers is not a good choice for these cannot be role models.

Acceptance by friends and those you associate with helps in boosting your self esteem. Always associate with people who accept you for who you are. Avoid friends who despise you. Accept yourself despite your weaknesses. Appreciate the way you are and resist wishing to be somebody else. If you are happy with yourself, you feel better about yourself and this will help you become a better person. Recognise, identify and associate yourself with friends who know your potential. These are people who share your aspirations, values and interests in life.



## PASSAGE 42

There are many ways of managing stress and anxiety. Identify the cause of the stress and anxiety first then look for ways of managing or eliminate. Some of the ways of managing stress and anxiety are seeking help or advice, meditation, playing games, watching sports and doing physical exercise.

Seeking help or advice is when one is stressed up. There are no problems that are unique to an individual at school, home, or work. Other people might

have had similar problems like you are facing. Discussing the problem with another person you trust can be of great help. A person who has undergone a similar situation will help you deal with the stress very fast.

Meditation refers to thinking deeply or seriously about something or an idea. The moment you look at an issue critically in a quiet and calm manner, you are able to make a decision. Devote your mind and soul to the problem at hand. Avoid other distracters through meditation as you visualize the realities of life.

Playing games is a good relief to one who is physically or psychologically affected problems. Physical exercises are good to both body and mind. When you concentrate on playing a certain game like football, netball, volleyball, and tennis your mind tends to relax and forget the stress. If done regularly the stress will disappear with time. Physical exercise also keeps your mind healthy. This enables one to make good decisions on how to deal with stress.

Watching other people play is a form of entertainment. Watching a game of your choice enables your concentration to focus on the game not your problems. Cheering your favourite team or player helps you to relax and you are able to get rid of negative emotions.



### PASSAGE 43

Social services that are available in the community include health, education, guidance and counseling, religion, security and judiciary. This passage discusses social services available in the community.

Health services are services available at health centers, dispensaries and hospitals. They also include the services you get at voluntary counseling and testing (VCT) centers, medical laboratories and pharmacies.

Education is offered in both public and private institutions such as child care centres, primary schools, secondary schools, colleges and universities.

Security services are also another social service provided in a country. These services are offered by the police and military. Private security also provide security to individuals, companies and institutions at a fee.

The judiciary also plays an important role in the provision of social services. The judiciary is one of the three arms of government. It ensures the administration fair of justice in the country.

Lastly, we have religious services. The government provides freedom of worship. One can belong to any religion of their choices.



#### PASSAGE 44

Globalization refers to the manner in which activities of different places have been made to become similar. However, globalization and rapid urbanization have brought about some problems. This passage outlines such challenges.

Insecurity, urban centers have many people from different parts of the country and even other countries. People in urban areas do not know each other. As such the number of criminals increases due to congestion and unplanned settlements such as slums. People are often robbed or killed.

It is a common belief that there are jobs in urban areas. Both uneducated and educated people flock to urban areas to look for employment. These people contribute to the increase in crime rate and low morals due to unemployment.

Housing, in adequate houses in urban areas is also a big problem in developing countries. The number of people moving to urban areas is higher than the construction of new houses. As a result, people construct simple structures which are not planned called slums.



#### PASSAGE 45

Education is key in the development of any country. The quality of education is affected by many factors this passage outline these factors.

Physical facilities include classrooms, laboratories, laboratory equipment, playgrounds, hostels, dancing halls, electricity supply and school furniture. If the facilities are available and well maintained, learning becomes easy.

Many schools lack teaching and learning materials like textbooks, school radios, television sets, computers, mathematical instruments, rulers, pens, calculators, stationery and chalk board rulers. The inadequate supply of these materials negatively affects teaching and learning.

Qualified teachers give quality of instruction and better results. Support staff needs to be well-qualified too. The government needs to employ adequate and qualified teachers to run schools.

Good role models in a society motivate students to work harder and excel. Alumini or people who were once students at a particular school should be involved in school activities. They should serve as good role models to motivate to achieve their goals.

Distance to schools affects learners' education in different ways. When schools are very far, students' concentration is negatively affected because by the time they get to school, they are already tired. Schools should be close to each other to accommodate the growing population.

Foreign cultural practices also impact negatively students. Media plays a big role in influencing the values and ethics of a society. Information is relayed through television, radio, magazines, journals and other materials. These influence the thinking of young children.



#### PASSAGE 46

HIV and AIDS is a pandemic because it is everywhere in the world. It has affected both community and the country. Some of the impacts of HIV and AIDS are highlighted below:

Loss of parents, many homes have lost one or both parents to HIV and AIDS. This has resulted into children who are being taken care of by either one parent or are completely orphans. Grandparents are left to take care of the orphaned grand children with limited resources. Children who got HIV and AIDS from their infected parents have died of HIV and AIDS.

As many parents succumb to HIV and AIDS. The number of orphans becomes a burden to the community or a country. The country is forced to look for funds to open orphanages, to educate them and provide basic needs for them. Orphans should be taken care of.

Loss of productive people, most people who die of HIV and AIDS are at a productive age of between twenty five and forty eight. This is a loss to their families, the employer and government as most of them are bread winners.

Loss of income, most of the people who die from HIV and AIDS are in the age of fifteen and forty nine. This is the most economically productive group of

citizens. Their death is not only a loss of income to their families but also a loss to the economic growth of a country.

Young people are forced to take up adult roles. Orphaned children seek to do all kinds of manual labour in order to survive. They are forced by circumstances to take up adult roles. For example taking care of their siblings, they work in places where adults are supposed to work.

In order to alleviate the impact of HIV and AIDS, the following must be practiced:



#### PASSAGE 47

Interpersonal relationships and choice of friends are very important. Sometimes a friendship between a boy and a girl may end up in marriage. This passage aims at identifying problems facing boy-girl relationships. Some of these include:

**Early sex.** This occurs when a boy and a girl get attracted to each other and are not able to control their sexual desires. This may result into many problems, like contracting HIV and other sexually transmitted diseases.

**Unplanned pregnancies.** A love relationship between a boy and a girl can result into unplanned pregnancy due to early sex. As a result they both drop out of school in order to care for the child.

**Abortion.** Due to unplanned pregnancy, girls may resort to abortion. Many girls have lost their lives in an attempt to carry out abortion and others have their womb removed when it got damaged in the process of carrying out abortion. Abortion is fatal.

**Stress.** When a boy and a girl relationship is strained, it can cause them stress. Their health is affected, no concentration to their studies and sometimes they spend sleepless nights due to stress.

**Early marriage.** Friendship between a boy and a girl can lead to early marriage even when they are not mature enough to raise a family. It is very important to plan for your family before getting married, you need to decide the size of your family, ways of getting income and family planning methods to use in your family, the bigger the family, the larger amount of resources needed. The

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small the family, the smaller amount of resources needed. Small families are easily managed.



### PASSAGE 48

Have you ever thought about marriage? What type of a boy or a girl would be suitable for you to live with as a wife or husband? When choosing a marriage partner, you need to look for certain qualities of a partner to marry.

One should ensure that the partner should have a loving heart. Having a loving and caring person who cares for other peoples' welfare is important.

Honesty is also important to look for in a person. A person who is trustworthy and tells the truth would be suitable.

One should go for a person who values others and treats them with courtesy. This is what is called respect. A marriage partner should have respect, as the two need to respect each other so that other people can respect them too.

Self confidence is also another important element. A person who values himself or herself can defend their rights. This character enables couple to overcome challenges in life.

A partner should be hard working one who can use their energy and abilities productively for their own and other peoples' benefits.

Physical appearance is also an important to consider in a partner. . This enhances love among the married couple.



### PASSAGE 49

There are many resources in our country. They include human, financial and natural resources. When these resources are managed properly, they can bring a positive impact to a community and a country at large. Resources can be managed through the following ways.

Proper allocation. The government should include all ministries in budget planning. This ensures equal distribution of resources. It also reduces the

over allocation to a one section or ministry.

Control of resources involves planning. Organizing and directing the use of resources. This helps in correcting mistakes that may have been made earlier in the allocation of resources.

Setting of anti-corruption bureau. This department promotes good governance. It takes measures in preventing corruption and receives complains from the public of any malpractices by public officials.

Auditing. This is an important exercise that the government use to examine the accounts of each ministry. The final report is then used to identify areas of improvement so that resources are not mismanaged.

Transparency in the management of resources. There must be openness. It is a tool that helps in fighting corruption by encouraging accountability and responsibility of officials who manage national resources.



## PASSAGE 50

Where two or more people interact regularly. They are bound to run into a conflict. Conflicts can occur between family members such as a husband and wife, parents and children, brothers and sisters. This passage outlines causes of conflicts in a family.

Drug and substance abuse. An alcoholic parent or child can squander family resources thereby provoking anger from other family members. Such people when are asked about such resources do not respond properly due to the influence of the drugs, hence a conflict is issued.

Negative peer influence. Parents may run into conflicts with their children especially teenagers when the children get into bad habits due to bad company despite the parents objection. So if those children wish something, they do their best to get it they can even resort to stealing.

Career choice. Some parents make very high and unrealistic demands on their children forcing them to take careers they are not interested in.

Indecent dressing. Parents and children can disagree over dressing, such as when teenagers want to be free to wear clothes that expose their bodies like miniskirts, tight pair of trousers, bare back blouses and those that expose breasts.

Favouritism. Some parents discriminate against some children causing resentment. They may show love to one child and disregard the other. This is bound to cause conflict.

Generation gap. This refers to the gap between the old and young generation due to differences in values beliefs.

Last cause is poverty. This can lead to disagreement when the family cannot provide basic needs for its members.



## PASSAGE 51

Conflicts are inevitable among human beings. This passage is about ways of resolving conflicts.

Negotiations. It is where people involved in a conflict meet and talk to each other about it and work together to reach a satisfactory agreement on the problem. It is a give and take process as the two sides aim at settling their differences.

Mediation. This involves a third party, known as a mediator, who takes a neutral position and tries to reach an agreement. The mediator listens to each party's side of the story before settling the dispute.

Aggression or fighting. This is where the parties in conflict resort to physical confrontation out of anger. This way leads to injuries or damages of property among people.

Compromise. This involves giving in without a struggle, thereby sacrificing one's own needs even when they are legitimate.

Withdraw or avoidance. A person refuses to confront a situation of conflict because they are unable to express their feelings or thoughts.

Arbitration. In this case, the arbitrator acts like a judge. After listening to both parties, the arbitrator makes the final decision.



## PASSAGE 52

It costs a great deal of money to build and equip a modern school. However, experience has shown that many schools are not taken care of by learners, teachers and the community at large which makes the schools become unattractive to all users. It is possible to make changes in existing schools that may make them and attractive to students and teachers. A well-organized, good-looking and well kept school provides a good atmosphere for both students and teachers, which results into achieving the desired outcome. Here are four ways of making our school conducive for teaching and learning.

Keeping the school clean is essential. Ensure that the floor is swept every morning before commencement of lessons. Clean all windows, doors, cupboards and walls. Furniture and equipment like pictures, charts and other teaching and learning materials should be properly cleaned and kept in a safe place. Cobwebs should be removed. Grass should be cut short to control mosquito breeding. Toilets should be kept clean all the time. Keep the school clean inside and outside.

Again, the school should be kept tidy. Keep each item in its right full place. Put waste-paper baskets in all the classrooms and offices for disposing litter. There should be a place for everything.

It is also important to beautify the school. Make a display of good pictures in the classroom and offices. Put good flowers on the teacher's desk in the classroom and in offices. Make flower beds around the classroom, or administration offices. Make sure to plant grass on bear ground. Use good colours of paint for painting buildings inside and outside. These can make the school look beautiful and attractive.

Look after the school property. Unnecessary waste results from careless usage of property. Teachers and students should develop the habit of looking after all school property with as much care of the property as they do their own. The proper care of the property enables teachers and students to maintain hygiene at the school.

*Adapted from Principles and Practices of Education by J.S. Farrant.*



## PASSAGE 53

Basic education is a term used to denote the provision of a minimum set of learning needs for an individual to function effectively in his society and physical environment. Possession of knowledge, skills and customs are as a result of deliberate teaching. This passage outlines the importance of traditional education, its structure and impact.

Unlike western education, traditional education has no schools or the formal organization of national or local educational systems. Teachers are for the most part not paid. They prepare young people for special skills. Young people develop these skills in the provision of food, shelter, clothing and other masterly of the environment. They instill values that provide each society with its unique activity.

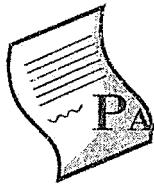
Traditional education is a community responsibility. It uses the child's work experiences with his or her father in farming and crafts and with his or her mother in the domestic arts events and guardians. pass on the oral traditions of the tribe and teach the meaning of religious ceremonies, dances and initiation rites. Discipline is instilled by the use of rewards and punishments with the aim of making each individual self-controlled and conform to the accepted standards of the community.

Traditional education has clear goals. It believes that education is for every child, aiming at strengthening the community. There are no drop-outs. Steps taken to promote learners from one stage to the next in his or her education are based on automatic selection. It uses well trained teaching methods like riddles, legends and acting which are related to the cultural and traditional practices.

Traditional education is comprehensive. It aims at the integration of a child into the life of the tribe. It has for its teachers and the subjects of concern. This kind of education is economic, effective and efficient.

Traditional education has clear values. There is sanctity of life. Life is viewed as the most precious thing in the world. Another feature is high regards for a human beings. Any act that shows disrespect to man is looked upon with disapproval. The family is the cornerstone of traditional life. Any act that breaks the special relationships that binds him with others can be dealt with. If the community lives in harmony with each other, the future generations will likewise be dependent upon the unity.

*Adapted from Principles and Practices of Education by J.S. Farrant.*



## PASSAGE 54

The beginning stages of learning a foreign language in school are in the classroom. They are modeled by the teacher. The teacher determines the textbook and methods, sets the pace and creates the classroom atmosphere. However, remember that without learner's active input and participation, even the most outstanding teacher will not be as much of help.

First and foremost, your teacher is an important source of information about how language is structured, what words, phrases and expression mean, and when they should be used. He checks your understanding of the language by asking questions. Sometimes he or she gives you exercises or provides you with writing comments on your compositions.

Secondly, your teacher helps to set the pace of your learning. If you have trouble in keeping up, try to improve your studying skills. If you find the pace too slow, ask the teacher. He or she will give you additional materials to reinforce and extend the information. For instance, you can do some addition reading or watch foreign language videos.

Thirdly, your teacher is also an important source of motivation. By rewarding your progress, your teacher can encourage you towards greater achievement. If your teacher is not a good motivator, try to switch teachers if possible. If not, find other interesting aspects in your teacher. These will eventually be the source of motivation.

Lastly, it is the role of the teacher to encourage student participation. Some students are self-conscious and find it difficult to talk in front of their teacher because they fear criticism. Instead, they find it easier to communicate with other students. The teacher should provide such students with additional practice materials to be done outside the classroom.



## PASSAGE 55

The efficiency of a school's decision making depends on the quality of the information about the school. Records help the school to make informed decisions. This passage is about records that are kept at school and how they help in decision making.

Admission register is one of the records found at a school. On entry to the school, each pupil is given a serial number which is kept all the time. Personal information is recorded together with his or her progress from year to year. The head teacher or school authorities can use the progress record to check the performance of pupils. It can help them determine whether to repeat or progress to next class. It also helps to note whether the area or village is sending children to school.

There is also log book. This book is required by educational authorities and provides a record of the main events that have take place during the year. A log book should be stored in a safe place.

Important information is also found in school fees register. This is kept in schools where fees are charged. The information may be kept in attendance register or in an admission book. It is important for transparency. It also helps the authorities to make decisions that have to do with money like purchase of valuable items for example stationery, printing machines or construction of a classroom and teachers' houses.

A school should also have a stock book. The purpose of this book is to keep a careful check of the equipment available so that supplies do not run out before they are replenished. It also helps to prevent waste. There are two kinds of stocks, and these are consumable stock and non-consumable stock. Consumable stock covers supplies and all types of stationery constantly in use. They are regularly replaced. When teachers draw from this stock; they should sign a requisition book against the quantity. There is also have non consumable stock. This includes items or equipment that have life expectancy several years, furniture screen, radios, decoders, printers and photocopying machines. Stock book helps authorities to foresee shortage of any type of equipment and make replacements in time.

There is also the visitor's book. This book contains names of all those who visit the school. It provides permanent and useful information of interest in the school. It also provides the means for contacting these people if the need

arises through their postal addresses or cell phone numbers. Every visitor should therefore ,be invited to sign in the visitors' book.

At last, we have school committee minutes. These are records of discussions agreed during a committee meeting. They contain details of each meeting, including the date, time, venue and agenda for the meeting. It also includes the names of participants who attended the meeting as well as the one who chaired the meeting and absentees. The minutes should provide a brief, accurate and complete record of all matters discussed and the decisions made. Minutes are kept by the secretary.

*Adapted from Principles and Practice of Education by J.S. Farrant.*



## PASSAGE 56

Many farmers have benefited from the practice of integrated rice and duck farming. Natural, social and economic conditions are different from one area to the another. However, it is possible to apply the method of integrated Rice and duck farming in your country.

Firstly, the appropriate number of ducks used in integrated rice and duck farming is based on comprehensive analysis. For example, the weeds control effect; the pests control effect; the nutrient supplying effect just to mention a few. The appropriate number of Aigamo ducks in the paddy field is fifteen to thirty ducks per ten hectares. Forty five to sixty ducks are used in some areas for good results .Decide the number of ducks on the basis of the amount of weeds, insects and other natural duck feeds available in an area of ten hectares.

Secondly, area of paddy field enclosure. Integrated rice and duck farming is done by farmers, so the area can be expanded without limit. Farmers can enclose ten hectares for integrated farming. The largest enclosure should be sixty hectares for one hundred twenty ducks.

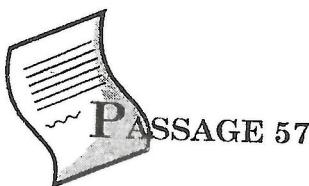
Another important factor is breeding. The following varieties are used for farming: Aigamo duck – a cross breed between a domesticated female and wild male duck, rather small with tasty meat approximately one and half kilograms. Aokubi duck is green necked, large, similar to Aigomo in appearance. It weighs between 2.3 to 2.4 kilograms. Cherry valley duck is a

large duck, native to England and it is more than three and half kilograms in weight. Lastly it is Ma duck, native in China and weighs more than two kilograms. Aigamo duck is used in most integrated rice and duck farming. Local ducks are appropriate too.

The third point concerns raising the ducklings. Once you have good results of raising the ducklings, aim at raising healthy, sturdy body ducklings. It is believed that the ducklings should be seven tenths of one crop. The recommended temperature for duckling is between thirty five to thirty six degrees Celsius in warm countries. The temperature may vary depending on the country and time of the year.

The next point is daily care of ducklings. Give them feed and water at the same time. Aigamo ducklings can feed on rice screenings. Then give them chicken feed. Feeding can be twice in a day. Enough feed should be given. Countries feeding raise plump ducklings. Give plenty of green feed to make them ready to eat the weeds in the paddy field. Green feed is rich in vitamins and minerals. Minerals help the ducks to develop in a digestive system.

The fifth point concern water supply. Use a water tray that is wide enough to fit the duckling's body. Bathing for ducklings should be done on dairy basis. Let them bath for a few minutes. Bathing and the right amount of exercise promote the growth of the waterfowls' muscles, bones and feathers. It is essentials to give the ducklings rigorous water training and temperature change.



Ducks are kept in the paddy field day and night in integrated rice and duck farming, so protecting them from predators is very important. The predators that attack duck paddy fields are dogs, weasels, foxes, cats and crows. This passage is about controlling ducks from predators.

The secret of winning the battle against predator is to make the first move of guarding the field. Make sure that the ducks are not attacked at any time. Mainly the first two weeks of their stay in paddy rice. If predators succeed once to invade the paddy field and taste the delicious duck meat, they will continue to get in, no matter how carefully you guard the ducks.

Secondly, be creative. Use an electric fence or other measures that give a direct physical stimulus. You may also use methods to scare the predators such as

hanging up a dead crow or dog. Observe the behaviour of the predators with one's own eyes closely. Use new methods intelligently to defeat predators.

Finally, be tenacious. Combat with predators is an exhausting battle of nerves. Try to stay alert keeping guard against predators. One needs to be persistent not to lose to the predators.



## PASSAGE 58

The passage that follows is about the behaviour of duck predators. Dogs, both wild dogs and domestic attack ducks.

The most dangerous predators are foxes and raccoon dogs. Foxes and raccoon dogs are extremely clever natural predators. They are good at tearing nets or numbly climbing on them. They kill to eat and carry off their prey with them.

Weasels are also important duck predators and they are tough. They can break through even the smallest of space to attack ducks. Weasels bite small holes in the duck's neck and suck their blood.

Crows are also among the many predators of ducks. They normally attack ducklings when they are small, unaccustomed to the water and when they have not learned to move in groups.



## PASSAGE 59

Potato is the world's fourth largest food crop, after rice, wheat and maize. It is a staple food for many people and is grown almost in all countries. In addition to starch, the potato tuber contains substantial amounts of proteins, essential vitamins, minerals and trace elements. The passage outlines factors to consider when growing potatoes.

Firstly, consider the physical and climatic features. Potato is grown widely in high mountainous regions. It requires a region with an average temperature range of ten to fifteen degrees Celsius in July and it is grown in open field and it also requires a fertile soil.

Soil nutrients should also be taken into consideration. For plant growth and tuber formation, substantial amounts of soil nutrients are needed. Potato grows well in soils of pH 5.5 – 6.0 to produce a yield of twenty thousand to twenty five thousand kilograms per hectare, potato needs about one hundred to one hundred seventy five kilograms of nitrogen, forty to fifty kilograms phosphorus and one hundred forty to two hundred thirty kilograms of potassium per hectare to produce a yield of twenty to twenty five thousand kilograms of potatoes per hectare. Adequate amount of nitrogen is essential for high yields and good equality in potato. Excessive dosage of nitrogen may have negative effects on plant growth and yield of potato. Tuber size becomes small and starch content is low. Compost made of fresh or dry live-stock manure can increase soil fertility. Potato crop can benefit from application of manure very much. The majority of farmers broadcast compost without being aware of the level of manure for getting the expected yield, due to excess application. Farmers face other problems such as incidences of pests, diseases and increased weed competition.

Procurement is the process of acquiring or obtaining goods or services from the source of supply. The main objective of procurement is to obtain goods or services of the right quality, the right quantity, at the right price, at the right time, from the right source and in the right manner. Government, Organizations, and secondary schools can lose a lot of money if procurement is not properly handled. The following are important points to be noted when procuring.



## PASSAGE 60

Procuring goods of right quality is important. An item must perform the function in a way, which meets the specified need economically. Too high quality would be expensive. Poor quality goods will mean poor quality finished products or services.

Right quantity of goods is also crucial in procurement system. This is the quantity that meets the normal operational requirements of organization. Excessive quantities will mean unnecessary investment in stock, more deterioration, waste and obsolescence. Few quantities mean shortages of essential materials and the organization will be unable to achieve its goals.

Right price should also be determined. This means buying at the acceptable price, bearing in mind the quality and service required and subsequent costs to be incurred. Unreasonably low price should be treated with caution.

Goods should also be bought at the right time. Supply should not be obtained too early to avoid unnecessary tying of financial resources in stock, unnecessary use of valuable space, possible confusion and handling difficulties, possible damages and deterioration of materials. On the other hand, supplies should not be received too late to avoid the following; stoppages in production or provision of services; under utilization of productive resources; late delivery to users or customers and loss of business and reputation.

Consider the right source. The suppliers selected goods should meet the requirements with as few disputes or difficulties as possible.

Procurement should be done in the right manner. Suppliers selected must not be those whom the buyer has personal interests. Corruption, in a way of fraud, forgery and bribery must not be given room. Where the buyer has personal interests in the supplier or where the buyer accepts bribes, the buyer's decision making in supplier selection will be negatively affected.



## PASSAGE 61

Selecting the right type of a house for poultry is the first and most important decision to make. The right choice of poultry house allows efficient production of birds and eggs within a stress free environment and maximum economy of food. We shall talk about factors to consider when constructing a chicken house.

To begin with, selecting a suitable site is important. The selected site must take advantage of natural air movements. The house must be accessible from a good weather road to enable the farmer to transport inputs bought and produce to the market. Reliable source of clean, piped water and electricity from means supplies are essential. Drainages must be considered from the point of view of poultry health. Avoid sites which are prone to water - lodging, because it blocks air movements. Consider direction of sunlight, rainfall and cold droughts.

Take note how you lay your foundation. The foundation depth is determined by the physical condition of the ground, soil and the weight of materials to be used. The foundation depth should be large enough to allow one man to work in comfortably. It should be six hundred centimeters wide and four hundred centimeters deep. Put concrete on the floor to provide rodent proof surface. This floor can be easily washed or disinfected. The floor level should be two hundred centimeters above the floor.

The houses should be open sided. These houses are very important because they allow free movements of air. Where chickens are overcrowded, it is easy to get affected by diseases and other infections; however ventilation reduces the risk of catching infections and diseases.

Roofing is also important aspect to consider. The chicken house should be well thatched to provide fireproof and rodent proof environment. Gable roofs with ridge openings to provide good ventilation are good for chicken houses. Ventilations are ideal in hot climates. Materials in roofing the chicken house are grass, corrugated iron sheets galvanized and aluminum sheets. Paint the roof with white paint to reflect heat if it is roofed with iron sheets.



## PASSAGE 62

Transportation plays a critical role in farming. A farmer is able to transport crops and animals from the farm to the market or carry inputs from market to the farm. This passage highlights factors to consider when transporting goods.

Firstly, it is the cost incurred in transportation. When a farmer is transporting farm produce, he or she has to consider the cost of transport in order to prevent making losses. When the transportation cost is reasonable, it enables the farmer to sell his produce at a good price which later attracts many customers, hence the farmer sells many commodities within a short period of time. The farmer should also consider the type of transport used. If he is transporting perishable goods like eggs, vegetables and tomatoes, he should hire fast transport. Bulk goods require transport like a train, big lorries or trucks. They are relatively cheaper but a bit slow.

Secondly, consider quality. It is one of the major factors when transporting goods. Fragile commodities require good and faster transport. Any delay may result into damages. Small and faster vehicles are good for perishable commodities. The distance from the market helps to determine the cost value.

The higher the transport cost, the higher the price tag, the lower the transport cost, the lower the tag of price commodity.

Nature of products determines the type of transport. Some transports are to be transferred with care to avoid damages like eggs. Products of higher value are to be transported on a comfortable transport, for maintaining value of the products and profit making.



## PASSAGE 63

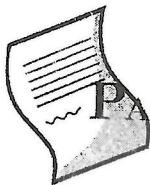
In today's meeting I am going to advise poultry farmers how to feed and water their poultry for maximum production and profit. Domestication of wild fowl and production of modern breeds have been a gradual process spanning hundreds of years. It aimed at having a mode and pattern of poultry feeding and drinking systems to comfort to the sophisticated production system.

The type of feeds given to poultry matters a lot. The design and density of feeders deployed in the poultry house should facilitate the following; provide all birds with the same level and quality offered to ensure uniform development, feed conversion and weight gain across the whole flock. Be suitable for the age, size and type of bird. Offer a maximum stress free condition. Prevent contamination of feed with feathers and feces. Prevent maximum spillage to avoid wastage and health hazard.

Secondly, selection and deployment of drinkers is also vital. Water is part of the birds' nutrition and must be regarded as a vital nutrient. The provision of drinkers for water to poultry should meet the following requirements; Allow for daily checking and cleaning ensuring all are constantly functioning at the correct height for birds. The drinkers should be deployed at a sufficient density to allow all birds to drink at the same time. These should be accessible for chicks on the move with broadly hen or artificial heat. Sufficient watering point for chicks to encourage drinking in the learning phase, clean all drinkers daily to remove litter feed. Check nipples and cups for troughs daily on water flow for caged birds.

The last point to consider is mechanisation. Mechanisation and automation of feeding systems is the key to reducing labour cost. This can be achieved through the use of sliding anger, and trough feeding loop breeder and pan feeding systems, automatic chain feeder. They provide consistent and efficient feeding of pullets, broilers and breeder birds. The system allows feed pushed the complete circle in the poultry house in just a minute. Birds are provided

with equal access to the same feed formulations. It encourages uniform distribution of feeds.



#### PASSAGE 64

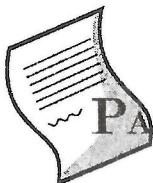
Many students find it difficult write compositions. Despite efforts made by teachers, students still perform poorly during examinations. This passage gives hints on how to improve your composition marks in a class work, home work or national examinations. Students should make sure that they know precisely what to do. They are required to write between three hundred fifty and five hundred words in an hour. If students want are to improve their performance in composition, they should take the following steps:

Select the best question after reading through all the questions. Interpret the selected question correctly. You must allow time to plan and correct your work. Gather relavant ideas and organize them into a plan. Make sure you collect as many points as possible. The process of collecting may involve ideas brainstorming process. Composition writing should be given attention. If your composition does not have a clear structure and have many errors, marks are lost.

It is clear that thinking, planning and careful correction of errors are essential for success. Planning reduces pressure and stress. It also helps candidates to write within the specified period. In addition, points are put in an orderly manner. When students do not plan their composition well, they struggle to write coherently and fail to connect all pieces of writing to gain more marks.

Students should organize their work properly. Write about the topic. Correct the errors for example punctuation, spelling mistakes and serious grammatical errors. It is advisable that students should practice composition writing during class work.. Always pla, write and proof- read your work. composition for both class work and home work, you develop confidence and skills in composition writing. When you plan your composition for classs work, homework terminal and national exams.

There is a way of taking care of tomorrow's eventualities. No one can predict the future with certainties. People or businesses are prone to bad eventualities of different kinds. Insurance plays an important role in managing and covering for bad events. It helps people and business to deal with uncertainty and achieve financial goals. This discussion focuses on elaborating what domestic insurance is all about.



### PASSAGE 65

Insurance is the transfer of risk of loss from the one entity to another. When one buys insurance, there is transfer of risk of the buyer such as theft of bicycle, motor bicycles motor vehicles, household effects like television screens, home theatres and many others.

Another important point to know is premium. It is the amount of money charged for a certain amount of an insurance cover by an insurance company. When you buy insurance product of any kind, you transfer the risk of potential loss to the insurance company in exchange for a premium.

Policy holder is also another aspect one should know. When one buys insurance, he or she becomes a policy holder. A policy holder may also be a business.

One should also understand the categories of insurance. There are two categories of insurance; these are short-term and long-term. Short term is also known as general or non-life insurance. It covers properties such as motor vehicles, homes, household effects of individuals or businesses. Another category is long-term which is also known as life insurance as it covers life. Life insurance products can mature before or after death of the policy holder. In addition life insurance offers savings products which may mature during one's life time.



### PASSAGE 66

The following terms and conditions must be born in mind. An insurance policy has terms and conditions as follows: Some insurance policies may have some exclusions or rejections, for example concurrencies of some events may not

be covered under insurance. An insurance policy can be bought directly from an insurance company like National Insurance Company, Vanguard Life Assurance Company, Smile Life, Direct Insurance Agency, Prime Insurance Company, United General Insurance, Charter Insurance Company, and Reunion Insurance Company.

The rights and obligations of a policy holder need to be understood. Whether you are making a decision to understand your rights and obligations are. One has the obligation to settle all insurance. An insurance policy only holds if premiums are paid on schedule. The second obligation is to lodge a claim once a bad event occurs by reporting as soon as possible to the insurance company.

What are the benefits of an insurance to a policy holder? There are benefits that come with insurance. You control loss of property, for example you are able to control loss of insured asset. In this case, an insurance company will replace, in part or full, the insured property once a bad event occurs. Insurance will bring you back to your feet when a bad event strikes. Awareness that insurance is there to meet one's financial consequences of certain events provides peace of mind to the policyholder.

How are policy holders protected? The registrar of financial institutions licenses and supervises all insurance companies, insurance brokers and insurance agents.

*Adapted from Nations Newspaper of 19<sup>th</sup>, June 2015.*



## PASSAGE 67

Oral literature is dynamic and is always changing. There is the notion that oral literature is slowly diminishing and being taken over by written literature. This passage focuses on the dynamicity of oral literature.

Oral literature is very dynamic. It helps in recognizing the identity of the culture from which oral literature itself originates. Though written literature is said to be slowly taking over. The fact that oral literature is dynamic and ever changing is still needed and useful in Malawi and its many different traditions and different stories, songs and cultures. Certain societies have these stories, songs and cultures as good example of oral literature and these are used to identify people.

Modernity is also said to be taking the place of oral literature in the way that people are slowly changing old traditional and cultural songs into modern ones by changing lyrics. A good example is of the music group *Fikisa* who have took an old Yao song ‘*Wakamwile*’ and modernised it. This shows how oral literature is slowly changing to suit the correct modernized times.

Although some people might argue that Malawi an oral literature is slowly dying, it is still one of the major tools one could use to express views and. It is through songs, drama and poems that these messages or views are commonly expressed. Another good example is a song by Joseph Nkasa “*Mose Walero*” which was used during the presidential campaign to praise Professor Bingu Wa Mutharika. It is through songs that Nkasa was able to express his views of the president.

Malawian oral literature’s dynamic nature is that it suits the occasion. Songs will usually be sung according to the function performed. If for example, it was a funeral, the performer would change the song to match the funeral theme by making it a sad song. In certain parts of Malawi, like the northern region, some parts of central region and southern region, the songs are accompanied by dancing. During wedding the songs would be sung with joyous mood to match that particular occasion. Themes, poems and stories are also changed to the type of audience which is present at performance. The audience might be children, adults, the poet, narrator or any important people in the society. The addition of emotions and gestures during the performance also spice it up more. Some of these things written content would not be able to include. Oral literature’s dynamicity is still useful.



## PASSAGE 68

Did you ever ask yourself how to be a responsible family man? It is one thing to be a family man and another to be a responsible family man. If you are a young man preparing for marriage get the following tips of how to be a responsible husband.

A responsible husband is mature. There is nothing behaving like a bachelor or playboy when handling a family. Being mature means a man is able to care for himself and approaches problems with a calm and collective manner. He understands the importance of being a man, being independent and values, that he has in his family. A mature man doesn’t have to be rich, but knows how to handle his money; he doesn’t have to be old but knows to handle issues affecting his life. A mature man will be able to carry himself in a public setting

in a respectable manner and understands his public adult role. He takes care of all his needs on his own.

A future husband should be self-confident. Self-confidence makes a man stay true about himself. A man with self-confidence will not be deterred from what he believes to be true. He will not be easily pressured into doing things he does not believe in. Self confidence makes a man happy and fun to be around. You will know if a man has self-confidence by how he sees himself. He believes that he is worthy of good things and will fight hard to find them. When he makes decisions, he sticks to the decisions. Self confident people are good to be around because they are strong and protective. If you are a young man who behaves maturely and have self-confidence, then you are the right candidate for marriage.

*(Adapted from Malawi News of 27<sup>th</sup> June 2015)*



## PASSAGE 69

After the First World War, many nations blamed Germany and its allies soon after the war. The treaty of Versailles with Germany was signed. Germany objected strongly but had little choice. This passage gives reasons for German's objection to accept the Versailles treaty.

Firstly, it was a dictated peace treaty. The Germans were not allowed into the discussions at Versailles .They were only presented with terms and told to sign. German's criticisms were ignored except one. The treaty deprived Germany of its chance for arguments.

Secondly, many provisions were not based on the fourteen points of Wilson. Germany claimed that that they had been promised the terms based on the Wilson's fourteen points. German's tactics hardened the Allied attitude which led to Wilson's adding two more points which includes: Germany should pay for the damage to civilian population and property and Germany should be disarmed.

Thirdly, it is loss of territory in Europe. This included Alsace-Lorraine, in west Russia. Germany was allowed to keep about two thirds of the area.

Lastly, German's loss control over African colonies. The mandate system allowed Britain to take over German East Africa (now Tanzania). Parts of

Togoland and Cameroon were given to Britain. France took most of Togoland and Cameroon. South Africa was to acquire South West Africa now known as Namibia.



## PASSAGE 70

World war one brought many problems to nations and people. The passage that follows is about the effects of this war.

There was enormous destruction. Lives, homes, industries and communications in Europe and Asia were destroyed. Almost forty million people were killed. Over half of them were Russians, six million Poles, four million Germans, two million Japanese and two million Chinese. Another twenty one million people were uprooted from their homes. Some had been taken to Germany to work as slave labourers; some were put into the camps.

The war caused the production of nuclear weapons. The first ever of these weapons on Hiroshima and Nagasaki, demonstrated their horrifying powers of destruction. The world was left under the threat of a nuclear war which might destroy the whole planet.

Europe's domination of the world ended. The four western European states which played a leading role in the world affairs were much weaker than before. Germany was devastated and divided. France and Italy were on the verge of bankruptcy.

Emergence of the super-powers. The United States of America and the USSR emerged as the two most powerful nations in the world. They were no longer isolated as they had been before the war. The USA had enjoyed great prosperity from supplying other Allies with war materials and food. The Americans the world's largest navy and air force and controlled the atomic bomb. The USSR had the longest army in the world. Both countries were suspicious of each other's intentions.



## PASSAGE 71

Peer pressure can be positive or negative depending on the type of company one keeps. Negative peer pressure can lead an individual into engaging in immoral behaviour such as drug abuse. Positive peer pressure can prevent an individual from engaging in immoral behaviour. It can help an individual to stop doing wrong and to do right. This passage talks about how to resist and overcome negative peer pressure.

Firstly, one can use effective communication. It is possible to resist peer pressure by expressing verbally what we feel. The verbal and non-verbal clues should indicate what we want. Don't send mixed signals. We should be clear what we are saying every time and stick by it.

Secondly, being confident and believing in oneself. We need to always believe in ourselves and learn to express our feelings without fear or being judged by others. Knowing our rights and deciding on what we want can help to resist peer pressure.

Thirdly, avoid over-relying on other people. Adolescents need to understand that they are unique individuals. They need to make choices as an individuals and not as a group. What may look good to you may not be good to the rest of the group, but you need to stand by your principles learn to make individual and informed decisions.

Lastly, reduction of personal poverty is vital. Many people who are poor become vulnerable and open to misuse by those who are wealthy. The given gains and power over the receiver makes it very difficult for them to say no to demands of the provider. The assertiveness of a person is reduced. There is a need to come up with income-generating activities to ensure self-reliance and the circle of poverty.





## PASSAGE 72

In today's meeting I am going to talk about imprest. An imprest is a sum of money advanced to an officer for making small cash payments when it is not convenient to do so by presenting a payment voucher through a sub-accountant or treasury cashier. There are three types of imprests and these are standing or annual imprests, special imprests and travelling imprests.

The first type is what is called standing or annual imprest. Standing or annual imprests are issued at the beginning of a financial year and restored at the end of the financial year.

Secondly, we have special imprest. Special imprests are issued for a specific purpose and a special period and retired or restored at end of the period specified.

Lastly, travelling imprest is another type. Travelling imprests are issued to officers travelling on duty and tired on the officer's return to station.



## PASSAGE 73

A payment voucher is a written authority addressed to a treasury cashier or the accounts department to pay the addressee. There are three types of payment vouchers and these are for contract payment, advance and traveling claims.

Payment vouchers for contracts show the total amount payable under the contract, total previous payments made, total to date plus current payment balance due, certificate from the authorizing officer in terms of contract, the payee is entitled to pay and final payment to be supported by a certificate or completion of the contract signed by authorizing officer.

A payment voucher for advance must show the total amount of advance, correct computation, indicating amount payable and number of installments for recovery of principal and interest if applicable.

Payments vouchers for traveling claims. These vouchers must be at a correct rate and in accordance with the instructions and regulations. It should be supported document such as bus, mini bus, and air or rail ticket for most direct route of the available public transport. It should show the distance in accordance with the standard distance charts. This is to make any travel economic.



## PASSAGE 74

People cannot talk about civilization without mentioning ancient Egypt. There are many aspects of Egyptian civilization that one can point out today.

Firstly, Egyptian was headed by pharaoh and they lived in cities. The pharaoh was an all-powerful or absolute ruler. He was worshiped as the representative of the sun god on earth. He made laws on behalf of the citizens, maintained courts and also collected taxes. Further, he also owned land.

Secondly, the soils along the Nile River banks were fertile. The Egyptians depended entirely on agriculture for economic life. They grew crops such as wheat, barley, grapes, figs, peas, beans and flax. They also raised animals such as sheep, goats and cattle. Although the Nile valley had fertile soils, rainfall was a problem. Hence, people had to depend on water from the river for their crops and animals.

Another Egyptian contribution to the civilisation is trade. The people of Egypt conducted trade with people of the Middle East. They exchanged wheat, barley and cotton with jewels, metal objects, spices, copper, glassware and wine. They also traded with people in the south of Egypt such as in Axum and Nubia. The Egyptians built a canal to connect the Red Sea to the Nile River and the Mediterranean Sea. This was done so that boats could sail from the Red Sea through the Nile to the Mediteranean Sea.

Egyptians also invented their own writing in which the priests made some marks or drew pictures on the walls of store houses to record gifts for the gods from the people. This type of writing was eventually called hieroglyphics which meant 'sacred writing'.



## PASSAGE 75

One of the burning questions in Malawi remains will the millennium development goals be met by end 2015? Although not completely successful but the government seems to make significant strides towards the achievement of the MDGs.

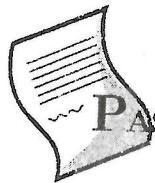
Firstly, based on the United Nations Millennium Development Goals report (2014) it highlights that 22 percent by 2010 were living on less than \$1.25 a day as compared to 1990 where half of the population was in extreme poverty. Hunger continues to decline, but additional efforts are needed to reach the MDG target.

Secondly, the fight against malaria and tuberculosis has also shown results as between 2000 and 2012. An estimated 3.3 million deaths from Malaria were averted due to malaria interventions. About 90 percent of the averted deaths, 3 million were children under the age of five living in sub-saharan Africa. Again, efforts to fight tuberculosis have also saved an estimated 22 million lives worldwide since 1995.

Another sign for positive stride on MDGs is antiretroviral therapy that is saving more lives. A total of 9.5 million people in developing regions were receiving treatment in 2012 and on the other hand this has saved 6.6 million lives since 1995. However, there is also a need to disseminate knowledge about HIV among the youth to stop the spread of the disease.

The report also shows that access to improved drinking water source has also become a reality for 2.3 billion people. Basically, in 2012, 89 percent of the world's population had access to an improved source, up from 76 percent in 1990. Hence, almost reaching towards a target.

Lastly, the report indicates that 90 percent of children are in developing regions are now attending primary school. This rate increased from 83 to 90 percent between 2000 and 2012. However, high dropout rates remain a major impediment to universal primary education. Differences in enrollment between boys and girls are being eliminated.



## PASSAGE 76

The work industry is hostile to those who have just finished their education. There are several effects on the need for work experience as a prerequisite for fresh graduates to get a job in Malawi.

Firstly, this need for work experience has resulted in old people switching jobs in the job market. For instance, government promotes this by recalling retirees to head different parastatals or to be principle secretaries. It is for this reason that Malawi's development is slow as young people who are mostly lower managers are not promoted.

Again, this call for work experience has resulted in most graduates remaining unemployed turning into laughing stalks. For example if such college graduates are not employed it will erode the value of education in Malawi. On the other hand, it will also reduce the hard working spirit among students. There will be no need for students to work hard on their education as they remain wondering around without getting a job. An idle mind is the devils workshop so the saying goes; such students can even resort to stealing. These students might even have time to indulge in drug and substance abuse



## PASSAGE 77

Flipping through local newspapers, getting to the advertisement pages, a fresh college graduate is left mouth agape. Just imagine, on top of academic qualifications, one is expected to have relevant work experience in order to get a job. The question remains where will one get experience if he or she is just coming from college. This question has a number of implications.

Firstly, this means that employers assume that our universities are producing graduates who are irrelevant for the job market. Then if these students are irrelevant it connotes that government is failing its duty of providing relevant education in the country. But if it is government's failure, then it is very unjustifiable to punish the innocent Malawian youth.

Secondly, the need for work experience from fresh students also means that employers have lost confidence in lecturers who teach these graduating students in their different disciplines. In this case, employers assume that these students are poorly baked hence cannot go right away into the industry. However, these lecturers are considered capable with international reputation; it is for this reason that it farcical to find them incapable.

Lastly, this also means that these students are a problem in themselves as they do not attain the needed knowledge for the jobs in question. Some students fail to give their best just after college. It is for this reason that the employers they also need some experience on top of their attained knowledge. Mostly, these students are supposed to start as trainees or interns in different fields but such opportunities are scarce as well.



## PASSAGE 78

Interest Rate Parity is a theory that says the differences in values of currencies are directly related to the difference in short term interest rates of each of the countries. In other words, the theory states that the difference between interest rates in two countries is the difference between the foreign exchange rate and the interest rate of their two countries. According to this theory when one makes two fixed investments in two different currencies, the return on both investments is the same even though interest rates may be different in absolute terms. This passage seeks to outline the two versions of interest Rate Parity which are covered interest Rate Parity and uncovered interest Rate Parity.

Covered interest Rate Parity .covered interest Rate Parity occurs when there is no interest rate advantage. If an investor borrows in a low – interest rate currency to invest in a higher interest rate, should take the following into considerations: borrow an amount in a currency with a lower interest rate. Convert the borrowed amount into a currency with a higher interest rate. Invest the proceeds in an interest – bearing instrument in this currency. Simultaneously hedge exchange risk by buying a forward contract to convert the investment proceeds into the lower interest rate currency. The return in this case would be the same as those obtained from investing in interest – bearing investments in the lower interest rate currency.

Uncovered Interest Rate Parity. Uncovered Interest Rate Parity states that the difference in interest rates between two countries equals the expected

change in exchange rates between those two countries. If the interest rate differential between two countries is three percent, then the currency of the nation which has the higher interest rate would be expected to depreciate against the other currency. In floating exchange rate regime, currencies of countries with higher interest rates tend to appreciate rather than depreciate as uncovered interest rate parity states. The reason is partly due to the fact that speculators borrow in low-interest currencies. Sell the borrowed amount and invest the proceeds in high-yielding currencies and instruments. Relentless selling of the borrowed (low-interest) currency has the effect of weakening it in the foreign exchange markets. For example, in uncovered Interest Rate (UIP), assume that the interest rate in United States of America is fifteen percent and the interest rate in Malawi is twenty percent, according to uncovered Interest Rate Parity, Malawi kwacha is expected to depreciate against the American dollar by approximately five percent. In other words to convince an investor to invest in Malawi when its currency depreciates, the Malawi kwacha interest rate would have to be about five percent higher than the American Dollar interest rate.

(Adapted from the nation of Friday June 19, 2015 a guide to the financial markets, investments and the economy)



A travelling salesman sat in a hotel restaurant, gazing out of a window. There was a terrible storm raging outside, with gale-force winds, blinding snow and massive hailstones. He asked the waiter, "Do you think the roads will be clear enough for me to travel?", "that depends on whether you are on salary or commission." replied the waiter. Malawi cannot develop unless its people change their perception and mind set.

People who work on commission and entrepreneurs who work for themselves live with the reality that if they don't work they won't eat. The successful person has the habit of doing things which failures don't like to do. They do things with enthusiasm. They put much effort towards their intended goals. Many successful athletes and business moguls reveal that their daily plan is to do what others cannot do, so that they accomplish what others cannot. This is dedication to duty.

Lasseiz faire attitude towards duty .Those who earn a salary may take their pay check for granted. If you go to some government departments or offices you will be surprised to see that officers are always late for duties. If they are early, then you find them playing chess, bawo or any other activity. Contrary to their job description, as early as nine o'clock in the morning. They request time off frequently. They can take five days attending a funeral of a neighbour which would have taken them a day or two. They can work for ten to fifteen days in a month yet they expect a full salary at the end of the month. Sometimes they don't mind informing their bosses for their absence or late coming. They can gives excuses of not communicating to the authorities due to phone battery running out of charge, heavy rains, or any other created excuses. They complain about low salaries or wages while they are doing nothing to improve the productivity which can enhance salary increment. Precious time is spent on internet, what sup and face book during working hours. Positive perception and change of mind set is good for success.



## PASSAGE 80

For you to succeed in life you need to sow the right seed. The scripture tell us that a man reaps what he sows. You get out of life what you put in. Whatever results you want to see in your health, finances, relationships, business career or any life area, you have to sow the right seed. The right seed is available to everyone and is the same for everyone. Every human has received the same amount of time per day. The successful do not receive more than twenty four hours per day and the failures do not get less than twenty four hours in a day. Both are given twenty four hours the only difference is how they manage their time. For example, Students who sit idle waiting for their teachers to do everything for them fail examinations. A nation whose citizens sit back waiting for hand-outs or free gifts cannot develop their country. It is during hard times that nations or individuals learn about life's experiences and develop positively. It is during hard times that many countries developed like china. Time invested in any activity will repair you a thousand times.

Law of consistency. When you make the right choices and do it consistently over time, it can make a huge difference in life. If you make small right choice day after day you see good results. A student who wakes up early in the morning daily, studies hard, he or she is punctual for classes, takes time to solve mathematical problems or conduct experiments on their own and does the assignments in time will always achieve his or her goals, unlike those who like sleeping even when others are awake. Positive perception and change of mind set is good for success.

Discipline is the bridge between goals and accomplishments. Small seemingly insignificant steps completed over time create a radical difference. Suggest new ways of running your business or work, change your company or work place's old culture. Encourage people to do things right. Improve your attitude towards people or customers if you are running a business. If discipline is practiced at all levels, it produces maximum profits. Positive perception and change of mind set is good for success.

Your marriage can be saved from collapsing by your change of attitude. A man or woman who constantly complains about his wife or her husband can have unhappy marriage. However the following steps can help him or her: keep a thanksgiving journal and record at least one thing to appreciate about your wife or husband. If you had difficulties in your marriage, the situation will improve within a short period of time. The act of choosing to focus on the positive in your wife's or husband's life every day can change her or his ways of looking at things. whatever your goals, the right attitude towards your spouse will pay a dividend .Actively look for ways to compliment your spouse and praise your children every day, reward them when they have done something good. Eat a good reasonable food, read informative books or magazine. These can make differences in your health, personal and professional development and significant relationships. A healthy family makes a healthy nation. Positive perception and change of mind set is good for success.  
Examine your choices. What you eat, the way you use your time, how you spend your money, the people you share your life with, your attitude, values and priorities. Are your decisions taking you where you want to go? Positive perception and change of mind is good for success

*(Adapted from Daily Times, February 12, 2015. Transformational leadership)*



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