

HOW TO TEACH

**LETTER &
COMPOSITION
EFFECTIVELY**

BY

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2019 PRIMARY SCHOOL VERSION



A. LETTER WRITING

FRIENDLY LETTER

It has the following components:

1. Address (2 marks)

- There must be no punctuation marks as it is supposed to be block type of address
- Capitalize first letter of each word.
- Proper gauging of where to start the address.
- Must be written on the upper-right corner.

Gomani Primary School
P. O. Box 99
Chisombezi

2. Date (1 mark)

- Skip a line from address.
- Use dd mm, yyyy format e.g 12 January , 2019.

Gomani Primary School
P. O. Box 99
Chisombezi

12 January, 2019.

3. Salutation (1 mark)

- Must be written from margin.
- A comma must be put soon after the recipient title or name.
- Capitalize the first letter of dear and name.

Gomani Primary School
P. O. Box 99
Chisombezi

12 January, 2019.

Dear Chiyambi,

4. Introduction

- Skip a line from salutation.
- Must be written from margin.
- Must be written in relation to given theme.
- It should be part of paragraph 1.

Eg I would like to inform you about the environment of my new school

5. Body

- Should have three paragraphs.
- Each point (from question paper) must be attempted.
- Skip a line before writing another paragraph.

6. Conclusion

- Should give an overview of what has been said in the main body.
- Should be part of paragraph 3.

7. Ending

- Proper ending of friendly letter should end like

Yours , or Yours daughter,
Gift Memory

- 'Yours 'should start from margin.

SAMPLE FRIENDLY LETTER.

Imagine that you went to town. Write a letter to your friend telling him/her about the trip.

In your letter include the following points:

Paragraph 1

- When you went to town?
- Why you went there?
- Who you went with?
- The person you visited.

Paragraph 2

- The period you spent there.
- The means of transport you used.
- Two things you saw in town.

Paragraph 3

- State two reasons why you would like to go back to town.

Gomani Primary School
P. O. Box 99
Chisombezi

15 January, 2019.

Dear Connex,

I write this letter to inform you the journey I had to town. I went to town on 1 January, 2019. We went to town because we wanted to spend gone festive of season elsewhere. I went to town with my parents. We visited my uncle who stays there in town.

We spent almost a week while in Bangwe town. We boarded minibus as we were going to town. I saw big houses and beautiful roads.

I would like to go back to town because I really enjoyed my stay in town as we were watching cartoon and playing football with uncle's children. This is what I wanted to tell you.

Yours,
Charles.

BUSINESS LETTER

It has the following components

1. Sender's address {2 marks }
 - There must be no punctuation marks as it is supposed to be block type of address
 - Capitalize first letter of each word.
 - Proper gauging of where to start the address.
 - Must be written on the upper-right corner.

Sample

Gomani Primary School
P. O. Box 99
Chisombezi

2. Date {1 mark }
 - Skip a line from address.
 - Use dd mm, yyyy format e.g 12 January , 2019.

Gomani Primary School
P. O. Box 99
Chisombezi

12 January, 2019.

3. Recipient address

- There must be no punctuations
- Capitalize first letter of each word.
- Skip a line from the date.
- Must be written from margin.
- Acknowledge the recipient title.

The Secretary
Matamando Investment
P.O, Box 3443
Chiradzulu

4. Salutation

- Must be written from margin.
- Skip a line from the recipient address.
- A comma must be put soon after the recipient title.
- In business, proper writing of salutation:

Dear Sir,

Dear Madam,

(don't write Dear Sir or Madam. Choose one)

5. Title

- Must be written from margin.
- Skip a line from the salutation.
- Two ways of writing title
 - a. All in capital letter. Should not be underlined.
 - b. Begin with a capital letter and underline

6. Introduction

- Skip a line from salutation.
- Must be written from margin.
- Must be written in relation to given theme.
- It should be part of paragraph 1.

Eg I would like to request for permission.....

7. Body

- Should have three paragraphs.
- Each point (from question paper) must be attempted.
- Skip a line before writing another paragraph.

8. Conclusion

- Should give an overview of what has been said in the main body.
- Should be part of paragraph 3.

9. Ending

- Proper ending of business letter, should end like

Yours faithfully,

CHIMWEMWE MTAMBO.

SAMPLE BUSINESS LETTER

Imagine that you want to visit Matamando Investment to see how soya pieces are processed. Write a letter to the General Manager of Matamando Investment, P.O. Box 3443, Chiradzulu. In your letter, request permission for your class to visit Matamando Investment. Include the following in your letter:

Paragraph 1

- Date and time you want to visit the company.
- Number of people who will be in the group.

Paragraph 2

- Purpose of the visit.
- Other areas to visit at the company.

Paragraph 3

- A request for a reply to your letter.

Gomani Primary School
P. O. Box 99
Chisombezi

15 January, 2019.

The General Manager
Matamando Investment
P.O, Box 3443
Chiradzulu

Dear Madam,

Request For An Educational Visit

I would like to request for our class to visit the company. I want to visit the company on second June this year at ten o'clock in the morning. The number of people who will be in the group is twenty.

The purpose for the visit is to see how soya pieces are processed. Other places to visit at the company should be the storage and packing rooms.

I will be grateful when my request is considered favourably. This is all I wanted to request for an educational visit.

Yours faithfully,

BRIDGET BANDA

For feedback and full copy contact the author 0882 198 967 (app only)