

ENGLISH

PAPER I AND II

- Composition**
- Letter writing**
- Speech**
- Report**
- Note Making**
- Summary writing**

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COMPOSITION

HOW TO WRITE GOOD COMPOSITION

WHAT ARE COMPOSITIONS?

Those are systematically arranged ideas written in a single or more paragraphs. Before you can begin to write, you need to prepare yourself with information and ideas popularly known as Prewriting stage. There are three areas that you look at, at this stage: topic, purpose for writing, target group or audience. On your examination you will be given topics from which you will be asked to choose one question. At MSCE normally a candidate is asked to choose and answer one question from Paper I which comes after 30 questions of multiple choices. Be careful not to answer more than you are asked.

From Sentence to Paragraph to Composition

A **Paragraph** is a group of related sentences that discuss one (and usually only one) main idea.

- In academic writing, you often write a paragraph to answer a test question, and good paragraphing greatly assists your readers in following a piece of writing
- You can have brilliant ideas, but if those ideas aren't presented in an organized fashion, you will lose your readers (and fail to achieve your goals in writing)

Parts of a paragraph

- All good paragraphs should have a topic sentence and supporting sentences, and some paragraphs also have a concluding sentence
- The **topic sentence** states the main idea of the paragraph. It limits the topic to one specific area to be discussed. Eg. *Registration for form one classes (topic) can be a frustrating experience for new students' (controlling idea)*
- **Supporting Sentences** develop the topic sentence; they explain or prove the topic sentence by giving more information about it through explanations, illustrations etc
- The **Conclusion Sentence** signals the end of the paragraph and leaves the reader with important points to remember.

- The sentence becomes customary for stand-alone paragraphs, but for those that are parts of a longer piece of writing usually do not need concluding sentences
- The 3 parts of a paragraph, if done correctly, bring about important elements of a paragraph **unity & coherence**

Unity

- The entire paragraph should concern itself with a single focus. If it begins with a focus or major point of discussion, it should not end with another or wander within different ideas.

Coherence

- Coherence is the trait that makes the paragraph easy to understand to a reader. You can help create coherence in your paragraphs by creating logical bridges & verbal bridges.

Logical bridges

- The same idea of a topic is carried over all the sentences
- Successive sentences can be constructed in parallel form

Verbal bridges

- Key words can be repeated in several sentences
- Synonymous words can be repeated in several sentences
- Pronouns can refer to nouns in previous sentences

Transition words can be used to link ideas from different sentences

PLANNING

A. Choosing a topic

Before you choose which topic you are going to write, the possible questions you can ask yourself are:

1. Which topic is easy for me?
2. Yes, it is easy, but do I have facts on this topic, in other words do I have anything good I can write. Normally a candidate is supposed to write five points as a minimum.
3. If you are not sure of the topic, don't attempt it. Examination is a „war" and you don't need to play

B. Brainstorming

Brainstorming means trying to list as many points as possible on the topic you have chosen. Write anything that comes in your mind.

- Rearrange the points: first point comes first. And these points should also be arranged looking at their importance.
- Never start writing before you rearrange the points
- Never write a composition if you have not found the points

C. Drafting

- A stage you attempt to write the points in paragraphs.
- As you write bear in mind that

a. Each point is written in its own paragraph

b. Each composition as per MANEB standards needs to be written between 350-500 words. This excludes article e.g. a, an, the.

c. All compound words are regarded as one word e.g. man-made, don't care, is coming, carry out.

d. When you have finished explaining about one point, go to the next using a fresh paragraph.

D. Proofreading

When you have finished writing your draft, read the composition again to check the following:

a. That you have written at least five points

b. That you have written 350-500 words

c. That you have expressed your points in simple and clear English.

d. That you have written your words well with good spelling. Please never use words you are not sure of.

e. That you have never repeated a point as doing so only reduces your chances of doing well.

f. That when you started writing, you have been consistent. Always stick to the point related to the given title.

g. That words are written clearly for example t and not l

i not I or I

h. Never write casual words like coz, bcoz, b4, gal, guy, kids.

i. That you have expressed yourself politely. You are not supposed to show rudeness or write abusive language or show anger.

J. That you have not unnecessarily cut your words. Cut your words in readable chunks
Com-e is wrong but co-me

K. That you have not abbreviated any words e.g. W.H.O but World Health Organization (WHO)

L. All words have been written in full-no contraction for example, dont should be do not ,didnt should be did not

M. That you have not written less number of words required. If you write less than 500 words you will be marked out of 175 words and out of 17/40

- If you write more than enough number of words, the examiner will mark up to 350 words and the rest of the work will not be marked. This also reduces opportunities of doing well and hence reducing your points

- All corrections to be done on your draft. This means you need to write quickly as possible to afford you chance to write your fair copy.

NB

- Writing your composition without checking and correction is risky because nobody can challenge that they don't make mistake. Sometimes the hand writes what the brain has not commanded. So checking is imperative.

- Even after writing your copy you need to check again, leave at least 5-10 minutes for checking.

Please don't give failure a chance.

- Also check that you have written your punctuation marks well.

KINDS OF COMPOSITION

Any type of composition you choose to write will fall under the following:

A. ARGUMENTATIVE

A composition that will demand you to give a comparison of two things .You must give evidence to support your idea.

Example

1. Rearing chickens is more beneficial than rearing ducks.
2. It is a waste of time to send girls to school.
3. Secondary schools should have more days of holiday than primary schools.
4. Life imprisonment does not help the prisoners.

B. IMAGINATIVE COMPOSITION

This is just an imagination of a situation. You suppose you were sometimes while you are not. This type of composition requires creativity

Example

- Suppose you are the Minister of Agriculture, how would you ensure there is food all the time in the country
- Imagine that you were elected as a Member of Parliament, how would you develop your area?
- The person (man/woman) I would like to marry.

C. NARRATIVE COMPOSITION

With this composition, you focus on an event which took place and attempt to explain how it happened in order of occurrence. Mostly a candidate is required to present his material in the past.

Examples

- How I won the competition
- The strike
- My birthday party
- The man who swallowed a bone at a funeral ceremony

D. DESCRIPTIVE COMPOSITION

- Descriptive comes from the word describe. When you are describing, you use mostly adjective, adjective phrases, adjective clauses. For example you can describe your teacher; you can describe a place, etc. When you are describing you may include behaviour or manner.
- Descriptive composition or essay also can describe a procedure or a process in order

to come up with a product.

Examples

- How to prepare for examinations
- Helping a patient with a dislocation

HOW TO PRESENT POINTS WHEN WRITING COMPOSITION

A. When you are giving a contrasting idea, contrary or you want to write something opposite you can use the following expressions:

-In contrast

-On the other hand = Nevertheless

-In spite of = On the contrary

-Despite = Whereas

= However etc.

B. When you want to show the cause /the result of an action you can use

- As a result
- Therefore
- consequently
- Thus
- Hence

In other words the above expressions show that what you are expressing has a result.

C. When you are coming towards the end of composition you may use the following:

- | | |
|-------------------------|--------------|
| • To sum up | • In short |
| • Lastly | • In brief |
| • To conclude | • Briefly |
| • Finally | • Then |
| • In the final analysis | • All in all |

D. When you want to add any point you may use the following

- Additionally = Furthermore
- In addition to = importantly
- What is more = Also
- Again = As well as

E) When you are to give examples never write e.g. but

- For example
- For instance
- Such as

F) When you are comparing two things which are similar.

- In the same way
- In comparison with
- Likewise
- Whereas

G) You can also use the following to show order of events

- First = First of all
- Firstly = Immediately
- Second = At last
- Secondly = Afterwards
- In the first place = After this
- In the second place = later
- Next = Meanwhile
- Finally = Subsequently

PARTS OF A COMPOSITION

Normally there should be three parts of composition .This should not be confused with paragraphs .There could be many paragraphs representing different ideas but still the composition maintaining three parts namely: Introduction, body and conclusion.

1. THE INTRODUCTION

Every composition should have the beginning. This beginning introduces the topic to prepare the prospective reader (examiner) of what he intends to read.

HOW DO YOU BEGIN YOUR COMPOSITION

1. Definition–You can define it if it is required. For instance “Importance of Library” you can define what a library is and continue to explain that you are going to explain about it.
2. Writing all the points in the first paragraph and then try to expand your points in

subsequent paragraphs.

Example :

- Problem of school leavers

There are many problems of school problems of school leavers. Some of the problems are the follows: lack of job opportunities, poverty, lack of training opportunities and drug and alcohol abuse.

3. You may begin your composition with what was agreed or consensus of the community or group of people

Example

The school decided to stop all the old prefects from their duties and elect new ones. It was believed the old prefect were incompetent, negligent and unreliable

4. You can also use a quotation or a proverb “you are very unreliable and ungrateful. After all I had done for you, you decide to cheat and abandon me and went for green pastures” he complained bitterly

B. THE BODY

This is where all the points are expanded.

-Each point you write is given its own paragraph. Please never mix up-no two points should be written in one paragraph. Body constitutes composition itself. When you raise a point, you should support your point by giving evidence.

Example

One of points on “Importance of Agriculture” could be “source of employment” you should give evidence how people find employment because of Agriculture. Give specific examples.

Because many candidates are unable to use Proverbs well, it is advisable to avoid them completely.

C. CONCLUSION

In this paragraph, it is a summary of the body putting the main points together.

Conclusion can give piece of advice, one`s feelings about a situation. You can also greet your friends and relatives if you are writing a friendly letter.

NB

- Use words, expressions, clauses you are comfortable with.
- Avoid using very long sentences.
- Choice of tenses is very important
- Clear, grammatically correct sentences which vary in length and type.
- Use appropriate punctuation marks.
- Count number of words.
- Always stick to the title in question.
- Your points should be logical
- Dirty work puts off the examiner.
- Colloquial languages should be avoided e.g. kids, guys.
- Wrong words order e.g. "I and my friend instead of "my friend and I.
- Number should be written in words e.g. six not 6, half past four not 4:30
- Years are always written in figures e.g. 1891.
- Avoid literal translation from vernacular language e.g. mdima wa ndiwe yani (darkness of who are you).

Examples of title composition

1. You left school last year after passing Malawi School Certificate of Education examination well with good grades. Unfortunately up to now you are still at your home waiting for unknown day when you will have chance of some kind. Write about the problems you are facing as a school leaver.
2. You recently went to your village where you saw different traditional dances. Explain about one particular traditional dance that interested you. Explain how the dance is performed, what attire is used and what significance the dance has to the village.
3. You have been asked to speak to a group of new students in your school where your head teacher will be in attendance. You have to explain to the new students what they should do should they fall ill or need first aid treatment; how to use your library and what arrangements are there for keeping the buildings clean. Write a speech.
4. You have been selected to pursue your education in the University of Malawi but due to some problems you are unable to do so this year. Write to the college principal about

your problems and explain how you would like the college to assist you.

5. Imagine you are a leader of your community. Concerned parents have asked you to write to government in order to report the problems of drug and alcohol abuse by the youth in the community as well as to ask for government assistance in solving the problem. Write the letter to the District Commissioner of your district. You may include the following points among others:

- a) Description of the extent of the problem of drug and alcohol abuse
- b) Description of the effects of drug and alcohol abuse on one's health of youth
- c) Suggestions of possible ways in which the government can assist to correcting the situation

6. You had special assembly during which Head of Language and Science departments spoke on issues of their departments. You attended it. Write a report describing what happened. Include the following:

- a) Date and place
- b) Seating arrangement during the assembly
- c) Summary of each speech delivered by heads of two departments
- d) Your opinion of the assembly and the issues raised

7. Write an original story beginning:

"All of a sudden everything changed for the better....."

8. Write an original story which ends with the following:

"It is indeed easier to receive than to give....."

9. Write down how you think class performance could be improved in order to achieve good results

10. Write a composition entitled "Decency in dress"

11. Imagine that you are a chairperson of World Life Club in your school. You have been asked to address your members and invite people at a closing function of the year's activities. Write out a speech which you intend to deliver at the function.

REPORT WRITING

Writing a report is normal in one's life

Your report should be concise, clear and easy to read

PARTS OF A REPORT

1. INTRODUCTION

- The title and introductory paragraph include the purpose of the report, details about why and when. This should be brief.

2. BODY OF REPORT

- Main part of the report containing details of the report

3. CONCLUSION

- Contains a summery general comments or recommendation

Letter style report

- Two letter style of reporting and should not be mixed

i). MEMORANDUM STYLE KAN /B/2/4

FROM: The head teachers, Livimbo Secondary School, Post Office Box 1807, Lilongwe.

TO: The District Education Manager, Post Box 98, Lilongwe.

REPORT ON HEAVY STORM THAT DESTROYED SCHOOL

M.J. Tuwas

Head teacher

ii). THE BUSINESS LETTER

LAYOUT OF A BUSINESS LETTER

(a) TWO ADDRESSES (not written in capital letters)

- The sender's address (This is the address of the person writing the letter)
- The addresser's address (This is the address of the person or organization to which the letter is written)

(b) DATE

- Indicating the date when the letter was written
- Skip a line before the date to separate it from the address. This is the case even when

the indented type

(c) THE SALUTATION

- Dear Sir
- Dear Madam

NB. Never write Dear Sir/Madam

(d) THE INTRODUCTION

- Comes immediately after salutation Purpose of the letter is written in one paragraph
- If responding to a letter or advertisement you may begin like this
 - (i) Thank you for your letter dated.....
 - (ii) Many thanks for your letter of.....
 - (iii) In your letter of..... You inquired about.....
 - (iv) It was a great pleasure to receive your letter dated.....
 - (v) I was very sorry to learn from your letter dated..... that.....
 - (vi) In reply to your inquiry about..... I regret that.....
 - (vii) In reference to your advertisement in the dated I write apply for the post

(e) BODY

- Content of business letter
- Topic sentences
- Supporting ideas are detailed
- Main idea and supporting points can be written in separate paragraphs
- Right and left margin should be even
- Use appropriate English

STYLE: BLOCKED ADDRESS

Sender's address

Date: _____

Receiver's address

BODY

THE CONCLUSION

VALEDICTION

Signature

Names:_____

The Conclusion

- I am looking forward to hearing from you soon
- I sincerely hope you will help me in this matter
- I enclose a sample of material you require
- I would greatly appreciate your reply

THE INDENTED ADDRESS

Livimbo Secondary School,

Post Office Box 1807,
Lilongwe,
21st May, 2019.

The Village Headman,
Kaliyopa Village,
P. O. Box 73,
Namitete.

Dear Sir,

Yours Faithfully

.....

Chispar Kamatuwa
Project Coordinator

SUMMARY WRITING (10MARKS)

- Summaries are always practiced in everyday life. During your MSCE you will be required to write a summary. This means you will be asked to extract main points from a given passage and try to write them briefly in your own sentences and words without changing the original taste or meaning or flavour.
- Good summaries must be clear so that the examiner is not forced to award you marks which are not yours that is low mark

STAGES IN SUMMARY WRITING IN ENGLISH PAPER II

1. Have a pencil handy
2. Read through the passage quickly to have the gist or general idea or picture of the passage
3. Read the passage again slowly so that you understand the passage. Underline the main points using the lead pencil
4. Decide on the boundaries of the summary. Decide which part of the passage is relevant to the question. Sometimes the summary passage may or may not involve the whole passage. Normally at MSCE you will be required to summarise the passage meant for comprehension. This implies that the whole passage must be summarised.
5. Heading of a summary passage should be given. Where the title is given just copy it. The heading should be written on top of the first line of answer sheet, it should be contrary written in block letters. It can or it cannot be underlined
6. The examiner is interested to see that points are written in order or in their original sequence
7. Summary also involves brevity which means some phrases and sentences can be shortened without changing the original meaning

Example

- Contrary to law – illegal
- That which cannot be read – illegible
- Plates, pots, knives, spoons - utensils
- On many occasions - often
- From time to time - occasionally
- At that time - then
- Occurring at the same time - simultaneously
- No longer in use - obsolete
- Who was wearing his new uniform - in his uniform
- While he was lecturing -during his lecture etc

However there is no specific rule for shortening expressions

8. Normally at MSCE a candidate is given specific number of words to write his/her points

Example

Suggest a title for the passage and then summarize the passage in your own words.

The summary should be between 70 and 100 words

NOTE: The examiner is interested in candidates who construct their own sentences to write summary

HOW TO ANSWER COMPREHENSION QUESTION

As is the case with summery writing, the following are stages that should be used:

- a) Reading through the passage quickly-to have rough idea of the passage
- b) Read the questions to also have a picture of the questioning technique employed by the examiner
- c) Read the passage slowly to understand the passage. With the lead pencil underline the possible answers to the question
- d) Most of the time first question has an answer in the first paragraph
- e) Where the question involves giving your opinion, be careful not to give opinion not related to the contents of the passage. Base your opinion on the passage
- f) Avoid just carrying sentences, clauses, or phrases from the passage
- g) Write your answers clearly with good grammar and good spellings
- h) Check your answers and ask yourself "Have I answered all the questions well?"

WRITING A SPEECH

A speech is not very different from other types of composition. The following are the features that characterize it and have to borne in mind

(a) When writing a speech, it must be assumed that the writer is actually speaking to his/her audience and there is use of personal pronouns like "I"..... "you"

(b) It must be assumed that the audience consist of people of different social and professional positions and the speaker (writer) must address them beginning with the highest ranking individual and end with the lowest

Eg: The headmaster, members of staff, parents and my fellow students, I wish to thank you for your kind gesture

NOTE:

1. A speech is not a letter so it should not have a name at the end
2. The language should be formal
3. No address required
4. Mostly present tense is used

EXAMPLE

You are the head prefect of your school and you have been asked to deliver a speech to your fellow students on the disadvantages of cheating in examinations. Write a speech. You may include the following points:

- a) Students who are to cheating do not work hard
- b) Cheaters are penalised heavily
- c) Cheating is time wasting
- d) Cheating is immoral
- e) When one cheats in examinations he/she is likely to cheat when employed

NOTE MAKING

What is note making?

- Processes of taking down notes while reading from a written source. Note making is the process of taking down notes from a listening source. It involves re arrangement of the important points in a clear set of notes.

Note making is different from summary writing which is a continuous prose (Full sentences). Note making is done in note-style thus, in a definite layout with main and supporting points expressed clearly and separately.

CONTENT OF PASSAGE

- What passage contains

DETAILS NEEDED WHEN WRITING NOTE MAKING

1. TITLE/HEADING

- Candidate to read the passage in order to come up with the title usually found in 1st paragraph.
- Title should be brief and centrally located and in block letters. You can or cannot underline the title. During an exam one is supposed to read the whole passage to get the central idea and come up with a title.

2. THE SUB-HEADING/MAIN POINTS

Piece of information which is the form of central idea or main point contained in each par-most identified in the first sentence of a sentence. Which is called topic sentence or key sentence. Each paragraph contains one point with supporting point.

- Remember to indicate a sub-heading. Main points with Arabic numerals e.g
 - a) 1, 2, 3, 4, etc you can also use A, B, C or II etc to mark off sub-headings
 - b) Capitalize the first letter of the subheading and any proper nouns within the sub-headings
 - c) Use phrases and not full sentences heading
 - d) Not to put full stop at the end of each sub-heading
 - e) Use points from the passage meant for note making

3. THE SUPPORTING POINTS

- Can start with capital letter but it is not compulsory

4. THE MINOR SUPPORTING POINTS/DETAILS

- The main or supporting points could be in the form of examples

BREVITY IN NOTE MAKING

Brevity comes from brief. Brevity can be done in the following ways

a) Using acceptable short form abbreviation where necessary

- Eg ie cf = Compare with etc and soon

- Etc-United states of America

Ltd	Limited	Stn	Station
Xmas	Christmas	MW	Malawi
Co	Company	MTL	Malawi Telecommunication
RPM	Revolution per minute	Limited	
Pvt	Private	Coop	Cooperative
Dept	Department	Unima	University of Malawi
Dr	Doctor	Dept	Department
Gen	General	Mon	Monday
Gvt	Government	Thur	Thursday
Mfg	Manufacturing	Tues	Tuesday
Hon	Honorable	Wed	Wednesday
Ref	Reference	Fri	Friday
Wt	Weight	Sat	Saturday
Res	Residence	Sun	Sunday
Red	Reverend	Aug	August
Sec	Secretary/Secondary	Sept	September
Supt	Superintendent	Jan	January
Maj	Major	Feb	February
Attn	Attention	Mar	March
Tv	Television	Apr	April
Approx	Approximately	Oct	October
RD	Road	Nov	November

Dec	December
Pop	Population
VIP	Very Important Person
Exam	Examination
Prof	Professor
Prep	Preparation
Qed	Quite easily done
Pa	Per annum
OT	Old Testament
NT	New Testament
MI	Milliliter
Mm	Millimeter
Mp	Member of Parliament
PTO	Please turn over
P/s	Post Script
Km	Kilometer
Kg	Kilogram
Bio	Biology
Eng	English
Maths	Mathematics
Geo	Geography
Fw	Influenza
Hr	Hour
Min	Minute
Dy	Day
Ave	Avenue
Pple	People
Lang	Language
Sch	School
Masc	Masculine
Disadv	Disadvantage
Bros	Brothers

Esp	Especially
COD	Cash on delivery
Econ	Economy/Economic
P.O	Post Office
Paye	Pay as you earn
Sq	Square
Intro	Introduction
3 rd	third
AM	In the morning
Pm	In the afternoon

b) Using Acceptable Symbols

= Therefore

= Because

√ = Square root

% = Percentage

+ = Plus

÷ = Divide

< = Less than

> = More than

= = Equals, the same as

& = and

= number

Ω = Pie

= With

- = Dash, Subtract

/ = Slash the same as, under

// = Parallel

X = Multiplication

C = Which

E = The

Using figures for quantities in words

30 = thirty

456 = Four hundred and fifty six

2,000 = Two thousand

Signaling devices in note making

Main points in a passage can be identified by using signaling words or signaling phrases some signals are clearly indicated while others are just felt. The following are some of the signaling words

In the first place.....
The fourth.....
Finally.....
In summary.....
Lastly.....
At last.....
Eventually.....
Firstly.....
First of all.....
In conclusion
Another point.....
Secondly.....
In the end.....
Subsequently.....

EXAMPLE FRAME WORK OF NOTE MAKING

Title / Heading

A. Main point /Sub title /Sub heading

1. Supporting points /ideas

(a) Sub supporting points / ideas

B. Main point / subtitle /Sub Heading

2. Supporting points / ideas

(a) Minor details

C. Main point / Main idea

(a) Major supporting point /idea

(b) Minor details

NB: When last and 1st paragraphs are simply conclusion and introduction respectively no sub

heading should be extracted since they just give the general information of the passage.

There are two problems of developing agriculture in Misuku Hills. One of them is low fertility of the soils land needs to be formed well. Besides, the fertility must be increased by applying manure and fertilizer to the soils cross rotation must be planned carefully problem is the long distance which the cash crops have to be transported and this adds to the cost of production.

AGRICULTURE IN MISUKU HILLS

A. Main problems

1. Low fertility

(a) Solution

(1) Good farming

a) Applying manure

B. Planning good rotation

2. Poor transport

(a) Long distance

(b) Production cost

3. The Lion is called king of Beasts for several reasons. He is larger animal. He has huge head and an impressive mane which gives him a majestic appearance. He walks with pride and grace. Moreover, because of his strength and sharp teeth, other animals respect him , so has few natural enemies cats other cost travel alone or in pairs but the lion travels in a group or pride, Lion kill only when hungry and willingly share their food with other lions. Lions prefer open grassy plain as their natural home. Today Lions are found primarily in Africa and are common in Malawi national parks.

THE LION KING OF BEASTS

1. Large animal

(a) Huge head & impressive

- gives majestic appearance

(b) Walks-Pride & and grace

(c) Respected

- Sharp teeth of strength

- (d) Kind-sharing food C other lions
- (c) Respected
 - Sharp teeth of strength
- (d) Kind-sharing food C other lions
 - Kills whenever hungry
- (e) Where found-open grassy plains
 - found in Afri
- Mw`s National parks

COMMON PROBLEMS ENCOUNTERED BY CANDIDATES DURING EXAMINATIONS PAPER I COMPOSITION

- Poor layout of a formal letter
- Some students fail to cross out rough notes
- Some candidates do not answer the question
- Some candidates do not answer the questions instead they spend time in irrelevant points
eg How to avoid contracting Malaria
- Some students write about causes, signs and symptoms of the diseases, instead of writing about the use of mosquito nets, coils repellents, draining water
- In speech salutation and signing should be avoided
- The writing of original short stories seen to be a problem. Most candidates, don`'t know stories written don`'t reflect the theme reflect the theme suggested
- Mechanical errors are also a problem when candidates are writing composition of words e.g.
Don`'t for do not
- 1 Contracting of words e.g. don`'t for do not
Won`'t for will not
- 2 Word combinations
Interms = in terms
Alot = a lot
Inspite of = in spite of
Infact = in fact

EXCEPT

- (a) As preposition with acusative

Example

No one can understand her except me

(b) As a subordinating conjunction except-if not, unless

Example

- She never goes to school except when she is forced

Users of another, the others, the other

Another = one more

The other = only two

Other = some

The others = all the rest

- Please give me the other shoes (two)

(c) Poor sentences construction-Many candidates lose marks because of poor sentences

Example

Although farmers harvest a lot of harvest, but they do not have market

: In this composition I am going to discuss about how fertilizer should be applied

Spellings: Many candidates lose marks because of wrong spellings breaks-for brick-

gentlemen- fro gentlemen , marker for market honorable-for honorable, liver- for liver, locked-
for locked, Maintainous- for maintainous, runned-for ran, chief-for chief, have made bricks-for
have moulded bricks.

Of paramount importance is cutting words. Some candidates lose marks because they are not careful, how they cut their words

Example

Ground nuts-for groundnuts

No where-for nowhere

Some thing- for something

Can not-for cannot

HOW PUPILS SHOULD PREPARE THEMSELVES FOR EXAMINATIONS

Practice in all kinds of continuous writing such as letter, report, speech, short story and essays is important.

Spellings

To cha-for a torture

Collage-for collage
Proffession-for proffession
Qualification-for qualification
Cheater-for cheat

LITERAL TRANSLATION

- It is easy to give the children the disease for it is easy to infect the children
- The children of my brother-my brother`s children
- After eating my brain-after thinking carefully
- It was on 8th November 2008 when-It was on 8th November that
- I want-I would like.....
- The police will chain you-the police will arrest you
- He dismissed his wife-he divorced his wife
- Write points in paragraphs should be remembered at all cost
- Choice of diction-use suitable vocabulary

Students should master their grammar with emphasis on correct spellings

Students should read extensively