

FORMAT FOR ESSAY WRITING – NTC EXAM – SIR JOE

Contents

Essay questions	1
SPEECH WRITING QUESTION	4
FORMAL LETTER	6
ARTICLE WRITING	8
DEBATE WRITING	10

NOTE: YOU WILL ALWAYS BE REQUIRED TO WRITE AN ESSAY, SPEECH, OR FORMAL LETTER.

Essay questions

- 1. Write an essay of 200 words on the topic below: as a headmaster, discuss two measures you will put in place to improve academic work in your school. (NTC 2023 RESIT PASCO)**

Solution

As a headmaster, it is crucial to implement measures that will enhance academic work within the school. Two key strategies that I would focus on are:

Firstly, fostering a culture of continuous professional development for teachers. By providing regular training sessions, workshops, and access to resources, educators can stay abreast of the latest teaching methodologies, subject knowledge, and classroom management techniques. Investing in the growth and development of our teachers will ultimately lead to improved instructional practices and increased student engagement.

Secondly, establishing a robust support system for students. This could include implementing mentoring programs, study groups, and academic counseling services. By identifying and addressing individual student needs, we can provide targeted assistance to help them overcome challenges and achieve academic success. Additionally, creating a positive and inclusive learning environment that promotes peer support and collaboration can further contribute to improved academic work among students.

By prioritizing these measures, the school can create an environment that fosters both teacher and student growth, ultimately leading to enhanced academic performance and overall success.

2. Write an essay of 250 words on the topic below: Indiscipline among students has been a major challenge in pre-tertiary educational institutions in Ghana. Discuss three measures that can be taken to address the problem. (NTC PASCO)

Solution

Indiscipline among students in pre-tertiary educational institutions in Ghana poses a significant challenge, requiring concerted efforts to address. Three essential measures that can be taken to tackle this issue are as follows:

Firstly, the implementation of comprehensive and consistent disciplinary policies is crucial. Clear guidelines outlining expected behavior, consequences for misconduct, and avenues for appeal must be established and communicated effectively to all students, teachers, and parents. These policies should be consistently enforced to ensure accountability and discourage disruptive behavior. Additionally, providing training for staff on conflict resolution and positive behavior management strategies can contribute to a harmonious school environment.

Secondly, creating a supportive and inclusive school culture can mitigate indiscipline. By promoting open communication, fostering respectful relationships, and recognizing the unique strengths and challenges of each student, schools can cultivate a sense of belonging and community. Encouraging student involvement in decision-making processes through student councils or leadership programs can also empower them to take ownership of their school environment, contributing to a more disciplined and responsible student body.

Lastly, investing in counseling and mentorship programs can provide students with the necessary support to address underlying issues fueling indiscipline. Access to qualified counselors and mentors who can offer guidance, mentorship, and emotional support can help students navigate personal challenges and develop positive coping mechanisms. These programs can also facilitate early intervention for at-risk students and provide a platform for students to voice their concerns and seek assistance.

By implementing these measures, educational institutions in Ghana can work towards fostering a more disciplined and conducive learning environment, ultimately benefiting the overall well-being and academic success of their students.

3. Write an essay of 200 words on the topic below: As a would-be teacher, discuss three benefits of homework in teaching and learning. (NTC 2022 PASCO)

Solution

As a would-be teacher, it is important to understand the value of homework in the teaching and learning process. While some students may groan at the mention of homework, it serves three significant purposes that greatly contribute to their educational growth.

Firstly, homework reinforces concepts learned in the classroom. By assigning relevant tasks outside of the school environment, students have the opportunity to practice and apply what they have learned. This repetition helps solidify the knowledge gained during class time and allows for deeper understanding and retention.

Secondly, homework promotes independent learning. Encouraging students to complete assignments on their own fosters a sense of responsibility and self-discipline. As they research, problem-solve, and engage with the material independently, students develop valuable skills such as time management, critical thinking, and self-motivation. These skills are essential for their future academic and professional success.

Lastly, homework encourages parental involvement and engagement. When parents are involved in their child's learning process, it creates a supportive home-school partnership. Homework serves as a bridge between the classroom and home, allowing parents to see what their child is working on and providing opportunities for them to assist and reinforce learning.

While there has been debate about the amount and type of homework assigned, these three benefits highlight the importance of including homework in the teaching and learning process. It serves as a tool for reinforcement, promotes independent learning, and encourages parental involvement. As a would-be teacher, recognizing these benefits will help create a balanced and effective approach to homework that enhances student learning and growth.

SPEECH WRITING QUESTION

- 1. Write an essay of a maximum 250 words on the topic below: The students' representatives Council of your formal college is celebrating its annual anniversary on the theme: "Qualities of the Teacher in the 21st Century". Write a speech you will deliver as the guest speaker at the durbar to climax the celebration. (NTC 2019 PASCO)**

Solution

Ladies and gentlemen, esteemed members of the Students' Representatives Council, faculty, and students,

It is with great pleasure that I stand before you today as the guest speaker for the annual anniversary celebration of our prestigious institution. This year's theme, "Qualities of the Teacher in the 21st Century," resonates deeply with the evolving landscape of education and the crucial role that teachers play in shaping the minds of future generations.

In the fast-paced world we live in, the qualities of an exceptional teacher have taken on a new significance. As we navigate through unprecedented challenges and innovations, educators must possess certain attributes to effectively guide and inspire their students.

Firstly, adaptability is paramount. A teacher must embrace change, willingly stepping out of their comfort zone to explore new teaching methods and technologies. By harnessing the power of digital tools, teachers can create dynamic and interactive learning experiences that cater to the diverse needs and learning styles of students.

Secondly, empathy is an indispensable quality. Teachers must develop a deep understanding of their students' backgrounds, experiences, and unique circumstances. By fostering a supportive and inclusive environment, they can cultivate trust, encourage participation, and nurture individual potential.

Furthermore, creativity is essential. In a world overflowing with information, teachers must ignite curiosity and encourage critical thinking. By designing innovative lesson plans that promote problem-solving, collaboration, and independent thought, educators can empower students to become lifelong learners and active contributors to society.

Lastly, dedication is crucial. Teachers must be committed to the holistic development of their students, recognizing academic achievements while also fostering character building, social skills, and emotional intelligence. Guiding and mentoring students beyond the confines of the classroom is a testament to the transformative power of education.

As we celebrate the anniversary of this institution, let us honor the remarkable educators who possess these qualities and continue to inspire generations to come. Let us recognize the unwavering commitment and dedication of our teachers in shaping a brighter future for all. Thank you.

2. (Note: Candidates who exceed the word limit will be penalized).

Write an essay of 200 words on the topic below:

There has been a protracted conflict between the community and the school you have been posted to as a head teacher. Write a speech you would deliver during your maiden PTA meeting suggesting two measures to address the problem. **(NTC 2023 PASCO)**

Answer

Protracted conflict means continuous conflict

Maiden PTA meeting means first PTA meeting.

Now consider this

Good morning, esteemed parents, teachers, and community members, I am honored to stand before you today as the newly appointed head teacher of this school. I am aware that there has been a protracted conflict between the community and the school, and it is my sincere intention to address these issues and foster a harmonious relationship moving forward. I believe that open communication and collaboration are crucial in resolving any conflicts, and I am committed to working together with all stakeholders for the betterment of our school and community.

To address the existing challenges, I propose two measures that I believe will help us rebuild trust and create a positive environment for our students:

1. Establish a Community Liaison Committee:

I suggest forming a committee comprising representatives from the school, parents, and community members. This committee will serve as a platform for transparent discussions,

where concerns can be raised, and solutions can be collectively devised.

2. Regular Community Engagement Events:

We should organize regular community engagement events, such as open days, workshops, or town hall meetings, to facilitate constructive dialogue and mutual understanding. These events will provide an opportunity for all parties to voice their opinions and work towards common goals.

In conclusion, I firmly believe that by implementing these measures, we can pave the way for a more inclusive and supportive relationship between the school and the community. I look forward to your support and participation as we strive to create a nurturing environment where our students can learn and thrive.

Thank you for your attention, and I am eager to hear your thoughts and ideas on how we can move forward together.

Warm regards,
[Your Name]
Head Teacher.

FORMAL LETTER

1. The parents in the community where you teach are more interested in using their children to work than enrolling them in school. Write a letter of 200 words to District Chief Executive discussing to causes of the problem and suggesting solutions to them.

Your address,
Post Office Box ,
Dormaa Ahenkro.
Date.

The District Chief Executive,
Ghana Education Service,
The District,
Town.

Dear Sir/Madam,

URGENT CONCERN REGARDING CHILDREN'S EDUCATION IN THE [NAME THE COMMUNITY]

I am writing to bring to your attention a pressing issue in our community regarding parents choosing to engage their children in work activities rather than enrolling them in school. This alarming trend poses a significant threat to the education and future prospects of the children in our community. The root causes of this problem can be attributed to poverty and a lack of awareness about the importance of education among parents.

Poverty remains a pervasive challenge for many families in our community, compelling them to prioritize immediate financial needs over the long-term educational well-being of their children. In addition, the lack of awareness about the transformative power of education has led to the perpetuation of this harmful practice among certain parents.

I would like to propose two potential solutions to address this issue. Firstly, implementing targeted financial assistance programs for families living below the poverty line could alleviate economic pressures and enable parents to send their children to school. Secondly, launching community awareness campaigns and educational workshops emphasizing the invaluable benefits of education could help shift parental attitudes towards prioritizing their children's education.

I am committed to working collaboratively with the district office and relevant stakeholders to address this urgent issue and ensure that every child in our community has access to quality education. I look forward to discussing this matter further with you.

Thank you for your attention to this matter.

Yours faithfully,

.....

(Signature

[Your Name]

2. Write a letter of 200 words to your Municipal Chief Executive describing the damage of storm as a result of rain has cause as a teacher in the school you teach. **(NTC 2024 PASCO)**

Your address,

Post Office Box ,

Dormaa Ahenkro.

Date.

The Municipal Chief Executive,
Ghana Education Service,
The District,
Town.

Dear Sir/Madam,

REPORT ON STORM DAMAGE AT [SCHOOL NAME]

I am writing to formally report the significant damage caused by the recent storm at our school, [School Name]. As a teacher at the school, I have observed the aftermath of the storm and the extensive impact it has had on our facilities.

The storm resulted in damage to the school's roof, windows, and outdoor areas, as well as flooding in several classrooms. This has disrupted our ability to provide a safe and conducive learning environment for our students.

Immediate repairs and maintenance are urgently needed to restore the school to a functional state and ensure the safety of our students and staff. I kindly request your prompt attention to this matter and your assistance in securing the necessary resources to address the damage caused by the storm.

Thank you for your support and collaboration in addressing this pressing issue.

Yours faithfully,

.....

(Signature)

[Your Name]

[Your Position]

[School Name]

ARTICLE WRITING

1. **Write an article suitable for publication in a National newspaper on the topic "the importance of national sports festivals"**

Solution

Title: The Vital Role of National Sports Festivals in Fostering Unity, Talent Development, and National Pride.

In the ever-evolving landscape of sports, national sports festivals stand as a testament to the unifying power of athletics and the potential for positive change they bring to society. These festivals serve as beacons of national unity, platforms for talent development, and symbols of collective pride. As we witness the fervour and passion that accompany these events, it becomes increasingly clear that their significance extends far beyond mere competition. National sports festivals hold a crucial place in shaping the identity and future of a nation.

First and foremost, these festivals serve as catalysts for unity and solidarity within a nation. They bring people together from diverse backgrounds, cultures, and regions, fostering a sense of belonging and shared purpose. Athletes, spectators, and supporters alike become united in their support for a common cause, transcending barriers and differences. In an era where social divisions can threaten the fabric of society, the coming together of individuals under the banner of sports promotes understanding, harmony, and mutual respect.

Moreover, national sports festivals play a pivotal role in nurturing and showcasing the talent and potential of athletes across the country. By providing a stage for competitors to demonstrate their skills and abilities, these events offer a vital platform for talent identification and development. Many renowned athletes trace the origins of their careers back to the exposure and opportunities provided by national sports festivals. The discovery and cultivation of sporting talent at these festivals contribute not only to athletic excellence but also to the overall development of the nation's human capital.

Furthermore, the pride and sense of identity engendered by national sports festivals cannot be overstated. These events evoke a deep sense of national pride and symbolize the collective aspirations and achievements of a country. Athletes represent their respective regions on a national stage, and their successes become intertwined with the pride and honor of their fellow citizens. The accomplishments of athletes at these festivals uplift spirits, instill a sense of national pride, and inspire future generations to aim for greatness.

Additionally, national sports festivals have the potential to drive economic development and tourism, as they attract visitors and stimulate various sectors of the economy. The influx of participants, spectators, and media coverage creates opportunities for local businesses, boosts hospitality and tourism, and generates a sense of excitement and vibrancy within host communities.

In conclusion, the importance of national sports festivals extends far beyond the thrill of competition. These events embody the spirit of unity, provide avenues for talent development,

nurture national pride, and contribute to the overall progress and well-being of a nation. Through the celebration and promotion of sports, national sports festivals play an instrumental role in shaping a vibrant, inclusive, and prosperous future for our country.

As we rally behind our athletes and celebrate their achievements at national sports festivals, we reinforce the values of teamwork, determination, and excellence. Let us embrace and support these festivals as integral components of our national identity and as catalysts for positive change in our society.

DEBATE WRITING

You are the main speaker in a debate on the topic: Students in rural schools have more advantages than those in the urban centre. Write your argument for or against the motion.

Solution

Mr. Charmain, distinguished guest, headteachers, members of staff, students, esteemed judges, impartial time keepers, co-debaters, ladies and gentlemen; the motion before the house is; Students in rural schools have more advantages than those in the urban centres. I stand to speak against the motion.

First and foremost, Mr. Charmain, urban schools generally have better access to resources and facilities. This includes well-equipped libraries, advanced laboratories, and modern technology infrastructure, which offer urban students a more conducive learning environment. Additionally, urban schools often benefit from a wider array of extracurricular activities, cultural institutions, and community programs, providing students with diverse opportunities for personal growth and development.

Furthermore, Mr. Charmain, urban students have greater exposure to a variety of career pathways and professional connections. Proximity to businesses, industries, and higher education institutions in urban areas affords students valuable networking opportunities, internships, and mentorship programs that can significantly enhance their future prospects. The availability of specialized vocational training and apprenticeship programs further

enriches urban students' educational experiences and prepares them for the demands of the modern workforce.

Moreover, Mr. Charmain, urban schools tend to offer a more comprehensive and diverse curriculum, including advanced placement courses, foreign language programs, and specialized academic tracks. This broad range of educational options allows urban students to tailor their learning experiences to align with their individual interests, talents, and career aspirations. Additionally, urban schools often attract a more diverse and experienced teaching faculty, providing students with access to a broader spectrum of expertise and perspectives.

On the other hand, while rural schools may offer a close-knit community and personalized attention, they often grapple with limited resources, outdated facilities, and a narrower range of academic and extracurricular opportunities. Additionally, access to advanced educational tools, career guidance, and exposure to diverse cultural experiences may be more limited in rural areas, potentially constraining the overall educational experience for rural students.

In conclusion, while rural schools undoubtedly possess unique strengths such as community cohesiveness and individualized support, it is evident that urban students enjoy numerous advantages in terms of access to resources, diverse educational opportunities, and professional development. As we consider the realities of education in both settings, it becomes clear that the advantages and opportunities available to urban students outweigh those of their rural counterparts. Therefore, I urge you to reject the notion that students in rural schools have more advantages than those in urban centers and recognize the rich array of opportunities accessible to urban students.

Tutor

Sir Joe

0554389730/0206087912