**ENGLISH NOTES FOR PAPER ONE FORM 2**

**DIALOGUES**

Dialogue refers to written or spoken conversation between two or more people

**RULES OF WRITING A DIALOGUE**

i. The speaker’s name is written on the left-hand side of the book.

ii. A colon is placed after the speaker’s name.

iii. Each time the speaker speaks, his/her name is written on the left hand side followed by a

Colon and his/her exact words written down.

iv. Long speeches are not natural. In reality, people make short/brief comments.

v. If the dialogue is written in a continuous prose, use quotation marks (“”) to indicate the

Actual words spoken by the character. Begin a new paragraph each time a different

Character speaks.

vi. In play-format, quotation marks are not used. Other punctuation rules are kept.

vii. Contracted forms of words are allowed.e.g you’re =you are I’ll =I will =I would

viii. Stage directions (S.D) - i.e. explanations about what a speaker does, what gestures he/she

Uses and his/her facial expressions-are put in brackets.e.g

(A man is enjoying his morning coffee when his wife slaps him on the back of his head.)

**Man**: (puzzled) why have you done this? See some of the coffee has split on my

Trouser.

**Wife**: (showing him a piece of paper and waves it before his face).

I found this in your pocket. It has the name „Rosemary “written on it. You’d better have an

Explanation.

Exercise

1. Imagine that your have read a story but have not quite understood it.you go to the

Teacher to seek clarification. Write down the dialogue you would have with him.

2. Your friend has suggested that you discuss the most effective ways of revising

English examination. Write down the conversation you would have with him/her.

**Business/formal letters/official letters**

**FORMAT**

a) Address

-the addresses must be two. The sender’s address is at the top right-hand corner of the page.

Below the sender’s address, the date is written.

-The recipient’s address is written on the left hand side below the date.

b) Salutation-it comes below the recipient’s address.i.e Dear sir/madam.

c) Reference „RE: ‟ = „with regard to‟. This is a summary statement of the purpose of the

Letter, written in capital letters and underlined.

d) The body-communicates the purpose of the letter. The paragraphs are usually short and each

Deals with one point/topic but should fully communicate the idea.

e) Valediction: the closing remark is

“Yours faithfully”

f) Signature and name. The signature is written below the valediction and must be written by

Hand. Below it print the name of the sender. The position held in that institution may be indicated

Below the name.

**CHARACTERISTICS OF BUSINESS LETTERS**

1. **Formality**-they are formal and one should not include idle talk or gossip.one should be

Impartial and not show the attitude one has towards the recipient.be polite in tone.

2. **Language**-the letter should be grammatically correct.

3. **Purpose**-write the letter with a purpose in mind, go directly to the point

4. **Brevity**-be clear, brief and avoid irrelevant issues.

5. **Acknowledgement**-a business letter written in reply to another usually acknowledges the

Former one or quotes the reference number.

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**Example**

Kati Secondary School,

P.O Box 3264

Kenya.

11TH January, 2014.

The Supplies Manageress,

Chui Bookshop,

P .O. Box 7050-00100,

NAIROBI.

Dear Madam,

**RE: ORDER OF SCIENCE BOOKS**

We would like to order the following books:

* Forty copies of form two biology by Kenya literature bureau
* Twenty copies of chemistry form two by Jomo kenyatta publisher
* Thirty copies of physics form one by longhorn publishers

Please send the books before 30th January, 2014.

Yours faithfully,

Mwangi.

Head teacher.

REPLY

The Supplies Manageress,

Chui Bookshop,

P.0. Box 2050

NAIROBI.

15th October, 2011.

The Head teacher,

Kati Secondary School,

P.O. B0X 55,

Kenya.

Dear Sir,

RE: ORDER OF SCIENCE BOOKS

Thank you for your letter dated 11th October ordering science books. We regret to inform you that he books you require are out of stock at present. We expect a new supply in two months‟ time.

Please accept our apologies for any inconvenience.

Yours sincerely.

Grace Moya.

Supplies Manageress.

-The address on the envelope is written in the center and in block form.e.g

Chui Bookshop,

P. O. Box 1484-00100

NAIROBI.

**POSTERS**

-when writing a public notice;

-give it a brief clear tittle

-use big clear writing

-write short, clear phrases

-Give each important point separate line e.g.

1. Write a public notice about each of the following subjects;

a) A meeting of the drama club

b) A lost book

c) A broken bridge on a public road

2. Design a poster advertising an inter –school match.

NB Posters can be seen everywhere. e.g.

-along the road side

-on sides of building

-on trees in villages and towns

- On rooftops.

**ADVERTISEMENTS**

- Each time we have a product to sell or a service to offer, we look for a way of letting people know that we have a product or service, the strong points of the product and how

They can access it.

**POINTS TO CONSIDER**

1. Know the target audience of the product or service well to help you to decide on:

**a)** The age of the people to use e.g. No country uses children to advertise

Alcoholic drinks.

**b)** The language used should appeal to your audience.

**c)** The graphics and pictures to be used.

2. Choose the appropriate medium that will reach your target audience. If you are

Advertising farm implements or products, you should choose a medium that reaches

People in the rural areas.

3. The message may be direct or implied. E.g. when young people see famous and

Successful people smoking, they aspire to be like them and many may start smoking.

4. Identify the selling points of the product.

5. Decide if you will use pictures and balance them with words.

6. Appealing visual images and emotive language are incorporated in an advertisement to

Persuade or convince us to do or buy something.

7. An advertisement has a heading, body-containing details and contact address.

1. Imagine that you have a car to sell. List all details you think you should include and advertise it.

Example

Attention

Arresting

Headline

Details and

Conditions

Location &

Contact

Address

JOBS! JOBS! JOBS!

**JOBSEEKING?**

Enroll at CLEAN JOB for Free CVs and immediate Placement.

2nd Floor. Kems House P.O BOX 1047-00100 NAIROBI

E-mail: cleanjobs@gmail.com.

**PERSONAL JOURNALS**

A journal is a record of an individual’s impressions of given occurrence, event, things or

Persons.

In your journal you describe:

(i) People

(ii) World games, events

(iii) Personal happenings.2

The style of journal is closer to exposition than narration.

Although the ensure recorded as they happen, the feelings they inspire are more important than

The events themselves.

A journal writer seeks to capture the events in relation to their impact on the senses and that is

What he sets out to record.

The tense is past tense.

A journal appeals to the senses of touch, taste, smell, hearing and sight.

EXERCISE.

1. Recall a striking event that you participated in and write a journal entry describing it.

2. Imagine that you had four day tour to a tourist center .Write a journal on what

Excited, embarrassed, depressed or annoyed you during the tour.