

ENGLISH LANGUAGE 112/1- PAPER ONE

S.3 TERM ONE

NOTES ON FUNCTIONAL WRITING AND COMPOSITION WRITING

This paper is made up of two sections; **SECTION A** and **SECTION B**. Section A entirely deals with functional writing. It is a compulsory section where one question on the examiner's aspect of choice is asked and it is marked out of 20. The 20 marks are distributed to three areas as follows:

Format --- 8 marks

Content --- 6 marks

Language --- 6 marks

Section B on the other hand deals with writing compositions. They could be narratives (stories), arguments, descriptions, to mention but a few. The section therefore calls for a lot of creativity from the students. It is also marked out of 20, but, unlike section A, it is marked out of impression.

NOTE: The whole paper is marked out of 40.

FUNCTIONAL WRITING

SCOPE:

LETTER WRITING

SPEECH WRITING

CURRICULUM VITAE

REPORT WRITING

WRITING A MEMORANDUM

WRITING MINUTES

WRITING STATEMENTS

DIALOGUES/TELEPHONE CONVERSATIONS/ INTERVIEWS

WRITING COMMENTARIES

WRITING DIRECTIONS

WRITING INSTRUCTIONS/RECIPES

WRITING ANNOUNCEMENTS

WRITING ADVERTISEMENTS

WRITING ARTICLES

WRITING NOTICES

WRITING A WILL

COMPOSITION WRITING

SCOPE:

NARRATIVE WRITING (WRITING STORIES)
DESCRIPTIVE WRITING
EXPOSITORY WRITING
ARGUMENTATIVE

LETTER WRITING

This is mainly of two types namely;

Formal letters
Informal letters

INFORMAL LETTERS

These are letters written to friends, family, relatives, and acquaintances. The language is usually informal and friendly though respectful and is entirely dependent on the relationship between the sender and the receiver. The writer freely expresses himself or herself using a conversational tone. Such letters include; friendly/personal letters, invitations, apologies, love letters, condolence letters, thank you notes, to mention but a few.

STRUCTURE/FORMAT OF INFORMAL LETTERS.

1. THE ADDRESS OF THE ADDRESSER/SENDER.

This is written at the top right hand corner of your paper in a slanting way, and it should tend towards the right hand margin. The first letters in the name of the organization/institution, address, and the district must be capital and all the rest small. The entire address has to be properly punctuated.

For instance;

Kabalagala Parish,
P.O.Box 44,
Kampala.

2. THE DATE.

This is written directly under the sender's address without skipping a line. The first digit of the date has to be directly proportional to the first letter in the name of the organization/ institution and it has to be properly punctuated. The accepted format of writing dates in letters is; the date, month and then the year.

NOTE:

The month has to be written in full and should be followed by a comma.

The ordinal indicators, that is, the “rd, st, nd, and th” must be written in small letters and placed on the same level with the figures. In other words, they shouldn’t be indented.

A full stop must be placed immediately after writing the year.

For example;

Kabalagala Parish,
P.O.Box 44,
Kampala.
23rd August, 2020.

3. THE SALUTATION.

This is the greeting and it can be started with dear, hello, hi, hey, excetra, depending on the writer’s/sender’s choice. The salutation must be written on the right hand side of the paper immediately after the date, without skipping a line. It should start from the margin and the first letters herein have to be capital. A comma must be put after writing the name/title of the receiver.

For example;

Hello Mary,

4. THE BODY.

This comprises of and is generally dependent on the purpose/content of the letter. It is usually made up of four short indented paragraphs that are not disjointed. In other words, do not skip lines between paragraphs.

5. THE CLOSING REMARK.

This signifies the ending of the letter and it is usually written at the bottom right hand corner of your paper, immediately after the last paragraph, without skipping a line. The first letters of the closing remark have to be capital and should be written tending towards the left hand side margin. Varying expressions can be used in ending such letters such as; Yours Loving, Ever Yours, Your Daughter/Son, Your Heartbeat, Love, Yours Affectionately, excetra. This should be followed by the writer’s name in small letters, with the first letter being capital and then a full stop is placed at the end of it. DO NOT APPEND YOUR SIGNATURE/DO NOT SIGN.

For instance;

Your Loving Friend,
Edna.

SAMPLES OF INFORMAL LETTERS

1. FRIENDLY/PERSONAL LETTERS.

These are letters written to friends or to people who are well acquainted with the writer. There are many reasons for writing friendly letters, but their topic remains on a personal level between the writer and the recipient.

Guidelines in writing the body.

The first paragraph should show that you are thinking about the recipient and care about their wellbeing.

The second paragraph should state the reason for writing

The third paragraph should include action plans and way forward if there is any.

The last paragraph should state how much you miss the person as well as your desire and willingness to hear from and see them soon.

For example;

Abundant Blessings High School,

P.O,Box 2831,

Kisasi.

14th April, 2020.

Dear Ashley,

How are you over there? I hope life generally and your studies are moving on in the right direction. Back to me, all is well.

The main reason I have written is to check on you, owing to the donkeys years we have spent without seeing, let alone talking to each other. I really miss you and are of the view that we meet again in the forthcoming vacation and also discuss the proposal that you had earlier on hinted on about a joint business venture in cosmetics.

My sister came back from the United States and gave me some money to spend however I wanted. I quickly thought about your ideas and would be happy if we met and discussed them at length. By the way Ashley, we could use the same meeting to draft a work plan for our cosmetics business. I believe all will be fine when and after we have met and held the discussion.

I am highly looking forward to not only hearing from you but also but also seeing you very soon.

Yours Affectionately,

Alexis.

TASK:

You were studying with your friend in Zana high school, but then your parents transferred you to Sweet Valley High school due to their excellent performance in the recently concluded UNEB examinations. Write a letter to your friend telling him or her about life in your current school.

2. LOVE LETTERS.

These are mainly written to express someone's feelings for another.

Guidelines in writing the body.

The first paragraph should show that you are thinking about the recipient and do care about their wellbeing.

The second paragraph should state the reason for writing and how the person you love makes you feel.

The third paragraph should show the characteristics and qualities that you find appealing and very attractive about that person.

The last paragraph should show desire and longing to not only see the person but also be with them and spend some quality time together.

For example;

Kagugube Parish,
P.O.Box 32,
Makerere.
2nd December, 2020.

My beloved Laura,

I hope you are alright and everything is moving on smoothly with you my sunshine. On my side, I am not all that fine.

I have written to let you know that I miss you so much and you are always on my mind; I cannot stop thinking about you my love. The first thoughts when I wake up and the last thoughts before I go to sleep are of you honey. You are the apple of my eye, my heartbeat, my only jewel from heaven, and my everything. I do not know how I can possibly live without you my sweet pie.

Every time I think of you, my countenance glows with such radiance as of the morning sunrays upon the horizon. You possess an unbridled amount of patience and kindness that radiates with such a glow the earth has never beheld. I have had such a great time with you no matter what we are doing. As long as you around, even doing the most mundane activity is fun. I am such a lucky Apollo to have found such a wonderful sweet soul for a partner. I hope we will see each other every day when I come back and spend as much time as possible together.

I am anxiously looking forward to physically laying my eyes on you once again and beholding that beautifully glorious smile and sexy eyes. I love you to the moon and back.

Forever Yours,
John Paul.

TASK:

You are very much fond of your mother or father. Write a love letter to him or her, expressing your feelings to him/her.

3. CONGRATULATORY LETTERS.

These are letters written when someone is congratulating another upon a great achievement.

Guidelines in writing the body.

The first paragraph should show the reason for writing, that is, to offer congratulations. In the second paragraph, state how you received the news, tell how you are happy for him or her, and if possible, relate something about the person's abilities. In the third paragraph, offer a piece of advice or word of encouragement to the person. In the last paragraph, send wishes for continued success to the recipient.

Example of a congratulatory letter.

Green Hill Academy,
P.O.Box 7522,
Soroti.
14th March, 2020.

Dear Elvis,

Greetings in the name of our lord, Jesus Christ. I have written this letter to personally congratulate you upon excellent performance in the recently concluded A' level examinations.

I got to know of the news in the monitor newspaper of yesterday in which your name appeared among the best performers who qualified for government scholarship in Makerere University on merit. I had no doubt in your ability to succeed, owing to intelligence, hard and determination. The gates are now officially open for you to join the best university for your first degree in medicine.

I suggest you organize yourself in advance to avoid any disturbances when the time comes for you to report. This is only a piece of advice from me as your best friend.

Please accept my heartfelt congratulations on your well-deserved success and excellence; and I pray that you continue soaring higher and higher even at your next level.

Your Friend,
Gloria.

TASK:

Shakespeare house emerged overall winners in the recently concluded Spelling Bee competitions that were held at your school in the main hall and your friend was awarded an accolade for best speller of the year. Write a congratulatory letter to him or her expressing your joy over her excellent performance.

4. CONDOLENCE LETTERS.

These are letters sent to friends and family members after someone has died. They convey thoughts of love and support for the bereaved family members after the loss of their loved ones. Condolence letters should be brief, but convey that thought of sympathy.

Guidelines in writing the body.

Recognize the loss in the first paragraph and convey your sympathy.

In the second paragraph, mention the deceased by name, state your relationship with them, and talk of any special qualities of them that you recall as well as your special memories of/with them.

The third paragraph should talk of any specific help that you would want to render to the bereaved family members as an individual/group.

Conclude the letter with an encouraging hope or wish to the family members in the last paragraph.

For example:

Tendo Memorial School,
P.O.Box 5454,
Mbale.
3rd September, 2020.

Dear Mr. Kabazzi,

I was so shocked and deeply saddened to hear of your daughter's passing on yesterday at around eleven o'clock in the night.

Nakatte Mercy was not only my classmate but also my best friend. She was very kind, jolly, full of energy, and empathetic towards everyone, including total strangers. I remember how she donated all her pocket money as well as some soap, sugar, and clothes to charity through the Red Cross with such happiness and joy unspeakable.

The entire senior two class commiserates with you and has contributed a total of three hundred thousand Ugandan shillings (300,000=) to help with the burial arrangements. Mercy will be deeply missed by all of us, but her memory will live on in our hearts till we meet again.

May the good Lord comfort you and your entire family during this trying moment and may He grant Mercy's soul eternal rest.

Yours Sincerely,
Joan.

TASK:

Your best friend lost his/her sister last weekend and she is to be laid to rest in three days' time. Write a letter of condolence to him or her.

5. INVITATION LETTERS.

These are mainly written to invite friends, colleagues, family members, relatives and acquaintances to occasions of different manner, ranging from celebratory ones to funeral rites.

For example:

Bombo Village A,
P.O.Box 22,
Kampala.

Dear Mr. and Mrs. Tumwebaze,

I take this opportunity to invite you to the wedding ceremony of our daughter, Melisa to her friend, Andrew Kaggwa.

As you already know and see, children grow faster than one may think. Andrew proposed to Melisa while they were still at campus and she happily accepted to get married to him. On this note, we wish to share the day with our closest friends and have fun.

The wedding ceremony will take place on fourteenth September, 2020 at Namirembe Cathedral at exactly ten o'clock in the morning and there after a reception at the Golf Course Club Inn starting at two o'clock in the afternoon. Kindly reply soon to confirm your attendance.

Your presence will highly grace the occasion and make it colourful.

Yours Sincerely,

Aine Ben.

TASK:

Assuming your birthday is due on 25 April, 2020, write a letter to your friend inviting him/her to come and attend it by all means.

FORMAL/OFFICIAL/BUSINESS LETTERS.

These are letters written for official use only. They serve a lot of communicative purposes between two or more parties and as such may be informative, persuasive, motivational or promotional. They include Applications, Invitations, Apologies, Condolences, Complaints, Resignations, Recommendations, letters to the press, letters of interest, Order letters, Adjustment letters, to mention but a few.

NOTE: The language herein is strictly formal.

STRUCTURE/FORMAT OF FORMAL LETTERS.

THE ADDRESS OF THE ADDRESSER/SENDER.

This is written at the top right hand corner of your paper in a slanting way, and it should tend towards the right hand margin. The first letters in the name of the organization/institution, address, and the district must be capital and all the rest small. The entire address has to be properly punctuated.

For instance;

Kabalagala Parish,
P.O.Box 44,
Kampala.

THE DATE.

This is written directly under the sender's address without skipping a line. The first digit of the date has to be directly proportional to the first letter in the name of the organization/ institution and it has to be properly punctuated. The accepted format of writing dates in letters is; the date, month and then the year.

NOTE:

The month has to be written in full and should be followed by a comma.

The ordinal indicators, that is, the “rd, st, nd, and th” must be written in small letters and placed on the same level with the figures. In other words, they shouldn’t be indented.

A full stop must be placed immediately after writing the year.

For example;

Kabalagala Parish,
P.O.Box 44,
Kampala.
23rd August, 2020.

THE ADDRESS OF THE ADDRESSEE/RECIPIENT.

This is written at the left hand side of your paper in a block form, immediately after the date, without skipping a line. The address has to start with the name/ title of the recipient, followed by the name of the organization, address, and then the district. The first letters in the name/title of the receiver, the name of the organization/institution, address, and the district must be capital and all the rest small. The entire address has to be properly punctuated.

For instance;

The Principal,
Good Luck Secondary School,
P.O.Box 434,
Wakiso.

THE SALUTATION.

This is the greeting and it can be started with only “dear sir” or “dear madam”. The salutation must be written on the right hand side of the paper immediately after the date, without skipping a line. It should start from the margin and the first letters herein have to be capital. A comma must be put after writing the title of the receiver.

For example;

Dear Madam,

THE REFERENCE.

This is the subject of/the reason for writing the letter. It is written beneath the comma of the salutation without skipping a line. The reference is usually abbreviated as “Re” and immediately followed by a colon. The first letter of the first word in the reference is written in capital letters and all the other words are written in small letters. All the words written after the colon have to be underlined.

For example;

Re: Apology for insulting a prefect.

THE BODY.

This comprises of and is generally dependent on the purpose/content of the letter. It is usually made up of four short indented paragraphs that are not disjointed. In other words, do not skip lines between paragraphs.

THE CLOSING REMARK.

This signifies the ending of the letter and it is usually written at the bottom right hand corner of your paper, immediately after the last paragraph, without skipping a line. The first letters of the closing remark have to be capital and should be written tending towards the left hand side margin. Important to note is that unlike in informal letters where varying expressions can be used in the closing remark, the only expression used in ending formal letters is "Yours Faithfully" which is immediately followed by a comma. This is then followed by the writer's signature followed by a comma, his/her name in capital letters and a full stop at the end of the name.

NOTE: Do not write your name in small letters as a signature. You must append a signature.

For instance;

Yours Faithfully,
,
OKOTH PETER.

SAMPLES OF FORMAL/OFFICIAL/BUSINESS LETTERS

1. APPLICATION LETTERS.

Application letters are usually written when someone is applying for a specific job/vacancy in a particular place/institution/organization.

Guidelines in writing the body.

In the first paragraph, state your reason for writing and where you got to know of the vacancy/job advert in case it is given.

For example;

Following your advert in the Daily Monitor of Monday 26th 2020, I hereby apply for the vacancy of.....

OR

I hereby submit my application for the vacancy of.....as advertised in the Daily Monitor of Monday 26th 2020.

The second paragraph should include your age, gender, nationality, highest institution of learning and qualification as well as your experience.

Your skills and abilities as well as your contact address and a hint on attachments of whatever kind should appear in the third paragraph.

The fourth paragraph should project your desire and willingness to work with the organization/institution.

Example of an application letter.

God Cares High School,
P.O.Box 444,
Jinja.
23rd May, 2013.

The Headteacher,
Bombo Army School,
P.O.Box 123,
Kampala.

Dear Sir,

Re: Application for a teaching vacancy in your school.

I hereby submit my application as per the above reference.

I am a twenty four year old female Ugandan holding a Bachelors Degree in Education from Makerere University with English and Literature in English as my subjects of study. I have a work experience of about three years which I believe aligns well and will make me a great boost to your organization.

I am good at mobilizing, guidance and counselling, playing netball, volleyball, debating, to mention but a few. For more information, you can refer to my CV and photocopies of my academic documents attached herewith. You can also reach me on my telephone number - +256 774-245-318/+256 752-102-444 or email – grace7@gmail.com.

I will be highly elated and grateful when my application meets your positive consideration.

Yours Faithfully,
\$\$\$\$,
NAKKU GRACE.

TASK:

The chairperson electoral commission of your school has announced the existence of a vacancy in the Prefectorial Body for the post of sports prefect and the following are some of the requirements.

The applicant;

- must be in form three or five.**
- must have held a leadership position before.**
- must have good communication skills.**
- must be good in at least two games, and**
- must be academically sound.**

Assuming you qualify, write an application letter for the above vacancy.

2. RESIGNATION LETTERS.

These are usually written when someone wants to resign from his or her job voluntarily or forcefully due to reasons well known to the person resigning.

Guidelines in writing the body.

The first paragraph should state that you have decided to quit the job and show the time/period you hope to do so.

The second paragraph should clearly stipulate the reason for leaving. It should be genuine and not annoying or irritating to your employer.

In the third paragraph, try to bridge the relationship and your employer. You may even offer to provide your replacement.

In the last paragraph, thank your employer and co-workers for the time you have spent with them, and wish everyone a safe stay.

NOTE:

Be very positive in order to maintain a good relationship between yourself and your would be former employer and co-workers.

Give the employers at least a prior notice of at least two weeks before you write the letter.

The language should be formal and respectful irrespective of your emotions at the time.

Example of a resignation letter.

Buddo Secondary School,
P.O.Box 8245,
Wakiso.

4th July, 2019.

The Headteacher,
Buddo Secondary School,
P.O.Box 8245,
Wakiso.

Dear Madam,

Re: Resignation from work.

Please accept this letter as a formal notice of my resignation from my position as a teacher, together with the responsibilities that came along with it in Buddo secondary school with effect from 1st August, 2019.

I am resigning my position because I was granted a scholarship to acquire my masters in Development Studies at the University of Birmingham in London.

I have never imagined leaving the institution as my students have given me great pleasure over the years, not to mention the love and support from my colleagues and the entire administration during my tenure with the school. Being a teacher here these past three years

has been a great privilege as well as an invaluable learning experience that I will forever be grateful for.

Thank you for the opportunity you granted me to work in this great institution. I will always cherish and hold Buddo secondary school at heart. I wish you all the very best and pray that the good Lord continues guiding and blessing you throughout your endeavors.

Yours Faithfully,

;

JJUKO MARVIN.

TASK:

Assuming you have been working with NTV-Uganda as a news anchor and applied for a job in CNN as a news reporter for news from Africa, for which you were enlisted as an employee having successfully passed your interview. Write a letter of resignation to your employer to that effect.

3. LETTERS OF COMPLAINT.

Complaint letters are usually written or sent when someone is complaining of a specific situation, service, purchase, or condition. This type of letters tries to ask the receiver to take some positive action in order to help the writer/sender out.

Guidelines in writing the body.

In the first paragraph, explain why you are writing the letter.

In the second paragraph, try to explain what the problem is and try to describe any action you have already taken to make the situation better.

In the third paragraph, say what inconvenience the problem has caused you and the entire public. Try to state what you believe needs to be done to solve the problem in the last paragraph.

Example of a letter of complaint.

Kapiri Trading Center,
P.O.Box 713,
Ngora.
7th January, 2020.

The Manager,
Kakise Bus Company,
P.O.Box 4224,
Soroti.
Dear Sir,

Re: Poor customer care.

I am writing to express my dissatisfaction with the way your conductor of the afternoon bus from Kampala to Soroti handles his passengers.

I usually travel with this bus, but the way the conductor handles the travelers is not appealing at all. He shouts at them using vulgar language whenever they request him to tell or signal to the driver to make a stopover for them to ease themselves. At one point, a first-time traveler who was seating next to me got a stomach upset and repeatedly requested the conductor to stop the bus so that she could move out and ease herself, but he turned a deaf ear. As a result, the woman pooped in her seat, soaking her entire lower self in it. It is then that I shouted to the driver to pullover at the next petrol station and let the woman clean-up, to which he agreed and did.

Since the stool was watery, it had flowed to my seat and soiled part of my dress. The entire bus was filled with a nose-piercing stench that made all passengers alight as soon as it came to a stop. The conductor then made the Turn-boy to clean up the mess while he just stood there with his hands akimbo.

On this note, I request the manager to deal with this conductor accordingly so as to make him behave kindly and responsibly. Otherwise your company will lose customers if he is left to continue with this behavior of his. I highly look forward to seeing a change in the customer care of your bus services particularly this one.

Yours Faithfully,
&&& ,
OTIMONG LEVI.

TASK:

Write a letter to the headteacher of your school complaining about the poor meals served in the school.

4. APOLOGY LETTERS.

These are usually written/sent by someone to simply apologize for their mistake. Letters of apology are also a means to mend up broken or troubled relationships between two people/parties/organizations.

Guidelines when writing the body.

The first paragraph should state the reason for writing and the action for the reason, that is, what you are apologizing for.

Describe what happened and own the mistake in the second paragraph. It is important to show the wronged person that you are willing t take responsibility for your actions.

In the third paragraph, admit you were wrong and empathize with the victim.

In the fourth paragraph, ask for forgiveness and promise not to repeat the same mistake.

NOTE:

When apologizing, say you are sorry without trying to justify your actions. In other words, do not say, "I am sorry, but..." This greatly contradicts your apology and does not show any remorse whatsoever.

Example of an apology letter.

Kabojja Secondary School,
P.O.Box 93,
Masaka.
14 February, 2018.

The History Head of Department,
Kabojja Secondary school,
P.O.Box 93,
Masaka.

Dear Sir,

Re: Apology for cheating in the history examination.

I have written this letter to apologize for cheating during the history mid-term examination last week.

I entered the examination room with a summary that had answers to three of the questions and started stealthily copying them into my answer sheet from beneath the desk. I was so engrossed that I did not notice you walking in and was startled upon seeing you standing beside my desk, looking straight at the summary in my hand.

I admit that what I did was wrong and highly against the school rules. My behavior not only let the whole classroom down but also portrayed a very bad image of me, which has caused me too much stress. I have realized that I should have studied hard to avoid this and therefore accept whatever punishment you are willing to give me.

I am kindly asking for your forgiveness and I promise that this incident will not happen again. I will study hard from henceforth to make sure that I not only sit for the examinations without cheating but also pass with the best grades. Please forgive me, sir.

Yours Faithfully,

@@@ ,

KAGIMU MELVIS.

(SENIOR THREE NORTH)

TASK:

You have been caught escaping from school by the teacher on duty. He or she has already forwarded the case to the disciplinary committee which is to sit soon and decide your fate. Write an apology letter to the chairperson of the disciplinary committee expressing how sorry you are for what you did.

5. RECOMMENDATION LETTERS.

These are letters written when someone else is recommending another to be favored for a certain job, position or employment with always positive results.

Guidelines in writing the body.

The first paragraph should state the reason for writing, your relationship with the applicant and how long you've been in touch with or known each other.

In the second paragraph, state your name, your professional position at the company/organization/institution, and also remember to include any additional information about yourself that will help build your credibility as a good person of influence.

The third paragraph should give an overview of the candidate, his strengths and good qualities. Go ahead to focus or reiterate on a single aspect/quality of the person giving an outstanding example.

The last/fourth paragraph should show that the applicant would be a good employee/student if he/she is offered a place in that institute/company/organization. Also let the reader know that he/she can contact you/the writer in case they need to know more about the applicant.

Example of a recommendation letter with the inside address.

Kabusi Secondary School,
P.O.Box 715,
Kibale.
27th July, 2020.

The Management,
MTN-Uganda,
P.O.Box 2224,
Kampala.
Dear Sir,

Re: Recommendation of Otim Julius.

It is with great pleasure that I am recommending Otim Julius to you. Otim was my student in Kabusi secondary school. I have known him since his senior one and have been in touch with him during his vacation and throughout his stay at the university.

My name is Mr. Kabowa Frank, the deputy in charge of academics at Kabusi secondary school. I have served in this school for a period of fifteen years where I arose from being Head of Department to the Director of Studies, and finally the deputy in charge of academics.

Julius is one of the brilliant students I have ever seen. He is so hardworking, polite, cooperative, and his name has always appeared among the best performers, even at the national level. He has got that powerful self-drive towards work and he is motivated to do whatever it takes to make sure that he succeeds at all costs. For example, while attending his O' level studies, he mobilized his counterparts in the science class and orchestrated a daily one hour compulsory discussion after classes which highly boosted the excellent performance that we registered in their year.

I, without a shred of doubt, believe that Julius will be an excellent employee for your company. In case of any questions about Julius, feel free to contact me on Telephone - +256 772-443-442 or email – frank111@gmail.com.

Yours Faithfully,
+++++ ,
KABOWA FRANK.

Example of a recommendation letter without the inside address.

Kabusi Secondary School,

P.O.Box 715,
Kibale.
27th July, 2020.

TO WHOM IT MAY CONCERN

Re: Recommendation of Otim Julius.

It is with great pleasure that I am recommending Otim Julius to you. Otim was my student in Kabusi secondary school. I have known him since his senior one and have been in touch with him during his vacation and throughout his stay at the university.

My name is Mr. Kabowa Frank, the deputy in charge of academics at Kabusi secondary school. I have served in this school for a period of fifteen years where I arose from being Head of Department to the Director of Studies, and finally the deputy in charge of academics.

Julius is one of the brilliant students I have ever seen. He is so hardworking, polite, cooperative, and his name has always appeared among the best performers, even at the national level. He has got that powerful self-drive towards work and he is motivated to do whatever it takes to make sure that he succeeds at all costs. For example, while attending his O' level studies, he mobilized his counterparts in the science class and orchestrated a daily one hour compulsory discussion after classes which highly boosted the excellent performance that we registered in their year.

I, without a shred of doubt, believe that Julius will be an excellent employee for your company. In case of any questions about Julius, feel free to contact me on Telephone - +256 772-443-442 or email – frank111@gmail.com.

Yours Faithfully,
+++++ ,
KABOWA FRANK.

TASK:

Assuming you are the executive director of Mukwano Group of Companies and one of your employees seeks a recommendation having got another better job with Emirates Global Company in Dubai where the manager highlighted it as a must have. Write a letter to that effect.

S.3 SECOND TERM

6. LETTERS TO THE PRESS.

These are written to provide readers with information and insights on issues with which they may be unfamiliar, and can also inspire the readers to take action. Letters to the press are sometimes referred to as the “letter to the editor”. Important to note is that letters to the press/editor are usually written in response to a previous letter or a current issue.

Characteristics of letters to the press/editor.

They should be very brief/concise and direct to the point.

They should be very convincing in order to show or portray the writer’s intention.

They should use very clear language to make the reader understand widely what you are trying to put across.

NOTE: The salutation in these letters can start with “Dear editor or Dear sir/Dear madam”.

Example of a letter to the press.

Kawempe Trading Center,
P.O.Box 33211,
Kampala.
22nd November, 2020.

The Editor,
New Vision Uganda,
P.O.Box 2281,
Kampala.
Dear Sir,

Re: Erosion in the city and the whole country.

I humbly request, through your esteemed paper, to voice my concern about the problem of soil erosion in Kampala city and the whole country.

At the sides of streets in Kampala, the rain has created gullies which are becoming deeper every year. It is needless to say that these gullies are dangerous to motorists and cyclists. Also, pedestrians can fall into these gullies with perilous consequences to their limbs. The situation becomes worse as you venture away from these streets into the suburbs such as Mulago, Nankulabye, Kivulu, Kasubi, Mengo, and the like. The murram roads there are becoming almost impossible for one to drive through safely since deeper and deeper gullies are being created every year due to soil erosion.

Therefore while I request the city authorities to look into the soil erosion problems in Kampala, I also urge the other local authorities to make a general concern about the soil erosion in the whole country.

Our ancestors left this country still fertile for us to use; let us not give a chance to our posterity to blame us for leaving this same country bereft of fertile soil for them to use.

Yours Faithfully,
\$\$\$\$,
NAMULI LISSA.

TASK:

Most of the youth in your village have dropped out of school and are now engaged in bad activities like; playing cards for money in the morning, smoking opium and chewing mairunji the whole day, and drinking alcohol throughout. Write a letter to the editor of the daily monitor complaining of the above situation.

7. CONDOLENCE LETTERS.

These are letters sent to friends, family members, workmates, employers, companies, excetra, after someone has died. They convey thoughts of love and support for the bereaved family members after the loss of their loved ones. Condolence letters should be brief, but convey that thought of sympathy.

Guidelines in writing the body.

Recognize the loss in the first paragraph and convey your sympathy.

In the second paragraph, mention the deceased by name, state your relationship with them, and talk of any special qualities of them that you recall as well as your special memories of/with them.

The third paragraph should talk of any specific help that you would want to render to the bereaved family members as an individual/group.

Conclude the letter with an encouraging hope or wish to the family members in the last paragraph.

For example:

Tendo Memorial School,
P.O.Box 5454,
Mbale.
3rd September, 2020.

The Kabazzi Family,
Kazo Parish,
P.O.Box 23,
Kampala.

Dear Mr. Kabazzi,

Re: Condolence for the loss of your daughter.

I was so shocked and deeply saddened to hear of your daughter's passing on yesterday at around eleven o'clock in the night.

Nakatte Mercy was not only my classmate but also my best friend. She was very kind, jolly, full of energy, and empathetic towards everyone, including total strangers. I remember how she donated all her pocket money as well as some soap, sugar, and clothes to charity through the Red Cross with such happiness and joy unspeakable.

The entire senior two class commiserates with you and has contributed a total of three hundred thousand Ugandan shillings (300,000=) to help with the burial arrangements. Mercy will be deeply missed by all of us, but her memory will live on in our hearts till we meet again.

May the good Lord comfort you and your entire family during this trying moment and may He grant Mercy's soul eternal rest.

Yours Faithfully,
TTTTT,
NDAGIRE SHARON.

TASK:

Your best friend lost an uncle who was buried last week, but he is still deeply grieved by the loss. Write a letter of condolence to him or her.

8. INVITATION LETTERS.

These are official letters written to people either for business meetings, parties, or any other event. They are also written in response to any type of official announcement.

Example of a formal invitation letter.

Saint Maria Goretti Katende,
P.O.Box 32,
Mpigi.
19th March, 2018.

The Patron Music Club,
Jinja Secondary School,
P.O.Box 842,
Jinja.

Dear Madam,

Re: Invitation for a Music Gala.

I humbly invite you and the members of your club to our Music Gala Night which will be held in the school main hall on 3rd May, 2020 from 6:00 to 10:30 in the evening.

The event will be basically a competition among different houses, aimed at showcasing the different cultural/traditional songs, dances, poems, to mention but a few, on the theme; "BE ACHIEVERS". The overall winner will take home a trophy and a bull.

We would therefore appreciate it very much if your club would perform one masterpiece, a folk song, and a dance to raise the curtain. The mayor of Kampala city has accepted to grace the occasion as chief guest. I have enclosed the program for you to peruse through and let me know your stand as soon as possible.

It will be our utmost pleasure to have you and your club members on that day. Your presence will surely add spice and color to the occasion.

Yours Faithfully,
&&&& ,
KIRABO PRECIOUS.

TASK:

Your school is planning to have a farewell party for all the candidates of 2019. As the head prefect, write an invitation letter to your area member of parliament to come and be the guest of honor on that occasion.

9. ADJUSTMENT LETTERS.

This type of letters serve two major functions. First and foremost, they state a problem and immediately provide a solution. They may be written to inform the recipient about the failure to attend

a suggested interview, or the return of certain goods, or change of a suggested previous arrangement. In most cases, an adjustment letter employs a courteous tone.

For example.

Soroti Secondary School,
P.O.Box 58,
Soroti.
2nd May, 2019.

The Vice Chairperson,
Ministry of Education,
P.O.Box 7063,
Kampala.
Dear Sir,

Re: Failure to appear for an interview.

I am Okello Joseph, one of the applicants who had been shortlisted for interviews for the post of inspector of schools in your ministry.

I was given notice in the New Vision of 29th April, 2019 to appear for the interviews which were scheduled for 1st May, 2019, but failed to appear due to the fact that I had lost my wife on the night of 29th May, 2019 and burial was on 1st May 2019.

I kindly request you to arrange for another day, preferably Thursday or Friday, so that I can appear for the interview. I believe those days would be convenient for me even in terms of transport.

I apologize for any inconveniences caused and thank you in advance for your kind consideration.

Yours Faithfully,
%%%,
OKELLO JOSEPH.

TASK:

You failed to turn up for some midterm examinations on the slated dates because you were sick and had been admitted in hospital for three days. Write a letter to the Director of Studies of your school requesting him to allow you do the examinations upon returning back to school.

10. ORDER LETTERS.

They are letters usually written when individuals, schools or institutions have orders to furnish their interests.

Key points to consider when writing order letters.

- Include all the necessary information about the item in question
- Be very sure of any dates and the number of items in question.
- Try to specify how the payments will be made for those specific items.

Try to explain briefly if there is any reason for the items to be delivered on the specific date.

Example of an Order letter.

Bwera College School,
P.O.Box 514,
Luwero.
5th March, 2020.

The Marketing Manager,
Baraka Junior Supplies,
P.O.Box 1543,
Luwero.
Dear Sir,

Re: Order for soft and hard brooms.

I would like to order the following items;
One hundred and fifty (150) soft brooms from Malawi.
One hundred (100) hard brooms from Malawi.

I will deposit the payment on your Centenary bank account tomorrow at 2:30pm. Please send them as soon as possible, probably before 25th May, 2020. The last batch is already being used and there is completely nothing left in the store to cater for any emergencies.

Yours Faithfully,
,
MIREMBE DONA.
(HEADMISTRESS)

Example of a reply letter to an order.

Baraka Junior Supplies,
P.O.Box 1543,
Luwero.
4th April, 2020.

The Headmistress,
Bwera College School,
P.O.Box 514,
Luwero.
Dear Madam,

Re: Soft and hard brooms order No. 4268.

I beg to draw your immediate attention to the above order which you made last month.

All the above mentioned brooms were ordered by you then and we had informed you that our stock had run down but that we would get a new consignment very soon.

I am pleased to inform you now that the consignment from Malawi has just reached and you can prepare to receive them any time from next week.

We deliver our apologies in advance for the delay and highly appreciate you for your patience.

Yours Faithfully,
@@@ ,
KISEKA JORAM.
(MANAGER)

TASK:

Write a letter to Aristock Bookshop asking if they have in stock the following literature texts and make an order for them.

**Zobra the Greek
Anthills of the Savanah
The Outsider**

10. COVER LETTERS.

These are letters written to explain the content or subject of a letter or document. They talk about the applicant's previous experience, education, and related skills in a brief manner.

Guidelines when writing the body.

The first paragraph should include who you are, which job you are applying for, and how you got to know of it.

The second paragraph should state why you are interested and enthusiastic about this job at this organization.

In the third paragraph, state the relevant experience or transferable skills that make you the best candidate.

The fourth paragraph should say that you would like an interview and give details on how you can be contacted.

Example of a cover letter.

Mayanja Drake,
+256 774-811-497,
dre2@gmail.com.

9th January, 2019.

The Human Resource Manager,
African Union,
P.O.Box 321,
Addis Ababa.

Dear Sir / Madam,

Re: African union youth volunteer corps vacancy.

As a highly skilled and experienced teacher with over 8 years of experience, and in response to the advert on your website, I have written to express my interest in working with you. My experience aligns well, as I have worked with various institutions of learning with various ethnic and religious backgrounds at all levels, both locally and internationally, and I believe that I would make a valuable addition to your team.

I hold a bachelors degree in Development Studies from Makerere University and a certificate in Administrative Law from Makerere Law Development center.

You should hire me as an African Union Youth Volunteer because I am the most suitable person for the job. I realize that there are other candidates who have the ability to do the job, yet I bring an additional quality that makes me the best person for the job – My passion for excellence. I am passionately committed to producing truly world class results that thrust me up the professional ladder within a given period of time.

I am the best candidate for African Union Youth Volunteer Corps because of my high self-drive, professional commitment, and confidentiality. In addition to the above, I am non temperamental, resilient, energetic and patient, results oriented, a good team player, and above all open minded. Among the many skills I am bringing to the African Union Youth Volunteer Corps and my host organization are; empathy, active listening, mobilization, needs assessment and guidance and counselling.

I am certain that my work experience and skills set as well as my academic accomplishments would make me a suitable candidate to work with, as well as a great boost to your organization. Please reach me on any of the contacts above to schedule an interview at your convenience. I appreciate your consideration and highly look forward to not only hearing from you but also working with you.

Yours Faithfully,

%%%,

MAYANJA DRAKE.

SPEECH WRITING.

Speech is the expression or communication of ideas and thoughts by means of articulate vocal sounds/spoken words. A speech is a formal address or discourse delivered to an audience in order to convince, persuade, inspire, or inform. The art/skill of speech writing/making and speech delivery has always made speakers to move their listeners /audience to positive powerful action. As such, the art of delivering a good speech is very important in everyday life. A speech may be written and read out in public or it may be prepared and delivered in public without any written document/material.

Important to note is that regardless of the length/occasion/purpose of your speech, it must have an introduction, the body, and the ending.

Types of speeches.

Celebratory speeches (for parties like graduations, birthdays, victories, excetra).

Eulogies
Vote of Thanks
Persuasive speeches (mainly for campaigns).
Debates

THE FORMAT/MAIN STEPS OF WRITING A SPEECH.

1. THE TITLE:

This includes

2. THE PROTOCOL:

This is the respectful recognition accorded to invited guests in order of hierarchy/rank. The language herein should be courteous and polite. The protocol should always end with the phrase, "ladies and gentlemen". This can help cover up any other party that you might have forgot to individual recognize along the way.

For example;

Our dear director, members of the board of governors, the head teacher, administrators, teaching and non-teaching staff, the entire students' fraternity, ladies and gentlemen.....

3. THE GREETING:

This entirely depends on the occasion and its timing. The usual phrases used when greeting include; good morning, good afternoon, and good evening. In some instances, the phrase "I greet you all" is used.

4. SELF INTRODUCTION:

Here, the speaker/writer introduces himself/herself by name, his/her title/position, and the name of his/ her organization/institution/company.

For example;

My name is Namugga Tracy, the head prefect of Blessed Sacrament secondary school.

5. THE BODY:

This comprises of three major parts, that is, the beginning (introduction), the middle (body), and the ending (conclusion); and it varies depending on the subject in the question.

The beginning/introduction;

This must be captivating and interesting in order to attract the attention of your audience/readers. One can choose to start with a powerful quote, an anecdote, or an interesting proverb/saying as a hook.

The middle/body;

This is the main information of the speech. It includes all the main ideas written in different paragraphs with relevant examples. The ideas should be linked together in a logical order using transition words/phrases like; first and foremost, to begin with, in addition, furthermore, secondly, finally, to mention but a few. Also, the writer/speaker should use words that directly address and involve the audience/reader, for example, you, ladies and gentlemen, we, my colleagues, fellow mourners, excetra.

The ending/conclusion;

This signals closing of the speech and as such should be very memorable and powerful enough to move the audience/readers into action. Just like the beginning, one can end his/her speech with a very powerful quote, proverb/saying, or a statement that will leave a mark in the minds and hearts of the audience/readers.

Example of a celebratory speech during a graduation ceremony.

A SPEECH DELIVERED BY AKULLO TEDDY ON HER GRADUATION PARTY HELD ON 4TH MAY, 2020 AT 2:00PM IN EQUATORIAL GARDENS.

The guest of honor, my lovely parents, my dear siblings, dear friends and acquaintances, distinguished guests, ladies and gentlemen....good afternoon.

My name is Akullo Teddy, a daughter to Mr. and Mrs. Okullo of Akwara village in Apac district.

I gladly welcome you all to this graduation party held in my honor, having attained a bachelors degree in Social Works and Social Administration from Makerere University.

Alfred North Whitehead once said, “No One who achieves success does so without the help of others. The wise and confident acknowledge this with gratitude”. Ladies and gentlemen.... in a special way, allow me to extend my sincere gratitude to my dear parents who made sure that I attend the best schools in the country. I went to Buddo Junior school for my nursery and primary studies, Kings College Buddo for my O’ and A’ level, and Makerere University where I have been crowned today.

In addition, I want to thank all my teachers right from nursery to university who were able to impart knowledge to me, which knowledge has made me a queen of her own majesty overtime. I can’t forget my lovely siblings who have been there for me throughout my academic journey – Thank you all so much for your love and support. Furthermore, I want to thank our dear guest of honor and all the invited guests in your different capacities for sparing your time to come and celebrate this achievement with my family and I – Thank you so much.

To crown it all, ladies and gentlemen..... join me and we give a standing ovation to the Almighty God for seeing us through to this day, making the day a success, and above all granting us good health, protection, and life..... let us thank him with a thunderous clap.

Once again, thank you all for your prayers and attendance to this lovely occasion. I pray you enjoy yourselves and may the good Lord protect you as you go back to your different abodes. Thank you for listening and God bless you all.

Example of a persuasive speech during campaigns.

A SPEECH DELIVERED BY MATOVU PRICE DURING THE PREFECTORIAL CAMPAIGNS HELD ON 23RD JULY AT 3:00PM IN THE SCHOOL PLAY GROUND.

Our lovely directors, chairman board of governors, our dear head teacher, administrators, teaching and non-teaching staff present, student leaders, the general student populace, ladies and gentlemen, I greet you all in the name of our Lord Jesus Christ.

My name is Matovu Price from senior three East aspiring for the post of Academics prefect of this great institution.

Ladies and gentlemen, Steve Jobs once said, "If you are working on something you really care about, you don't have to be pushed. The vision pulls you."

I stand before you today because of the vision I bear and the desire in my heart to help elevate the academic standard of our school. If you elect me as your academics prefect, I will do the following;

First and foremost, I will make sure that the academics in our school improves tremendously by engaging the top administration to employ qualified, experienced and focused teachers who will deliver to their best. I will also make sure that the library, the computer and science laboratories are well equipped so that each student so that each student has their own apparatus during the practical lessons for proper learning.

For the case of day scholars, I will advise and encourage the school administration to avail the school van which will be picking them up early in the morning so that they can catch up with the early morning lessons on time. This will relieve them from the bed of thorns of walking from distant places in the wee hours of the morning and also guarantee their security and safety from hooligans and vagabonds on the streets at such times.

Furthermore, I promise to do away with vernacular speaking on campus by encouraging debates, impromptu speeches, and the writer's club which will engage fellow students in the constant practice of the English language. The culprits on the other hand will be punished through mopping, slashing, sweeping, to mention but a few.

In conclusion ladies and gentlemen, drawing from a renowned writer by the name Rob Siltanen who said, "People who are crazy enough to think they can change the world, are the ones who do", I believe I can steer the academics our great institution to excellence.

I therefore kindly beseech you to vote for me – Matovu Price - THE CHANGE, if you want to realize positive change in the academics of our great institution.

Thank you all for listening.

A EULOGY.

This is a powerful memorable speech that is given at a funeral memorial service in order to help the mourners remember the deceased in a very special un forgetful way. A eulogy is sometimes referred to as a tribute. It gives or highlights personal details that made the deceased a very special person to the speaker and to the mourners in general.

FORMAT/STRUCTURE OF A EULOGY.

The title – This can be written as; A TRIBUTE TO...../A EULOGY IN MEMORY OF.....

The protocol

Greeting

Self-introduction

State your relationship with the deceased and how you met/got to know each other. Also talk about when and how you came to know of the deceased's demise and the cause of death, if known. State some of the deceased's good qualities and try to move the audience by reminding them of the positive contributions the deceased made to the entire community. While doing this, try to create that great bond or connection that the deceased still has with the living world. Conclude the speech in a sad, moving, powerful way with an encouraging hope or wish with the family members.

NOTE:

The tone used herein should be mournful/sad/sorrowful enough to create a somber atmosphere as well put the mourners in that sad moment of great loss.

Example of a Eulogy.

A TRIBUTE TO MR. JOSEPH MUSISI PRESENTED BY KAMOGA DAVID ON 4TH NOVEMBER, 2020 IN CHRIST THE KING CHURCH AT 10:00AM.

The clergy, the area member of parliament, local council leaders, elders, fellow mourners, members of the bereaved family, ladies and gentlemen, I greet you all.

My name is Ssekito Joshua, the executive director of Carris Publishing Company and the best friend to the deceased who has left very deep holes that cannot be filled in our hearts. It was around 4:00am yesterday that I received the sad news of Joseph's passing on. He had been battling cancer for the past two years and finally succumbed to it yesterday at around 3:30 in the morning.

Joseph and I first met in high school and it is from there that we became close friends. I quite remember him encouraging me to take literature at high school then, which literature has done me proud today.

All the alumni of our school remember Joseph for his respect, love, compassion, and generosity. The residents of Kabira can best attest to this by virtue of the fact that he has been sponsoring some of their children in very good boarding schools despite the fact that he held no political office. His last wish was that these children continue benefiting from his funding until they all graduate from university. It goes without saying that Joseph was a darling to everyone who crossed his path; known and strange, young and old alike.

Goodbye is the hardest thing to say because it makes my throat hurt, but like Ronald Batch put it, "A farewell is necessary before we can meet again, and meeting again, after moments or a life time, is certain for those who are friends", I know I will see you again, Joseph. So, fare-thee-well my friend..... Till we meet again.

VOTE OF THANKS/"THANK YOU" NOTES.

These are basically written to thank people who have been helpful to us in one way or another. It encourages them to continue being kind and offer hospitality to others as well. It also reflects the kind of person the writer is.

Points to consider when writing a 'Thank You' note.

It should be brief.

It should be confined to the purpose for which it is written (to convey gratitude).

The choice of words/register is influenced by the relationship between the writer and the receiver.

However, irrespective of the above, the language must be courteous and endearing.

Example of a Vote of Thanks.

A VOTE OF THANKS TO BISHOP PAULOS KANANURA.

Your Lordship, on behalf of my husband and on my own behalf, I would like to thank you so much for the support you rendered to us in preparation for and during our wedding. We greatly appreciate the moral, spiritual, and financial support you gave to us. Words are even not enough to express how grateful we are for this.

You literally moved helter-skelter and ensured that everything went on as had earlier been planned. I don't know what we would have done without you.

May the good Lord richly replenish your pockets, and may He bless you abundantly. Thank you so much once again.

\$\$\$\$\$

MRS. NAMARA BRILLIAN.

TASK:

Imagine you are contesting for the post of entertainment prefect in your school. Write a speech that you would present before administrators, teachers, and fellow students during open day campaigns in your school.