

# **CALTEC ACADEMY MAKERERE**

## **ENGLISH LANGUAGE/2 WORK**

### **SENIOR THREE**

#### **INSTRUCTIONS**

- **Read, Copy and Do all Exercises please**

#### **FUNCTIONAL WRITING**

##### **a) Letters of Application**

The following should be noted when writing an application letter

- Write your address on the top right hand corner of the page. It should be written in the lower case and slanting – British style.
- This address may or may not be punctuated.
- The receivers address should be written below the senders address on the left hand corner.
- For salutation, use Dear Sir or Madam but not both.  
You may as well use the persons title such as Dear Bishop, Dear Tutor, Dear Doctor etc.
- When writing the reference use the word post, position or vacancy but not job..
- End your letter with, yours sincerely if you have begun with the persons title but if you have begun, Dear Sir or madam, then end your letter with yours faithfully.
- Sing your name and print it in full afterwards.

#### **EXERCISE I**

Write a letter of application for the post of an office Assistant. The letter should be addressed to the Resource Manager of New ways enterprises, P.O. Box 42, Kayunga.

#### **Note**

All formal letters should have the same features same for the reason / reference.  
For instance complaint, resignation, apology etc

With application letters each paragraph should clearly state an idea worth for the job applied for.

#### **Example**

Paragraph 1 - What job are you applying for?

Paragraph 2 - Describe your qualifications that are relevant to the post applied for.

Paragraph 3- Explain why you want the Job and why you think you're the most suitable person.

Paragraph 4 - How can you be contacted.

Useful phrases for an application letter

- i. With reference to the advertisement in .....
- ii. I would like to apply
- iii. I am currently.....
- iv. After graduation .....
- v. This post interests me because.....
- vi. I am available anytime.....

### **Letters of complaint**

These are written to complain about a situation, a service purchase.

The language used should be straight forward, formal and impersonal while the tone should be polite. Firm and insistent.

Paragraph 1 - Explain why you're writing

Paragraph 2 - Explain what the problem is.

Paragraph 3 - State the inconvenience caused by the problem

Paragraph 4 - State what you want to be done about the problem.

### **Useful phrases for a letter of complaint**

- i) I am writing to express my disappointment / surprise / shock...
- ii) What made matters worse...
- iii) On top of that ...
- iv) As a consequence...
- v) I expect better service...
- vi) I would like to know...
- vii) I look forward...

### **Exercise 2**

Write a letter of complaint to the Area manager – UMEME about the daily load shading in your area.

## **THE CURRICULUM VITAE**

### **Features of CV**

- Personal information (Name, current address, email, telephone number, nationality, gender, and marital status.
- A summary of your education background and training.
- Work experience
- Activities and achievements
- Interests
- Referees

### **EXERCISE 3**

Write your curriculum vitae to accompany your application letter for the post of an assistant field manager of Nakaseke farm. Imagine you're just completed senior six.

## **MINUTES**

These are summarized notes made as a record of what has been discussed or decided at a formal meeting.

They're also an official document giving details of the proceedings of a minutes\*\*\*\*\*

Minutes must have

- The heading
- Date
- List of member present, absent with or without apology and those in attendance.
- The Agenda – order of items to be discussed.  
Details of each item of the Agenda.
- Signatures of the chairperson and secretary.

## **GRAMMAR**

### **Using “Need” and needn't”**

Need – it's a modal verb used to show importance / permission or possibility

Needn't - The short form of need not don't have to / don't need

### Example

- You **don't have** to wear a uniform.
- You **don't need** to wear a uniform
- You **needn't** wear a uniform.

**Idiom:** Need you ask??

**Meaning:** Your question was not necessary because you already know the answer.

### EXERCISE

Rewrite the sentences using needn't.

- 1) He goes to the Doctor with a slight headache.
- 2) She's afraid of spiders
- 3) Drivers keep sounding their horns.
- 4) We make our signatures illegible.
- 5) The nations settle their disputes by going to war.
- 6) One race feels superior to another.
- 7) They wash the floor with soap.
- 8) Her father worries about her behavior.
- 9) He has his hair cut with a razor.
- 10) Atim asks so many questions.

### Need in the past

Consider

- You don't have to wear a uniform.
- You didn't need to wear a uniform.
- You needn't have worn a uniform.

**Thus in past – Needn't changes to needn't have**

### EXERCISE

Rewrite these sentences using needn't have.

1. Atim asks so many questions.
2. Her father worries about her behavior.
3. She's afraid of spiders.
4. Joseph wears sun glasses indoors.
5. He has his hair cut with a razor.

**Using "MUST and "CAN"**

Must is used in giving commands.

It's the opposite of need not (Needn't)

Must is used when talking about something necessary or important.

### **Example**

- You **must** learn it by heart.
- She **must** be alarmed.
- **Opposite**
- You needn't learn it by heart.
- She needn't be alarmed.

### **EXERCISE**

Write appropriate responses to these questions using **can't** and **must be**.

**Example;** Mr. brown has grey hair. Is he young?

**Response:** No he can't be young, he must be old.

1. My friend is called Mary. Is she a boy?
2. My father is five feet tall. Is he very tall?
3. My brother can't add 2 and 2. Is he clever?
4. John is in bed, snoring. Is he awake?
5. I can lift this box easily. Is it heavy?
6. This is your mothers brother. Is he your cousin?
7. That water is boiling. Is it cold?
8. He is dressed in rags. Is he rich?
9. Nobody can do this sum. Is it easy?
10. Elizabeth is in Hospital. Is she well?

### **EXERCISE**

Re-write as instructed

## **SUMMARY WRITING**

When writing a summary, take note of the following

1. Give your summary a title. It should be formulated from the question. Write the title in capital letters.
2. One paragraph is expected even when the question is two sided.
3. For two sided questions, a word of contrast is expected for instance, however so that there's a line between the two parts of the question.
4. Construct complete and meaningful sentences, each sentence must have a subject.
5. A topical phrase is expected at the beginning of the summary.
6. Put into consideration the number of words required. Otherwise the points beyond the required number of words will not be considered.
7. Write legibly putting into consideration the spellings, the tense and punctuation.
8. Only three punctuation marks are expected when writing the summary, that is, the capital letter at the beginning of the sentences, the comma to separate the points and a full stop at the end of the sentence.

## **FUNCTIONAL WRITING**

Sample questions

1. Your Uncle has written to you with suggestions about what gift he should give you at the end of the term. He has asked you to write back informing him of your choice, giving reasons for your preference.
2. Write a letter to the Head teacher showing ways how the problem of litter in your school can be overcome.
3. A group of parents have approached you for advice on which subject options their children should take in form three. Write your speech to them.
4. Your Aunt who is a counselor is going to speak to a group of youths. She has asked you to prepare a talk that you will give to adolescents on the topic, Modern teenagers challenges and their solutions.
5. The school management is complaining about students dress code. Write a report on how the students dress code can be improved.
6. You are on the committee of a youth club in your home area. write a report on how

they should help the elderly in your community during the long holiday.

7. A student in your class informs you that his academic performance is poor because his stepmother bewitched him. What advice will you give him?

8. Write a commentary about a football match you watched recently.

**SECTION B**  
**CREATIVE WRITING**

1. Write a story entitled; Betrayal.

2. Write a story beginning, When I heard the knock at the door....

3. write a story based on the saying; Pride goes before a fall.

4. write a composition based on the saying; To err is human to forgive is divine.

5. Describe an elderly relative whose company you enjoy.

6. Describe your favourite festival giving details of what you saw, what you heard, and how you felt.

7. Imagine your family is going to buy a plot of land to construct a house. They approach you for advice; what qualities would you expect a plot of land that is good for a residence to have

8. Film actors and singers are role models for the young generation. Do you agree? Give reasons