

# FUNCTIONAL WRITING NOTES

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## WRITING A GOOD SPEECH

### What is a speech?

A speech is a talk given during a public occasion to a gathering of people who have interest in the topic or issues being talked about. The person who gives the speech is referred to as the **speaker** and the people listening to him or her are referred to as the **audience**. (Try to make a list of occasions or functions during which people are required to make speeches.)

### What are the qualities of a good speech?

- It should be relevant to the occasion and meet the interests and expectations of the audience.
- The language or choice of words should be fitting the level of the audience and the topic of the speech. The vocabulary should be fairly ordinary and not too difficult.
- It is good if the speaker identifies with the audience and involves them in the speech where need be. Phrases like “fellow citizens”, “my dear friends”, “we”, “brothers and sisters”, “comrades”, “colleagues”, “fellow mourners”, and other brotherly words go a long way in pulling the listeners closer to the speaker. The speaker can even ask a few general questions which require chorus “Yes” or “No” answers from the audience.
- The repetition of some words or statements at some point in the speech can be very useful for emphasis and driving the point home. However this should not be overdone.
- If the speech is on a happy occasion, it is good for the speaker to use a sense of humour by cracking some light jokes, making fun and giving some interesting stories and examples. The use of proverbs, wise sayings and idioms does a lot to endear the speaker to the audience.
- The speaker should not use obscene, offensive or abusive words. Dirty jokes and discriminative statements should be avoided. The speech should not leave the audience scandalized or hurt.
- The speech should not be too long since this is likely to make the audience tired and bored and neither should it be too short since this will leave the audience not fully informed and unsatisfied.

### What is the format of a good speech?

A good official speech should have three parts. These parts are

- (i) Observation of protocol in the introduction
- (ii) The main body of the speech
- (iii) The conclusion

When writing a speech you are **not** supposed to separate these parts with sub-headings but the examiner will know that you are now moving from one part to another. Let us look at one by one.

### **Observation of Protocol / Introductory Statements**

It is a good speech making habit to first recognize the presence of the people listening to you, starting with the most important people in the audience. You have to mention the dignitaries present by their titles in descending order of importance and seniority. Below are a few examples:

*Your Excellency the President, Your Excellency the Vice President, Right Honourable Speaker, Honourable Ministers, Honourable Members of Parliament, distinguished guests, ladies and gentlemen;*

*Let me take this singular opportunity and honour to welcome you to this auspicious occasion when we are celebrating the memory of our gallant sons and daughters who sacrificed their lives for the freedom that this country is enjoying today.*

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*The head teacher, deputy head teachers, members of staff, my colleagues the members of the prefects' body, and all of you my fellow students;*

*I greet you and thank you for attending this special function in our school calendar.*

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*Our dear guest of honour the District Education Officer, invited guests, ladies and gentlemen;*

*Good morning. It gives me great pleasure to stand before you and share my thoughts about how I want issues to do with education improvement to be handled in our constituency.*

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Sometimes if the speaker is the most important person and there are no equals in the audience, he may skip mentioning all the important people and simply begins: *Ladies and gentlemen / Countrymen / Fellow citizens / Dear members/ Comrades / Fellow mourners / etc.*

**NB:** When writing a speech in the examination, the student is strongly advised be realistic when creating the VIPs for the occasion. For example if the function is a prefects' hand-over, it not realistic to have the president as the chief guest. We don't expect a bishop to attend your birthday party or an ambassador to attend a village council meeting.

### **Body of the Speech**

The body of the speech should have the issues arranged in a clear and meaningful way. The student should make sure that the speech he or she is writing answers what is required in the question. Each point or issue should be written in a different and indented paragraph.

No single grammatical mistake will be tolerated. The spelling and punctuation should be perfect. What you say in the first paragraph after the protocol part is very important because it shows the examiner whether your intellectual level regarding the topic of the speech is up to the mark.

Some of the qualities that make a good speech that we saw can be applied but all in all, the candidate should ensure that the presentation is impressive and neat.

### Conclusion of a speech

Every good speech must come to an end and that ending should also be systemized in an orderly manner. There are some common statements which signal the conclusion of a speech and the examiner needs to see them at the end of a student's work.

Some of these statements include: *Finally.... / Lastly.... / With those few words..... / Last but not least..... / As I conclude..... / Let me end by..... / etc.*

Very finally the speaker can say to the audience: *Thank you / I thank you / Thank you for listening to me / May God bless you / etc.*

The speaker may decide to state the motto of the relevant school, institution, club, organization, or country that the audience belong to or identify with.

**Sample question: Imagine that you are the head prefect of your school and a new head teacher has been posted there. Write a speech that you would give at the welcome function.**

### ***MY SPEECH AT THE FUNCTION TO WELCOME THE NEW HEAD TEACHER OF MY SCHOOL***

*The chairman Board of Governors, the deputy head teacher in charge of administration, the deputy head teacher in charge of academics, distinguished members of staff, my colleagues the prefects and all of you my fellow students;*

*I am happy to stand before you this morning to give a few remarks on this day when we are welcoming our new head teacher.*

*However before I continue, allow me to express my profound gratitude to the outgoing head teacher. It is unfortunate that Mr. Kalule is not around but everyone here will agree that he has left our school a better institution than he found it. We pray that God continues to bless him at his new station.*

*At this juncture let me turn to our new head teacher. Dear Mrs. Kalungi, on behalf of the students of Lubamba Secondary School I wish to warmly welcome you to our family. We trust that you are going to be a strict but caring head of the Lubamba family.*

*Madam I have to confess that just like in any other ordinary school, the students of Lubamba S. S. have their own weaknesses and need to be counseled and guided all the time. However I wish to assure you that to a very large extent we are a fairly well behaved students' body and we always try our level best to live by our school motto: LIVE TO IMPRESS.*

*Our track record as giants in the academic and sports fields is very impressive. I wish to make a promise in front of the chairman of the board and this honourable audience that my prefects and I are more than ready to work with you and the entire staff to ensure that the academic and co-curricular goals of the school are always achieved and improved.*

*Lastly I appeal to all of you my fellow students to make the work of our new head teacher smooth and easy by obeying all the school rules and regulations and supporting all the school programmes.*

*Once again you are most welcome our dear head teacher. Thank you for listening to me. Let us live to impress.*

**Sample speech no. 2: As the disciplinary prefect of your school give a speech at a special gathering to remind the students about some issues related to discipline; talk about the school uniform, vernacular speaking, the time of arriving and leaving school and any other issues.**

### ***MY SPEECH TO REMIND FELLOW STUDENTS ABOUT ISSUES OF DISCIPLINE***

*The deputy head teacher, the chairman and members of the disciplinary committee, members of staff present, my colleagues the prefects, members of the Students' Council and all of you my fellow students;*

*I am grateful for this opportunity accorded to me to say a few things that should ensure that our community is a civilized and disciplined one. I will begin with our school uniform. Dear students our uniform is our pride. It is our identity. It is part of our honourable culture. I kindly request you to respect it and to do so without being forced. The size and style of our pride must not be meddled with. Cases of tampering with the uniform are on the increase and I suggest that the disciplinary committee takes special measures to curb this habit.*

*The next point I wish to touch on is the issue of the official language. Time and again our deputy head teacher here has emphasized to us that English is the common denominator of all subjects. How I wish.....how I wish my dear fellow students that all of us could communicate in English as a matter of course. Don't you envy those schools where the culture of speaking English is as natural as breathing? Our local languages are good. But people should not take their right to speak them as an excuse to kill our aspiration to be good communicators in this global village.*

*Fellow students the other issue which I think is crucial is the time of arrival and departure. I don't even know why this should be an issue. The cases of late coming and early departure are on the increase. I know everyone here knows these time but let me repeat them in case some of you have forgotten. You are expected to be within the school gates by 7:00 am and expected to keep inside until 5:00 pm. I will not say more about that.*

*When it comes to general assembly again I do not have to labour a lot. All of you are aware that assemblies are on Monday and Friday mornings and attendance is compulsory. I understand the prefects are organizing special measures to arrest the habits of dodging assemblies and being disorderly during assembly.*

*It goes without saying that all other school activities should be attended to. Sports activities, club activities, special gatherings, and all other lawful activities should be respected.*

*I want to end by appealing to you to adhere to the school rules and regulations. Next week each one of you will get a personal copy of the rules and the class teachers will go through them with you.*

*Once again I am grateful for this opportunity. Let me pray that everyone is going work for the good of the school. Thank you for your attention and may the Almighty bless you.*

Before we conclude, the student needs to know that there are some specialized occasions when one can be called on to make some remarks. Such occasions are very likely to be the source of examination questions. Some of them include:

- **A eulogy:** this is a speech given at a burial or funeral ceremony. When you make such a speech, you are said to be **eulogizing** the late person. You talk about the deceased

person's life and praise his or her achievements. You express sorrow and console the family and friends and pray for the peaceful rest of the dead person's soul.

- **An acceptance speech:** this is a speech given for the first time by someone when agreeing to take up a new post or responsibility. The person thanks the appointing authority and promises to carry out his work and responsibilities as expected.
- **A victory speech:** this is given by someone after winning an election or contest for a certain position thanking the people for the vote and promising not to let them. You can also call it an inaugural speech.
- **A vote of thanks:** this is given to thank an important speaker who has just addressed the audience. In other words after the main speaker or the guest speaker has finished his or her speech, one person from the audience is chosen to come forward to thank the speaker on behalf of the rest and assure him or her that they have benefitted from his or her words.
- **A sermon:** this is a moral talk given by a religious leader in a stipulated time during a service. In this case the gathering of listeners is referred to as a **congregation** and they are taught how to behave properly according to the moral and spiritual codes of their faith or religion.

### Practical Practice Questions.

1. *Imagine that you have been invited to give a keynote address at a secondary school on how to help the youth overcome adolescent temptations. Write a suitable speech.*
2. *Write a speech you would give after being sworn in as the head prefect of Oxford College School.*
3. *As a representative of the outgoing O level class, write a speech at your leavers' party.*
4. *Write a eulogy that you would give at the funeral service of your best friend.*
5. *Write a brief sermon that you would give to a group of young drug addicts at a rehabilitation centre.*
6. *As the youth secretary of your local village council, write a speech to give on the annual youth day with several dignitaries in attendance.*
7. *Write a short speech you would give before the teachers as you are being screened to compete for the post of academic prefect in your school.*
8. *Write a vote of thanks you would give to a person who has talked to your class about choosing the right career.*
9. *As the outgoing head prefect of your school, write a speech you will give at the hand-over ceremony.*
10. *Write a speech to give **either** at one of your birthdays **or** at one of your parents' marriage anniversary celebrations.*
11. *Get past papers which have questions on speech and attempt as many numbers as possible.*

## WRITING AN INFORMAL LETTER

### What is an informal letter?

An informal letter is that which is written to one's friends, family members or relatives in a manner that is relaxed, free and friendly. Actually the other name for an informal letter is **friendly** letter.

It is also referred to as an **unofficial** or **personal** letter because the receiver is personally known to the writer.

### What is the format of an informal letter?

There are six parts in the format of an informal letter and these are:

- (i) The writer's address
- (ii) The date
- (iii) The salutation
- (iv) The body of the message
- (v) The complimentary close
- (vi) The writer's name.

**NB:** The receiver's address is not necessary and **must not** be included in an informal letter. If you write the receiver's address in a letter that is supposed to be informal, the whole letter will be automatically crossed and you get zero.

Let us look at the parts one by one.

#### (a) The writer's address

It is written in the top-right corner of the paper.

It **must** be written in small letters apart from the letters that start the main words. (If you use capital letters throughout you will get zero.)

The lines are not arranged vertically below each other but in an inward slanting formation.

Each line ends with a comma; the full stop comes only after the town or city is mentioned.

**NB: The writer's name should not be put at the top of this address.**

#### (b) The date

The date is not part of the address, so a line must be skipped between the two.

It is also written in small letters.

It must be written in full e.g. **29th October, 2019**. All the other date styles should be avoided.

The day-order abbreviation is written down on the line and not above the number, e.g. **29th** but not **29<sup>th</sup>**

Let us first look at examples of the above before we look at the rest of the parts in the format.

Example 1	Example 2	Example 3
<i>Apex Secondary School, P.O. Box 1784, Kampala.</i>	<i>Highland Dairy Farm, P.O. Box 9735, Mbarara.</i>	<i>P.O. Box 14148, Mengo,</i>
<i>21st March, 2019.</i>	<i>3rd April, 2020.</i>	<i>1st January, 2017.</i>

#### (c) The salutation

This is the greeting which ordinarily begins with the word 'Dear' followed by the name of the receiver, e.g. Dear father / Dear Jane / Dear uncle Robert / My dearest sister / Dear aunt, etc.

**NB:** The student in an exam is advised to avoid salutations which are too informal and playful such as: Hi J / Helloz Guy / Hullo bro / Whazzup buddy / Hey fella / Tsup sis / Yo chic, etc.

#### (d) The body

This contains the main message of the writer. The message should be written properly and clearly in indented paragraphs. Not a single grammatical mistake should be made. Neatness and a good handwriting are paramount. In the examination you should try to make your message as real and as believable as possible by creating imaginary people, events and places that will make the examiner think that it is indeed a true letter.

**(e) The complimentary close.**

This is the phrase that respectfully identifies you the writer before you write your name e.g. Yours truly, / Yours affectionately, / With love, yours, / Your loving friend, / I'm yours, / With lots of love, / With the best wishes I'm yours, / etc. It is written in the right-hand bottom corner after skipping a line from the body. The complimentary close ends with a comma.

**(f) The writer's name**

This is written below the complimentary close in small letters beginning with the religious name and ending with the sir name. There is no need to first write your signature since this is not an official letter.

**Sample Question (UNEB): You have received a letter from your pen pal in Europe. Use the following information to write him a reply.**

- **He has sent you a photograph and expects a reply.**
- **He has written about his recent success in sports.**
- **He has asked you to describe your hobby or hobbies.**
- **He would like to know the most popular club in your school.**
- **He has a friend who wants to visit your country, but does not know the places of interest for tourists.**

***MY REPLY TO A LETTER WRITTEN TO ME BY MY PEN PAL IN EUROPE***

*Holy Ghost College,  
P. O. Box 2345,  
Kabale.*

*6th April, 2014.*

*Dear Fredric,*

*Thank you for your affectionate letter of 15th March 2014. It was so kind of you to spare your precious moments to write to me. I hope Copenhagen is fine.*

*Your photograph made me reel with pleasure. It was so thoughtful of you to send the one you took with your father. Guy, you are a chip off the old block! My little sister has fallen head over heels for you. She says that you are a drop dead gorgeous hunk. She is the one on my right in that photo I've sent you. I hope you will love it.*

*Congratulations on your success in athletics. You must be the man of the moment in your college after breaking that record in the one hundred- metre sprint. Let me hope this success will not get to your head and you start blowing your own trumpet.*

*You want to know my hobbies? Well, I'm not sure whether you will fancy them. I'm a laid-back guy who is into indoor pastimes like chess, movies, reading and computer games. But once in a blue moon I go out dancing with my friends and we let our hair down.*

*The most popular club in our school is called Straight Talk. Here a spade is called a spade on sex*

and health issues. The club teaches a lot about safe living and general life skills.

Fredric, your friend Bloomshelk will be spoilt for choice when he comes to Uganda as regards tourist attractions. He can visit any of our breathtaking national parks. Bwindi Park for example is all the rage for the rare mountain gorillas. There are so many places that are irresistible. When he comes I will take him around to rub shoulders with the local folks in the sizzling night spots of Kampala, our capital city.

Let me end by wishing you the best. Please pass on my regards to your family and friends, especially your pretty girlfriend Ophelia.

Yours affectionately,  
Benedict Musinguzi

### Points to learn from the example above

- Correct format of a friendly letter; the address, the date, salutation, the complimentary close and the name are all in their right positions and well written. Since it is a friendly letter, the address of the receiver has not been included.
- The information in the question has been given life and credibility by naming people, places and events. The letter sounds real and natural although it is just imaginary.
- There is a tone (feeling) of warmth, familiarity and friendliness.
- The English is grammatically correct and some idioms have been used as required in composition writing

**Exercise:** Write a reply in form of an informal letter to the following letter:

P.O. Box 5678,  
Wandegeya.

Dear Lincoln,

I'm so happy to write this letter to you little brother. How is mother? How is everyone at home? On my side I'm happy to inform you that life at the university is fine. Let me hope your studies are going on well as you prepare to enter S.4.

My brother, you should realize that you are about to enter a very critical class because it is in S.4 that you get the first certificate which is required in a job application. This means that you have to do your best to achieve the best. Remember our mother has a lot of expectations from us. She now depends on us to bring her the joy that she should have got from our late father so we should not let her down.

I hope to buy some textbooks for you when I get some money. I will be very happy if you avail me with a list of the important titles that you want. In your reply please also outline the strategies that you think will help you to perform well this term and next year.

Let me end by wishing you the best. Greet everyone at home for me. I look forward to receiving your reply.

Your loving brother,  
James Ondowa.



## PRACTICAL PRACTICE QUESTIONS

1. Write a letter to your friend requesting to be assisted in a special.
2. Write a friendly letter to your pen pal in Kenya.
3. Write a reply to a friend in another school who earlier wrote to you complaining about several issues in his or her school.
4. Write a letter to your uncle requesting for assistance in school fees payment.
5. Write a letter to your mother apologizing for something wrong that you did and promising never to repeat it.
6. Write a letter to your young sister encouraging her to work hard in school.
7. Write a letter to your aunt thanking her for a special birthday gift she gave you.
8. Write a letter who works abroad telling him about the situation at home.
9. Get past papers and try out the questions on informal letter writing.

## WRITING A FORMAL / OFFICIAL LETTER

### What is a formal letter?

This is a letter that is written to a person holding an office. In most cases this person is not personally known to the writer. The letter is written to that person in his or her official capacity and that is why it is called an official letter. The issues in the letter are related to the responsibilities of that office. The language used is formal, i.e. serious and strict without slang, jargon, jokes and words suggesting personal familiarity. Examples of formal letters can include the following:

- Application letter
- Letter for official permission to do something
- Official apology letter
- Official request letter
- Official complaint letter
- Business or commercial letter
- Letter to a news editor
- Resignation letter
- Recommendation letter
- Official circular
- Letter of explanation or clarification
- Letter accepting a job or post
- Any other letter to do with official issues

### What is the format of a formal letter?

- (i) **The writer's address:** This is written in the top right corner of the page. It is written in small letters in a slanting arrangement like that of a personal letter. The punctuation is exactly the same as that of the informal letter. The writer's name is not included in the address.
- (ii) **The date:** This is written below the writer's address after skipping a line and is not slanted. The date should be written properly in full.

- (iii) **The receiver's address:** This is written in small letters on the left hand side below the line of the date. The recipient's title is written first. Unlike the writer's address, the receiver's address is not written in a slanting formation. Instead the lines come below each other in a straight alignment. **NB:** even if the writer and the receiver belong to the same place and have the same address, the receiver's address should still be written, e.g. a student writing to the head master in the same school. You should further be warned that if the question demands for an official letter and you don't write the receiver's address, it will be considered as a friendly letter and it will be disqualified and you get zero. Let us first look at examples of how the receiver's address is written before we proceed.

<b>Example 1</b>	<b>Example 2</b>	<b>Example 3</b>
<i>The Head teacher, Nairobi Standard School, P.O. Box 1368, Nairobi.</i>	<i>The General Manager, Super Motor Garage, P.O. Box 9531, Gulu.</i>	<i>The Editor, Telescope Newspaper, P.O. Box 7916, Kampala.</i>

- (iv) **The general salutation:** This is written directly below the receiver's address after skipping a line and it is not indented. The words used are *Dear sir* or *Dear madam*. If not sure of a person's gender or writing a general group, we say *Dear sir / madam*. Sometimes you can be a bit semi formal and mention the receiver's name e.g. *Dear Mr. Mukasa* or *Dear Dr. Mugisha*.
- (v) **The reference or reason:** This is the heading that summarizes the subject matter of the information in the body. It briefly states what the letter is about. It should be clear and brief. The reference is written below the salutation and is slightly indented. It is introduced by the abbreviation **RE:** followed by a short statement of the subject or reason for the letter.
- (vi) **The body:** This is written in good official and respectful formal language. You should avoid slang and colloquial words i.e. casual words that are used in familiar conversation e.g. mom, guy, kid etc. You should also avoid contracted forms e.g. isn't, aren't, I'd, etc. The language should be fairly simple without hard words and the sentences should be of moderate length. Each issue should be written in a different paragraph which is well indented and no line should be skipped between paragraphs. Emotional sentiments and endearments must be avoided since this is not a personal letter.
- (vii) **The complimentary or sign off phrase:** This is written at the right-hand bottom corner of the letter similar to that of the personal letter. The two phrases that should be used in formal letters are: *Yours faithfully* or: *Yours sincerely*. **NB:** If you said *Dear Sir* or *Dear Madam* in the salutation, then the complimentary phrase should be: *Yours faithfully*. However if you mentioned the name of the receiver in the salutation e.g. *Dear Prof. Bitti* or *Dear Mrs. Smith*, then the complimentary phrase should be *Yours sincerely*. *Yours affectionately* and all the other phrases that are used in friendly letters should be avoided.
- (viii) **The writer's signature:** This is written after the complimentary phrase. It is a mistake to sign after writing the name.
- (ix) **The writer's name:** This is written lastly in small letters. It is a mistake to put the signature after writing the name. This is a common mistake that you should avoid.

#### **What are the differences between the format of the formal and informal letter?**

<b>FORMAL LETTER</b>	<b>INFORMAL LETTER</b>
It has two addresses i.e. the writer's address and the	It has only one address i.e. that of the writer.

receiver's address.	
It has a reference beginning RE:	It has no reference.
It begins with <i>Dear sir</i> or <i>Dear madam</i> or <i>Dear</i> followed by the sir name.	It begins with <i>Dear</i> followed by the religious name or any other friendly mention of the receiver.
Only formal language is used.	Informal and formal language can be used.
It ends with either <i>Yours faithfully</i> or <i>Yours sincerely</i> .	It mainly ends with <i>Yours truly</i> , <i>Yours affectionately</i> or other friendly ways.
It carries the writer's signature.	It does not require the writer's signature.

**NB:** The candidate is warned against using the block letter format in which both addresses and the signing off are written on the left hand side and the paragraphs are not indented. This format can be reserved for typed work. In handwritten letters we are supposed to use the British format as we have seen above.

**Assignment:** Make a sketch map of an official letter format indicating all the parts that we have seen above.

**Sample Question:** Write an application letter to the head teacher of your school requesting for temporary employment in your S.6 vacation as a Library assistant. (Do not use the actual name of your school)

***MY APPLICATION LETTER REQUESTING FOR TEMPORARY EMPLOYMENT***

*Witty Comprehensive College,  
P.O. Box 4178,  
Masaka.*

*9th November, 2014.*

*The Head teacher,  
Witty Comprehensive College,  
P.O. Box 4178,  
Masaka.*

*Dear Madam,*

**RE: APPLICATION FOR TEMPORARY EMPLOYMENT**

*I humbly submit in my application for temporary employment as a Library Assistant during my forthcoming S.6 vacation.*

*I have been a student in this school for six years and I have held several responsibilities. I was a class captain from S.1 to S.3. In S.4 I was the Organizing Secretary of the Debating club. In S.5 I represented my class on the Students' Council and in S.6 I have successfully served as Library prefect.*

*I am happy to inform you that my disciplinary track record has been perfect ever since I joined this school. My academic record is also very good.*

*If my application is successful, I promise to work to the best of my ability. I will be punctual, diligent and obediently fulfill the duties that will be assigned to me by the Librarian.*

*For further information about my conduct and abilities, I kindly refer you to the following:*

- (i) Mrs. Mukisa Hamida –Class teacher S.6.A - 0730123123*
- (ii) Ms. Atim Janet –Librarian - 0752781408*

*(iii) Mr. Mbityi Wilbrod –Disciplinary Committee -0777489656  
I will be very grateful if my application is successful.*

*Yours faithfully,  
signature  
Rashad Nabwire.*

NB: Among all the official letters an application letter is very important since almost everyone who has gone to school will be required to write it in the process of seeking for a job. The following guidelines are of utmost importance.

- Follow the strict format of the official letter as seen above.
- Write in the best handwriting possible so as to create a good impression and avoid your letter to be rejected.
- In the body begin by stating the job you are applying for and explain where you learnt about the vacancy, which is usually an advertisement in the media or online.
- Explain why you are interested in the job and mention your qualifications and where you obtained them from.
- Assure the employer that your skills and qualifications are suitable for the job and promise to meet the expectations of the company by working hard.
- Provide at least two referees and their contacts. These are the people who can back you up and testify that you are suitable for the job.
- Thank the potential employer and express hope that your application will be successful.

Let us now look at another sample of an application letter which is of a person who has finished school and is seeking for adult employment as opposed to temporary employment during school vacation.

*P. O. Box 6396,  
Kampala.*

*18th January, 2017.*

*The Human Resource Manager,  
Great Lakes Trading Company,  
P. O. Box 7773,  
Kampala.*

*Dear sir,*

*RE: APPLICATION FOR THE POST OF ACCOUNTING ASSISTANT*

*I am glad to submit in my application for the above post in response to the advertisement which appeared in the New Vision newspaper of 16th January, 2016.*

*My name is Owor Mohammed and I am a recent graduate of Victoria University Kampala from where I obtained a Bachelor of Commerce degree majoring in Accounting and a post graduate diploma in Business Computing from Data-mine Business School.*

*I believe my qualifications are suitable to enable me work in such a high profile and reputable company as yours. At the moment I am doing voluntary book keeping on a part time basis for St. James Ambulances and I hope that the modest but important experience I have gained from there coupled with*

*the exposure I got during my Internship at WBS TV will enable me carry out my duties with the expected competence.*

*I hereby promise and undertake to carry out my duties obediently, professionally and diligently under the Chief Accountant and the other supervisors under whom I will be required to work in case my application is successful.*

*I am proud to submit the following people as my referees:*

*1. Mr. Katimbo Jeremiah, St. James Ambulances Tel. 0392589627.*

*2. Dr. Andrua Samson, Victoria University Tel. 0412710949.*

*I have attached copies of all my academic documents, testimonials and the curriculum vitae detailing my academic and professional qualifications and personal attributes.*

*I am thankful for this potential opportunity to work with you and I look forward to being contacted for the interview which will pave my way for a fruitful career in promoting the company's business goals.*

*Yours faithfully,  
Signature  
Mohammed Owor*

## **PRATICAL PRACTICE QUESTIONS**

- 1. Write an apology letter to the chairman of your school's committee regretting the way you misbehaved at a recent social function.*
- 2. Write a letter of complaint to the manager of a supermarket that is selling expired goods.*
- 3. Write a letter to the editor of **The Spotlight** newspaper showing the need of banning pornographic material from public media.*
- 4. Write an application letter for a supermarket job.*
- 5. Write a letter to your class teacher explaining why you missed a whole week of school.*
- 6. Look for past papers and attempt questions on writing official letters.*

## **WRITING A MEMO**

### **What is a Memo?**

The word "Memo" comes from the longer word "Memorandum". It has several meanings as follows:

- A short note serving as a reminder or proposal
- A written business communication
- A brief diplomatic communication
- A page in an annual magazine in memory of a person who died during the past year.

In our case we are interested in the first definition of a note serving as a reminder or proposal. Memos are very commonly used in places of work where bosses use them to pass on information to the rest of the workers. A memo which is used to pass on information within an organization is commonly referred to as an internal memo. Memos are basically used to remind people about something or to propose something but they are also used to give related information like announcing changes, explaining decisions, giving directives, etc.

### **What is the format of a Memo?**

The parts of a memo are aligned downwards on the left hand side of the page as follows:

- **The word MEMO or INTERNAL MEMO at the top**
- **The name of the company or institution**
- **Date:** the date on which the memo is written
- **From:** the official title of the person writing the memo
- **To:** the title of the person/people to whom the memo is written
- **Subject:** a short statement of the reason or topic of the memo
- The body briefly containing the subject matter or information of the memo
- **Signed:** the signature of the writer of the memo.

Sample Question: Write a memo reminding workers in a cosmetic company about a forthcoming sales promotion.

### ***A MEMO ABOUT A FORTHCOMING SALES PROMOTION***

***INTERNAL MEMO***

***NORMIC COSMETICS LIMITED***

***Date:*** 20th September, 2017

***From:*** The sales manager

***To:*** The sales assistants

***Subject:*** Sales Promotion Drive

*The sales promotion drive which was agreed on by management is due to commence next month. It will involve an aggressive door-to-door campaign throughout the divisions of Kampala. You are asked to prepare appropriately and dully attend the meetings with the outside marketing agency that the company has hired to spearhead the promotion.*

***Signed:*** signature

Example no, 2

***MEMO***

***MAXWELL MEMORIAL ACADEMY***

***Date:*** 1st April, 2016

***From:*** The Games Director

***To:*** All House Patrons

***Subject:*** Sports Meeting

*There will be a sports meeting for all house patrons on Saturday 9<sup>th</sup> April. The meeting will take place in the library at 5:00 pm. The agenda will be.*

- (i) Opening prayer*
- (ii) Communication from the head teacher*
- (iii) Communication from the games director*
- (iv) General discussion*
- (v) A. O. B*
- (vi) Closing prayer*

*The major aim of the meeting is to prepare for the forthcoming sports day. Please attend without fail.*

**Signed:** signature

Example no. 3

**MEMO**

**F.M. MEMORIAL HOSPITAL**

**Date:** 30th July, 2017

**From:** The Executive Director, F. M. M. H.

**To:** The Hospital Superintendent, F. M. M. H.

**Subject:** Community Health Outreach

*This is to remind you that as per the hospital's annual policy of public social responsibility, a special community health outreach has been organized to cover the parishes of Namasawo on 17<sup>th</sup> August, 2017 and Jjalamba on 18<sup>th</sup> August, 2017.*

*On those days the community will be availed with free dental and eye treatment in the two parishes from 9:00 am to 3:00 pm.*

*You are requested to choose the nurses who will be involved and make all the necessary arrangements for the outreach.*

**Signed:** signature

**PRACTICAL PRACTICE QUESTIONS**

1. *As Librarian in your school write a memo to the staff members requiring them to return the library books for stock taking.*
2. *As a head prefect write a memo to your fellow prefects asking them to make preparations for the school's science exhibition day.*
3. *Write a memo announcing an increase in the weekend allowance and the reason to the workers of a company that you work for.*
4. *Write a memo to the workers in your company announcing some changes in the design of the corporate wear and the day it is worn.*

**WRITING A NOTICE**

**What is a notice?**

A notice is a brief written communication notifying the readers about an important event or activity that is about to take place. The information in a notice is conveyed in a concise and precise manner.

A notice is displayed publically especially on a notice board. In an exam the student should enclose the notice in a box.

**What is the format of a notice?**

The format is laid out in the following box.

- Name of the institution or organization
- The word NOTICE
- Date on which the notice is issued
- Heading or title of the event or activity
- The content of the notice which should show the following:
  - What the event or occasion is
  - When the event is to take place
  - Where the event is to take place
  - Any other issue about the event
- Name and title of the issuing person

Sample question: **Imagine that you are the Entertainment prefect of your school. Write a notice announcing special music dance and drama rehearsals in preparation for the MDD inter-house finals.**

**SALAAM ISLAMIC SECONDARY SCHOOL  
NOTICE**

**DATE:** 10th June,2016  
**SPECIAL MUSIC DANCE AND DRAMA REHEASALS**

This is to bring to notice of the whole school that in preparation for the MDD inter-house finals next Saturday, some lessons after lunch will be suspended to enable the houses rehearse sufficiently for this day. The rehearsals will take place as follows:

**Dates:** Wednesday 14th June, 2016 - Friday 17th June, 2016  
**Time:** 2:30pm to 5:00pm each day.

The house patrons and captains are requested to get appropriate venues and take charge of these rehearsals. Maximum discipline is expected.

**Signature**  
**ADAM SHAKIR**  
**ENTERTAINMENT PREFECT**

Follow-up question: **Write a notice announcing the finals of the MDD competitions.**

**SALAAM ISLAMIC SECONDARY SCHOOL  
NOTICE**

**DATE:** 14th June, 2016.  
**INTER-HOUSE MUSIC DANCE AND DRAMA FINALS**

The whole school is hereby notified of the inter-house MDD final competitions.

**Date:** Saturday 18th June, 2016.



**Time:** 10am - 3pm.

**Venue:** Main auditorium

**Guest of honour:** Chairman PTA

The members of staff and students will be expected to be seated by 9:00am. Please keep time and be disciplined throughout the function.

**Signature**

**ADAM SHAKIR**

**ENTERTAINMENT PREFECT**

Follow-up assignment: **Imagine that you are the patron of the winning house of the above competitions. Write a notice announcing the victory celebration and inviting people to attend.**

Below is another sample notice of a forthcoming tour of Kenya.

**HOLY FIRE CHURCH YOUTH APOSTOLATE  
NOTICE**

**DATE:** 4th July, 2016.

**YOUTH TOUR TO KENYA**

The Youth Apostolate Ministry of the Holy Fire Church is organizing a tour of Kenya for the young members of the church. The tour will take one week and during that time a number of interesting tourist sites and churches will be visited. The details are given below:

**Dates of the tour:** 5th to 11th September, 2016.

**Places to visit:** Uhuru Gardens, Nairobi Railway Museum, Bomas of Kenya, Fort Jesus and others.

**Fees:** 450,000/= (Covering transport, lodging, feeding, entertainment and tourist sites entry fees)

**Contact person:** Opolot Jeremiah 0714981265

Those interested are requested to pay as soon as possible to enable timely preparations for this historic trip.

**Signature**

**TURYAMUHIKA CALEB**

**YOUTH PASTOR**

- **NB:** We have seen that a notice announces an event which is about to happen. But it should be noted that the notice can also be about something else. For example, it can announce loss of property, disappearance of somebody, closure of a place, warning of a certain danger, etc. For example a bank can put up a notice showing a suspected conman to warn its customers. A school can put a notice at the gate inviting pupils for interviews or informing the parents that the vacancies are finished. A business can put a notice at its premises informing the customers that it will be closed for a few days for renovation, etc.
- This means that the detail and format of the notice can vary according to the nature of the format. For example if it announcing loss of something it will not have such things as date, venue, entry fee etc.

Below is an example of such a notice which is warning the public about fraudsters who are masquerading as employees of a certain telecom company.

**ORBIT TELEPHONE COMPANY (UGANDA) LIMITED**

## PUBLIC NOTICE

It has come to our notice that there is a racket of people who are claiming to be giving out rewards on behalf of the company to the winners of various promotional competitions purportedly run by Orbit Telephone Company (Uganda) Limited.

This notice is aimed at warning our customers and the general public that they should not be duped and defrauded by such people. The promotions run by Orbit Telephone Company are always well advertised in the media and our winners are contacted using our standard competitions telephone number 0999000111. You are requested to ignore any other number.

For further information and in case you are in any doubt, always contact us on our toll free customer service line 100.

**Signature**

**DUNASH PRATASH  
PROMOTIONS MANAGER**

## WRITING A WILL

### What is a Will?

A Will is a legally and culturally recognized document that a person leaves behind to be read after his/her death showing details of his/her possessions and how he/she wants them to be distributed (bequeathed) amongst his/her people. The person who makes the Will is legally referred to as a **testator**. The will may also contain other wishes of the testator and in many cultures the testator mentions the person that he/she wants to be his/her successor or heir.

### What is the format of a Will?

A Will has several key sections of important information as outlined below:

- **Personal details** – showing the name, father's name, residence, date of birth, religion, children and any other information about the testator.
- **Date** – when the Will was prepared.
- **Free Will validation** – mentioning that the testator is of sound mind and was not influenced or forced by anybody to write the Will as it is.
- **Executor's details** – indicating the name, address, age and any other details of the person who will execute the will or see that it is followed and implemented.
- **Assets and beneficiaries** – indicating the movable and immovable assets of the testator and the beneficiaries of each asset.
- **Signature** – the signing by the testator to confirm that the above details are authentic.

- **Witnesses** – the names, fathers’ names, addresses and signatures of at least two witnesses.

Let us look at a sample Will of a certain Mr. Mukalazi Joseph.

### **MR. MUKALAZI JOSEPH’S WILL**

*I, **Mukalazi Joseph**, son of the late **Kizito Yonasani**, resident of Gayaza, Wakiso district, and Catholic by religion do hereby declare that this is my last Will, which I make on this **2nd day of March, 2018**. My date of birth is 3rd June, 1970. I am married to Mrs. Mukalazi N. Jane and we have two children hereunder mentioned:*

1. *Namutebi Mary, born on 6th November, 1998*
2. *Mutebi Thomas, born on 23rd July, 2001*

*I declare that I am in good health and sound mind and that I have made this Will out of my free wish without being forced or influenced by anyone.*

*I appoint Mr. Mukasa Ernest, son of Mr. and Mrs. Kayondo Mukasa, resident of Mengo, Kampala district to be the executor of this Will. In the event that Mr. Mukasa Ernest was to decease before me, then Mrs. Mukiibi Ann Marie of Kamengo, Mpigi district will be the executor of this Will.*

*I bequeath the following assets to my wife, Mrs. Mukalazi N. Jane;*

1. *The family residential house located at Gayaza, Wakiso district*
2. *The bank balance of my Deposit Account no.00245702 with Apex Bank Limited*

*I bequeath the following assets to my daughter Namutebi Mary;*

1. *My wholesale shop in Gayaza trading centre*
2. *My personal car Toyota Gaia, registration number UAU 368U*

*I bequeath the following assets to my son, Mutebi Thomas;*

1. *My ten acre farm at Kasangombe, Nakaseke district*
2. *My rental apartments in Najjanankumbi, Kampala district*

*All the above properties are owned by me and no one else has rights on these properties.*

*I hereby declare my son, **Mutebi Thomas** to be my heir and successor.*

#### **Signature**

#### **Witnesses:**

*We herby affirm that this Will has been signed by **Mr. Mukalazi Joseph** as his last Will at Gayaza in the joint presence of himself and us. We attest that he is of sound mind and that he has made this Will without being forced or influenced.*

- |   |                         |
|---|-------------------------|
| 1. <i><b>Nantumbwe Shamim</b> of Kasangati, Wakiso district</i> | <i><b>Signature</b></i> |
| 2. <i><b>Kyeyune Steven</b> of Kabanyoro, Wakiso district</i>   | <i><b>Signature</b></i> |

**Note the following:**

- There is no need of putting sub-titles for each section apart from the section of the witnesses. You simply need to skip a gap and go to the other sections.
- Usually people revise and change their Wills several times over the years depending on how the relationships, circumstances and possessions change. Each time you make a new Will you have invalidate the previous Will(s) by saying: *I hereby revoke all my previous Wills and declare this Will to be my last one.*

**Assignment:**

*Imagine that you have come of age and you are married and owning several properties. Write your Will.*

**NB:** Some people have a mistaken belief that it is only very old people who should write their Wills but this is not right. As long as you are an adult, especially if you have acquired some property, please make a Will. You can keep on revising and changing your Will as the years go by.

Note that even Women make Wills. When it comes to the successor, the daughter of the brother (niece) is the one who normally succeeds a woman in some communities. But cultural practices differ in different communities.

## **OTHER FORMS OF WRITINGS IN FUNCTIONAL WRITING**

So far we have seen the major documents that one should be able to write in the day-to-day social and business life. However there are many more writings in our daily lives which we should be familiar with.

We might not go into explaining the detailed format of each one of them but at least we can look at some samples to guide us in case they are brought in our examinations.

1. *You can be asked to write a school circular to the parents at the end of the term. Here is a sample:*

**ST. STEPHEN'S HIGH SCHOOL**  
**P. O. Box 15157 Kampala**  
**Tel. 0320-558912**  
**E-mal: [ststephenhs@gmail.com](mailto:ststephenhs@gmail.com)**  
**Website: [www.ststphens.ug](http://www.ststphens.ug)**

Circular no. 8/15.  
7th August, 2015.

**Dear Parent / Guardian,**

**RE: END OF TERM II CIRCULAR 2015**

We are glad to inform you that we have successfully come to the end of the 2<sup>nd</sup> Term, 2015. We appreciate the support you have given us in achieving this success especially through paying the school fees and advising us on how to improve our school in the various meetings we have had.

1. **DISCIPLINE**

The discipline of our students this term has not been very bad and the few wrong doers have been firmly handled using the established channels. The administration would in particular wish to see the candidate classes spend most of their time on studying rather than engaging themselves in any misbehavior. In case any candidate misbehaves we shall not hesitate to suspend that candidate and copy the relevant letter to the UNEB Secretary and the police for security reasons.

2. **ACADEMICS**

This has been a fruitful term academically. Two sets of monthly tests and holiday work have been given. All students have come home with their reports. S4 and S6 have done internal and external mocks. The results for internal mocks are ready. You will get external mocks results on the visitation day. For S3 and S5, if the report is stamped WARNED then the parent or guardian should get a convenient day during the holidays before 1:00 pm and come to discuss the child's performance with the deputy head teacher in charge of academics

3. **HEALTH SERVICES**

The health services are running smoothly and our health service providers are doing a commendable job. As you are already aware every student, including those on bursaries, must pay a sum of 30,000/= per term. A separate bank slip has been issued for that fund.

4. **VISITATION DAY**

This will take place on Sunday 27th September, 2015 between 11:00 am and 6:00 pm.

5. **HOLIDAY WORK**

Every student of S1, 2, 3 and 5 has come home with a holiday work file. Students and parents should bear in mind that holiday work constitutes 30% of the final mark and those students who fail to do or finish this work will be turned back.

6. **SCHOOL REQUIREMENTS**

Each student will bring a ream of photocopier paper (500 sheets) not cash, and two brooms. All the usual personal effects for the boarding students are expected.

7. **OPENING OF TERM III**

Term III will open on Monday 31st August, 2015 for all classes between 8: 00 am to 5:00 pm.

We wish you a happy time with our children during the holidays. Please give them domestic work to keep them busy and guide and protect them from the many dangers in our society today.

WE STRIVE TO ACHIEVE

**Signature**

HENRY M. KATIMBO

HEAD TEACHER

2. *You can be asked to write a death or funeral announcement.*

**DEATH ANNOUNCEMENT**

*Mr. Mugisha John Trevor of Mutundwe with deep sorrow announces the death of his mother Mrs. Katuramu Peace of Ruharo, Mbarara district which occurred on Wednesday 3rd August, 2016 at Mengo hospital. There will be a requiem mass for her at St. Joan of Ark sub-parish church Mutundwe on Thursday 4th August, 2016 at 9:00 am and thereafter the body will be transported to Ruharo. Burial will take place on Friday 5th August, 2016 at 2:00 pm after a service at Ruharo parish church.*

*Informed are relatives, friends and in-laws  
May the soul of the deceased rest in eternal peace.*

**LAST FUNERAL RITES ANNOUNCEMENT**

*The family of the late Musaazi Leonard of Mukono announces the last funeral rites of their father which will take place on Saturday 24th January, 2016 at the deceased's home in Nabuti, Mukono. The memorial service will start at 10:00 am after the installation of the heir.*

*All relatives, friends and in-laws are informed and invited.*

**DEATH ANNOUNCEMENT**

*The board of governors, staff and students of Kabalagala Secondary School with deep sorrow announce the sudden death of their school bursar who perished in a motor accident on Masaka road. Burial arrangements will be announced later.*

*May God grant the deceased eternal rest.*

3. You may be required to write a wedding invitation card.

**WEDDING INVITATION**

*The family of Mr. and Mrs. Kulubya of Lungujja-Kikandwa Village, Lubaga Division, Kampala district together with the family of Mr. and Mrs. Muwanguzi of Bunamwaya-Zana, Kampala district with great pleasure invite the company of*

*to the wedding ceremony of their children*

**MIREMBE JOEL**

*And*

**KWAGALA MICHELLE**

*which will take place on Saturday 22nd August at Lubaga Cathedral at 1:00 pm and thereafter to a reception at Pope Paul Memorial Hotel in Ndeeba at 3:00 pm.*

*Your presence will honour the function.*

*R. S. V. P Mr. Mulambuzi Paul 0782887312*

*Mrs. Musoke Anita 0753120978*

Other things that you may be required to write include:

- An email
- A WhatsApp chat
- Different cards e.g. for examination success, marriage wishes, Easter or Christmas, condolence, sympathy in sickness, etc.

- An announcement of lost property or person to be read on school assembly or radio
- Directions to a certain place
- How to prepare a certain meal or dish (recipe)
- A newspaper article/ report
- Design of a form to be filled in e.g. a school admission form
- An advert
- A poster or banner for a social or entertainment event
- A book review
- Any other

You are therefore advised to be ready for anything and be on the look-out for anything. Make personal research on any of these things and study how they are written whenever you come across them.

**WARNING:** NEVER USE THE REAL NAME OF YOUR SCHOOL OR ANY OTHER SCHOOL IN YOUR WORK, WHETHER IT IS IN FUNCTIONAL WRITING OR COMPOSITION WRITING. THIS IS NOT ALLOWED BY UNEB. YOU CAN CREATE A DECENT NAME IN CASE THE QUESTION DOES NOT PROVIDE ONE.