

LEGIT EDUCATION

CONSULTANT

P.7 ENGLISH

ZOOM CLASS

**LESSON NOTES AND
ACTIVITIES**

TERM 1

ISSUE ONE

NAME:-----

TO JOIN THE ZOOM LESSONS,

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DAY ONE

Topic: 1 School holidays

Vocabulary

Mini dictionary

Holiday: a period of time when someone is not at school or place of work.

*School children usually for the holidays at the end of every term.

Travel: to go from one place to another over a long distance.

*I enjoy travelling by train.

plan: an arrangement or to think a way of doing something.

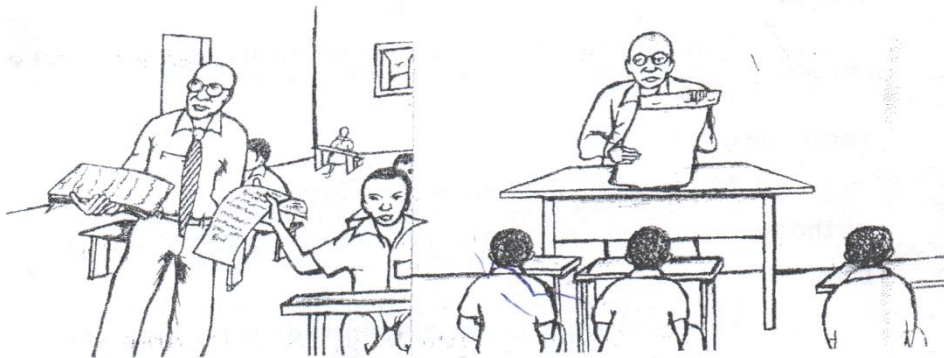
*It is good for one to plan for one's holidays.

Break off: to end

*We shall break off for holidays next month.

Prepare: to arrange, organize or get ready for something

*School children must always prepare for holidays.



Preparing for school holidays.

Vacation: a very long holiday or one of the periods of time when one is away from school, college or university.

* **My cousin spent his primary seven vacation in the village.**

Relatives: members of your family.

* **We should always visit our relatives in holidays.**

Pen-pal: Someone you become friendly with by writing letters.

* **My elder brother's pen-pal lives in Canada.**

Commence: to start or begin.

The second term's holidays will commence in August.

Programme: a list or a series of planned activities.

Holiday makers should have clear programmes.

Remedial classes: Classes intended to make an improvement or to correct or help slower learners.

Weak learners ought to have remedial classes every evening.

End: To conclude.

The holidays ended peacefully.

Board: to get on a bus, train, plane or ship.

The passengers are waiting to board but to Kigali.

Up-country: An area which is not near large towns.

Most game parks in Uganda are located up-country.

Town: A place with many buildings where people live and work.

A town is smaller than a city.

Urban: an area connected with a town or city.

The youth always move from rural areas to urban areas to look for jobs.

Rural: the country side.

Most peasants live in rural areas.

Birthday: the day in each year which is the same date as the one which you were born.

Parents enjoy organizing birthdays for their children.

Written exercise 1.1

(a) Fill in the blank space with a suitable word.

1. He travelled bus from Nairobi to Kampala.
2. The pupils will break for holidays very soon.
3. The third term's holiday is longer the first term's holiday.
4. You will visit your relatives next holiday, you?
5. The village we spent our holidays was full of fruits and vegetables.

(b) Use the correct form of words in the brackets to complete the sentences.

1. I going to visit my grand parents next month (to be)
2. We enjoyed the birthday at the (begin)
3. She the last holiday in Sudan. (spend)
4. Pupils go during the holidays. (swim)
5. It is good to spend your holiday..... (wise)

6. Peter visited his grandmother last year. (two)
7. The third term holiday is of the three. (long)
8. The girls their parents while the boys were playing football. (help)
9. I enjoy to the village by car. (travel)
10. It was such an interesting that everyone enjoyed it. (vacate)

Language structures.

(a) The use of “..... going to”

‘Going to’ is used to express the near future.

Rewrite the following sentences using going to

Examples:

1. I shall visit my parents next holidays.

I am going to visit my parents next holidays.

2. The girls will fetch water this afternoon.

The girls are going to fetch water this afternoon.

3. She will spend the holidays with her relatives.

She is going to spend the holidays with her relatives.

Written exercise 1.2

Re-write the following sentences using going to

1. We shall revise our books during the holidays.

.....
.....

2. You will spend your holiday in Nigeria.

.....
.....

3. The headteacher will address the pupils before they break off for holidays.

.....
.....

4. I shall enjoy my brother's birthday party.

.....
.....

5. Nambi will travel to Kigali next holiday.

.....
.....

6. They will write to their pen-pals next week.

.....
.....

7. The children will go to the zoo next weekend.

.....
.....

8. He will help his parents on the farm tomorrow.

.....
.....

9. The P.7 candidates will do their P.L.E in November.

.....
.....

10. The new term will commence next week.

.....
.....

(b) **Question tags:**

A question tag normally comes at the end of a sentence or statement.
We use a question tag at the end of a sentence or statement in order to change a question and express politeness.

Note:

1. A question tag may be made up of the following helping verbs, do, does, can, will, shall, were, did have etc.
2. A question tag always consists of a pronoun e.g. I, she, he, you, they, it, we, etc.
3. We use a negative question tag after an affirmative or positive statement.

Examples:

- i. Mary will spend her holiday here, won't she?
 - ii. You will go to the village next week, won't you?
 - iii. We shall pass the examination, shan't we?
4. A positive question tag is used after negative statement.

Examples:

- i. Mary will not spend her holiday here, will she?

- ii. You will not go the village next week, will you?
 - iii. We shall not pass the examination, shall we?
5. After let's the question tag is shall we?
- i. Let us go for holidays, shall we?
 - ii. Let's help our parents, shall we?
6. In requests and after the imperative Do/Don't do.....
Etc, the tag is usually will you?

Examples.

- i. Revise your books, will you?
- ii. Open the classroom, will your?
- iii. Listen to the announcements, will your?

Written exercises 1:3

Complete the following sentences with the correct question tag.

- 1. We are going for holidays next month,?
- 2. They will do well at the farm,?
- 3. I am not going for holidays,?
- 4. Let's go swimming now,?
- 5. You have eaten two eggs,?
- 6. She sings well,?
- 7. I shall not help you,?
- 8. Open the suit case,?
- 9. Listen to the teacher's advice,?
- 10. He did not attend the birth day party,?

11. James has gone for holidays,?
12. You don't have the bus fare,?
13. There isn't anybody at home.....?
14. There weren't any books at school,?
15. The holiday was very interesting,?

C. Direct and reported speech.

Re-write the following sentences in reported speech.

Examples:

Direct: (i) "Where are you going to spend your holidays Jane?" The headteacher asked.

Reported speech: The headteacher wanted to know from Jane where she was going to spend her holidays.

Direct: (ii) "Will you help your parents, Tom?" asked his friend.

Reported speech: Tom's friend asked him if he would help his parents.

1A (iii) **Direct:** "I am going for holidays now," said Joyce.

Reported speech: Joyce said that she was going for holidays then.

Written Exercise 1:4 (a):

1. The pupils said, " We are going for holidays today,"

.....
.....

2. " I am going to help my grandmother next week," said Alice.

.....
.....
3. “Has any one seen my report card?” asked Betty.
.....
.....

4. “Why don’t you like travelling by train?” Moses asked David.
.....
.....

5. “I am very busy now,” said the driver.
.....
.....

6. “How far is it from Kampala to Kasese?” he asked.
.....
.....

7. “What is the matter, Cynthia?” asked Mrs. Kabanda.
.....
.....
.

8. “I will spend my holiday on the farm,” she said.
.....
.....

9. “Where are you going, Nakato?” asked the mother.
.....
.....

10. “We shall help our grandparents to pick coffee,” they said.

.....
.....

B. Rewrite the following sentences in direct speech.

11. The boys said that they would fetch water that afternoon.

.....
.....

12. Peter said that he was going for holidays soon.

.....
.....

13. Juma asked Sarah if he could help her.

.....
.....

14. The class teacher advised the pupils to spend their holidays wisely.

.....
.....

15. The young boy said that he was sick.

.....
.....

16. Mrs. Njoroga said that she would spend her holidays in Kenya.

.....
.....

17. He said that he was tired.

.....
.....

18. The doctor asked me what the matter was.

.....
.....
19. David wanted to know if anybody had done the house work.

.....
.....
20. The old man wanted to know if we knew the way to the well.

D. Active and passive voice.

The sentence in active voice begins with the subject whereas in the passive voice the sentence begins with the object.

Note: (a) The voices change according to the tense used.
(b) The main verb in the passive voice is used in past participle form, e.g. gone, seen, helped etc.

Examples:

Change the following sentences to passive voice.

i. Active: The boys play football during the holidays.
Passive: Football is played during the holidays by the boys.

ii. Active: My children eat a lot of food in the holidays.

iii. Active: Tom helps me.
Passive: I am helped by Tom

Written Exercise 1.5

(a) **Change the following sentences into passive voice.**

1. The girls sweep the classroom every evening.

2. My parents feed me during the holiday.

.....

.....

3. Biko eats mangoes every day.

.....

.....

4. The herdsman milks the cows.

.....

.....

5. The boys clean the compound.

.....

.....

6. Our parents organize birthday parties.

.....

.....

7. People grow a lot of sugar canes in Jinja district.

.....

.....

8. Mary weaves nice baskets.

.....

.....

9. The teachers give us remedial work.

.....

.....

10. My aunt takes me to the village every holiday.

.....
.....

(b) Change the following sentences into active voice.

11. News papers are read during the holiday by them.

.....
.....

12. The programme is written by the secretary.

.....
.....

13. The camp is organized by the teacher.

.....
.....

14. The letters are sent by the pen-pals.

.....
.....

15. Nice cakes are baked during the holiday by the girls.

.....
.....

DAY TWO

Passage.

Read the passage and answer the questions in full sentences.

Going for school Holidays.

There are three terms in a year. At the end of every term, school children break off for holidays. School holidays are the happiest and funniest moments in school life. School holiday give pupils' time to relax, plan and visit their relatives and friends in urban or rural areas. Of the three holidays, the third term's holiday is the longest. This is because it last for two months or sixty days. The first term's and second term's holidays last for about three to four weeks.

During holidays, children get chance to help their parents on the farm with garden work or with house chores at home. Holidays also provide children with ample time to learn new skills such as knitting, weaving, modelling, baking and looking after domestic animals. They also enable children to prepare for the next term.

Sometimes children tour places of their interest such as game parks, zoos, museums, historical sites, mountains and forest. In addition, children go for camping with their peers. On some occasions religious leaders organise retreats for the youth during holidays. This gives the youth a platform to meet people from all walks of life and share ideas and acquire new knowledge.

Dear children, it is good to plan for your holidays, Never waste your holidays gossiping or playing cards.

(a) What happens at the end of every term?

.....

.....

(b) How does the writer describe school holidays?

.....

.....

(c) Which holiday is the longest?

.....

.....

(d) How do good students spend their holidays?

.....

.....

(e) Give another word or group of words with the same meaning as underlined word in the passage; prepare.....

.....

(f) Mention any one skill a holiday maker is likely to acquire in holidays.

.....

Guided composition:

The sentence below are not in their proper order. Re-arrange them so that they form a good composition about "School holidays"

1. However, resting does not simply mean being idle or not working at all.
2. They may also include visiting relatives and friends during this period.
3. Since this would be very difficult to fulfil when we are at school.
4. It only means doing activities that help your body and mind to relax.
5. That is why we should always have holidays at the end of every term.
6. Why do you think so?
7. Most pupils believe that this period is indeed very good for us.
8. Such activities include camping, swimming and touring important places.
9. I think so because holidays enable us to rest.
10. Every school child needs a holiday.

[illegible]

SUB-TOPIC 1B: HOLIDAY ACTIVITIES.

Vocabulary:

Mini Dictionary:

Study: to learn about something by reading.

Our cousin will study medicine when he joins Nkumba University.

Farm: A place where crops, fish or animals are bred or to use a piece of land for growing crops and keeping animals.

Olanya's grandfather has a large farm in Mpigi district.

Tour: A journey made for pleasure.

We shall tour Mombasa harbour in the holiday.

Camp: A place where young people go on holiday so as to take part in various activities.

The P.7 Candidates spent a week at camp last holidays.

Visit: To stay somewhere for a short time or to go and see somebody.

Peter usually visits his grandmother in the December holidays.

Begin: To start doing something.

The first term holiday will begin in April.

Concert: A public performance of music.

I sometimes attend concerts in the holiday.

Show: A theatre performance.

Babirye and Kato watched an interesting show last weekend.

Cook: To prepare food or a person who prepares food.

Girls help their parents to cook food in the holidays.

Revise: To prepare for an examination by reading or going through one's notes.

Joseph spent the last holiday revising for his examinations.

House work: The activities or duty involved in taking care of a home.

Washing and cooking are good examples of house work.

Trip: A short journey to a place for pleasure.

The holiday makers had a trip to Mombasa last December.

Enjoy: To be happy and get pleasure from something.

School children always enjoy their holidays.

Nice: Something enjoyable, attractive or pleasant.

My elder brother had a nice holiday in the village.

Interesting: Something that attracts your attention because it is unusual or exciting.

It was such an interesting journey that everyone enjoyed it.

Exciting: Causing great excitement or interest.

Swimming in the afternoon is very exciting.

Report: A written statement about a pupil's work and conduct at school.

School children get reports at the end of every term.

Vacation: A very long holiday or one of the periods of time when one is away from school, college or university.

Ruth will work in a super market during her P.7 vacation.

Chores: Tasks that one does regularly.

It is good to spend one's holidays doing domestic chores.

Routine: The normal way or order in which one regularly does things.

Cleaning and mopping the house is a daily routine.

Bash: A large party or celebration.

My parents organized a birthday bash in the holiday.

Fare: The money which you pay to travel by plane, bus or taxi.

School children usually travel at half fare.

Written Exercise: 1B . 1

(a) **Use the correct form of the words in the brackets to complete the sentences.**

1. Babirye her parents every morning. (greet)
2. The girls water while the boys were playing football. (fetch)
3. The farmers in our village plant their crops during the rainy season. (usual)
4. Mary goes every holiday. (to camp)
5. School children usually go for holidays a year. (three)

6. It is very to travel by train. (interest)
7. The boys are busy their notes now. (to revise)
8. If I had seen him in the holiday, he some money. (to give)
9. When the visitors arrived, grandmother was us a story. (tell)
10. He was a pupils because of his hard work. (success)
11. My sister got the position last term. (one)
12. It was such an journey that everybody enjoyed it. (excite)
13. Helping our parents in the holidays is (volunteer)
14. Did you your last holiday? (enjoy)
15. It is the work of the to prepare food. (cooking)

(b) Re-write the following sentences as instructed.

16. It is bad to play cards during the holiday. (Begin: Playing.....)

.....
.....

17. "I will work hard next term," said Bruno. (Begin: Bruno said that.....)

.....
.....

18. It was a very nice holiday. (Begin: What.....!)

.....
.....

19. Peter did not enjoy the holiday. Dumba did not enjoy the holiday. (Begin: Neither.....nor.....)

.....
.....

20. We got our report cards before we went for holidays. (Re-write using..... after.....)

.....
.....

21. I was sick but I enjoyed the holiday. (Begin: Even though.....)

.....
.....

22. If we go to Mbale, we shall see Mt. Elgon. (Re-write using..... went.....)

.....
.....

23. Martin likes picking coffee more than digging. (Re-write using..... prefer to.....)

.....

.....

24. It is interesting to watch cartoons on T.V.

(Re-write using..... is interesting.....)

.....

.....

25. We ate a lot of food in the holidays. (Re-write beginning: A lot of
.....)

.....

.....

LANGUAGE STRUCTURES:

(a) Participle tense:

Verb	Past participle
Break	broken
weave	woven
Take	taken
Tell	told
Hold	held
Sing	sung
Begin	begun
Dig	dug
Help	helped
Sow	sown
Sew	sewn
sweep	swept
Visit	visited
Study	studied
Fetch	fetches
Dirty	dirtied
Eat	eaten

Drink	drunk
Drive	driven
Ride	ridden
See	seen
Sell	sold
Burst	burst
Cut	cut
Clean	cleaned
Mop	mopped
Meet	met
Freeze	frozen
Flee	fled
Revise	revised
Copy	copied
Leave	left

Written exercise 1B: 2

Complete the following sentences using the past participle form to the verb in the brackets.

1. The new term has very well. (begin)
2. I haven't my grandmother since last holiday. (see)
3. We reached the bus park when the bus had (leave)
4. By mid day the water in the fridge had
(freeze)
5. She has a lot of water from the well. (fetch)
6. All my clothes were during the holidays. (tear)
7. The village choir has a nice song. (sing)
8. The school bus is by an old man. (drive)
9. Have you ever your grandparents? (visit)

10. By the time we went to bed, grandmother had us an interesting story. (tell)

(b) If 3 Conditional.

If 3, is used to express what would have happened if a certain condition had been fulfilled. We use the past perfect tense in the if clause and would, could, might, should /+ have and a past participle verb in the main clause.

If clause	Main clause
If + had + a past participle verb	Would have + a past participle verb Should have + a past participle verb. Could have + a past participle verb Might have + a past participle verb.
e.g. If I had seen him in the holiday. If we had gone to the village.	He would have given me some money. We would have seen our grandparents.

Note: He can be used to start an IF 3 sentence when IF is left out or omitted.

Examples:

- i. Had I seen him in the holiday, he would have given me some money.
- ii. Had we gone to the village, we would have seen our grandparents.

When the main clause is in negative form, we use the grammatical order below.

- ✓ would not have
- ✓ could not have

✓ should not have

✓ might not have

E.g. If Mary had helped her parents; they would not have punished her.
If they have boarded the first bus, they might not have reached late.

Written Exercise 1B. 3

(a) Use the correct form of the words in brackets to complete the sentences.

1. If you..... your holidays, you would have visited your parents. (to get)
2. Had she come early, we with her. (travel)
3. If we our notes, we should have passed the examination. (revise)
4. I..... with him If I had known. (go)
5. Peter his holidays in New York if he had got a visa. (spend)

(b) **Change the following sentences into IF3**

6. If I go to the village, I will meet my relatives.

.....
.....
.

7. If Jane writes to me, I will reply.

.....
.....

8. Tendo will visit her grandmother if she gets the bus fare.

.....
.....
9. If you see her, she will take you for holidays.
.....
.....

10. I did not revise my notes so I failed the examinations.
.....
.....

11. If we get the holidays, we shall help our parents.
.....
.....

12. She did not do the house work. He aunt punished her.
.....
.....

DAY THREE

Guided composition.

The sentences below are in a wrong order. Re- arrange them in the correct order to make a good composition about “Nakku goes back to school”

- a) He parents therefore organized a small party to bide her farewell.
- b) She sat close to the window so as to see the beautiful scenery on the way.
- c) The school holidays had finally ended.
- d) As soon as the train set off, Nakku began to feel sleepy.

- e) She dreamt that the school holidays had finally ended.
- f) Early the next day, Nakku went to the railway station to board a train to school.
- g) Nakku was to go back to school the following day.
- h) Nakku invited some of her friends to the party.
- i) As she slept, she stated dreaming.
- j) They danced throughout the night.

GOOD STORY

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Below is the holiday programme for Mr. and Mrs. Kigoye's sons and daughters. Study it carefully and answer the questions in full sentences

Name of the Holiday maker	Day	Activity
Kato	Saturday	Making bricks
Lydia	Sunday	Attending prayers
Brenda	Monday	Shopping/ preparing lunch
Gladys	Tuesday	Fetching water /baking cakes
Wasswa	Wednesday	Collecting fire wood from the forest.
Kato	Thursday	Weeding the banana plantation.
Lydia	Friday	Looking after cattle.
Brenda	Saturday	Watching cartoons on T.V
Gladys	Sunday	Visiting relatives
Wasswa	Monday	Helping mother in the shop
Kato	Tuesday	Washing clothes and utensils.
Lydia	Wednesday	Touring the zoo Camping at Kaazi

a) How many children does Mr. Kigoye have?

.....

b) What is the table about?

.....

c) Which child works a lot on Wednesday?

.....

d) Where do you think Wasswa will collect the firewood from?

.....
.....
e) On which day is Lydia likely to watch cartoons on TV?

.....
.....
f) What does Kato do on Thursday?

.....
.....
g) Which child is likely to see wild animals?

.....
.....
h) From which child do we expect some building materials?

.....
.....
i) Which meal does Brenda prepare on Monday?

.....
.....
j) Who is expected to bake a birthday cake?

Guided composition:

Below is a conversation about how Kiiza and Tony spend their holiday.
Complete it by filling in the missing parts.

Kiiza: Good afternoon, Tonny.

Tony:

Kiiza: How do always spend your holidays?

Tony:

Kiiza: Helping your parents in the shop? Is it a retail or wholesale shop?

Tony:

Kiiza: What device do you use to measure wheat flour and sugar in your shop?

Tony:(.....

Kiiza: A weighing scale! How much does a kilo of wheat flour cost?

Tony:

Kiiza: Four thousand shillings only! That's expensive.

Tony: What about you Kiiza, how do you always spend your holidays?

Kiiza:

Tony: Visiting relative and touring important places! Do you usually travel alone?

Kiiza:

Tony: With your parents! How do you sometimes travel to Kasese?

Kiiza:

Tony: By train! For how long do you stay at your grandmother's home?

Kiiza:

Tony: A fortnight! Goodbye, Kiiza

Kiiza:

TOPIC 2 LETTER WRITING.

SUB-TOPIC 2A: INFORMAL LETTERS.

VOCABULARY:

MINI- dictionary

Address: The details of where somebody lives or works and where letters can be sent.

My pen-pal gave me her address and telephone number.

First name: The name which was given to you when you were born which comes before your family name.

Her first name is Grace and her surname is Namusoke.

Personal: Your own or belonging to you.

A personal letter is different from an official letter.

Personal letter: A letter that is written or sent to an individual.

I wrote a personal letter to Uncle George.

Informal letter: A friendly letter that is written to one's relatives or friends.

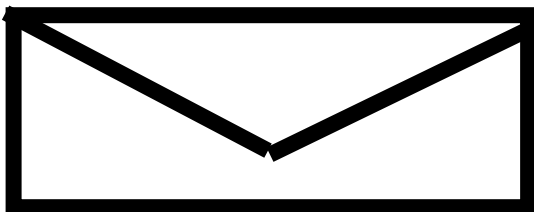
Informal letters are different from formal letters.

Stamp: A small piece of paper with a design on it which you buy and stick on an envelope or parcel.

May I have two stamps, please?

Envelope: A flat paper container in which letters are sealed and sent somewhere.

Having written a letter, I bought an envelope.



Envelope

Occasion: A special ceremony or celebration.

Tom's birthday party was a memorable occasion.

Party: A feast or social occasion.

Our school organizes children's party every year.

Affectionately: In away showing feelings and love for somebody.

I ended the letter which I wrote to my aunt with yours affectionately.

Sincerely: In a way that shows what one really feels or thinks about somebody.

We must sincerely apologise whenever we misbehave at school.

Yours sincerely: Used at the end of a letter before you sign your name for example when you address somebody by their name.

Whenever you address somebody in a letter by their name, you must end with yours sincerely.

Relatives: Members of your family.

Teddy's relatives live in Masaka town.

Friends: People you like and who like you too.

Your cousin is good at making new friends.

Classmates: People with whom you are or were in the same class at school. She usually writes to her classmates.

Informal introduction: Beginning which is not official or formal.

Personal letters sometimes have an informal introduction.

Body: The message one wishes to convey to the receiver in a letter.

Informal letters, the body comes after the greeting.

Date: A particular day of the moth or year usually given in figures pr words.

You should not forget the date every time you write a letter.

Reply: To say, write or give an answer to somebody.

Lydia replies to my letter whenever I write to her.



Purpose: The aim or intention of something.

The purpose of this letter is to invite you to my wedding.

Reason: A cause or an explanation for something which has happened or that has been done.

I don't know the reason why you don't reply to me.

Inform: To tell someone about something.

Just incase you change the address, you must inform us.

Ask: To request.

If you ask her, she will inform him.

Thank: to tell someone that you are grateful for what they have done.

We must sincerely write and thank our class teacher for teaching us letter writing.

Written exercise 2a. 1

Use the correct form of the words in the brackets to complete the sentences.

1. Suzan is to write to me tomorrow. (like)
2. The letter was to the headteacher. (address)
3. I a personal letter now. (write)
4. Joseph received a a letter yesterday. (person)
5. Whenever I post a letter, I pay the..... fee. (Post)
6. Jane ended the letter to her aunt with yours.....
(affection)
7. The tells us what some body is writing about. (introduce)
8. When you address somebody by their name, you may end with yours..... (sincere)
9. She..... writes to me informal letters. (usual)

Language structure:

(a) Use of “..... is likely to”

Re-write the following sentences using is likely to

Examples

1. Judith may write to me next week.
Judith is likely to write to me next week.
2. I may post these letters tomorrow.
I am likely to post these letters tomorrow
3. They may visit the post office next week.
They are likely to visit the post office next term.

Written exercise 2a. 2

Re-write the following sentences usingis/are or am likely to

1. Anna may write to the headteacher tomorrow.

.....
.....

2. Many people may apply for the post advertised.

.....
.....

3. Robert may reply to my letter soon.

.....
.....

4. The headmaster may invite our parents to a meeting.

.....
.....

5. The post master may deliver the letters today.

.....
.....

6. The post office might be closed at 4:00pm

.....
.....

7. The date for the wedding may change.

.....
.....

8. You may inform the class teacher about your sickness.

.....
.....

9. We may be busy this afternoon.

.....
.....

10. The children will learn how to write informal letters.

.....
.....

11. I may join the writer' club.

.....
.....

12. I may forget your address.

.....

DAY FOUR

(b) use of “..... hardly.....”

Re-write the following usinghardly

Examples

- i. There is almost nobody who has bothered to apply for the job.
There is hardly anybody who has bothered to apply for the job.
- ii. There was no one at the post office.
There was hardly anyone at the post office.
- iii. There isn't any stamp on the envelope.
There is hardly any stamp on the envelope.

Written exercise 2a.

Re-write the following sentences usinghardly.....

1. There was almost no letter in the mailbox.

.....
.....

2. There isn't anyone at the reception.

.....
.....

3. There was nobody at the main gate.

.....
.....

4. There is almost nobody who has bothered to reply.

.....
.....

5. I haven't written any letter.

.....
.....

6. There was ink in my pen.

.....
.....

7. Peter cannot write an informal letter.

.....
.....

8. There isn't any envelope at the shop.

.....
.....

9. Mary has not received any letter this term.

.....
.....

10. We have not paid the postage fee.

.....
.....

WRITING INFORMAL LETTERS.

Parts of an informal letter.

- a) The writer's address. e.g. Army primary school
P.O.Box 18,
Nakasongola
- b) Date e.g. 16th March 2012
16-03-2012
March 16, 2012.

N.B: The date is written below the writer's address

- c) Greeting e.g. Hello cousin,
Dear Daddy
Dear Mum, etc.

d) **Body or message.**

The body contains the message the write intends to convey or send to the receiver. E.g. I hope you are fine. I am just writing to say happy birthday to you.

- ✓ Thank you very much for your letter which I received last week.
- ✓ I am writing to invite you to my birthday party which is going to take place next week etc.

e) **Ending / Conclusion.**

You may use any of the following endings in informal letters.

- ✓ your loving cousin
- ✓ yours sincerely,
- ✓ Your best friend,
- ✓ Your loving daughter,
- ✓ Yours affectionately,

- ✓ Your grand daughter,
- ✓ Your grandson,
- ✓ Your nephew,
- ✓ Your niece etc.

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

e.g. Nafula Agnes.

Abdul Kiiza etc.

Methods of writing informal letters.

There are two methods used in writing letters nowadays.

These are;

1. Block method.
2. Indent method.

a) **BLOCK METHOD**

Tororo Junior school,
P.O.Box 3,
Tororo

March 16th, 2012

Dear Flavia,

Thank you very much for your letter which I received yesterday. I was indeed pleased to learn that you won the letter writing competition in our school last term.

Congratulations. I kindly invite you to my sister's wedding ceremony which will take place next Saturday.

Please send my greetings to your parents, sisters and brothers.

Yours loving friend,
Matayo Fancis.

b) Indent method

Katwe Primary School,
P.O.Box 10,

Kampala

16th March, 2012

Hello Mike,

Let me hope you are alright. I have written this letter to invite you to my brother's graduation party. The party will take place on Saturday 28th April, 2012 at our home in Ndeeba. The function will begin at 3:00pm.

Yours affectionately
Kabiite Linda

Comprehension:

Hormisdallen school, Gayaza

P.O.Box 30223 kampala

1st February, 2012

Dear Suzan,

Thank you for your letter which was full of news. It is quite interesting to note that the farmer in Kigezi use terrace to control soil erosion.

In your letter you wanted to know how cattle keepers in my home district care for their animals. Well, the cattle keepers in Mbarara keep long-horned cattle for milk and meat production. They take them to the fields to graze every day. Funny enough, even girls and women look after cattle. This activity keeps them out of home from morning to dusk.

The cattle herders wear sandals to guard their feet against thorns and sharp stones. They also carry roasted cassava and water to eat while in the fields. Sometimes, the cattle stray and destroy crops. When this happens, the owner of the cattle pays fine.

It is my hope that I have answered your question. Once more, thank you for replying to my letter. Please send my regards to your family. God bless you.

Yours sincerely,
Mugisha Lamech

a) In which district does the writer of this letter live?

.....

.....

b) To whom was the letter addressed?

.....

.....

c) Where do farmers use terraces to control soil erosion?

.....

.....

d) Why do cattle herders wear sandals?

.....

.....

e) When do cattle keepers pay fine?

.....

.....

f) On which date was the letter written?

.....

.....

g) Who wrote the letter?

.....

.....

h) What do the cattle herders carry with them according to the letter?

.....
.....

i) What do girls and women in the writer's district?

.....
.....

j) Why do farmers keep cattle?

.....
.....

Letter writing:

You are organizing to celebrate your twelfth birthday. Using your school address, write a letter to your cousin inviting him/her to your birthday party. In your letter tell him/her the date, place and the time the function will begin and end. Tell him/her some of the items on the programme.

Use the words in the box below to complete this letter.

Gayaza primary school.
P.O.Box 310,
Kasangati

.....

Hullo

How are you over there? How is your class teacher? I hope you are preparing for the Primary Leaving By the way, where did you put your first

I have written this letter to you to our school Album launch which will be held in August.

The will take place at Theatre Labonita. Theof honour is expected to be the Minister of Education and

Please soon to confirm your coming. I will be very glad to host you.

Yours
Isabella Natasha.

Function, choice, reply sports sincerely

10th April, 2012, Examinations, invite guest,leah

GUIDED COMPOSITION.

The sentences below are not in the correct order. Re-arrange them to form a short composition about “A letter to a cousin”

1. Secondly, she wrote the date.
2. Then she fixed a postage stamp on the envelope.
3. One day, Birabwa wrote a letter to her cousin.
4. Having sealed the envelope, she addressed the letter to her cousin.
5. Finally, she posted the letter and returned home.
6. After the conclusion, she put the letter in an envelope and sealed it.
7. She concluded the letter with her name.
8. After writing the date, she wrote the greeting as “Dear Cousin”

9. First of all, she wrote her address.

10. In addition, she wrote the message that she wanted to convey to her cousin.

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GUIDED COMPOSITION.

Below is a conversation between Edith and Toto. Read it carefully and fill in what you think Edith said.

Toto: Good afternoon, Edith.

Edith:

Toto: Where are you going?

Edith:

Toto: To the post office! What are you going to do there?

Edith:

Toto: To buy stamps and post a letter! From which post office are your going to buy the stamps?

Edith:

Toto: Luwum street post office! Is it far from here to the post office?

Edith:

Toto: By the way, how much does each stamp cost?

Edith:

Toto: Fifty shillings only! What else do you need to post a letter?

Edith:

Toto: Postage fee! How is the postage fee charged?

Edith:

Toto: You mean to say it depends on the mileage or weight of the letter or parcel. Do you mind posting my letter, too?

Edith:

Toto: I will be very grateful if you post it for me. I wish you a safe journey,

Edith.

Edith:

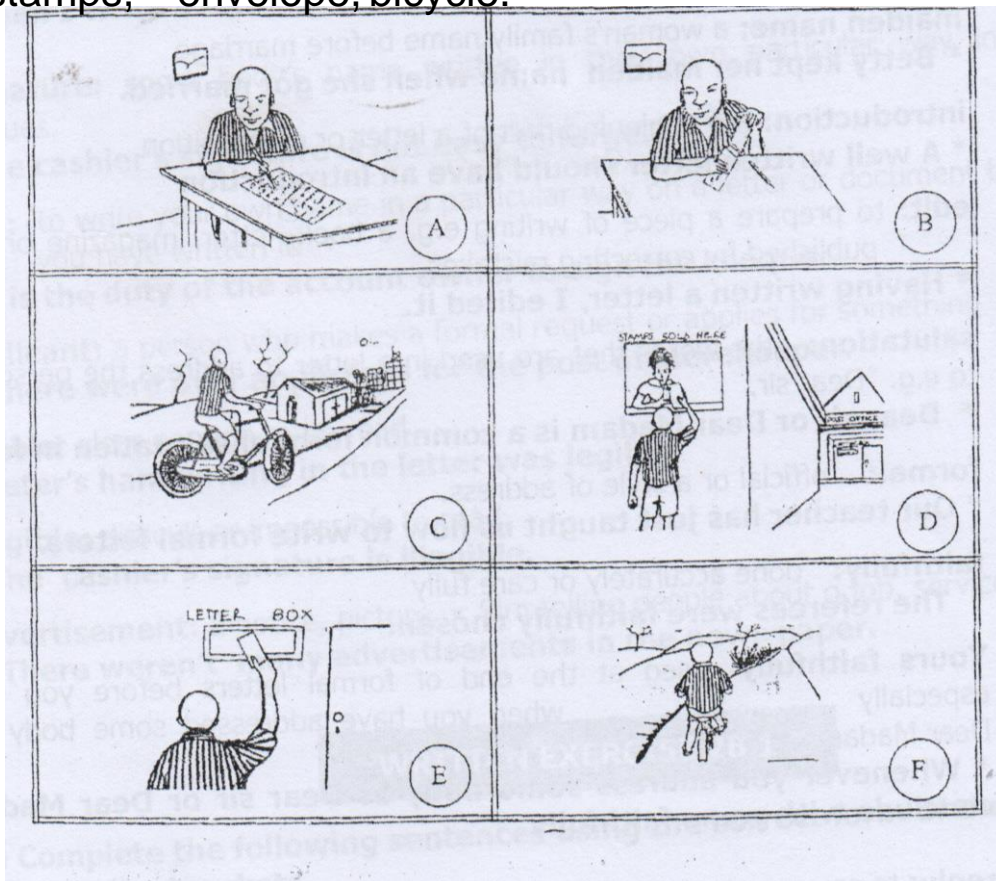
DAY FIVE

PICTURE COMPOSITION.

The pictures A to F tell a story. Study them carefully and then write one sent describe what is happening in each picture.

Use the words given below to help you.

writing, buying, sealing, riding, letterbox, posting,
stamps, envelope, bicycle.



a) Picture A

.....

.....

b) Picture C

.....

.....

c) Picture E

.....
.....

d) Picture B

.....
.....

e) Picture D

.....
.....

f) Picture F

.....
.....

g) Where did the boy go after posting the letter?

.....
.....

h) What is the boy doing in picture D?

.....
.....

i) Give a title to this story.

.....
.....

SUB-TOPIC 2: FORMAL LETTERS.

VOCABULARY:

MINI- DICTIONARY

Formal address: letters that are usually written to office bearers e.g. headteacher, managers etc.

A formal letter is different from an informal letter.

Surname: A name which is shared by all the members of a family.

My name is Kazibwe

Maiden name: A woman's family name before marriage.

Betty kept her maiden name when she got married.

Edit: To prepare a piece of writing e.g. a book, letter, magazine, or newspaper to be published by correcting mistakes.

Having written a letter, I edited it.

Salutation: The words that are used in a letter to address the person you are writing to e.g. "Dear sir,

Dear Sir or Dear Madam is a common form of salutation in formal letters.

Formal: Official or a style of address.

Our teacher has just taught us how to write formal letters.

Faithfully: Done accurately or carefully.

The referees were faithfully chosen.

Yours faithfully: Used at the end of formal letters before you sign your name especially when you have addressed somebody as "Dear sir or Dear Madam."

Whenever you address some body as Dear sir or Dear Madam, you must conclude with your faithfully.

Reply: To say or write back to somebody.

Every time relatives write to you, you must reply.

Vacancy: A place.

All candidates will apply for vacancies in senior one.

Application: A formal request for something such as a job, vacancy service, goods or permission.

Jonah's application for a vacancy in senior one was addressed to the head teacher of Budo S.S.

Reference: A heading or title of an official letter.

The short form or reference is Re' or 'Ref'

Referee: A person who give information about some one's behaviour and ability when they are applying for a job.

The chairman L.C.1 acted as my referee when applied for a new job.

Conclusion: The dosing part of a letter, composition or speech.

In his conclusion, he wrote his signature and name.

Sincerely: In way that shows what you feel or think about somebody or something.

I sincerely promise that I shall write to you very soon.

Yours sincerely. Used at the end of a letter before you sign your name especially when you address some body by their name.

When I write a letter to my cousin, I end with Yours sincerely"

Signature: Some body's name written in their own particular way in letters or cheques.

The cashier's signature is not easy to forge.

Sign: To write your own name in a particular way on a letter or document to show that you have written it.

It is the duty of the account owner to sign the cheque.

Applicant: A person who makes a formal request or applies for something. There were over applicants for the post of store keeper.

Legible. Clear enough to be read.

Peter's handwriting in the letter was legible.

Illegible: Difficult or impossible to read.

The cashier's signature is illegible.

Advertisement: A notice, picture or film telling people about a job, service or product.

There weren't many advertisements in the news paper.

Written exercise 2B.1

(a) Complete the following sentences using the correct form of the words given in the brackets.

1. The headteacher's is very tricky. (sign)
2. Jane always writes her letter (careful)
3. The new pupils will get their letters tomorrow. (admit)
4. Barbara received her letter to the party last week. (invite)
5. I the best pupil in the letter writing completion last term. (to be)
6. The letter was to the bank manager. (address)
7. There was only two who applied for the job. (apply)
8. Dear sir or Dear Madam is a common in official letters. (salute)
9. It was my own to apply for a vacancy. (decide)
10. That letter was signed by the head teacher. (office)
11. Kato's was misplaced at the post office. (apply)
12. a letter is easier than flying an aeroplane. (write)

13. The letter she received yesterday was in
black ink. (write)

(b) Re-write the sentences giving the opposite of the underlined words.

14. My sister can hardly write a formal letter.

.....

15. It is cheap to post a letter.

.....

16. Tom's hand writing in the letter was legible.

.....

LANGUAGE STRUCTURES:

2.2 use of "Barely"

Barely is used in negative sentences.

Barely can be used to replace 'not' or almost.

Examples

- a) Your letter cannot be read.

Your letter is barely read.

- b) Your handwriting is not legible.

Your handwriting is barely legible.

- c) There is almost nobody at the post office.

There is barely anybody at the post office.

Note: Barely can be used to begin sentences.

Examples:

- a) Barely 10% of the people applied for the post advertised.

- b) Barely had I written a letter when the visitors arrived.

- c) Barely 30% of the population can read and write.

Written exercise 2.2

Re-write the following sentences usingbarely.....

1. The letter was not legible.

.....
.....

2. My sister is not yet nine years old.

.....
.....

3. Almost 20% of the candidates failed the examination.

.....
.....

4. About 50% of the class can write formal letters.

.....
.....

5. Our teacher hardly speaks French.

.....
.....

6. She had almost finished writing the letter when the post master came.

.....
.....

2.3 Barely had..... when.....

Barely hadwhenis used in the say way like Hardly had
or scarcely hadwhen.....

Examples

a) I wrote a letter. Then I posted it.

Barely had I written a letter when I posted it.

- b) Scarcely had she reached the post office when she bought the stamps.
Barely had she reached the post office when she bought the stamps.

Written exercises 2.3

Re-write the following sentences beginning: Barely hadwhen.....

1. When he got a pen, he wrote a letter.

.....
.....

2. Hardly had the teacher entered the class when the lesson began.

.....
.....

3. As soon as the teacher left the class, Kato followed him.

.....
.....

4. Immediately the lesson ended, everyone clapped.

.....
.....

5. Jane arrived at the post office. She slotted the letter into the mail box.

.....
.....