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P.7 COMPREHENSION LESSON NOTES

THURSDAY, AUGUST 20TH 2020

LETTER WRITING

Vocabulary

Learn the meanings of these words.

- 1. Surname:** A name shared by all members of the family.
- 2. maiden name:** A woman`s family name before marriage.
- 3. Address:** Details of where somebody lives or works and where letters can be sent.
- 4. Introduction:** The first part of a letter that gives a general idea of what is to follow.
- 5. conclusion:** The end of something such as a letter.
- 6. edit:** To correct mistakes or to make improvements in a piece of writing.
- 7. salutation:** The words that are used in a letter to address the person you are writing to. e.g. dear
- 8. faithfully:** Used at the end of a formal letter before you sign your name,when you have addressed somebody as Dear Sir/Dear Madam.
- 9. sincerely: Used** at the end of a formal letter before using your name,as the conclusion.
- 10.signature:** Your special way of writing your name that makes it different from other person`s name.
- 11.reply:** To write or say something as an answer.
- 12.advertisement:** A notice ,picture or film telling people about a product , job or service.
- 13.application:** A formal written request for something such as a job or permission.
- 14.vacancy:** A job that is available for somebody to do.
- 15. post :**To send a letter to somebody by post or mail.
- 16.pp:** used in front of a business letter to mean on behalf(person present)
- 17.draft:** A rough written version of something that is not yet in its final form.

18. **cc.(carbon copy)**:Used on business letters and e-mails to show that a copy is being sent to another person.
19. **referee** :A person who gives information about your character and ability ,usually in a letter ,for example when you are applying for a job.
20. **Re** (reason):Used at the beginning of a business letter to introduce the subject what it is about .e.g. Re: REQUEST FOR PERMISSION
21. **Sir**: Used at the beginning of a formal letter when you don't know the name of the man/people that you are dealing with.
22. **Madam**: Used when writing to a woman in a formal letter.
23. **Mr.** A title used to address a man in some official positions.
24. **Mrs** .A title that comes before a married woman's family name or before her first and family name together.
25. **Ms.:** A title that comes before a woman's family name or before her first and family name together, and that can be used when you don't want to state whether she is married or not.
26. **Hon. (Honourable)**:Used in official titles of jobs.
27. **Dr. doctor**
28. **Rev (Revd)** Reverend
29. **professor**: A university teacher of the highest rank.
30. **post office**: A place where you can buy stamps or send letters.
31. **e-mail(electronic mail)**: a way of sending messages and data to other people by means of computers connected together in a network.
32. **internet**:an international computer network connecting other networks and computers from companies
33. **date**:a particular day of the month ,in a particular year, given in numbers and words.
34. **dear**: used at the beginning of a letter before the name or title of the person that you are writing to
35. **sign off**: to end a letter.

Vocabulary practice

1.Arrange the given words in alphabetical order.

a) conclusion, signature, advertisement, vacancy

b) edit, address, editor, addressee

c) apply, application, applied, applicant

2. Give the plural form of the words below.

maiden name _____ surname _____
carbon copy _____ address _____
editor _____ draft _____
vacancy _____ sir _____
referee _____ date _____

3. Fill in the blank space with a suitable word.

- a) Many _____ who were shortlisted for the post of being a head teacher were given oral interviews.
- b) It is right to always write an _____ in your letter because it shows the details of where you live.
- c) Mr. Zawadi is _____ honourable member of parliament.
- d) Whenever you address a person as `dear Sir or Madam` in your letter, you must sign off by saying yours _____.
- e) My _____ name is Mpuga.
- f) You must _____ your letter before writing the final copy.
- g) I was at the _____ to buy stamps and send letters.
- h) Today's _____ is 23rd August 2020.
- i) We were taught to _____ off as your loving daughter/son if we have written to our parents.
- j) _____ is the short form of electronic mail.

Use the correct form of the word given in the brackets

- a) My _____ were aware of my previous good conduct at school. (referee)
- b) He normally _____ to the letters I write to him. (reply)
- c) Christine's _____ is brief and complicated. (sign)
- d) Joel applied for a _____ in senior one in that school. (vacant)
- e) All our _____ letters were received by the office messenger of Gayaza High School. (apply)
- f) The _____ team of St. Agnes Junior School has just wound with editing the magazine. (edit)
- g) Neither my father nor my mother _____ the letter yesterday. (editor)

- h) John has just _____ an apology letter to the head teacher. (write)
I) The word `dear' is normally used in _____. (salute)
j) Does that letter have a brief _____(conclude)

Re-write the sentences by giving one word for underlined group of words.

a) My pen pal did not **write back** the letter I sent to him last year.

b) **Correct mistakes in** your letter before sealing your it in an envelope.

c) His **details of where he lives** was not clearly indicated in the letter.

Give the opposite form of the underlined word.

a) He wrote a very **brief** letter. _____

b) We taught how to write **formal** letters. _____

c) He is a very **friendly** man. _____

Write the following short forms in full.

Mr. _____

PS _____

Ms. _____

Prof. _____

Miss. _____

Fr. _____

Sr. _____

Dr. _____

Rd. _____

GPO _____

e-mail _____

Revd. _____

cc. _____

Mrs. _____

Hon. _____

Re _____

internet _____

St. _____

P.O _____

ref. _____

INFORMAL LETTERS.

These are sometimes called **friendly or personal letters.**

FEATURES/COMPONENTS OF AN INFORMAL LETTER.

a. Writer's address: This explains the location of the writer and this helps the receiver with the details of the place in case he/she wants to reply back.

b) Date: This indicates when the letter was written. It should be written below the letter.

c) Salutation/greetings: This, followed by a comma, shows the relationship between the receiver and the writer e.g. Dear Aunt Ketty, Dear Mummy, Dear Brother Steve, Dear Sistine etc.

d) The body of the letter: This is where the reason or purpose of the letter is written. It is the one that carries information. But before going to the purpose directly, it is always humble to introduce your letter with sentences like:

.It's nice to write to you. Hope you are fine.

.Hope everything is okay with you.

.Thank you for the message you sent to me.

.Praise the Lord our God.

.How are you and my....

.Greetings to you

.Just a quick note to break the silence between you and me .etc.

e) Conclusion: Like any other composition, you should look for a way of concluding your letter.

f) Complementary close: This is the ending part of the letter which must rhyme with the salutation. You may end with;

Yours affectionately, Your beloved friend, daughter, niece, brother. Your daughter, son, niece, nephew, friend. Your loving....Yours truly, Your best friend etc.

A sample of a friendly letter in a block (modified)style

Katume Primary School,
P.O Box 221,
Kibale.

2nd June 2020

Dear Daddy,

How is home and all my siblings? Has Aunt Ketra gone back to UK? I am also fine and progressing academically at school.

I have written to remind you about my file of past papers which I forgot at home. I need them so much that they may help me in revision.so, please, come along with them on the visitation day due to take place on 4th of this month.

I would also like to use this opportunity to deeply thank you for the parental love and care you show to me. I promise never to let you down in everything I do.

I wish to know especially if you are unable to come on the visitation day through the reply.

Send my regards to everyone at home.

Your loving son,
Jim Jam.

POINTS TO NOTE ABOUT A BLOCK STYLE

The address is placed in the top left hand corner of the sheet of paper.

Paragraphs are made by skipping a line before beginning a fresh point.

The complementary close is put at the bottom left hand corner of the sheet.