

## P7 ENGLISH LESSON NOTES WEEK 7 SEPTEMBER 2020.

### Lesson one

#### FORMAL LETTERS

Formal letters are sometimes also known as official or business letters.

- Business letters deal with issues related to business.
- Official letters on the other hand are letters that are written to people working in government departments or holding offices in particular organizations or companies.

#### Points to observe when writing formal letters.

- Unlike informal letters, the matters written in formal letters are strictly official. You should not interfere with personal or domestic issues.
- The sentences should be as short as possible. Hence the letter should be brief and straight to the point since most officials and business people have little time to go through lengthy letters.
- The sheet of the paper should be clean, neat and tidy.
- Try not to be emotional.
- Be polite and formal, but keep your language simple and clear.

#### The layout of a formal letter

- Here, we will basically look at the block (modified) style of letter writing.
- A formal letter has two addresses; the writer's address and the receiver's address.
- The writer's address is put in the top left hand corner of the sheet of paper.
- The date follows the writer's address.
- A line is skipped before writing the receiver's address.
- While writing the address, include the title of the person, post office box number and the city or town.
- The receiver's address is followed by the Salutation (Dear Sir/Madam) and no more about the greetings. In case of church personalities, we address them by their positions. e.g. Dear Father John, Bishop Ilukor etc.
- The greetings is followed by the reason (subject/title/headline) which talks about the purpose of the letter briefly. e.g. (Re: APPLICATION FOR VACANCY IN SENIOR ONE)
- The introduction should be as clear as possible and brief as well. It should attract the reader's attention.
- The body carries the main reason or purpose as to why the letter was written. Middle sentences should talk more about the writer if it's an application letter.
- The conclusion summarises the whole idea and gives a brief hint about the expectations of the writer.
- If the receiver was addressed as Dear Sir/Madam, the complementary close should have; Yours faithfully but if the receiver was addressed by name; the complementary close should have Yours sincerely.
- Follow it with a signature or the writer's name each beginning with a capital letter but the rest should be small.
- The writer's name then is written in capital letters just below the writer's signature.
- If it's an application letter asking for a job, the referees should be included right below the body.
- If the formal letter is to be copied to any other person, then the "cc" comes after the writer's signature and name.

- If you are a person of a known official title or position in the community or in an institution, usually state it in official and business letters right after the name.

## **Lesson two**

### **An example of an official letter in a block style.**

Katale Primary School,  
P.O Box 6894,  
Mbale.

3rd February 2020

The head teacher,  
St Henry Secondary School,  
P.O Box 56,  
Kamuli.

Dear Sir,

Re: **APPLICATION FOR A VACANCY IN YOUR SCHOOL.**

I hereby apply for a vacancy in senior one in your school .I am a male Ugandan aged 14 and I have just completed my Primary Leaving Examination and I performed as follows;

ENG=2,

MTC=1

SCI=1,

SST=2,

Total Aggregate=6

Outside class, I am more interested in games and sports and I have been in the football team. The following people can give you reference on me if you need it.

Mr. Owor Charles,

The head teacher,

St Katale Primary School,

P.O Box 56,

Kamuli

Ms. Juliet Nkoma my tutorial parent at my former school (0772780954)

I will be grateful if my application meets your kind regards.

Yours faithfully,  
Odongo David,  
ODONGO DAVID.  
(0756319034)

## Exercise 1

You have been given a vacancy in senior one at St Jude Senior Secondary School P.O Box 1212,Mityana.You have already started school but without your former school identity card.Using your new address, write a letter to the headmaster of your former school requesting him to send you that identity card through Kakise Bus Company of Kampala Mityana.

## Lesson three

### Exercise 2

An **apology letter** is normally written by the offender to the offended to express a state of being sorry for the offence committed. You have to be polite and clear with your message. Show that you have reformed and promise not to repeat the same.

### Sample

You have broken two school desks and the headmaster threatens to expel you from school if you don't apologise.Using your school address, write a letter of apology.

## Lesson four

**Read the letter below and in full sentences answer the questions about it.**

Kotukei Village,  
P.O.Box 456,  
Nebi.  
5th May 2017

The Manager,  
Jack Bakeries Company,  
P.O.Box 5438,  
Gulu.

Dear Sir,

Re: **SEEKING EMPLOYMENT.**

I write to apply for a job in your company.

I have just completed successfully a technical course at Katalamwa Technical Institute which lasted two years after my o'level.I am twenty\_three years and I am looking for employment.

I specialised in baking which consists of baking different kinds of cakes with different flavours, cookies and snacks.

Since your company deals in baking, I am sure it can offer me an employment and plenty of opportunities to put to use all the skills I attained. I shall also be offered a **chance** to gain experience that I don't have at the moment despite my technical qualification.

Hoping to be favored with a kind consideration.

Yours faithfully,  
Nakuma Rehema,  
NAKUMA REHEMA

## **QUESTIONS**

1. To whom was the letter addressed?
2. Where does Rehema stay?
3. Why was the letter written?
4. In which course did Rehema specialise?
5. How long did Rehema's course last?
6. Which chance will Rehema be offered if she is employed in that company?
7. When was the letter written?
8. By whom was the letter written?
9. What shows that Rehema qualified in baking?
10. Give another word with the same meaning as "chance"

### **Lesson five**

#### **Read the dialogue below and in full sentences answer the questions about it**

**Janet:** Where is the letter?

Shifra: Which letter?

**Janet:** The application I wrote to ask for the post of a secretary.

Shifra: I have no whereabouts of it.

**Janet:** Then it is lost.

Shifra: Write another one.

**Janet:** It is hard, I have no idea.

Shifra: What do you mean?

**Janet:** Jacob had assisted me to write it.

Shifra: Come on it is something very easy. Get a pen and a paper.

**Janet:** You mean, you know how to write one!

Shifra: Yes, write your address, date, receiver's address and salutation.

**Janet:** Is that all?

Shifra: Follow it with the reason; express your desire for the job and reasons why you think you are capable of that post.

**Janet:** How about the referees?

Shifra: Those ones come after. Follow them with the conclusion and the complementary close as well as the signature.

**Janet:** OH thanks a lot. I have now learnt the format.

Shifra: You are lucky you learn from your carelessness.

### **Questions**

1. Who are involved in the dialogue?
2. Who was looking for the letter, according to the dialogue?
3. Who helped Janet to write the letter that got lost?
4. According to the dialogue, what should be written first in a letter?
5. What post had Janet applied for?
6. Why did Janet write another letter?
7. Which type letter do you think Janet had learnt to write?
8. Give another word with the same meaning as  
a) Salutation\_\_\_\_\_ b) assisted\_\_\_\_\_
9. Suggest a suitable title for the above dialogue.

**Lesson six**

**Guided composition**

**Complete the letter below by filling in the blank spaces with the most correct words.**

Kihoko Village,  
P.O.Box 362,  
Bwera.

\_\_\_\_\_

The Head teacher,  
Kamukumbi Primary School,  
P.O Box 4623,  
Bwera.

\_\_\_\_\_,

Re: \_\_\_\_\_

I want to draw your attention to the late coming back of our children in the evening.

Since the beginning of this year, our daughters and \_\_\_\_\_ who live at Kihoko Village arrive home very late in the evening. This has not been the practice especially last year when Mr. William who retired at the end of last year was still the \_\_\_\_\_.

We have been made to understand from some quarters that our children are made to \_\_\_\_\_ water for the teachers after school and sometimes dig potatoes for them including yourself and to do various domestic chores for the teachers.

We parents of these pupils take this as very serious. Our \_\_\_\_\_ are not porters and what they are being made to do is not what they come to do at school. If we had wanted them to do such things, we would have left them at \_\_\_\_\_ to do the same things for us.

We hope, you will take this matter as very \_\_\_\_\_.

Yours faithfully,

\_\_\_\_\_,  
PETER ODONGO