MINISTRY OF EDUCATION SECONDARY ENGAGEMENT PROGRAMME

TRANSITION CLASS

Term 3



COMPOSITION

MINISTRY OF EDUCATION

SECONDARY ENGAGEMENT PROGRAMME

Week: 1 **Lesson: 1**

SUBJECT: Composition

TOPIC: Narrative Writing

SUBTOPIC: Essay Composition

Definition: An essay is a group of paragraphs written about a single topic and a central main idea



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Difference Between Essay and Short Story

ESSAY	SHORT STORY
Authors are concerned principally with expressing ideas and experiences	Authors are concerned principally with character and plot
Most often written in expository mode	Primarily narratives
Seldom contain plots – if they do these plots are of secondary importance	Plot and conflicts are central to most short stories
Usually written to inform, argue or persuade – they may entertain	Although they can have serious themes, short stories are written, above all, to create a simple, unified, emotional impact on us – they SHOULD entertain
Most often FACTUAL	FICTIONAL

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An Excellent Narrative Essay

1. Tells all parts of a story while giving enough detail for the reader to comprehend the outcome and purpose of the piece of writing.
2. Should be written clearly from an obvious point of view.
3. Should be a representation of expression and creativity of the students writing.
4. The use of first person is accepted.

You have to plan the structure of the essay before writing in a sequential order.

How to write a good introduction?

Always begin your essay with a hook or an opening that allows the reader in. The hook or opening should be short, clear and easy to read. It gives the reader a sense of what to expect from the story.

Examples of Excellent Essay Hooks

1. Ask a question that relates to your essay or story.
2. Make sure the question connects to your story or essay.
3. State you essay with true facts.
4. Use simile or metaphor.
5. Begin your essay with a short story.
6. Begin with a quotation.

Samples of Hooks:

Why is it so hard to believe that my Dad would actually enjoy dinner among most of my mom's friends?

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The Hook

Michael Rosen

It was a dark night and John was walking along an old country road. He was tired and the rain was beating down on his face. Where would he spend the night? He couldn't sleep out here in the rain, and the ground was sodden. On he walked. Again and again, he lifted his head into the rain and tried to make out the shape of a hut or a house. Nothing. But then, after what seemed hours, he noticed a dark hump by the side of the road that could be a house.

And, indeed, the closer he walked, the more it took on the shape of a house. But at the same time, the nearer you stepped, the stranger and forbidding it seemed. High, dark, no lights.

He heard his feet on the stone path and after a moment's pause; he pounded on the door with his hand. A light came on in the window

A SAMPLE NARRATIVE ESSAY

HOW I LEARNT SWIMMING

Learning something new can be a scary experience. One of the hardest things I've ever had to do was learn how to swim. I was always afraid of the water, but I decided that swimming was an important skill that I should learn. I also thought it would be good exercise and help me to become physically stronger. What I didn't realize was that learning to swim would also make me a more confident person.

New situations always make me a bit nervous, and my first swimming lesson was no exception. After I changed into my bathing suit in the locker room, I stood timidly by the side of the pool waiting for the teacher and other students to show up. After a couple of minutes the teacher came over. She smiled and introduced herself, and two more students joined us. Although they were both older than me, they didn't seem to be embarrassed about not knowing how to swim. I began to feel more at ease.

We got into the pool, and the teacher had us put on brightly colored water wings to help us stay afloat. One of the other students, May, had already taken the beginning class once before, so she took a kickboard and went splashing off by herself. The other student, Jerry, and I were told to hold on to the side of the pool and shown how to kick for the breaststroke. One by one, the teacher had us hold on to a kickboard while she pulled it through the water and we kicked. Pretty soon Jerry was off doing this by himself, traveling at a fast clip across the short end of the pool.

Things were not quite that easy for me, but the teacher was very patient. After a few more weeks, when I seemed to have caught on with my legs, she taught me the arm strokes. Now I had two things to concentrate on, my arms and my legs. I felt hopelessly uncoordinated. Sooner than I imagined, however, things began to feel "right" and I was able to swim! It was a wonderful free feeling - like flying, maybe - to be able to shoot across the water.

Learning to swim was not easy for me, but in the end my persistence paid off. Not only did I learn how to swim and to conquer my fear of the water, but I also learned something about learning. Now when I am faced with a new situation I am not so nervous. I may feel uncomfortable to begin with, but I know that as I practice being in that situation and as my skills get better, I will feel more and more comfortable. It is a wonderful, free feeling when you achieve a goal you have set for yourself.

Activity 1: Complete the following essay by writing the conclusion.

Life At Home

We live in a nice flat in a quiet neighbourhood. Ours is a small family of three that consists of my father, mother and I. Sometimes, our relatives and neighbours visit us.

We share many moments of fun and laughter every day. I spend much of my time in my father's library, reading books or seeing pictures. I watch good programmes on television. In the afternoons, I play indoor games with my mother. She often finds time to tell me stories. In the evenings, she helps me with my homework.

I have a few pets – a dog, a cat and a parrot. I spend a lot of time with them. I take care of them and give them their food. I take my dog for a walk around the block every evening as exercise is good for him. When I get back from school, my pets always seem happy to see me.

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Week: 1 **Lesson: 2**

Sample

Living In A Large Family

Living in a large family is fun. There are more people around to talk to and listen to you. Children in a large family are happier because they play together and keep each other company.

The older ones help to take care of their younger brothers and sisters. They also give their parents a chance to do other things. The older children, who have received discipline and taught how to behave, are now able to teach their younger siblings.

I think that children who grow up in larger families are not selfish and proud. They are more out-going and get on well in society later on in life. They are not shy as they have spent most of their young lives surrounded by members of their family. They have better communication skills and are able to hold posts that involve being a team leader.

If somebody is the only child of their parents, they tend to be alone and do not enjoy company. That child grows up with grown-up thoughts because of being surrounded by adults during childhood. Parents, who have just one child, fulfil that child's every want, thus making the child grow up to be selfish and self-centered.

I feel that it is a disadvantage to have no brothers or sisters because there is no one to talk to or play with. There is no one to tease. There's just mum and dad, who are busy most of the time.

Activity 2:

Write an essay on the following topic:

"Dad's dinner"

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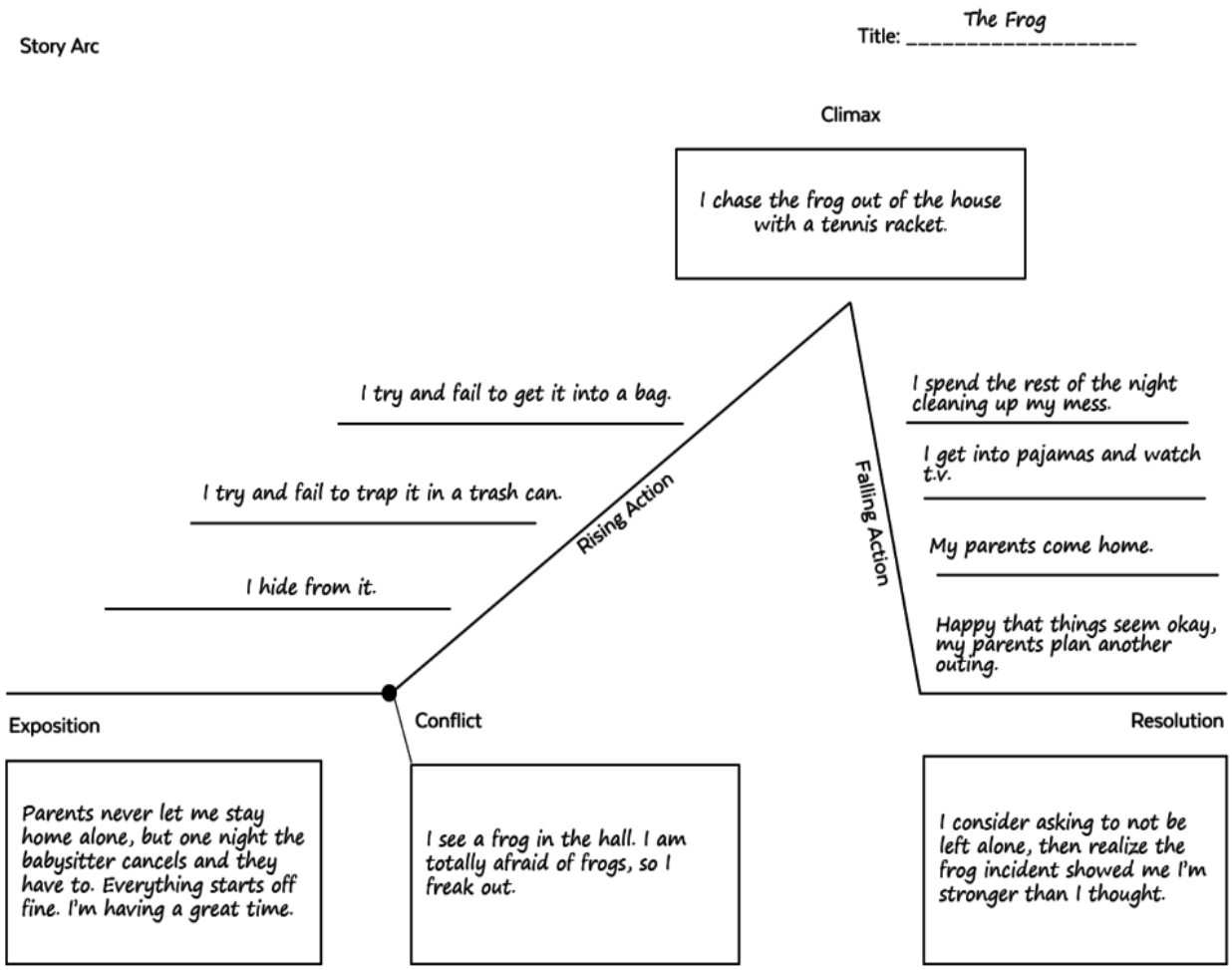
Week: 2 **Lesson: 1**

TOPIC: Narrative Writing

SUBTOPIC: Short Story

What is a Short Story? A short story is a work of fiction that is usually written in prose often in narrative format.

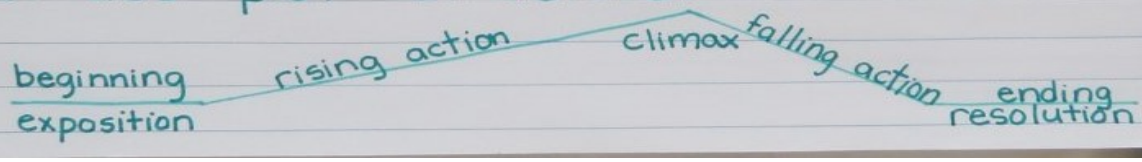
Elements of a Short Story



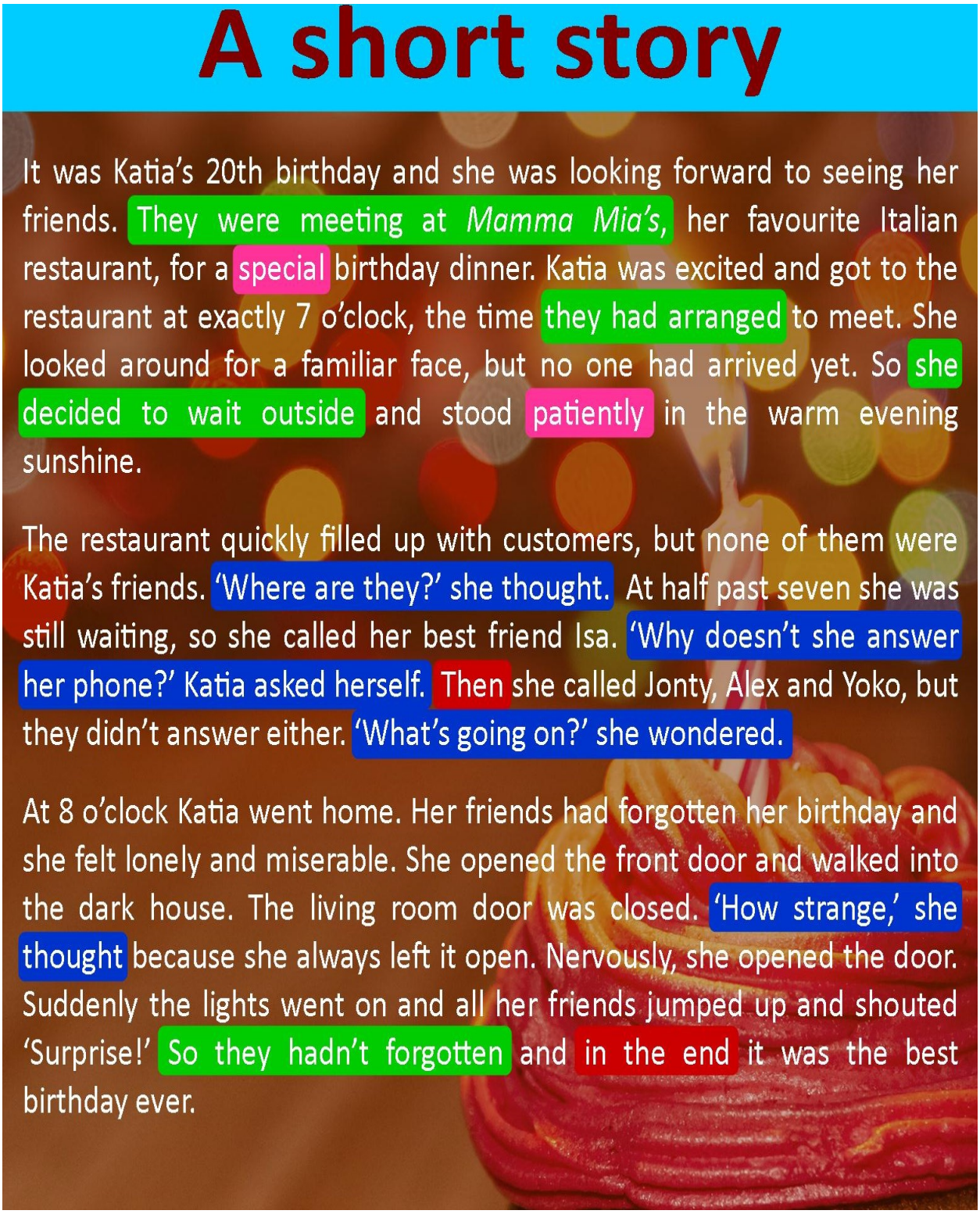
Narrative Writing

1. Hook my reader.
   - dialogue
   - question
   - vivid description
   - interesting fact
   - sound effects
2. Write in paragraphs.
3. Use correct capitalization and punctation marks.
4. Use interesting verbs.
5. Use wow words.
6. Show, don't tell.
7. Use conversation.
8. Vary sentence beginnings.
9. Use figurative language.
   - similes
   - metaphors
   - alliteration
   - onomatopeia
   - personification
10. Use plot structure.





Sample of a Short Story



Activity 1: Write an ending to the story.

Black Beauty

I was born one cold winter night in England. At night I snuggled up to my mother's side and in the day I trotted along with other colts in the meadow. My earliest memories are of galloping around the fields with my mother. I loved her very much.

A few years went by and I grew stronger. Many people from the village came to admire my shiny black coat. Except for a white diamond on my forehead and one white foot, I was black all over.

One day after my fourth birthday, the farmer who looked after all the horses, came to my stable. He looked at me and said, "You have to go. I'm selling you to Squire Gordon."

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Writing Example~Beginning of the School Year~3rd/4th Grades

My Summer

"Ring, ring, ring!" I jumped for joy at the sound of the school bell on the last day of school. I couldn't wait for school to be out because I knew I was going to have an amazing summer!

First of all, I went to Arizona to visit my Aunt Cindy. For two weeks, I had fun with my favorite aunt. When she saw me, she said, "How's my favorite niece?" I replied, "I'm your only niece!" We had a great time shopping, swimming, and baking cookies. It's always great to visit my Aunt Cindy.

After I got back home, I stayed up late many nights and watched a lot of movies. I like scary movies, but my mom always says, "Scary movies keep you up at night!" She won't let me watch them during the school year. However, she lets me watch some scary movies in the summer since I don't have to get up for school. Staying up late is awesome!

Finally, I did my favorite activity of all. I worked on my crafty scrapbooking projects. There were boxes of pictures just waiting for me to turn them into cute scrapbook pages. I missed my friends from school, so I enjoyed creating colorful pages to help me remember all the fun we had. I made some fantastic scrapbook pages!

I like school, but I love summer! It's really the best time of the year. I wish it would never end!



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SECONDARY ENGAGEMENT PROGRAMME

Week: 2 **Lesson: 2**

Activity 2:

Write a short story beginning with the following words "The Best Day of My Life….."

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SECONDARY ENGAGEMENT PROGRAMME

Week: 3 **Lesson: 1**

SUBJECT: COMPOSITION

TOPIC: Picture Composition

SUBTOPIC: Picture Study

What is Picture Composition?

A picture composition involves writing based on what you see in the picture. It clearly base the writing on what is observed from the picture. Every picture tells a story.

How to write a picture composition?

-Setting

1. Where did the story take place?
2. When did the story take place?
3. (a)Who was the main character?

3. (b) What was the main character doing at the start of the story?

Example

- **Introduction Paragraph:**
  On Tuesday morning, Jane was queuing up in the school canteen.

4. Purpose – What did the main character want to do?

5. What did the main character do then?

   Introduction and Body
   On Tuesday morning, Jane was queuing up in the school canteen.
   She wanted to buy a bowl of noodles at her favorite stall. She was going to place her order when it was her turn. Two boys shoved her aside and jump the queue.

6. (a) **Conclusion**
   What was the result?

7. What lesson did the main character learn?

Emotions: Jane was annoyed.

Continuation of Story…

Jane was annoyed. She told them to queue up but they ignored her. She was crossed. She reported them to the teacher and she reprimanded them. She learnt that everyone should wait in line and not jump the queue.

How to write a Picture Composition?

1. Always involves the writing based on given picture.
2. Always require the writing to have meaningful sentences.
3. Carefully observe the picture.
4. Ask questions about your observations and record same.
5. Arrange the observation in a logical order.
6. Write a title for your story.

Sample of Picture Composition



At the Park

It is Saturday. I am going to the park. My father and mother bring me and my brother and sister to the park during the weekend. We play at the swing and the slides. We run and play with the ball with other kids. We buy ice cream and candy at the park. We are very happy.

Activity:

Write a story based on the given picture and give the story a title.

B. Write at least three paragraphs about the picture. Use the picture prompts given below. Write a title for your composition.



colourful, festival, children playing, water balloons, water guns, water, wet clothes, coloured powder, happy festival

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SECONDARY ENGAGEMENT PROGRAMME

Week: 3 **Lesson: 2**

Clean Up The World!



It was June 5th last Sunday. We celebrated the World Environment Day in a special way.

Our school had been busy the previous day planning out what each class would do on that day. Our principal and teachers came up with a lot of suggestions.

My class decided that we would help to clean our neighbourhood. We were all excited and planned on going shopping for gloves right after school.

The morning of June 5th arrived and I rushed through my breakfast and raced out of my house. My classmates were already in school with brooms, dustpans and big disposable garbage bags. Soon it was time to leave and we set off with our class teacher, Mrs. Rai.

Of course, we were the centre of attraction as people came out of their houses to watch us. We divided ourselves into groups and started cleaning up the streets. It is really surprising to note that though people are educated, they still do not follow the simple rules of keeping their surroundings clean. Don't they realize that a clean environment is good for a person's health and well-being?

It was a difficult job for us as we had to pick up garbage that had been lying on the roads for days. The food thrown away by people was rotten and smelling. Thank goodness we had our gloves!

The girls in my class were extra hardworking and made sure to search even the corners behind the lamp-posts for waste. We worked

Activity 2: Look at the picture below and write your story.

B



swings, slide, see-saw, children, benches

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SECONDARY ENGAGEMENT PROGRAMME

Week: 1 **Lesson: 1**

SUBJECT: COMPOSITION

TOPIC: Picture Composition

SUBTOPIC: Continuation Picture Study

Sample

Tag Rules!

"You're it!" Nevaeh shouted as she tapped me on the arm. I spotted Raymond and charged after him. He veered to the right and I just missed him. Nevaeh was just past him, so I started chasing after her, but she shouted, "No tag backs!"



"Yeah there are! We didn't make rules for this tag game, so I can tag you!" I said, out of breath as I ran toward her.

"Then I'm not playing anymore," replied Nevaeh. And just like that, our tag game was over. *How annoying*, I thought. Raymond and I stopped to talk.

"I guess this is one reason that people make rules for games," said Raymond. "We could still be playing if we had agreed on the rules with Nevaeh before we played."

"I guess," I said, "but rules are boring. I just want to play!" I decided to try playing with someone else, without rules. I played football and tackled Domingo, who hurt his arm. The other kids didn't want to play football with me anymore.

Activity 1:

Write a story based on the picture below and give it a name.



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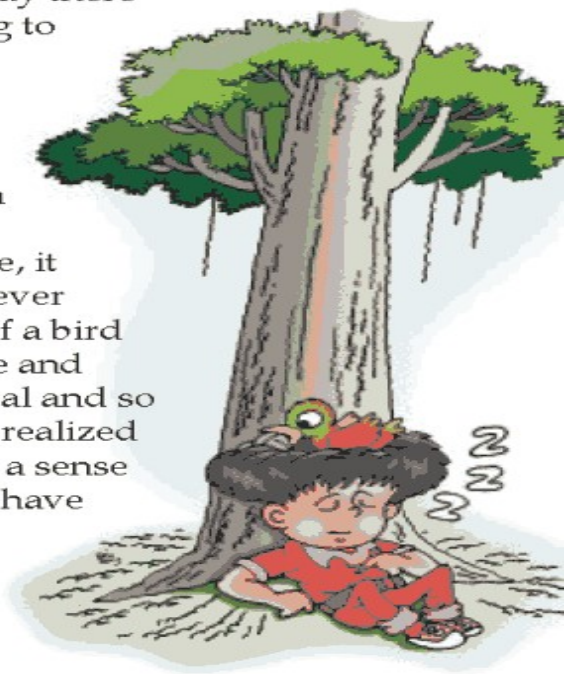
SECONDARY ENGAGEMENT PROGRAMME

Week: 4 **Lesson: 2**

Sample

I did not mind people commenting about my hair at all. In fact, I rather enjoyed it. But one day, something happened which made me run to the barber's. A small bird began to build its nest in my hair.

It happened like this. I was lying on the grass under the tree in our yard, day-dreaming as usual. Around me, everything was still and silent. I was enjoying the silence and I lay there half asleep. I was dreaming about going to places like New York, London, Paris, Berlin, Vienna, Constantinople, Rome, and Cairo. I fell fast asleep.



It was then that a small bird flew down from a tree on to my head and began building a nest in my hair. After a while, it began singing and that woke me up. Never before in my life had I heard the song of a bird so clearly. The sound seemed so strange and new, and yet, at the same time so natural and so old. I lay there listening happily until I realized that it was singing from my head. I felt a sense of shock: it was not right for anyone to have a bird in his hair. I jumped up and hurried to town while the bird flew away in fright.

Everybody was right. I simply must have a haircut so that birds won't build nests in my hair.

A man named Aram had a barber's shop in the street. People said he was not a barber. Some said he was a farmer and others said he was a philosopher. I don't know, I just needed a haircut.

I soon reached the shop and found Aram sleeping at a table with a book open in front of him. I woke him up and said, "Will you cut my hair, please? I have twenty-five cents."

Activity 2:

Use the picture to write a story.



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SECONDARY ENGAGEMENT PROGRAMME

Week: 5 **Lesson: 1**

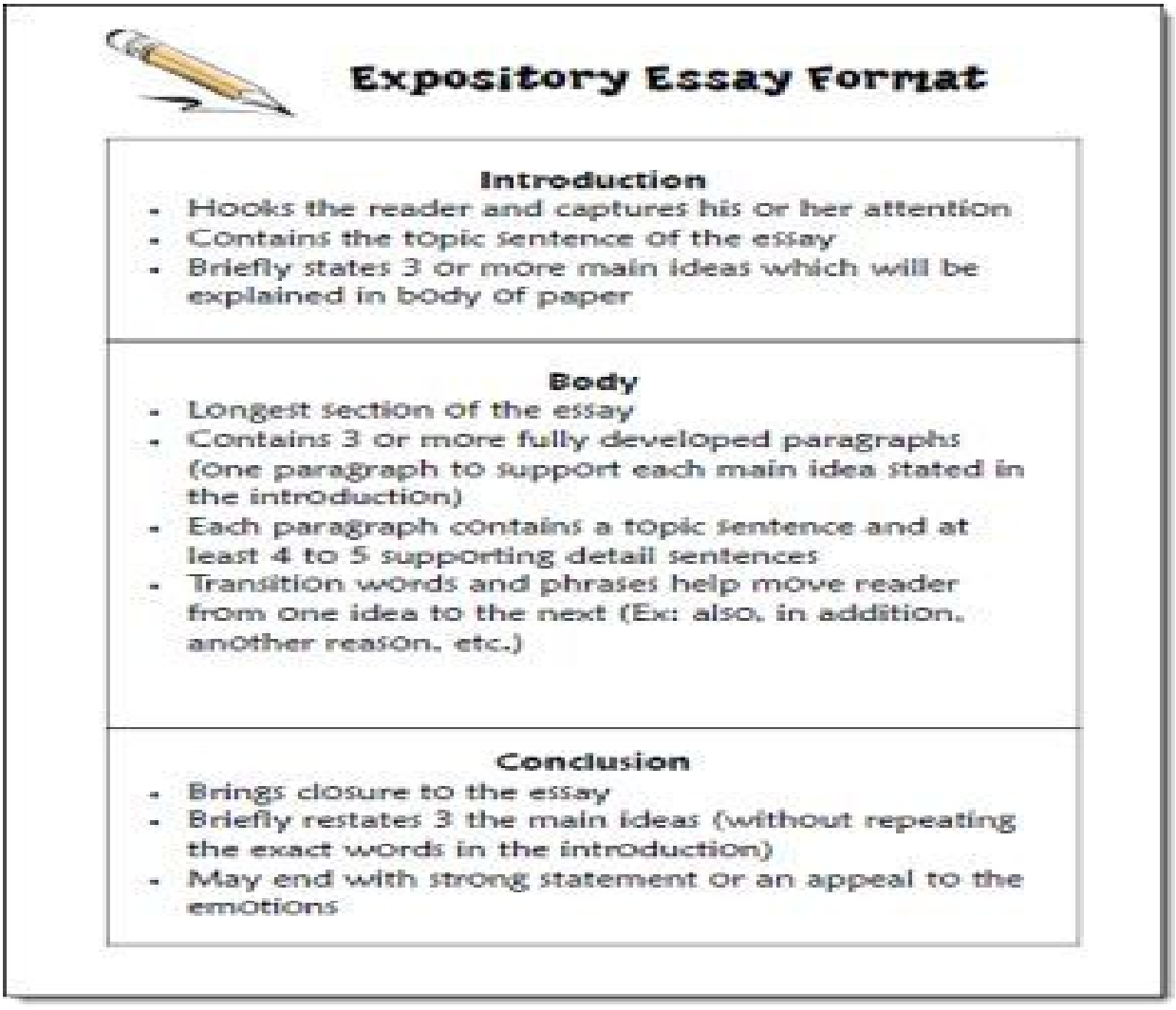
SUBJECT: Composition

TOPIC: Expository Writing

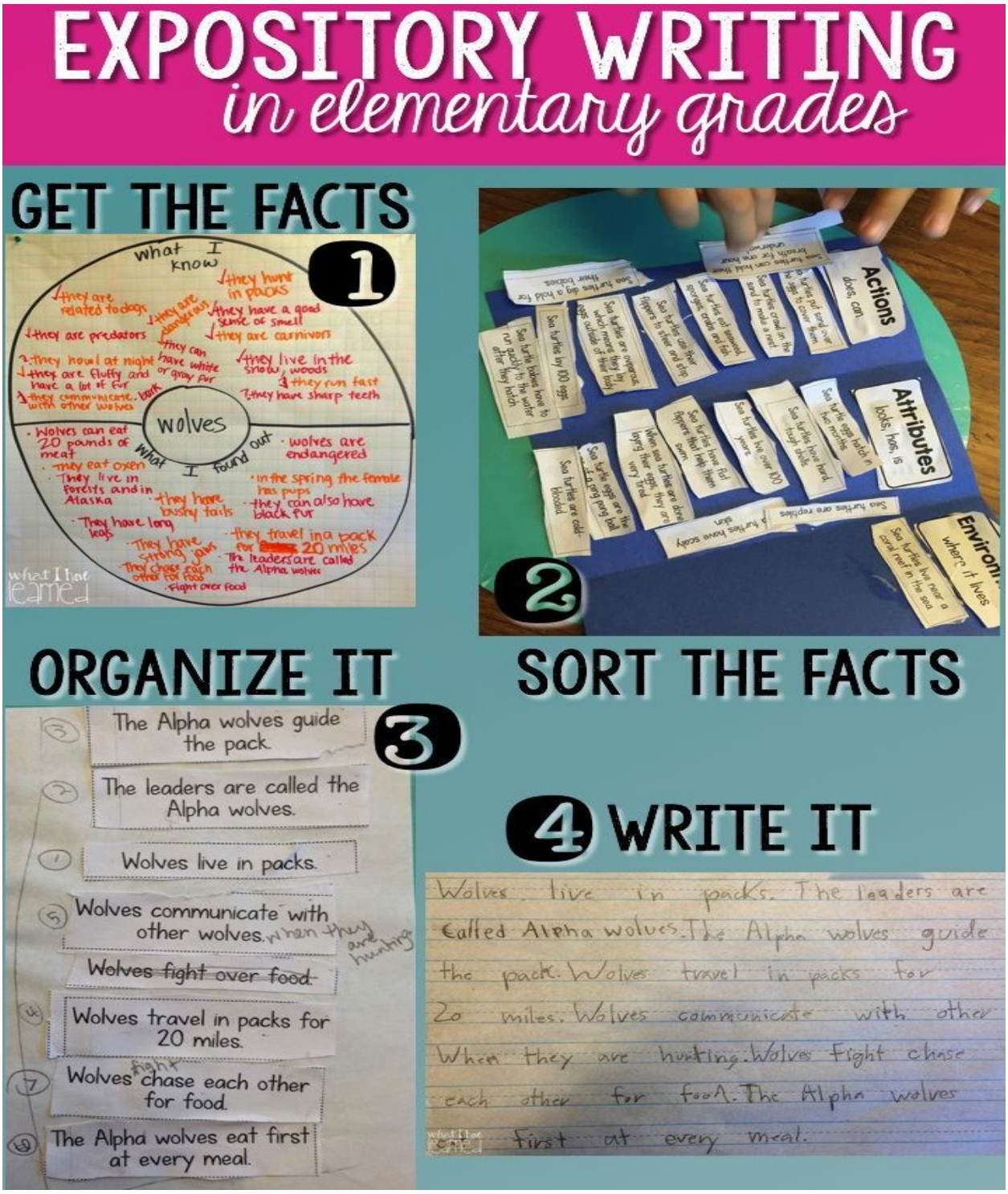
SUBTOPIC: Explanation of a Process

What is Expository Writing?

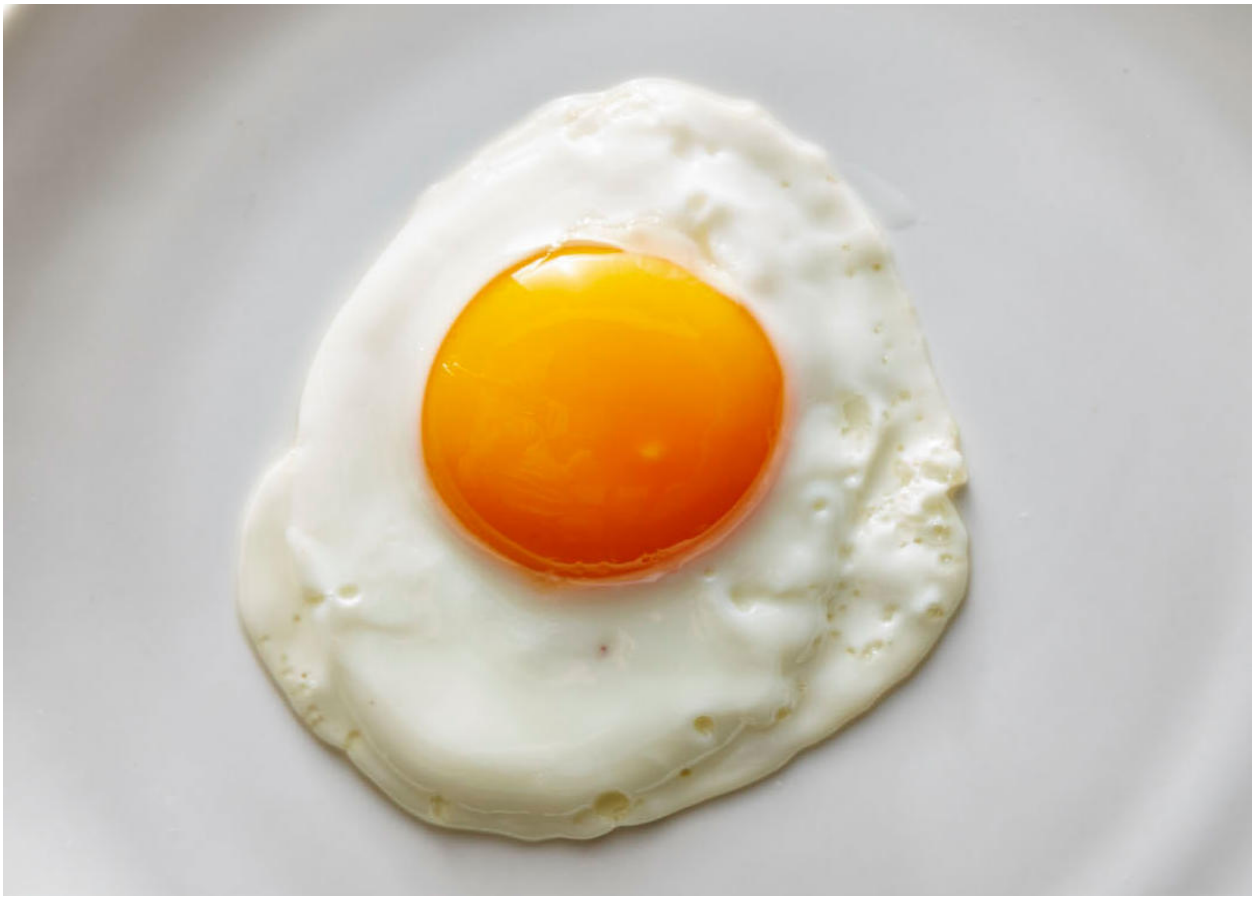
The aim of expository writing is to present information in the form of facts, ideas and opinions.



Explanation of a Process



Sample – Explanation of a Process



Heat control is crucial here. Too much heat and the whites will toughen and brown at the edges.

Ingredients

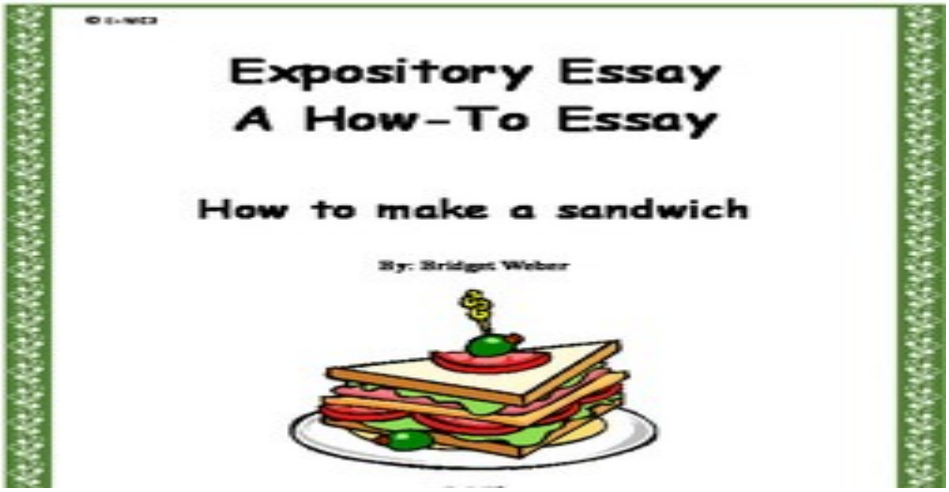
- 1 tablespoon canola oil
- 2 large eggs
- 1/4 teaspoon freshly ground black pepper
- 1/8 teaspoon kosher salt

Method

1. For sunny-side up eggs, start with a hot, non-stick skillet on medium heat.
2. Crack the eggs into individual bowls.
3. Add the eggs side by side in the pan.
4. Cover when the edges turn white.
5. They're ready…
6. Over easy eggs…
7. Serve

Activity:

How to make a sandwich (Explain the process)



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Week: 5 **Lesson: 2**

Sample

HOT CAKES

INGREDIENTS



Servings: 4
250 grams of flour
1 heaping tablespoon of baking soda
6 large eggs with yolks separated
300 ml of milk
2 tablespoons melted butter

Preparation method
Preparation: 40 minutes | Cooking time: 10 minutes
1. Mezcla the flour and baking soda. Add egg yolks and beat begins to incorporate as milk. Mix well until smooth and without lumps.
2. Dejastands for 30 to 60 minutes.
3. Bate egg whites until stiff.
4. Derrite butter.
5. Aggregate a spoonful of whites into the pancake dough and stir slowly. Pour the melted butter while still beating. Wrap the remaining whites.
6. Salient nonstick skillet or griddle or passes a napkin with butter on a regular skillet.
7. Virtue an adequate portion of the dough on the pan. Turn when bubbles have burst raw side.
8. Cosine the crude side for 5 seconds. DO NOT crush with a spatula as this prevents puffy.

Activity:

How to make Hot Dog.



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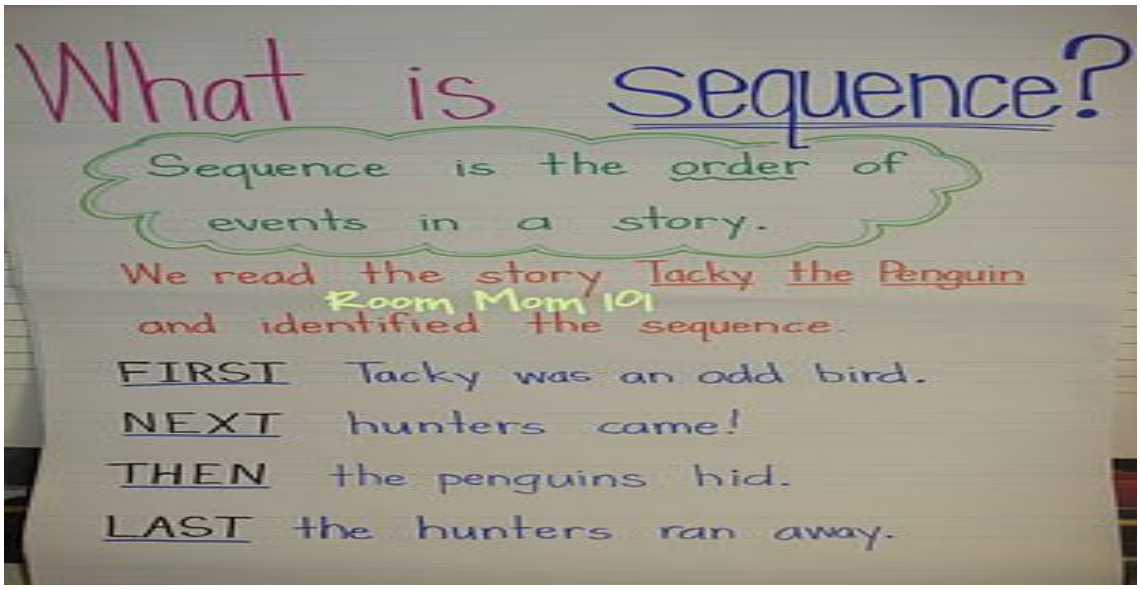
Week: 6 **Lesson: 1**

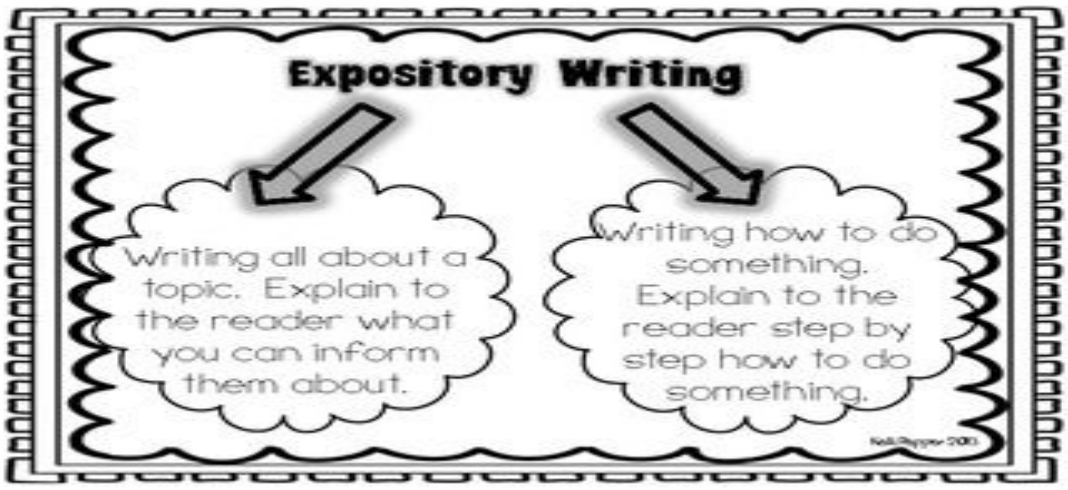
SUBJECT: Composition

TOPIC: Expository Writing

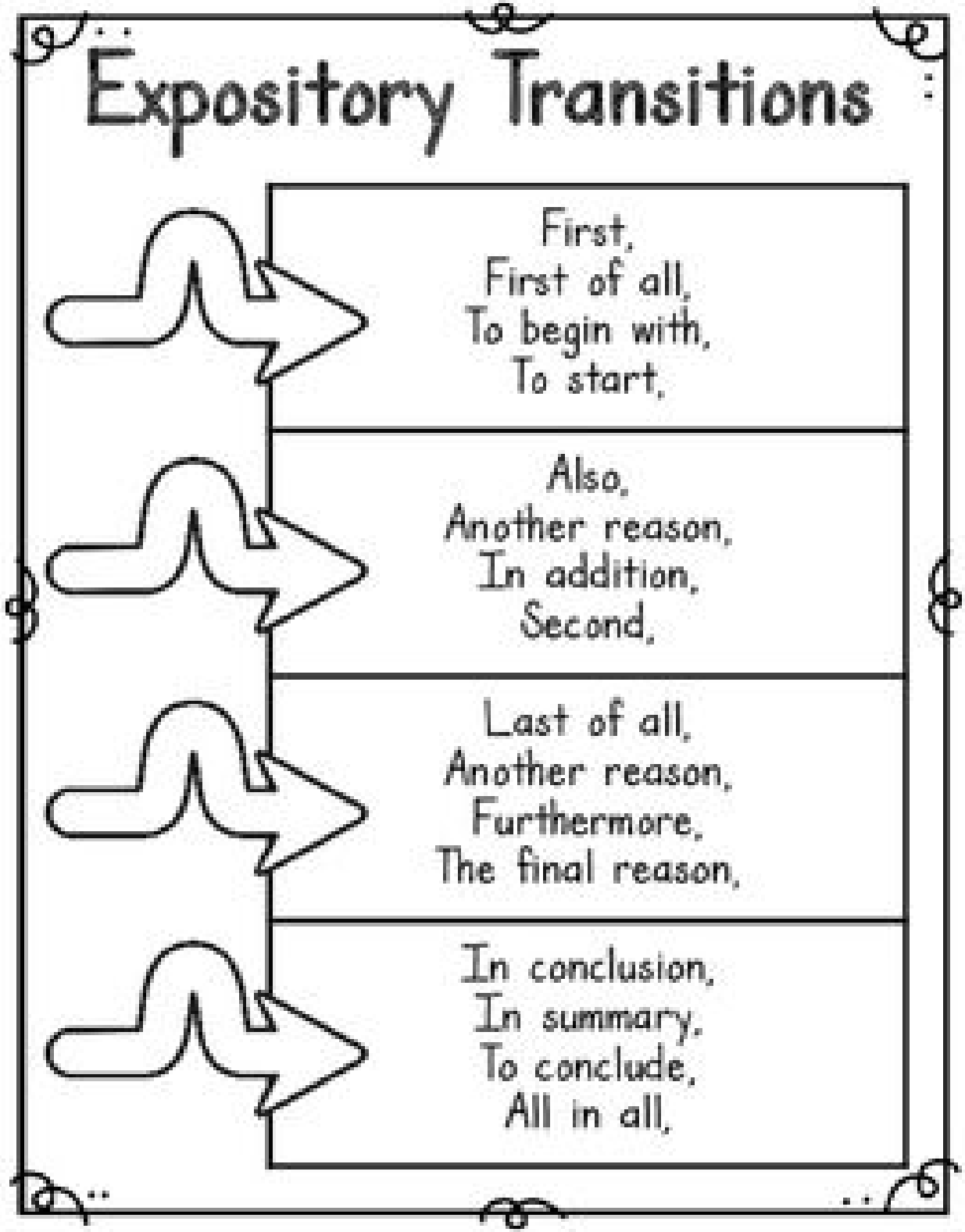
SUBTOPIC: Sequencing

Sequencing- is putting events or information in a particular order.





Expository Transitions



Sample

The Lion and the Cows

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Once upon a time there lived four cows in the forest. Everyday they used to graze together in a particular spot. They were all friends. One day a lion saw the cows grazing together.

The lion wanted to eat them so he went to catch them. When the cows saw the lion, all of them fought with him. The lion had to run away





A few day passed and the cow quarreled between themselves and started grazing separately. One by one the lion killed all of them.

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Moral of the Story: Unity is strength

Activity:

Number the sentences below to put them in order and form a story

Reading

Selena's Bicycle



Number the sentences below to put them in order and form a story.

____ Selena asked her mother for permission to ride her bike. When her mom said yes, Selena headed happily toward the front door.

____ Matthew must have heard Selena's bike clatter to the ground, because before Selena knew it, he was there, helping her stand up.

____ It was Sunday morning, and the sun was shining brightly. "What a perfect day for a bike ride!" Selena said to herself.

____ "Let's get you home," said Matthew, picking up Selena's bike and wheeling it toward the house.

____ However, Selena wouldn't let Matthew's criticism stop her from going for a ride. So she headed outside, put her helmet on, and took off riding down the sidewalk.

____ Suddenly, the neighbor's cat, Fishbone, dashed across Selena's path! She swerved to avoid hitting Fishbone and fell right off her bike.

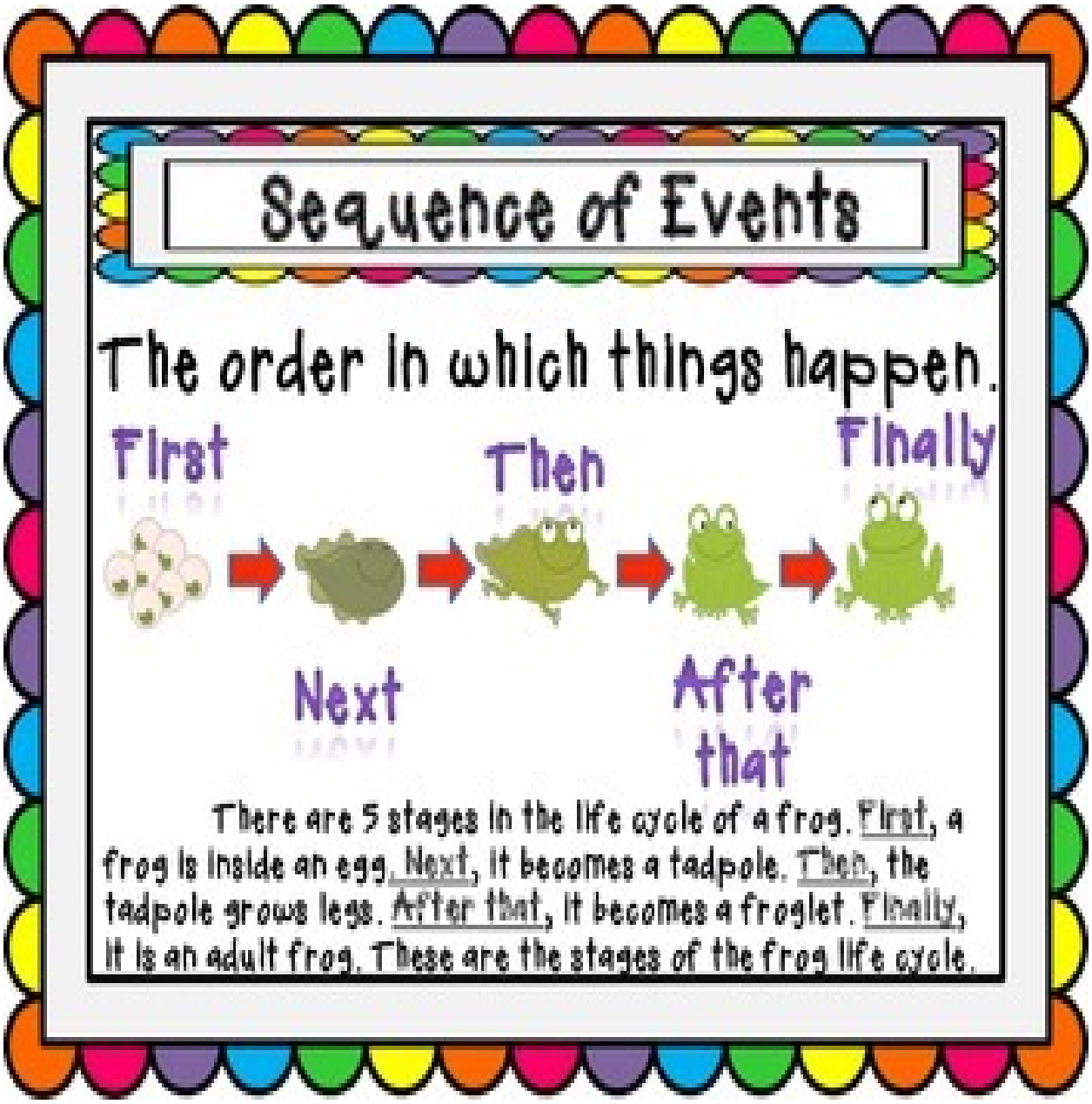
____ Selena's big brother, Matthew, sat in the living room playing a video game. "Where are you going?" he asked. When Selena told him, Matthew replied, "That's a boring idea," and went back to playing his game.

____ Though she scraped her knee and walking hurt a little, Selena found herself smiling. Brothers and sisters may fight sometimes, Selena realized, but deep down, they will always love each other.

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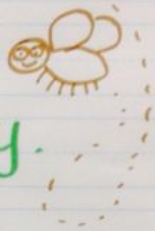
Week: 6 **Lesson: 2**



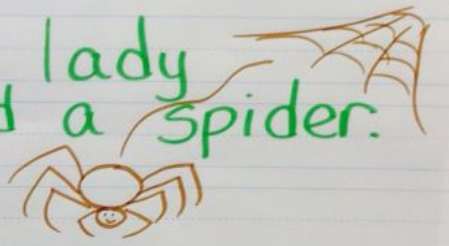
Sequence

The order something happens in a story.

First = The old lady swallowed a fly.



Next = The old lady swallowed a spider.



Then = She swallowed a dog.



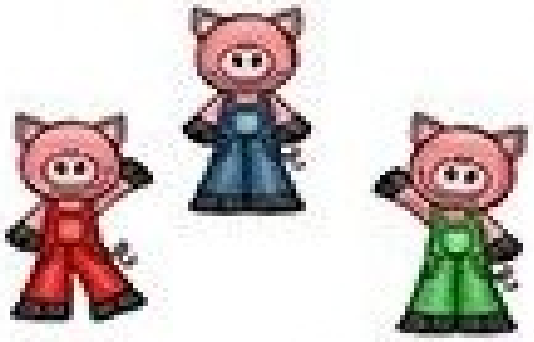
Last = She swallowed a horse and she died of coure.



Activity:

The Three Little Pigs. Cut out the squares and place them in order.

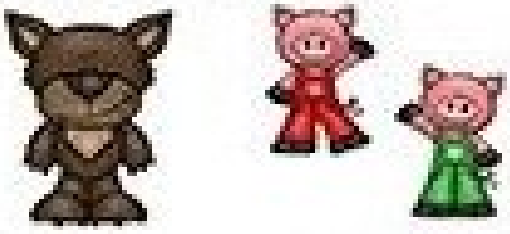
Three little pigs set out to find their fortune.



One pig built a house of straw. One built a house of sticks. The last pig built his house of bricks.



A big bad wolf saw the first two pigs dancing and playing. He thought they would be very tasty.



He chased the first pig to his house of straw. Then, he huffed and puffed and blew it down. He did the same to the house of sticks.



At the house of bricks, the pigs built a fire and put a pot of water on to boil. The wolf climbed the chimney and fell into the pot of water.



The two lazy pigs were sorry they didn't work hard. They built houses of brick like the third pig. They all lived happily ever after.



SEQUENCE

read, cut, and sort

Name: _____ Date: _____

Read the parts of the story. They are not in the correct order. Cut them out and glue them in the correct sequence so that the story makes sense.



Super Kid flew down to the tree and tried to grab the cat, but it scratched her!

Super Kid used the blanket to grab the cat and flew it down to the ground. Finally, the cat was safe.

Super Kid was flying around when she saw a cat that was stuck in a tree. She wanted to help the cat get down.

After the cat tried to scratch her, Super Kid got a great idea. She went and got a blanket.

MINISTRY OF EDUCATION

SECONDARY ENGAGEMENT PROGRAMME

Week: 7 **Lesson: 1**

SUBJECT: Composition

TOPIC: Letter Writing

SUBTOPIC: Format of a Letter

Letter Writing- is a form of communication through written or printed messages.

Structure:

- The sender's address is placed at the top right hand side
- The address of the person receiving the letter goes on the left hand side below the sender's address.
- The date is stated below the address of the sender of the letter.
- Greeting- Dear Sir or Madam. You can also use the titles Miss, Mrs. or Mr. If you know the name of the person to whom you are writing it is advised that you place such in the salutation.
- The message
- Complimentary close- Yours faithfully or Yours sincerely.
- Signature

Points to Note

- Do not use contracted forms- write all words in full.
- Use formal standards English- no slangs.
- Keep sentences precise and get straight to the point.
- Keep business letters focused and do not waffle on!
- If complaining be polite and use intelligent vocabulary.

Sample Semi-Block Format

3519 Front Street
Mount Celebres, CA 65286

October 5, 2004

Ms. Betty Johnson
Accounts Payable
The Cooking Store
765 Berliner Plaza
Industrial Point, CA 68534

Dear Ms. Johnson:

It has come to my attention that your company, The Cooking Store has been late with paying their invoices for the past three months.

In order to encourage our customers to pay for their invoices before the due date, we have implemented a discount model where we'll give you 2% off your invoice if you pay us within 10 days of receiving the invoice.

I hope that everything is going well for you and your company. You are one of our biggest customers, and we appreciate your business. If you have any questions, feel free to contact me at (555) 555-5555.

Sincerely,

Signature
Bob Powers

Accounts Receivable

Activity:

Write your address, your school's address, your salutation or greeting for the Head teacher of your school and your closure in Semi-Block form.

MINISTRY OF EDUCATION

SECONDARY ENGAGEMENT PROGRAMME

Week: 7 **Lesson: 2**

Block Format

Sample

1001 Ocean View Court [SENDER'S ADDRESS]
Phoenix, AZ 85238

October 10, 2012 [DATE]

Walt Disney Land [RECIPIENT'S ADDRESS]
1234 Mickey Mouse Lane
Los Angeles, CA 90210

Dear Mr. Disney: [SALUTATION]

Our high school senior class will be visiting your park in November. We expect there will be approximately 215 students in all in attendance. I write to you to see if we can receive special accommodations for such a large group.

If there is any additional information that you would need to accommodate my request, please do not hesitate to contact me at the phone number listed above on the letterhead.

[BODY]

Sincerely yours, [CLOSING]

Arnold Watson [SIGNATURE]
Principal

Activity:

Write your address, your school's address, your salutation or greeting for the Head teacher of your school and your closure in Block form.

Activity:
Address the given envelope to your Head teacher.



Write the sender's address on the given envelope



MINISTRY OF EDUCATION

SECONDARY ENGAGEMENT PROGRAMME

Week: 8 **Lesson: 1**

SUBJECT: Composition

TOPIC: Letter Writing

SUBTOPIC: Informal, Social or Friendly Letters

What is Letter Writing?

It is a form of written communication. All letters should be based on three general principles:

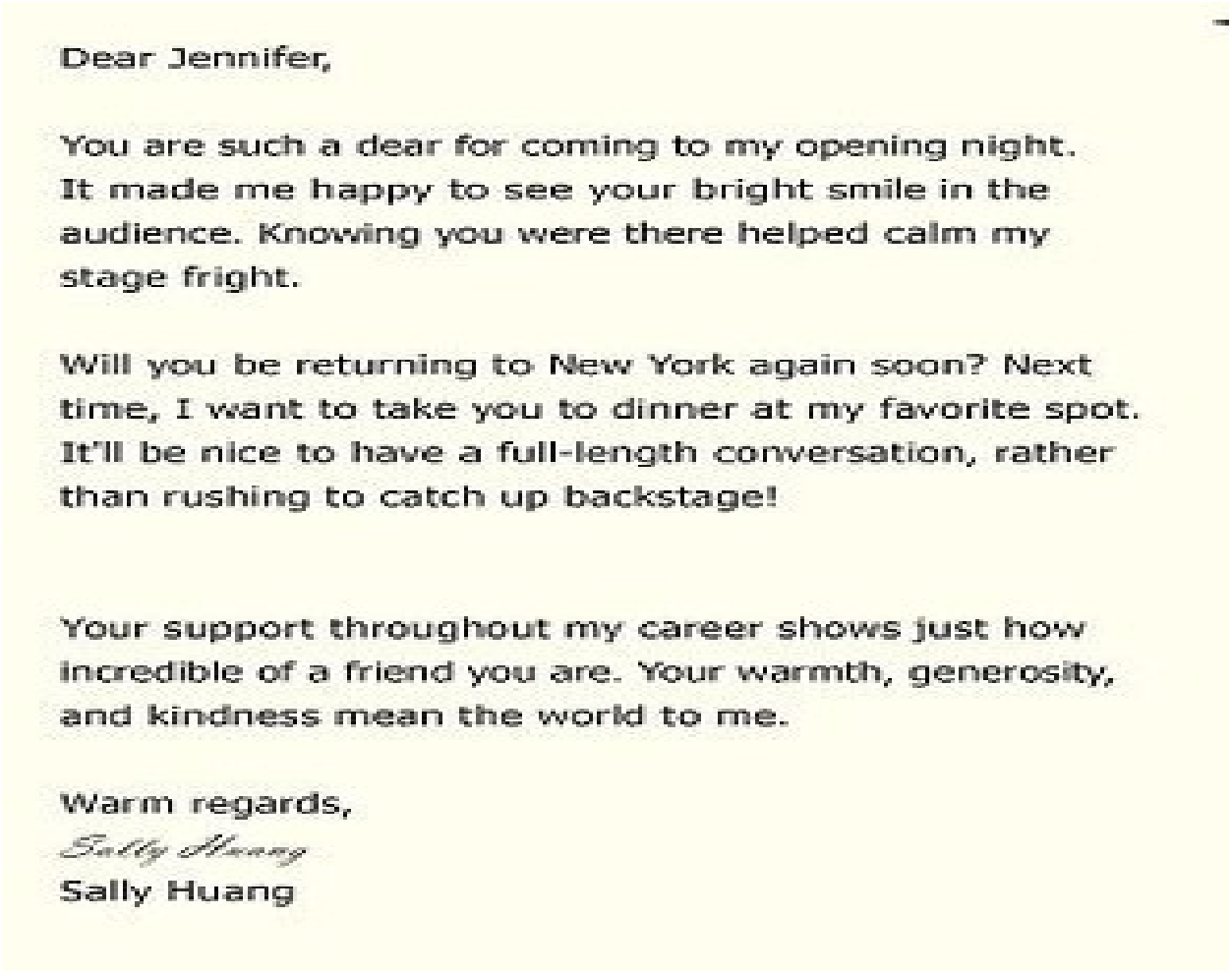
- Clarity
- Conciseness
- Courtesy

Informal Letter

An informal letter is a non-official letter that we usually write to our friends, family or relatives.

Sample - Informal Letter

10 Hope Drive
Georgetown



Dear Jennifer,

You are such a dear for coming to my opening night. It made me happy to see your bright smile in the audience. Knowing you were there helped calm my stage fright.

Will you be returning to New York again soon? Next time, I want to take you to dinner at my favorite spot. It'll be nice to have a full-length conversation, rather than rushing to catch up backstage!

Your support throughout my career shows just how incredible of a friend you are. Your warmth, generosity, and kindness mean the world to me.

Warm regards,
Sally Huang
Sally Huang

2021-02-13

Activity:

Informal Letter

Write a thank you letter to your friend for allowing you to use her bicycle for the Sunday school race.

MINISTRY OF EDUCATION

SECONDARY ENGAGEMENT PROGRAMME

Week: 8 **Lesson: 2**

Formal or Business Letter

What is a Formal Letter?
A formal letter is written in formal language; it is more of a business letter.

Tips for writing a Formal Letter
- Be concise
- State the purpose in the first paragraph
- Use appropriate tone
- Reread
- Use proper format and presentation

Thank you Letters

A thank you letter is a letter that is used when one person or party wishes to express appreciation to another. It also refers to letter of gratitude.

Sample Formal Letter

82 friar Rd. #321
Townville, NY 12200

June 20, 2013

Ms. Doris Lewis
Danny's Donut Hut
7000 E. Baseline St.
Townville, NY 12200

Dear Ms. Lewis:

Thank you for giving the Cub Scouts a tour of Danny's Donut Hut. I liked learning how donuts are made. It was interesting. The best part was getting to eat donuts! My favorite was the chocolate donut with blue frosting and sprinkles. We all loved the donut holes you gave us when we left. Our leader let us eat the whole bag in the car on the way home!

I think Danny's Donut Hut is a great place for a field trip. It was a fun visit. Maybe my dad will bring me back on Saturday to buy donuts for breakfast.

Yours truly,

Hunter O'Neill

Activity:

Formal Letter

Write a thank you letter to you Head teacher for the trophy he/she presented to you for being the best class monitor.

MINISTRY OF EDUCATION

SECONDARY ENGAGEMENT PROGRAMME

Week: 9 **Lesson: 1**

SUBJECT: Composition

TOPIC: Letter Writing

SUBTOPIC: Letter of Excuse

Letter of Excuse – A letter of excuse is a written explanation to an employer, school and college etc. stating reason(s) why you were unable to attend work or school.

Tips for Writing a Letter of Excuse for Being Absent.

- Keep the tone of the letter formal and be polite at all times.
- The excuse letter must provide a reason for being absent. This is the most basic reason to write the letter of excuse.
- Try to explain the situation with honesty. The reader should be able to understand your reason for being absent. So, be clear and straight while writing an excuse letter.
- Include your details in the letter such as name so that you can be identified easily.
- Keep the letter short by avoiding unnecessary details.
- In case of illness, a medical certificate or a doctor's note should be attached to the letter.

Sample of Informal Letter of Excuse

Well Street
Ogle
East Coast Demerara
6 March, 2021.

My dear father,

Aslam-O-Alaikum! I received your kind letter yesterday. Excuse me for not writing you sooner. Mother was ill. How is she now? Inform me about her health.
Respect to elders and love to youngsters.
With best wishes.

Your loving son,
Aslim.

Activity 1: Write an informal letter of excuse to your mom for not telling her early that you passed your exams.

MINISTRY OF EDUCATION

SECONDARY ENGAGEMENT PROGRAMME

Week: 9 **Lesson: 2**

Formal Letter of Excuse

Tips for Writing Formal Letter of Excuse

- Apologize for your absence especially if you didn't warm the recipient in advance.
- Give a truthful explanation as to why you couldn't attend.
- Offer to catch up on any work missed.
- Thank the recipient for their understanding.

Sample of Formal Letter of Excuse

Lydia Jones
123 Main Street, Anytown, CA 12345 · 555-555-5555 · lydia.jones@email.com

July 1, 2018

Jane Lee
Manager
ACME Realtors
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee:

Please accept this letter as formal notification that I will be unable to attend work from September 1, 2018 to September 5, 2018. I will be attending the professional development conference that I spoke with you about earlier this week.

I have arranged to be on email during work hours, and I will call and check in with the office once a day to see what I missed.

Please let me know if I can provide any further information, or if you need anything else from me to make my absence run smoothly. Thank you for allowing me to take this terrific opportunity.

Sincerely,

Lydia Jones

Activity 2:

Write a formal letter of excuse to your class teacher for not returning her text books early.

MINISTRY OF EDUCATION

SECONDARY ENGAGEMENT PROGRAMME

Week: 10 **Lesson: 1**

SUBJECT: Composition

TOPIC: Letter Writing

SUBTOPIC: Letter of Complaint

Letter of Complaint

A letter of complaint is a written letter in which someone reports a bad experience or situation; to express dissatisfaction.

All letters of complaint should be expressed clearly in a formal tone. Refrain from abuses, threats and insults because they only serve to embitter relationships.

Types of Letters of Complaint

- Social
- Business

Sample- Social Letter of Complaint

24 Pike Street
Kitty
Greater Georgetown
2021-02-08

Dear Mr. Hinds,

I regret that I have to inform you about a problem which is now becoming over-bearing. It concerns your dog. Every day your dog comes to my garden and destroys plants, digs up the soil and excretes among the flower beds. I feel extremely hurt because I take great pains to protect and nurture my plants, to keep them healthy and beautiful. Now, my garden is ruined.

I would suggest you repair my broken fence so that this present situation would not arise again.

Thank you for your kind cooperation.

Yours faithfully,

Jerry Jones.

Activity:

Write a letter of complaint to your neighbor telling him/her about the garbage he/she dumped in your backyard.

MINISTRY OF EDUCATION

SECONDARY ENGAGEMENT PROGRAMME

Week: 10 **Lesson: 2**

Letter of Complaint – Business

Sample Letter of Complaint – Business

7 Walk Way Drive
Canal Road
Grenville
21-01-2021

The Manager
Courts
Main Street
Grenville

Dear Sir,

We wish to inform you that the refrigerator that we bought from your company is not working properly. As a result of this, we were unable to store our meat and vegetables. We suffered a great loss because the appliance malfunctioned.

We hope that your company can replace the refrigerator or refund the money. In the interest of good relations, we sincerely hope that this matter will be dealt with urgently.

Yours respectfully,
Stephon Thomson.

Activity:

Write a business letter of complaint to Guyana Stores for the damaged food items that they delivered to your store.

MINISTRY OF EDUCATION

SECONDARY ENGAGEMENT PROGRAMME

Week: 11

ANNUAL EXAMINATION

INSTRUCTIONS: Read carefully then attempt the given questions.

1. **Picture Composition**
   Write a story on the picture below given the prompts that is stated
   Content: 10 marks



dark clouds

heavy rain

puddles

people carrying umbrellas

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2. Expository Writing

Observe the pictures given and complete the sentences

A Walk to Grandma's



Directions: Read the story below.
Write numbers to order the sentences correctly.

Last Saturday, Jean and her brother, Carl, walked to their Grandma's house. On the way, they stopped by the fruit store and bought an apple each, and ate them as they walked. While crossing through the park, Carl picked some wildflowers for Grandma. They hopped over a fence and left the park. Jean waved hello to Mr. Harps and helped him catch some newspaper the wind had caught. Finally, Jean and Carl arrived at Grandma's house. She came out and gave them both a big hug and a plate of cookies.

_____	Jean helped Mr. Harps catch some newspapers.
_____	Carl picked flowers for Grandma.
_____	Grandma gave the kids a hug and cookies.
_____	Carl and Jean bought and ate some apples.
_____	They hopped over a fence.
_____	Jean and her brother walked to see Grandma.

Total – 10 marks

3. Letter Writing

Write a letter of excuse to the Head teacher of your school telling him/her your reasons for not picking up the papers you threw into her office.

Allocation of Marks:

Address + date, Salutation, Closure (6 marks)
Content (8 marks)
Organization (2 marks)
Expression (4 marks)
Total (20 marks)

4. Narrative Writing

Write in about 60 words on the following topic: "Your favorite summer vacation"

Allocation of Marks:

Content (10 marks)
Organization (5 marks)
Expression (5 marks)
Total (20 marks)

END OF TEST