

VIVA COLLEGE SCHOOL

S.3 ENGLISH 1 NOTES

NB Notes MUST be copied in ENGLISH 1 BOOK BY MADAM Nahatuba Jemimimah

REPORT WRITING

A report is a formal document expressing factual description of situations or events. It can also be described as an opinion formally expressed after doing investigations or consideration on a particular event/situation. That is why most reports include recommendations for further action. There are different types of reports. These include;

(i) Simple reports;

Most of these do not need investigations but they are actually factual descriptions of events. They may be about School club activities, field-report activities, an event or progress reports made internally in a given organization.

They are written with;

A title, An introduction, Main body; usually under different subtitles, Conclusion and Recommendations.

Incidental reports fall under simple reports but usually, may not have the content put under sub-titles since an incident is described narratively from one step to another as it happened. For example if you were asked to report on how one of the student was trying to pass through the window and broke his leg.

(ii) News paper report:

This is expected to be factual and objective. It is usually written in continuous prose, it may sometimes have sub-titles especially if it is long.

(ii) Survey/study/general reports

subject. In this we have an event being surveyed, investigated or studied or a problem analysed in terms of causes and possible solutions provided. It may be short about 250-700 words or very long about 3000-9000 words. It includes procedure of finding information, findings, conclusion and recommendations. Examples include a fire out-break in School, crime increase in the community, indiscipline in a School etc.

(iv) Confidential/incidental reports

These take the format of formal letters (with addresses and the like). They may be written by a referee when someone applies for a job or from an employee to employer in the same organization. These deal with a specific

When writing a report you are expected to have;

A title

An introduction with;

A background to the study, survey, group or activity

Details of the person who mandated the study

Purpose of the report

The procedure or method of data collection especially if it is a survey/study report. This could be under its own title "procedure" or could just come in a paragraph under the sub-title of introduction.

Main body; this is divided into sub-titles each explaining an

aspect of the report.

Conclusion; The conclusion expresses the opinion of the compilers. It is the summary of the findings from which recommendations will be drawn.

Recommendations; these are suggestions for further action as observed. For instance, if some problems were noted recommendations will come in form of solutions.

Signature; The compiler must sign before putting his name.

Name (s) of compiler (s); written at the end. Remember sometimes a report is compiled by more than one person.

Important to note:

A report can be written with two addresses as already mentioned just like a formal letter as in Sample 2 or without any address especially if it is from the same organization like in sample 1. It may be compiled by one or more persons as in the samples below

Sample 1:

Imagine you are a teacher in charge of discipline in your School

Indiscipline has recently, gone on the rise.

Commissioned your department to carry out a survey on the causes and find possible preventive measures. Write out your report.

Your Head teacher has

A report on the rise of indiscipline in my school

Introduction

There has been an alarming increase of indiscipline in Katika High School. The head teacher commissioned a team to dig deep and find out the causes of indiscipline and possible measures of curbing down this cancer that is eating up our students.

The team comprised the following members:

Okoth Benjamin- Team leader (Teacher- Discipline Patron)

Okum Richard- member (student Discipline Minister)

Nankunda Bridget- Secretary (Deputy minister of Discipline- student)

Nagawa Helen- member (Head monitor- student)

Data collection

In carrying out this survey I observed students' habits in and outside class and interviewed some students and student leaders. We also gave out some short questionnaires for students to fill without necessarily adding their names.

Findings

i) Idleness

Most times students are idle with absolutely nothing to do in class. Some teachers do not attend to their lessons, yet they leave no assignment to students. Even those who dare come to teach are usually late and leave class earlier than is expected. This gives students time to think about all nefarious acts such as sneaking to bars, smoking and indulging in immoral acts.

i) Lack of continuous assessment

Since one examination is given at the end of the term, there's too much laxity on the side of students. They are not motivated to read especially during private studies. Night studies specifically have been used to surreptitiously leave School and return for roll call at sleeping

time.

iii) Absence of a fence around School

The freedom of entry and exit into the School has worsened the situation. This has given room even to outsiders, to enter School disguising as School workers. These sometimes smuggle in alcohol

97

and cigarettes to sell to students. Since the student's dormitories are also never locked, instead of attending to teachers, students are busy enjoying this illicit business brought close to them in their dormitories. They have even termed it "Services brought nearer to the people"

iv) **Conclusion**

Much as the situation seems to be out of hand, if the administration comes in strongly and brings all teachers and student leaders aboard in instilling discipline, the situation will be arrested.

Recommendations

Co-curricular activities such as games, sports and clubs which occupy students should be emphasized especially in the evening hours.

All teachers should attend to their lessons in time and sign whenever they go to class for easy follow up of those who do not attend to their lessons.

The School should be fenced as soon as possible if sanity is to return to the School.

Student leaders should be empowered to deal with any outrageous behaviors exhibited by fellow students.

Bi-weekly tests or at least monthly tests should be introduced to keep the students on their toes academically

Compiled by:

NANKUNDA BRIDGET

Secretary

Questions for Revision

As a sports minister, while you took students to participate in the district competition, one of the players got a bad injury, write a report to your head teacher about the whole incident

Imagine you are the LCI Chairperson of a certain village in which crime is at an alarming increase. Write a report to the DISO AT P.O BOX 124 Luwero.

You were the teacher on duty when a fire broke out in one of the dormitories. The head teacher has commissioned you with a group of students to find out what could have been the cause and recommend possible control measures. write your report

WRITING A SPEECH

Speech has basically three

The impromptu speech which someone is asked to give and has not prepared beforehand.

The memorized speech which someone prepares but gives without referring to any written material

The written speech which someone prepares, writes down and keeps referring to as he speaks. A written speech is considered better than the other types by most people. This is because it gives the speaker confidence

since the ideas are all arranged logically in the way/ order the speaker wishes to deliver them.

However someone is considered an excellent orator if they can prepare their speech and deliver it without referring to any notes.

types.
Remember a speech is heard not read therefore keep in mind the following.

The kind of audience; this determines the language, tone and style
For instance the way we address nursery children would not be the same way we address a head teachers association workshop, or secondary school students
to use.

The language should be enriched with appropriate expressions such as proverbs, sayings and quotations from famous people. Be careful to avoid clichés that have been over used and have become old fashioned and boring.

Choice of vocabulary is very important. Use words that suit the occasion or function you are attending. Avoid words that may offend your audience. Imagine for example in a career guidance meeting of weak students where a speaker keeps addressing his audience as 'dull'.

Keep your speech interesting and creative; this will be determined by the way you arrange your material. You may classify, use cause and effect, problem-solution order or arrange content according to time and space. Supporting materials also essential especially illustrations, statistics, contrasts and comparisons, repetition or opinions of experts in what you are talking about.

Use transitional words and connectors; such as 'on the other hand', 'for example', 'furthermore', 'in addition' contrary, however etc.

Vary your sentences; Too long sentences are unnatural to speaking

while too short, crisp sentences make you sound as if you are not sure of what to say. Endeavour to strike a balance.

Be precise and very clear; otherwise your audience will get bored and distracted.

Identify with your audience; if you want to sustain their interest show them that you are one of them. Use the pronoun we more than 'you' and words like 'together'

Your speech is expected to have these essentials.

Heading: should be very brief. indicating who gives it, when and where (occasion)

Introduction: This includes

- Protocol in sentence form.
- Greetings and acknowledgement of audience
- Introduce yourself
- Introduce what you want to talk about either in form of a question, puzzle, proverb or summary of your points, in order to arouse the interest of your audience.

Body:

Here you develop your key points in the order you choose. Use effectively whatever materials you decide on, to maintain interest and fulfill the purpose of the speech whether to inform, educate, inspire or persuade.

Conclusion;

Make a lasting impression. Give them something they will remember long after your speech is done such as an exhortation, an example, a proverb, a quotation or a summary of your points.

N.B

Address your audience directly; i.e. keep calling them to attention by using phrases like;

Our guest of honor, ladies and gentlemen, fellow citizens, leaders, dear students, dear parents, mothers of this nation, my brothers and sisters

etc.(depending on your audience's composition)

SAMPLE SPEECHES

Sample 1

A speech delivered by a leader of the 4/DS CONCERN CLUB at Kaceeka stadium on World AIDs Day to youth from differet Schools

Our Guest of Honour -the State Minister of Health, the District Chairman, Local government leaders present, Head teachers, parents and fellow students, ladies and gentlemen, Good morning?

I am Mwiri Joseph a student of Muko High School. I feel greatly honoured to stand amidst such a distinguished gathering. International days such as these call for celebration! Today however, I bear a message not of celebration but of great challenge.

We are faced with a silent enemy, invisible yet perilous, rarely talked about in the open by those attacked yet disheartening and hazardous HIV and AIDS has come to all and for all irrespective of colour race, age, level of education and ethnicity. Whether you are infected or affected, we must all rise up and put an end to this common foe

Brothers and sisters, let us not look at those who are already infected as

people under a curse. Let us encourage them, love them and show them that there is light at the end of the tunnel.

If you are still safe my brother, my sister, endeavor to keep your boat afloat in this strange sea. Keep in mind the time-tested ABC. Get it like a prayer you cannot forget. Fellow youth, and all unharmed people Abstain and let your brother abstain. The married and those planning to, Be faithful to your partner and even to yourself. If feelings come like torrents and overwhelm you remember the Condom

In all these things let's look before we leap because whether we fall today or rise up tomorrow depends on the choice we make this minute The future is bright, let's look forward to it, let's teach about it, let's sing about it, let's write about it, let's show our adversary HIV/AIDS that we are ready to take precautions and that we shall defeat him despite his hideous attacks

Even where we have been defeated let us remember that defeat is not to discourage but to act as a fresh stimulus for even bigger success If we build a fortress of unselfish love and condemn for one another, no enemy however strong will breach our walls.

MWIRI JOSEPH
Chairperson AIDS Concern Club

Sample 2

Question:

Your school has been visited by old students, who after having toured around the school decide to furnish it with enough computers for all the ICT students. Give a vote of thanks on behalf of all the students. A vote of thanks delivered by the head girl on 28th February, 2017 during the closing ceremony of the old students' two day visit to the Our chief Guest, honorable minister of gender- Madam Kevin Kaine, the District Woman Member of Parliament, the district Education officer, the head teacher, staff members, and my fellow students. Good evening.

I am greatly honored yet humbled to address such a distinguished gathering. My name is Catherine Rukundo, the head girl of this school. On behalf of the students of immaculate Heart Girls' school, allow me to extend our heartfelt gratitude to the chief guest and all the other old students here. We are not only grateful for the advice and inspiration you gave us in the last two days but we also highly appreciate your generous gesture of refurbishing our computer laboratory. The machines we were using were not only old fashioned but too few as well. Thanks once again for helping us solve this grave challenge. Fellow students let us give them a very big round of applause.

Our dear old girls, we are very proud to have you as our alumni. We look up to you as our role models and we can only promise to work very

hard and be able to achieve what you have achieved and even more. You know scripture tells us that we keep moving from Glory to Glory! Isn't it, students?

Thank you for coming, thank you for the assistance both moral and material. Keep coming let's keep united as a family for together we achieve great! Thank you, thank you very much. Aim Higher. For God and My Country

MUSIIMENTA WINNIE

Head girl

DIALOGUE:

Dialogue is a conversation between people. It is written in two different ways

In the middle of prose; where it is written with quotation marks explanatory words/speech tags such as "She said" "he commanded" are used. In this case every time a new character speaks, his words are put in a paragraph. This will be referred to in detail on page.... under narrative composition.

The other kind of dialogue is the one used in drama. In drama even the expressions and gestures are usually included and put in brackets They are referred to as stage directions

The second kind of dialogue is the one we want to focus our attention to.

When writing dialogue or telephone conversation, the following are expected:

1. **The names of the speakers** are given on the left hand side followed by a colon (:)
2. **Identify the speakers**, for example if one is known and the other is a stranger or both are not known to each other according to the question. If both are known to each other this may not be necessary
3. **The language and choice of words** should suit the speakers; for example a conversation with your six-year-old brother cannot be the same as that between a parent and a teacher or taxi driver or gateman and head teacher or medical doctor.
- 4 **Although the language** may be informal depending on who is speaking to who, the rules of grammar, such as spelling, tenses and punctuation should be adhered to.
5. Use short sentences with **brief, simple every day conversational** English because long sentences sound unnatural to speech. In addition, for telephone conversation **Any numbers and names given should be distinctly communicated** and spelt out correctly. These should be confirmed by the speaker. (Check example in the sample)
7. The speakers should **be brief and precise because call** services are expensive
8. Be polite and respectful that is do not interrupt the other speaker as both of you will not hear each other. A polite and respectful attitude and language achieves better results.

In case of a long conversation, keep it lively with interjections such
6

as ch, ohm, hmm, okay

conversation where the speakers are not looking at each other

10. If the person you wish to speak to is not available, leave a clear message of the name of the caller, the purpose of the call, (may be briefly stated) the time when the caller may be called back or if you wish to call later ask for the time when the person you want may be available

etc. this helps a great deal in telephone

A Sample Dialogue

Question:

Suppose you have gone for holiday in another country. While you are at a function you meet your head teacher. Write a dialogue between you and him

Answer;

A dialogue between my head teacher and me in a foreign country

Joan: Excuse me sir,

Head teacher: Is It you Joan? How surprising!

Joan: Sir, I am also very surprised to see you here. That is why I called almost inaudibly, I wanted you to first turn and face this side so that I can confirm whether it's you.

Head teacher: If I had seen you from behind, I would not have thought that it could be you. So how do you happen to be here?

Joan: The girl who is being given away today is my cousin. Her mother is a sister to my mother.

Head teacher: oh really? I can see you are at home! For me I know the father more. Although he is born here, he studied in Uganda. Actually he was my best friend at the university we even used to share a room.

Joan: Wow, that's great! Then you are at home too. Do you intend to leave very fast.

Head teacher: Umm not really, I am still around for about three more days.

Joan: As you can see my Aunt is still busy but when the party is done, I would like my Aunt to know you are our Head teacher. I have always told her how good a leader you are. Even my parents are around it would be a pleasant surprise for them to see you here

Head teacher: It would be my pleasure too, Joan.

Joan: I will ensure it is done, Sir. Bye for now, I have to arrange a few things inside the house. Enjoy the party, Sir

Head teacher: Enjoy the party too my daughter, see you later.

A sample telephone conversation

Question:

You have called your former School to ask for a vacancy for your younger sister and a new secretary who does not know you receives the call. Record your conversation

A telephone conversation about asking for a vacancy between the secretary of my former school and me

Secretary: Hello

Alice: Is this the Secretary Immaculate Heart?

Secretary: Yes, speaking, how may I help you?

Alice: Good morning. This is Alice Karungi a former student of that School. Could I please speak to the Head teacher. I am afraid that won't be possible now. The head teacher went for Senior one placement exercise Would you like to leave a message or would you rather call back later?

Alice: I actually wanted to remind her of a vacancy I had hinted about during the Old Students' reunion.

Secretary: When were you a student here?

Alice: I was there for my A' level between 2000 and 2001. I was actually the Minister of Discipline.

Secretary: I see, so you're the current Minister of State for Energy

Alice:

(sounds excited) Yes, of course! How did you know about that.

Secretary: We get to know many things about our old students

madam. Did you discuss any details about the vacancy?

Not really. She was quite busy that day. I just told her I had a sister who I wanted to study in that school then she told me to call her during this week.

Secretary: Ah. So what you do,

Alice: Yes

Secretary: Get photocopies of her result slip and birth certificate or baptism card, bring them here not later than Thursday this week. You may even be lucky and talk to the head teacher personally before you leave.

Is she going to be at school tomorrow?

Secretary: I think so, Madam, unless something else comes up. Alternatively I could give you a call before you come so

Alice: you are sure she is around.

Wow, that would be great! I'll give you my mobile line because right now I am using an office line'

Secretary: Fine

Alice: It is 0773-35-24-8

Secretary: Did you say 0773-35-24-8?

Alice: Yes! Thanks a lot for your help. Good day!

Secretary: My pleasure. Good day too.

Questions for Practice:

Supposing you have been accused of assaulting an old woman and you have been arrested by the police. Write down a dialogue that took place at the station between you and the police. (UNEB question 2013)

You are going to visit your friend during the holiday and you lose your way. Write a dialogue between you and a stranger asking for directions.

Imagine

escape from school. Write a dialogue that took place between you and the teacher.

