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BISHOP'S SENIOR SCHOOL, MUKONO
FUNCTIONAL WRITING
HOLIDAY WORK
S.3 REVISION

(A) FORMAL LETTERS

1. **Application letter**
   Write an application letter to the town clerk of your district applying for the work as a law enforcement officer

2. **Resignation Letter**
   You are the youth representative in your village LC 1. You do not agree with the way the LC1 Chairman conducts the meetings. Write a letter resigning from your position

3. **Letter of Complaint**
   The teacher of English has been dodging lesson for two weeks. As the class captain write a letter to the Head teacher complaining about lessons dodged

4. **Apology Letter**
   You have been dodging lessons for a week. Write a letter to your class teacher apologising and explain what you are going to do to stop dodging lessons

5. **Letters asking for information**
   You are the president of the wildlife club of your school. You are planning to visit Entebbe Zoo. Write a letter to the manager requesting for information you need to make preparations

6. **Letters to Newspapers/ the Editor**
   The monitor newspaper has published a story about an indiscipline case that never happened. Write a letter to the Editor of the Monitor newspaper telling him that what they wrote was not true

7. **Congratulation letters**
   Write a letter to your head teacher congratulating him for the good performance the school registered in the 2019 UCE Examinations

8. **Thank you Letter**
   Write a letter to your director of studies thanking him for helping you perform very well in your promotion exams

9. **Appreciation letter**
   Write an appreciation letter to your teacher for guiding you throughout your time in school

10. **Condolence Letter**
    You are the captain of your school's football team. One of the players of a visiting team from a neighbouring school collapsed and died during a match. Write a condolence letter to the team.

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11. **Invitation letter**
    You are the captain of your school's football team. Write a letter to a neighbouring school inviting them for a friendly football match

(B) <u>INFORMAL LETTERS</u>

1. **Letter of Complaint**
   The friend borrowed your calculator and as never returned it. Write a letter to your friend complaing about his behaviour

2. **Apology Letter**
   You best friend has complained that you took his/her calculator and that you have never returned it. Write a letter apologising

3. **Letters asking for information**
   Your cousin shifted residence to another place. You want visit him. Write a letter asking for information on how to find his place

4. **Congratulation letters**
   Write a letter to your best friend congratulating him for the good performance in the 2019 UCE Examinations

5. **Thank you Letter**
   Write a letter to your father/mother thanking him/her for helping you perform very well in your promotion exams

6. **Appreciation letter**
   Write an appreciation letter to your Uncle appreciating the things he has done to keep you in school

7. **Condolence Letter**
   Your best friend has lost a father. Write a condolence letter to the team.

8. **Invitation letter**
   You are celebrating your birthday next month. Write a letter to a friend inviting him/her to the birthday party

Guideline to answer these questions, check school website; <u>www.bishopss.com</u>, academic holiday work, class and then subject, finally download