

ENGLISH LANGUAGE PAPER ONE
FUNCTIONAL WRITING
FORMATS

(1) REPORTS

(a) Simple Report format

1. Title
2. Introduction
3. Body (middle paragraphs – subheadings acceptable)
4. Conclusion
5. Signature
6. Name (in capital letters)
7. Designation

Sample Report (ordinary Report): *You are the prefect in charge of the school dormitories. The Head teacher has asked you submit a report on the activity of general cleaning in the dormitories. The report should include:*

- *The behaviour of students*
- *Cleanliness*
- *Students Health*
- *Academics*
- *Meals and any other*

A REPORT TO THE HEAD TEACHER ON GENERAL CLEANING IN THE DORMITORIES

Introduction

.....
.....

Behaviour of Students

.....
.....

Cleanliness

.....
.....

Students Health

.....
.....

Academics

.....
.....

Meals

.....
.....

Conclusion

.....

.....

Report made by; (Signature)

..... (Name in Capital letters)

..... (Designation)

(b) Special/investigative Report format (Problem investigated)

1. The Title (Destination, subject and Place)
2. Introduction
3. Terms of reference
4. Procedure (Method used to collect information)
5. Findings
6. Conclusion
7. Recommendation
8. Author’s signature
9. Name(in capital letters)
10. Author’s designation

Sample Question and Report: *You are the School Matron at Naalya Secondary School. There has been a fire outbreak in the girls’ dormitory. You have been asked to investigate it. Write your report*

A REPORT TO THE HEAD TEACHER ON A FIRE OUTBREAK IN THE GIRLS DOMITORY

Introduction

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.....

Terms of Reference

.....
.....

Procedure

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.....

Findings

.....
.....

Conclusion

.....
.....

Recommendation

.....
.....

Report compiled by; (Signature)
..... (Name in Capital letters)
..... (Designation)

(c) Incidental / On-Spot Report format

Format

1. Title/Heading
 - Destination, subject and Place
2. Introduction:
 - Time, date, venue/when, where, what (write date in full i.e. 10th February, 2018)
3. Body:
 - Details / information on subject i.e. cause, nature, results)
4. Conclusion:
 - It can be written as summary of body or
 - It can be written as recommendation e.g. I conclude by recommending that..... or in conclusion, I recommend.....
5. Signing
 - Signature
 - Name (In capital letters)
 - Office/designation

Sample Question and Report: *You are the traffic officer on duty. Your supervisor, the traffic control officer has asked you to write a report that has occurred along the road. Write a report to your supervisor*

A REPORT TO THE TRAFFIC CONTROL OFFICER ABOUT AN ACCIDENT ON JINJA ROAD

Par 1-introduction

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Par 2

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.....
.....

Par 3

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.....

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Par 4

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Par 5

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..... Par 6

(conclusion Paragraph)

.....

Compiled by; (Signature)
 (Name in Capital letters)
 (Designation)

(d) Confidential Report format Formal

letter format

1. Sender’s address
2. Date
3. Receiver’s address 4. Salutation
5. Re:
6. Introduction i.e. introduce situation : - time, date, venue/when, where, what as determined by question
7. Body i.e. give situation and background, details/information on subject organised into subject areas (subheadings optional)
8. Conclusion i.e. can be summary of ideas or recommendations and action to be taken
9. Signing
 - Complimentary close
 - Signature
 - Name (in capital letters)
 - Office/designation

Mazzi Secondary School,
 P. O .Box 692, Wakiso.

22 nd March, 2020

The Head teacher,
 Mazzi Secondary School,
 P. O. Box, 692,
 Wakiso

Dear Sir.

Re: Coupling among Students

Par.1 Introduction

.....

.....

.....

.....

Par.2

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.....

.....

Par. 3

.....

.....

Par 4 (concluding paragraph

.....

Yours faithfully,
, (Signature)
, (Name in capital letters)
 (Designation/office)

(2) LETTERS

(a) Informal letters

Format:

1. Senders Address
2. Date
3. Salutation
4. Body
 - Introduction i.e. greetings
 - Middle Paragraphs/main part of the letter/ what letter is about
 - Conclusion i.e. say goodbye/best wishes/ regards
5. Complimentary close
6. Name

Mazzi Secondary School,
 P. O .Box 692, Wakiso.

22 nd March, 2020

Dear John,
 Par.1 (Introduction)

.....

.....

.....

Par.2
.....
.....
.....

Par. 3
.....

Par 4 (concluding paragraph)
.....

Yours,
....., (Name in small letters)

(a) Formal letters

Format:

Format

1. Senders address
2. Date
3. Receiver's address
4. Salutation
5. Re...
6. Body
 - Introduction
 - Middle paragraphs
 - Conclusion
7. Complimentary close
8. Signature
9. Name in capital letters
10. Designation

(i) Application letter

Mugezi Secondary School,
P. O .Box 692, Wakiso.

22 nd March, 2020

The Human Resource Manager,
Mazzi Enterprise Limited,
P. O. Box, 692,
Wakiso

Dear Sir,

Re: Post of Accountant

Par.1 Introduction

.....

.....

.....

Par.2

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.....

.....

Par. 3

.....

Par 4 (concluding paragraph

.....

Yours faithfully,
, (Signature)
, (Name in capital letters)
 (Designation/office)

(ii) Resignation Letter

Mazzi Enterprise Limited,
P. O .Box 692, Wakiso.

22 nd March, 2020 The

General Manager,
Mazzi Enterprise Limited,

Dear Sir,

Re: Resignation

Par.1 Introduction

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.....

Par.2

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.....
.....

Par. 3

Par 4 (concluding paragraph

.....

Yours faithfully,
....., (Signature)
....., (Name in capital letters)
..... (Designation/office)

(iii) Letter of Complaint

Mugezi Secondary School,
P. O .Box 692, Wakiso.

22 nd March, 2020

The Manager,
Mazzi Maize Millers Limited,
P. O. Box, 692,
Wakiso

Dear Sir,
Re: Poor Quality Maize Flour

Par.1 Introduction
.....
.....

Par.2
.....
.....

Par. 3

Par 4 (concluding paragraph
.....

Yours faithfully,
....., (Signature)
....., (Name in capital letters)
..... (Designation/office)

(iv) Apology Letter

Mazzi Maize Millers
Limited, P. O .Box 692,
Wakiso.
22 nd March, 2020

The Head teacher
Mugezi Secondary School,
P. O .Box 60, Wakiso.

Dear Sir,
Re: Apology for Delivery of Poor Quality Maize Flour

Par.1 Introduction
.....

.....
.....

Par.2

.....
.....

Par. 3

.....
Par 4 (concluding paragraph

.....

Yours faithfully,
....., (Signature)
....., (Name in capital letters)
..... (Designation/office)

(v) Letters asking for information

Mugezi Secondary School,
P. O .Box 692, Wakiso.
22 nd March, 2020

The Principle
Lugogo Vocational Institute,
P. O .Box 60, Kampala.

Dear Sir,
Re: Vocational Courses

Par.1 Introduction

.....

 Par.2

 Par. 3

 Par 4 (concluding paragraph

Yours faithfully,
, (Signature)
, (Name in capital letters)
 (Designation/office)

➤ **Reply/Response letters**

Reply/Response to informal letters:

Format: informal letter format

Content and Language:

- *Acknowledgement of receipt*
 - *Appreciation*
 - *Respond to subject*
 - *Cordial conclusion*

Reply/Response to formal letters: Format:

Formal letter format Content and

Language:

- *Acknowledgement of receipt*
 - *Action to be taken*
- *Language courteous and sincere*

(vi) Letters to Newspapers/ the Editor

Mugezi Secondary School,
 P. O .Box 692, Wakiso.
 22 nd March, 2020 The

Editor
 The New Vision, P.
 O .Box 60,
 Kampala.

Dear Sir,

Par.1 Introduction

.....

.....

.....

.....

Par.2

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.....

.....

.....

Par. 3

.....

Par 4 (concluding paragraph

.....

Yours faithfully,
, (Signature)
, (Name in capital letters)

(vii) Congratulation letters (Depending on question, it can take an informal or formal letter format.

The purpose is to congratulate a person or institution for an achievement)

Body

1. State good news in the first two lines
2. Give congratulatory remarks
3. Write closing remarks
4. Sign letter
 - Informal – complimentary close/name in small letters

Informal: Write a letter to your best friend congratulating for scoring a super 1st grade in UCE

Informal Letter Format

1. Sender’s address
2. Date
3. Salutation
4. Body
 - Introduction
 - Middle paragraphs
 - conclusion
5. Complimentary close (Yours Sincerely)
6. Name in small letters

Format 1

Mazzi Secondary School,
P. O .Box 231, Kampala. 12th June, 2015. Dear Tom,

Par, 1 (introduction).....

 Par 2.....

 Par 3.....

 Par 4.....

 Par 5 (conclusion).....

Your best friend,
Jasmin.

Formal - Question 1: You are the District Education Officer. Write a letter to the Head teacher of one of the Schools congratulating the School for good performance in UCE Examinations

Body

1. State good news in the first two lines
2. Give congratulatory remarks
3. Write closing remarks
4. Sign letter
- Formal– complimentary close/signature/name in capital

Letters / designation **Formal Letter Format**

1. Sender’s address
2. Date
3. Receiver’s address
4. Salutation
5. Reference (Re:...)
- If to individual officer – No Re:
- If to institution – give Re:
6. Complimentary close (Yours Sincerely)
7. Signature
8. Name in capital letters
9. designation

Format 1

Mukono Municipal Council,
P. O.Box
231, Mukono. 12th
February, 2020.

The Head teacher,
Mazzi Secondary School,
P.O. Box 666, Mukono.
Dear Sir,

Re: Congratulations

Par, 1 (introduction).....
.....
Par 2.....
.....
Par 3.....
.....
Par 4 (conclusion).....
.....

Yours Sincerely,
Signature
NAME
(Designation).

Formal - Question 2: You are the District Inspector of School in your District. Write a letter to Mr Mazzi Musiiru congratulating him for an award for being the best teacher in the District

Format 2

Education Department,
P. O.Box
231, Mukono. 12th
February, 2020.

Mazzi Musiiru,
P.O. Box 666, Mukono.

Dear Mr Mazzi,

Par, 1 (introduction).....
.....
Par 2.....
.....
.....

Par 3.....

 Par 4.....

 Par 5 (conclusion).....

Yours Sincerely,
 Signature
 NAME
 (Designation).

(viii) Thank you Letter (Depending on question, it can take an informal or formal letter format. The purpose is to express appreciation to another person for a good act)

Informal: Write a letter to your best friend thanking him for sparing time to attend your birthday party

Format

1. Sender’s address
2. Date
3. Salutation
4. Body (introduction/middle paragraph/conclusion)
5. Complimentary close (Yours Sincerely)
6. Name in small letters

Mazzi Secondary School,
 P. O .Box 231, Kampala. 12th June, 2015. Dear Tom,

Par, 1 (introduction).....

 Par 2.....

 Par 3.....

 Par 4.....

 Par 5 (conclusion).....

Your best friend,
Jasmin.

Formal: Write a letter to the games master of a neighbouring school thanking him for inviting your school team for a friendly football match

Format

1. Sender’s address
2. Date
3. Receiver’s address
4. Salutation
5. Reference (Re:…)
6. Complimentary close (Yours Sincerely)
7. Signature
8. Name in capital letters
9. designation

Mukono Secondary School,
P. O .Box 231,
Mukono. 12th
February, 2020.

The Games Master,
Mazzi Secondary School,
P.O. Box 666, Wakiso.
Dear Sir,

Re: THANK YOU

Par, 1 (introduction).....
.....
Par 2.....
.....
Par 3.....
.....
Par 4 (conclusion).....
.....

Yours Sincerely,
Signature
NAME
(Designation).

(vix) Condolence Letter

- Express sorrow in 1st line, mention who passed away and relationship with the one you are writing to.
- Talk about the deceased and the positive things he used to do
- Offer sympathy and letter the grieved know they can rely on you for whatever help you can offer

Informal: Write a letter to your best friend consoling him upon the death of his father

Mazzi Secondary School,
P. O .Box 231, Kampala. 12th June, 2015. Dear Tom,

Par, 1 (introduction).....

 Par 2.....

 Par 3.....

 Par 4.....

 Par 5 (conclusion).....

Your best friend,
Jasmin.

Formal: Write a letter to the games master of a neighbouring school consoling him upon the death of his player during friendly football match played at your school

Mukono Municipal Council,
P. O .Box
231, Mukono. 12th
February, 2020.

The Games Master,
Mazzi Secondary School,
P.O. Box 666, Mukono.
Dear Sir,

Re: Condolence

Par, 1 (introduction).....

 Par 2.....

 Par 3.....

 Par 4 (conclusion).....

Yours Sincerely,
 Signature
 NAME
 (Designation).

(3). INVITATION LETTER

(Depending on question, it can take an informal or formal letter format. The individual/person graces the occasion as guest of honour or as ordinary guest)

Informal Letter: Write a letter to your best friend inviting him/her to tour birthday party

Informal letter format: If the letter is meant for a person with whom you have a friendly relationship, the invitation uses the Informal letter format

Format: Informal letter format

Content: The Occasion i.e. At the Re: and Introductory Paragraph

Date and time the event will commence

The place where event will be held

Language: Courteous and sincere

Format 1

Mazzi Secondary School,
 P. O .Box 231,
 Kampala. 22nd
 March, 2015.

Dear Mr Sanyu

Re: Invitation to my Birthday Party

.....

Yours Sincerely,
Signature
NAME

Format 2

Mazzi Secondary School,
P. O .Box 231,
Kampala. 22nd
March, 2015.

Dear Mr Sanyu

Re: Invitation to Prefects Handover Party

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.....
.....
.....
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.....
.....

Yours Sincerely,
Signature
NAME
(Designation)

Format 3

Mazzi Secondary School,
P. O .Box 231, Kampala. 12th June, 2015. Dear Tom,

Par, 1 (introduction).....
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Par 2.....
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Par 3.....
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Par 4.....
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.....
Par 5 (conclusion).....
.....

Your fiancé,
Jasmin.

Formal Letter: Formal letter format: If the letter is meant for an Institution or an Official, the invitation can use the Formal letter format

Question: Write a letter to the games master of a neighbouring school inviting their Literature Students for a seminar

Format:

- Sender’s address and date
- Receiver’s address
- Salutation ▪ Re:
- Complimentary close/signature/name in capital letters/designation

Content:

The Occasion i.e.

- At the Re: and Introductory Paragraph
- Date and time the event will commence
- The place where event will be held

Language:

Courteous and sincere

Format 1

Mazzi Secondary School,
P. O .Box 231,
Kampala. 22th
March, 2015.

Head of Literature Department,
Bishop’s Secondary School,
P.O. Box, 2754, Kampala.

Dear Sir,

Re: Invitation to the Literature Seminar

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.....

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.....

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.....

.....

Yours Sincerely,
 signature
 WASSWA LULE.
 (Head of Department)

(4) SPEECHES

Types

- Informative speech
- Persuasive speech
- Eulogy
- Tribute
- Debates
- Votes of thanks ▪ Congratulatory ▪ Welcome speech etc.

Format

1. Title
2. Protocol order
3. Greeting
4. Self-introduction
5. Introduction of the topic/subject
6. Body (arranged in paragraphs)
7. Conclusion

A SPEECH AT MY SISTER’S WEDDING

Par 1-(introduction:-protocol and greetings)

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Par 2 (self-introduction and introduction of the topic)

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Par 3
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Par 4
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Par 5
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Par. 6
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Par.7
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Par 8
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Par 9
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.....
Par 10 (conclusion Paragraph)
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(5) CURRICULUM VITAE

Format

1. Title
2. Bio data
3. Educational Background
4. Responsibilities Held
5. Employment Record
6. Hobbies
7. Interests
8. Referees

(a) Detailed Curriculum Vitae

CURRICULUM VITAE

Bio data

Name: Date
of birth:
Gender :
Marital Status:
Religion:
Nationality:
Contact Address:
Mobile number:
Email address:
Languages:

Objectives:.....(why you are applying for the job)

Profile:.....(give employer a clue on who you are)

Educational Background (Begin with the high level and end with the lowest)

<u>Year</u>	<u>School Attended</u>	<u>Qualification/Award</u>
.....
.....
.....
.....

Responsibilities Held (List them down)

.....
.....

Employment Record (Begin with your 1st ob and end with your current job)

<u>Period</u>	<u>Title</u>	<u>Employer</u>	<u>Responsibility</u>
.....
.....
.....
.....
.....

Hobbies (activities you do for pleasure when not working. List them down)

.....
.....

Interests (List them down)

.....
.....

Referees

- 1.....
- 2.....

(b) Simplified Curriculum Vitae

Curriculum Vitae

Bio data

Name: Date
of birth:
Gender :
Marital Status:
Nationality: Contact
Address:
Mobile number:
Email address:

Educational Background

Year	School Attended	Qualification/Award
.....
.....
.....
.....

Responsibilities Held

.....
.....

Employment Record

Period	Employer	Responsibility
.....
.....
.....
.....
.....

Hobbies

.....
.....

Interests _____

.....
.....

Referees

1.....
2.....

(6) DIRECTIONS / INSTRUCTIONS

Directions are given to people who are moving from one place to another. Instructions may involve a process on how something is done Format:

1. Title
2. Introduction/topical statement
3. Body (middle paragraphs) 4. Conclusion 5.

Direction from Entebbe to Mukono

Par 1-(introduction)

..... Par

2

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Par 3

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Par 4

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Par 5

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..... Par. 6

(conclusion Paragraph)

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(7) MINUTES

1. Title/Heading (date, venue, time)
2. Attendance:
 - Members present,
 - Absent with apology

- Absent without apology
- 3. Agenda
 - Prayer
 - Communication from the Chair
 - Matters arising (Reaction to the Chairperson’s Communication)
 - Minutes of the Previous Meeting (Review of the Previous Minutes)
 - Matters arising
 - AOB
 - Closure
- 4. Minuting
- 5. Signing

MINUTES OF THE PREFECTS MEETING HELD ON 22 ND MARCH, 2020 IN THE LIBRARY AT 10:00 AM

Members present

1.
2.
3.

Members absent with apology

1.
2.

Members absent without apology

1.
2.

Agenda

1. Prayer
2. Communication from the Chair
3. Matters arising (Reaction to the Chairperson’s Communication)
4. Minutes of the Previous Meeting (Review of the Previous Minutes)
5. Matters arising
6. AOB
7. Closure

Minute 1/03/2015: Prayer

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Minute 2/03/2015: Communication from the Chairperson

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.....

Minute 3/03/2015: Matters arising

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.....

Minute 4/03/2015: Minutes of the Previous Meeting

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Minute 5/03/2015: Matters arising

.....
.....

Minute 6/03/2015: AOB

.....
.....

Minute 7/03/2015: Closure

.....

..... (Signature)

..... (Signed)

..... (Name in capital letters)

..... (name in capital letters)

Secretary

Chairperson

(8) DIALOGUE/ CONVERSATION/TELEPHONE CONVERSATION

1. Format
2. Title
3. Names
4. Punctuation

DAIALOGUE BETWEEN THE STUDENT AND THE SCHOOL NURSE

Student:

.....

Nurse:

.....

Student:

.....

Nurse:

.....

Student:

.....

Nurse:

.....

Student:

.....

Nurse:

.....
 Student:

 Nurse:

 Student:
 Nurse:

(9) MEMORANDUM (MEMO)

Format

1. Institution’s Name
2. Heading
3. The writer’s Name and title
4. Receiver’s / Receivers’’ name and title
5. Date
6. Subject of the Memo
7. Writer’s Name and Signature

A Sample Memo 1

BISHOP’S SENIOR SCHOOL, MUKONO
INTERNAL MEMO

To: All Heads of Departments
From: Head Teacher
Date: 3rd June, 2015

SUBJECT: MONTHLY REPORTS

.....

(Signature)
Name in Capital letters

A Sample Memo 2

MAZZI SECONDARY SCHOOL
INTERNAL MEMO

To : All Heads of Departments From
 : Head Teacher
 Reference no :
 Date : 22 nd March, 2020

Subject: Submission of Monthly Reports

.....

 (Signature)

KULAGA JOHN

A Sample Memo 3

Format

1. Organisation
2. Title
3. Date
4. To.....
5. From.....
6. Subject: (small letters)
7. Signature
8. Name (capital letters)

Basiiru High School Internal Memo

22nd March, 2020.

To : All Prefects
 From : Head Prefect

Subject: **Prefects' Meeting**

.....

 (Signature)

MUSIRU NKOTO JAMES

(10) **STATEMENT** (formal/official account of what happened)

Format;

- Title
- Self-introduction (name, age, sex, tribe, profession/job, place of birth/residence)
- Introduction of the topic (what happened, day, time, date, month, year, place)
- Body (narrate details of what happened)
- Declaration/affirmation that the information given is correct
- Signing off (signature and date)

A Statement About Students Strike at Mazzi Secondary School

Par 1-(self-introduction)

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Par 2

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Par 3

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Par 4

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Par 5

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Par. 6

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Par.7

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Par 8

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Par 9

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Par 10 (Declaration/affirmation)

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NOTE: In the body (Par 2 to Par 9), narrate and focus on the following;

- What happened
- When it happened

- Where it happened
- How it happened and
- People involved

(11) ARTICLES

A piece of writing about a particular subject and written mainly to inform
Answer 5 Ws and 1 H. i.e.WHAT, WHEN, WHY, WHERE, WHO and HOW

Format

1. Title
2. Name of the writer
3. Introduction (provide the preview of the story and summaries of the story)
4. Body (presentation of facts)
5. Conclusion

MAKUMBI HOUSE WINS THE 2019 MDD COMPETITIONS

BY MUKASA JOEL

Par 1-(Introduction)

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Par 2

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Par 3

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Par 4

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Par 5

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Par. 6

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Par.7

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Par 8

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Par 9

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Par 10 (Conclusion)
.....

(12) **FAX, E-MAIL** (Fax can be a letter, message or document received in an electronic form along telephone wires and are printed out.) is a machine

(a) **Fax:** letter/message sent by fax. A fax is a machine that sends and receives documents in an electronic form along telephone wires and prints them out **Format**

1. Company Name:.....
2. Phone.....
3. Fax:
4. Address:
5. To: 6. Fax number:.....
7. From:
8. Fax number:.....
9. Message:

UGANDA POST AND TELEGRAPH

10.

Sample

From. Mukasa James To:
Heads of Departments
cc:Head teacher

Subject: Training in ICT

.....
.....
.....
.....

(b) **Email:** Message sent by e-mail. Email is a way of sending messages and data to other people by means of a computer **Format**

- 11. From;
- 12. To:
- 13. CC:
- 14. Subject:

Sample

From. Mukasa James To:
 Heads of Departments
 cc:Head teacher

Subject: Training in ICT

.....

- (13) **FACTUAL ESSAYS** (Short piece of writing on a particular Subject written in order to be Published)

Format

- 1. Title
- 2. Introduction
- 3. Middle Paragraph
- 4. Conclusion

IMPACT OF HIV AIDS ON THE BEHAVIOUR OF THE YOUTH

Par 1-(Introduction)

.....

Par 2

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Par 3

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Par 4

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Par 5

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Par. 6

.....
 Par.7

.....
 Par 8

.....
 Par 9

.....
 Par 10 (Conclusion)

.....

(14) NOTICES/ ANNOUNCEMENTS

- (i) **NOTICES:** are written mainly to pass about a forthcoming event or meeting e.g communication to members for a meeting

Format:-Memo format

1. Organisation
2. Title
3. Date
4. To.....
5. From.....
6. Subject: (small letters)
7. Signature
8. Name (capital letters)

A Sample Notice 1: Meeting

Body

1. Venue
2. Time, date and day of the proposed meeting
3. Name of the group that intends to hold meeting
4. Nature of the meeting
5. Agenda should be spelt out

NOTICE

BISHOP’S SENIOR SCHOOL, MUKONO

To: All Parents

From: Head Teacher

Date: 22nd March, 2020

Subject: PTA General Meeting

.....
.....
.....

(Signature)

Name in Capital letters

A Sample Notice 2: - Appeal

NOTICE

POLICE HEADQUARTERS, KAMPALA

To: General Public

From: Inspector General of Police

Date: 22nd March, 2020

SUBJECT: POLICE APPEAL

.....
.....
.....

(Signature)

Name in Capital letters

(ii). ANNOUNCEMENTS: - (it is a public statement Spoken or written that informs people about something. It is available to the press oor media e.g to gather people for a meeting, report loss of property. Purpose is for public consumption and to inform)

Format

1. Title: contain
2. Tool/name, vision, release, name and date
3. Purpose of the tool
4. Brief description of what is being announced
5. Description should include; colour, shape size, height, where and when it got lost (for lost item)

Examples

- Death announcement
- Loss of property
 - Appreciation

Sample 1

DEATH ANNOUNCEMENT

The children of the late Mazzi Musiiru Jame regret to announce the death of their beloved mother Namazzi Veronica Musiiru which occurred on Monday 23rd March, 2020 at Mulago Hospital. The requiem mass will be held at St Phillip's Church on 25 th March, 2020 starting at 11:00am. Burial shall take at their country home in Nabuti Village on 26th March, 2020 starting at 2:00pm. Informed are the Bishop of Mukono Diocese, friends, relative and in-laws. May her soul rest in eternal peace

NAKAZZI JOAN
ON BEHALF OF THE FAMILY

Sample 2

APPRECIATION

The family of the late Mazzi Musiiru Jame wishes to thank all those who assisted during the illness, death and sending off their beloved mother Namazzi Veronica Musiiru who was put to rest on 25th March, 2020. Special thanks go to the Bishop of Mukono Diocese, the clergy, relatives friends and in-laws for their material, physical and spiritual support during that difficult moment. Mother, you fought a good fight and finished the race. May your soul rest in eternal peace

NAKAZZI JOAN ON BEHALF OF THE FAMILY

Sample 3

**POLICE HEADQUARTER KAMPALA
POLICE APPEAL**

Mazzi Kondo whose photograph appears above is wanted by police for the theft of office computers worth three hundred million shillings (300,000,000) as per case reference number CRB 260/20. Police appeals to whoever have information which may lead to his arrest to forward it in confidence to the nearest police station or ring telephone number 0773456545. A big reward awaits

**MUKASA JUMA
INSPECTOR GENERAL OF POLICE**

Sample 4

**CENTENARY RURAL DEVELOPMENT BANK
PUBLIC NOTICE**

This is to inform the general public that with immediate effect Mazzi Yakobo whose picture appears above is no longer an employee of Centenary Rural development bank. She is therefore not authorised to transact any business on behalf of Centenary rural development bank. She is wanted by police to answer charges connected to theft and falsification of documents. Any person who has information of his whereabouts should

contact us on the following numbers 041334455 or 0700202020 or contact the nearest police station

MANAGEMENT

Sample 5

LOSS OF A VEHICLE

Mazzi John reports the loss of his vehicle, plate number UBF 733H which was stolen from his compound yesterday at around 8:00am. It is a corona model with black painting. The matter has been reported to Kira Police warning. Anyone who has seen it or has information leading to its recovery will be rewarded

MUKASA JOHN
OWNER

(15) ADVERTISEMENTS

Format

1. Title
2. Introduction (what is being advertised)
3. Body: description of what is being advertised
 - When it came out
 - Where to find it
 - Price (if an item)
4. Conclusion
5. Sign
6. Name
7. Title

Sample 1

MOTORCYCLES ON SALE

Par 1(Introduction):

.....

.....

Par 2;

.....

.....

Par 3 (conclusion);.....
.....

Sign:.....
Name:
Title: Sales Manager
(date)

Sample 2- Sales advert

MOTORCYCLES ON SALE

Mazzi investment limited is selling brand new Bajaj motorcycle manufactured by the Bajaj group of companies. The motorcyles are brand new and sold at affordable price. They are very strong and durable. They can be used on any type of road for any purpose

Mazzi investment Limited is located at Wakiso, Hoima road just next to Shell Petrol Statiome. Interested persons who would like to view the motorcycles can come to our offices between eight oclock in the morning and six oclock in the evening from MONDAY TO SATURDAY

You can also contact onor Please, can come while stock lasts

Sign:.....
Name:
Title: Sales Manager
(date)

Sample 3- Job advert

JOB OPPORTUNITIES AT STANBIC BANK

Stanbic bank is a fast growing with a mission to ease financial access to our clients. We are opening up branches countrywide to bring financial services closer to clients. Stanbi bank is currently seeking to recruit talented, dynamic and career oriented people for the following positions;

1. Branch managers (20 vacancies)
2. Auditors (10 vacancies)
3. Accountants (5 vacancies)
4. Cashiers (30 vacancies)

The job descriptions can be downloaded from our website stanbi.www.com.org.ug. applicants are advised to submit application letters, curriculum vitae and all their academic documents to the Human resource manager, Stanbic bank , P.O. Box 666, kampala. Only qualified candidates will be contacted for interview. Deadline for receiving applications is 22nd March, 2020

(4) TELEGRAM MESSAGES

(5) CIRCULAR

(6) BIOGRAPHY/AUTOBIOGRAPHY

- a. Biography is the life story of a person written by someone else, e.g. A Biography of Yoweri Kaguta Museveni
- b. Autobiography is a person's story written by that person. i.e. a book about a person's life written by that person