

BISHOP'S SENIOR SCHOOL, MUKONO
ENGLISH LANGUAGE PAPER ONE
S. 4 REVISION QUESTIONS
FUNCTIONAL WRITING
SECTION A
TEST 1

SPEECH WRITING

1. You are taking part in a school debate “the liberation of women is hindered by men”. Below are some of the parts you would like to talk about, but you can include others of your choice
 - Women are over worked
 - Women are less educated
 - Women are poorly represented in parliament.

WRITING A STATEMENT

2. You have been accused of insulting a teacher in your school. Write a statement to the chairperson of the disciplinary committee explaining the incident.

WRITING CONVERSATION / DIALOGUE

3. The school administration has organized a prom party at your school. You would like to attend the function with a friend. Write a telephone conversation between you and your friend convincing her to accompany you to the party
4. The academic committee had recommended that you be expelled from school because of poor performance; however, you approach the head teacher to allow you repeat the class. Write the dialogue between you and the head teacher explaining your situation and convincing him to allow you repeat the class.

WRITING MINUTES

5. The head prefect had called for a prefect meeting in your school. In his communication, he intends to talk about the following;
 - Communication from the school
 - Discipline of students
 - Challenges and the way forward.Write the minutes of the meeting that was held.

WRITING CURRICULUM VITAE

6. Recently, Bank of Uganda announced the availability of vacancies for accountants in there company through the New Vision Newspaper. You decide to apply for the position. Write a comprehensive curriculum vita that would accompany your formal request.

LETTER WRITING – FORMAL

7. You are the LC 1 chairperson in your village. Your area development had been hindered by poor roads, poorly facilitated medical facilities, misuse of local government funds, corrupt leaders etc. Write a letter of complaint to the district LC5 chairperson expressing your disappointment

LETTER WRITING - INFORMAL

8. Write an appreciation letter to your teacher for guiding you throughout your time in school

NOTICES /ANOUNCEMENT

9. Your best friend has disappeared and no one knows his whereabouts. Write an announcement for the loss of your best friend.
10. You are the manager of Stanbic Bank. One of your employees has disappeared with a lot money belonging to the bank. Write a notice appealing to the public for assistance in apprehending the employee

GIVING DIRECTIONS / INSTRUCTIONS

11. Give direction to a person who needs to find his way to your school
12. Give clear instructions on how to do the following Prepare your favorite dish

REPORT WRITING

13. Robberies are on the increase in your area. You recently attended a meeting at which residents discussed possible measures of preventing them. You have been asked to write a report of the residents’ ideas to be presented to the LCII chairperson. Write your report focusing on some or all of the following points.
 - Why robberies are on the increase
 - Hiring trained security personnel/LDUs
 - Area increasingly becoming a slum
 - Respect for the LC system
 - Registering visitors in the area. **(Ordinary Report)**
14. There has been a fire outbreak in the students’ dormitory. The cause of the fire is not known. The head teacher has asked you to find out the cause of the fire.. Write a report you would present to the head teacher. **(investigative Report)**

15. You are the prefect on duty. Your deputy Head teacher in charge of discipline has asked you to write a report about a fight that occurred in the dormitory between two S.6 boys. Write a report to your supervisor(**Incidental/On-spot Report**):-

16. Imagine you are the Dormitory captain. Some boys in the dormitory are suspected of smoking in the dormitory. Write a confidential report to the Head teacher about the problem

WRITING A CONDOLENCE

17. Your best friend has lost both parents in a fatal accident along Jinja-Kampala Highway. Write a condolence message to your best friend.

WRITING MEMORANDUM (MEMO)

18. You are the branch manager of Stanbic bank, Mukono branch. Your staff have not submitted monthly reports on the work done Write a memo to your staff reminding them to submit their reports.

WRITING AN INVITATION

19. You are the president of the debate club of your school. The club has organized a grand debate. Write an invitation to Mr. Kyakulaga inviting him to attend the debate.

ADVERTISAEMENT

20. You are the Human Resource Manager of Bank of Uganda. The Bank is seeking to recruit people to fill up various positions as internal auditors, cashiers, office attendants and security guards. Write a job advertisement

ARTICLES

21. Imagine you are the LC 1 Chairperson of your village. Recently a number of people have been assaulted at night where some have lost their lives. Write **a letter to the Editor** of the New Vision Newspaper about the situation

22. The MDD competition has just ended. Write **a commentary** on how they were conducted in order to be published I idential report to the hean the local newspaper

23. Imagine you are the LC 1 secretary of your village. Write **a documentary** about the state of roads in the village

FAX, E-MAIL

24. You are the Head teacher of Bishop's Senior School, Mukono. Write an E-mail to all the teachers informing them about the workshop organized to train teachers in ICT

FACTUAL ESSAYS

25. You are one of the people who support the idea of making science subject compulsory in secondary schools. Write an essay on the benefits of making science subjects compulsory

Guidelines to answer these questions, check the school website; www.bishopss.com, academics, holiday work, class and then subject, finally download

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