FORM 1

1. PERSONAL WRITING

(a) Diaries

- A diary is a written record of things that happen each day.
- It is also a record of things you plan to do per day and the time you plan to do so.
- A diary is also the book in which you write down things that happen to you on daily basis.

Diaries to Record what is planned to be done

- Here, we record things we plan to do.
- Let us look at the sample below:

MY DIARY

DAY	DATE	TIME	EVENT
Saturday	23rd April, 2015	8.00 am 8.15 am 8.30 am 8.40-10.30 10.35am – 12.30pm 1.00 pm 2.00 pm 7.30 pm	Waking up Taking shower Breakfast Reading History Going for skating Lunch Reading the Bible Supper
Sunday	24th April, 2015	7.00 am 8.00 am 11.00 am 1.00 pm 2.30 pm 4.00 pm 6.00 pm 8.00 pm	Breakfast Attending mass Reading CRE(St Luke's Gospel) Taking lunch Playing video games Watching movies Writing notes Supper

Monday	25th April, 2015	7.30 am 8.00 am 8.30 am 9.30am 11.30 am 12.30 pm 3.00 pm 5.00 pm 8.30 pm	Waking Shower Breakfast Washing clothes Playing video games Lunch Reading Chemistry Watching movies Supper

Diaries for Recording the Daily Observation

MY DIARY

Calendar

April, 2016

Sun	**Mon**	**Tue**	**Wed**	**Thur**	**Frid**	**Sat**
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	**28**	29	30	31		

ENTRY

Dear Diary,

Today, I started writing my first poem. I thought of what to write and by lunch time, an idea crossed my mind. I decided to write about corruption. I entitled it "Another Bond - Eurobond". I had a lot to write about it. As I write now, my dear, I have completed writing it. Hopefully, I will write another one before the week ends. I will inform you about it once that is done. Bye

(b) ADDRESSES

- An address is a superscription of a letter directing who the letter is meant to reach.
- The writer also writes their address in the letter to allow for the reply.
- An address is written on an envelop, letter, or package.
-

Addresses in Letters

- Address format vary according to the type of letter written.
- Even though they are written differently, there are common features such as:
    - The post office box number
    - The postcode
    - The street, road, or building where the post office is located
    - The city or town
    - The country
- There are two formats of writing addresses:

- Block format; and
- Indented format

Block Format

- Address written in a block.
- Paragraphs also blocked.
- An example is

KILIMAMBOGO FOOD AND BEVERAGE, P.O. BOX 555-35400, KILIMAMBOGO – KENYA.

Indented Format

- Written on a slant.
- The paragraphs in the letter are also indented.
- An example is:

KILIMAMBOGO FOOD AND BEVERAGES, P.O. BOX 555-35400, KILIMAMBOGO – KENYA.

Exercise

Write each of the addresses below as they would appear on your envelope:

(a) Migori Polytechnic-40400- P.O. Box 654- The Principal-Kenya- Migori
(b) Kenya Labour-The Director-30210- P.O. Box 90100- Kenya- Nairobi

(c) PACKING LISTS

- At times you find yourself forgetting something when packing for a trip.
- It is important to get organized. Writing a packing list will be key in ensuring no item intended to be carried during a trip is forgotten.

- A packing list is therefore a checklist for what to bring along with them.
- To make the most out of your trip you have to pack the right items.
- What you pack will highly depend on factors such as:
  (a) The place you are visiting. If for example, you are visiting a place where it is hot, there will be no need of carrying heavy clothes.
  (b) Means of transport. There is a limit to what one should carry depending on the weight.
  (c) Number of days.
  (d) The reason for visiting. For example if going on a camp, you need carry camping gear.

How to Start

(i) Get a piece of paper and a pen and write “PACKING LIST”. This forms part of the title. The other part is the place to visit.

(ii) Write number of days. It is advisable to do this as it will help you tell how many clothes you will need. It might not sound good to carry only two underpants, for example, if the trip will last a week.

(iii) Draw a table with columns containing item category, item, quantity, and description. The various item categories are:
- Entertainment list, for example, CDs, Radio, etc.
- Clothing List, for example, underpants, skirts, etc.
- Camping Gear, for example, sleeping bag,
- Toiletries, for example, toothpaste, soap, etc.

(iv) In that table fill all the items and all its columns appropriately.

Sample Packing List

TRIP TO MACHAKOS PACKING LIST

DAYS: 3 Days

NO.	ITEM CATEGORY	ITEM	QUANTITY	DESCRIPTION
1.	CLOTHING LIST	Trousers	3	Purple one 2 white ones
		Shirts	3	The pink one The one printed "Newyork". The newly bought one.
		Underpants	4	The black, yellow, red and indigo ones.
2.	ENTERTAINMENT LIST	CDs	3	Nigerian movies
		Laptop	1	The one recently bought.
		Earphone	1	Purple one.
3.	TOILETRIES	Bathing soap	1-250gm	Fa Bathing soap.
		Washing soap	½ bar	Jamaa
		Toothpaste	50 gm	Colgate
4.	DRINKS	Afya	2-500 ml	Guava flavored.
		Soda	2-500 ml	Fanta

Exercise

You are Manchester City Football club Player. During one of the summer holidays, your club go for a 5 day camp to a very hot place in United Arab Emirates. Here, no beddings are provided. Write a packing list of all the items you would carry with you to this trip.

2. SOCIAL WRITING

Informal Letters

- Usually written to people known to people you know fairly well. These can be friends and relatives.
- Also referred to as **friendly letters.**
- They are meant to:
  (i) Give news;
  (ii) Request information;
  (iii) Congratulate people;
  (iv) Ask questions; or
  (v) Give advice.

How to Write Informal Letters

- An informal letter has such elements as:
  (a) Sender's address. Write your address here. Example,
  MAALIK AHMED
  P.O. BOX 6454-90800
  KITALE
  (b) Date when the letter is written.
  (c) Salutation. Example,
  Dear Timothy,
  (d) Body. Write the body of the text. Include greetings, news, other questions, etc.
  (e) Closing. Sign of with your name. example,
  See you soon,
  Denis

- The table that follows is of a format of an informal letter blended with explanations:

The Format	**Explanation**
Address	At the top right hand corner, write your address. For example, **Keicy Kimito** **P.O. Box 567** **RONGO**
Date	Below the writer's address, is the date. For example, 13th December, 2015
Salutation	Written on the left hand side of the letter. Start with: ● **Dear** ……. , e.g. Dear Drinkwater, ● **Dearest**……, or **My Dear…….**, (for close friends and relatives) Example, **Dearest Drinkwater,**

	Or My Dear Drinkwater,
Opening Paragraph	You may ask about the recipient's health. For example, ● How is your family? ● How are you Njuguna? I hope that you and your family are in the pink. ● I am fine and I hope you are as fit as a fiddle.
Content Paragraphs	This is where: ● You mention your main reason for writing (paragraph 2) ● Give the news ● Ask questions You can start with: ● I am writing this letter to…
Closing Paragraph	It is proper to inform your recipient that you are ending the letter. Some phrases you can use are: ● Do write me soon. ● Please convey my warm regards to… ● Allow me to pen off here. ● Hope to receive a reply from you. ● Bye/ Goodbye
Closing	Sign off with your name. you can sign off using: ● Your loving friend, ● Yours lovingly, ● Yours affectionately, ● Your nephew, ● Yours sincerely, ● Keep in touch, Your name should follow. Your first name is preferred.

The Language of Informal Letters

- The language used is simple as well as friendly.
- You can use contractions such as I'm, won't, you're, etc.

Sample Friendly Letter

Brigit Annabel

P.O BOX 454—40400
SUNA- MIGORI

5TH September, 2015

Dear James,

Hi James! Hope you are fine back there in Rongo. My sister and I are very much fine.

I'm just writing to let you know I quit my old job and found something new in Migori town.

I was really fed up with working at Banana Academy as there was little work enough to challenge me anymore. You know me; if there is no enough, I get bored too easily and have to find something new.

I'm now teaching at Sunsun in Migori and the kind of work I do suits me to the ground. I teach two candidate classes. The work here is not only challenging, but it is rewarding as well. I know you will find it hard to believe… but you just have to.

That is not all for now! I'm getting married in a couple of weeks. He is working in the neighbouring school. So many promises I hope he will fulfill he has not stopped to give. I also find him the best among the many. When the time comes I believe you will come and celebrate with us.

Keep in touch,
Brigit

Exercise

You have recently joined another school. Write a letter to your friend. In your letter

- Explain why you changed school
- Describe your new school
- Tell him/her your other news

3. INSTITUTIONAL WRITING

(a) Public Notices

- A public notice is a notice given to provide information for the public that is widespread in a wide geographical area via media.
- They are mostly placed in newspapers by businesses, county and national government, and individuals.
- They include:
  - (i) Unclaimed property
  - (ii) Wanted person
  - (iii) Dangerous person
  - (iv) Government contracts
  - (v) Aunction
  - (vi) Foreclosures, etc.

Public Notice Format

- The parts of a public notice include among others:
  - i. Name of the organization/institution. Letterhead is preferred.
  - ii. Then write/type "PUBLIC NOTICE".
  - iii. The topic/theme/subject. Let the public know what you want to inform them about.
  - iv. Date, time, and venue(if need be).
  - v. Picture to reinforce the message.
  - vi. Name of the writer of the notice and the job position(and signature, for the more formal ones)

Sample Public Notice

MAJI MACHAFU LANDS DEALERS COMPANY

(**P.O. Box 123-00200 Nanyuki, Email: majchaf@hotmail.com, Mobile: 0715234343**)

PUBLIC NOTICE

Notice is hearby given that son of Amos Kinyanjui resident of Plot(5) located opposite Kadika Plaza, Kilgoris Estate has agreed to sell the plot mentioned in the schedule hereto dated 5th June, 2015.

All persons claiming interest in the land or any part thereof by any way are hearby required to bring their complaints at our Mukomi office within 10 days from the date hearof, failing which the sale will be completed.

Yours Sincerely
[sign]
Fredrick Wainaina
SALES MANAGER

- In the notice above, a picture of the plot can be included.

(b) Inventories

- An inventory is a complete list of items such as equipment,property, goods in stock, or even the contents of a particular place.
- A list of things possessed by a person or company.
- It is a good idea to keep the records of items owned by a person or company.
- An inventory will have the following basic elements:

(i) Name of the institution. Name of the person, if individually possessed.
(ii) Date when the records are taken.
(iii) Item number
(iv) Item category
(v) Item
(vi) Quantity of items
(vii) Description of the item
(viii) Approximate value of the item
(ix) The name and designation of the person keeping the records.

- Here is a sample inventory.

KILIMANJARO MIXED DAY AND BOARDING HIGH SCHOOL

INVENTORY OF THE EQUIPMENT AS AT 24TH MARCH, 2016

NO.	ITEM CATEGORY	ITEM	QUANTITY	DESCRIPTION	APPROXIMATE VALUE IN KSH.
1.	LABORATORY EQUIPMENT	Test tubes	15	Good condition	1200
		Microscopes	2	Damaged	9800
2	ELECTRONICS	Computers	3	New ones	72 000
			4	Damaged	12 000
		Radios	4	Not working	6 800
		Printers	2	New ones	68 700

			6	Damaged	14 600
3	FURNITURE	Teachers' tables	14	Good Condition	48 000
		Staffroom Chairs	22	Newly Bought ones	110 000
		Classroom chairs	400	Good Condition	200 000
			89	Broken	44 500
		Students' Lockers	500	Good condition	250 000
		Office Cupboards	6	New Ones	60 000
			3	New Ones	12 000
		Beds	300	Good Condition	600 000
4	GAMES EQUIPMENT				
		Balls	3	Punctured	3 000
		Volley ball nets	2	Good Condition	6 000

RECORDS KEPT BY: Jeniffer Kwamboka
sign
School Store Keeper

Exercise

You are St. Monica's Mission Hospital Resource Manager. At this hospital, records of items in it are kept at the end of every August. Write the inventory of all the items here.

FORM 2

1. INSTITUTIONAL WRITING

(a) Business Letters

- Usually from one organization/company/institution to another, or between such and their customers and other external parties.
- A business letter is any letter with two addresses, salutation, RE, and ends with a sinature, and whose contents are professional in nature.
- It is more formal than personal letters.
- You must have the formatting down.
- Some types of business letters are:
    - Sales letters
    - Order letters – sent by consumers or businesses to manufacturers, retailers or wholesalers to order goods and services. The contents include quantity, name, etc of the product.
    - Complaint letters – use a tone that will make your complaint be satisfied.
    - Inquiry letters. Written to elicit information from the recipient.

- Letters of Recommendation. Usually written by previous employer describing the sender's relationship with and opinion of the job seeker.
- Others include: cover letters, acknowledgment letters, letters of resignation, follow-up letters, and adjustment letters.

Business Letters Format

- There are two layouts of business letters: Block and Indented layouts.
- When you choose to use block layout, all the information is written flush left.
    - Provide your address first.
    - Then skip one line and provide the date.
    - Skip one more line and provide the inside address of the addressee.
    - Note that when using letterhead, there is no need of writing your address. Only begin with the date.
    - Skip yet another line and write salutation. This is followed by a colon. Comma is used for personal correspondence.
    - Write "RE" and write the subject.
    - Write the body. Skip lines between the paragraphs.
    - After the body, write **complementary close**, followed by a comma, sign, then type your name and title(only if applicable)
- When you choose to use indented layout:
    - Your address appears on the right.
    - Date on the right.
    - Addressee's address, salutation on the left.
    - Typing do not start from the flush left.
    - No skipping lines between paragraphs.
    - Type the closing and signature in the center.

Note: Block format looks professional.

Sample Business Letter

Kamato Academy,
P.O. Box 789 – 20100,
OGONGO – KENYA

January 3rd , 2016

The Director
Kamato Academy
P.O. B ox 789 – 20100
OGONGO – KENYA

Dear Ms Jane:

RE: RESIGNATION FROM KAMATO ACADEMY

I am writing to provide formal notice of my resignation from Kamato Academy. My last day will be 31st January this year.

I trust four weeks is sufficient notice for you to find a replacement for my position. I would be pleased to help train the person you choose to take my place before I finally leave.

Thank you for offering me the job for the past two years. My experience as a teacher, head of various departments and patron of clubs and societies here has been positive and I am confident that I will use most of the skills I have learnt at Kamato Academy in future.

If you have any concerns, please let me know. I will be more willing to listen to you.

All the best,

[sign]
D'Matteo Kichapo
TEACHER ASSISTANT

(b) Posters

- A poster is any piece of printed paper designed to be attached to a vertical surface e.g. a wall.
- A poster is intended to convey message at the same time appeal to the audience.
- A poster can be professionally used for advertisements, announcements, or to share information.
- A poster can focus on topics like:
  - (i) Child labour
  - (ii) Drug abuse
  - (iii) Corruption
  - (iv) Prostitution
  - (v) Domestic violence
  - (vi) Road accident, etc.

How to Create Posters

- Find a good idea for a poster. You can focus on cars, sports, etc.

- Create an image or picture with a clearly inspiration point. If for example, talking about child labour, one can draw a child working in the fields, and being whipped.
- Balance between the picture and the writings.
- Emphasize the most important information. You can write them in different ink, or underline them.
- The picture/image and the writing should be within the borderline.
- Be concise.

Activity

Let the students choose any of the topics above and design their posters in groups. Ensure there is a balance between the picture and the words. After they finish, allow them pin their posters on the wall.

Exercise

The habit of shirking assignments in your class has become rampant. You don't like it and you want to design a poster to warn your classmates against it. Design that poster.

(c) Advertisements

- First impression is very important and there is usually no second chance at making a good first impression.
- An advertisement should catch the attention within seconds – if it doesn't, then it is considered failed.
- It is crucial to showcase your product in a very clever way.

How to Create an Advertisement

- Grab the attention of the audience by coming up with a tagline that is catchy. You can consider using:
    - Humour
    - Thyme
    - Puns
    - Metaphor
    - Alliteration, etc
- Type the name of the business.
- Have a picture to reinforce your message.
- Balance between the picture and the wordings.

Activity

Let the students design their own adverts. They can advertise things like;

(a) New books
(b) New brand of pen
(c) Anything

2. PERSONAL WRITING

(a) Personal Journals

- A personal journal is a record of individual's impression of a given event, occurrence or a person.
- Record what strikes you the most.

- What you record could have happened to you or to others.

Contents of A Personal Journal

1. **Date**
2. **Day**
3. **At times, the calendar**
4. **Entry**

Sample Personal Journal

MY PERSONAL JOURNAL

Calendar
February, 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

(*circle/underline the date*)

ENTRY

Today was particularly my best in the month of February, in fact from January. Can you believe Tom, of all the form two students, has been appointed the new class prefect. This has marked the end of bad news and opened the door to fortunes. I will do all I can to improve that class!

I had never given it thought until I was told my name had been mentioned by the deputy principal. It was my friend, Huggies who told me it was me and not any other Tom. Of course I am the only Tom in that great class. I must express my happiness at this. A small, small class prefect in a big, big classroom.

My happiness cannot allow me write more than I have written, my dear journal. Let the rest be said tomorrow. Goodnight.

(b) Shopping Lists

- A shopper needs to write a list of all the items to be purchased.

- Written before a shopping trip to a shop, grocery, or supermarket.
- Writing a shopping list will help cut down on money wastage and time for thinking on what to buy while at the shopping center.

Contents of A Shopping List

- A shopping list contains the following:
    1. **Title.** A title must have what the shopping is intended for and the words “shopping list”.
    2. **Budgeted amount.** Write how much you have at hand to do shopping. Don’t use more than what you have. Budget carefully. You can’t also remain with a certain amount. If you are left with too much from what you were to use, it will also mean you don’t know how to budget.
    3. **Item category.** Items are normally put under different categories. It is a good idea to group related items together for ease in shopping. Items are categorized as;
        - Snacks e.g. cake, chips, etc.
        - Toiletries e.g. soap, toothpaste, tissue papers, etc.
        - Foodstuff
        - Drinks/beverages
        - Electronics
        - Clothing
        - And others
    4. **Item.** Write items under the right category.
    5. **Description.** Write the type of item you want. Prices might also be different. If for example you want to buy juice, write the type you want, for instance, savanna, pineapple. Their prices vary.
    6. **Quantity.** Say how many or how much you need to buy. If a liquid use mililitres, litres etc. if solid, grams, kilograms, will do.
    7. **Price**. The amount to be spent on each item is written in this column.
    8. **Total**. Write the amount in total to spend. Never spend more than budgeted for.

- More creative individuals add to their shopping lists:
    - Expected balance/change
    - Where shopping to be done. For example: **shopping to be done at Uchumi Supermarket.**
    - Who to do shopping, among other things.

Sample Shopping List

BACK TO SCHOOL SHOPPING LIST

BUDGETTED AMOUNT: Sh. 6 100

NO	ITEM CATEGORY	ITEM	QUANTITY	DESCRIPTION	PRICE IN KSH.
1	Stationery	Exercise books Ruler Mathematical set Pens	8-200 pages 2 1 10	Crown Helix Oxford Bic	800 100 300 200
2	Clothing	Blouse Skirt Cardigan Neck tie	1 1 1 1	Short sleeved Dark grey Indigo one Red stripped	500 500 600 200
3	Books	Set Books	3	The River and the Source Betrayal in the City Mstahiki Meya	600 500 600
4	Drinks	Soda Juice	3-1 Litre 2 L	Coke Delmonte	300 300
5	Snacks	Crackers Cookies Pretzel	50g 100 g 100 gm	Cheez it Oreo Bold Gold	110 200 200
	TOTAL				6010

Expected Balance: Sh. 90

Exercise

You are form two class prefect. Your class is throwing the end of the year class party. Before this happens, there is contribution by all the class members. If the total amount raised is sh. 9 000 which you are supposed to budget for, prepare the shopping list of the item you would buy.

3. SOCIAL WRITING

(a) Invitations

- Sending invitations is the appropriate way to communicate to your guest what is it that you are celebrating and what the event is all about.
- There are two types of invitations:
    - Informal invitations
    - Formal invitations
- Invitations also take form of: invitation cards or invitation letters.

(i) Invitation Cards

- They are designed to invite individuals to various ceremonies and parties.
- When designing an invitation card remember to :
    - Provide the name of the host for the party.
    - Extend the invitation by choosing appropriate formal wording, such as, “request your presence” or less formal wording, such as “totally invites you”.
    - Include honorifics (Dr./Mr./Ms/ etc.) before the guest’s name especially if formal.
    - Answer the question “what?” Tell the guest what the event is for. Is it for birthday party, wedding party, birth of a new baby, fundraising etc. if, for example, it is a birthday party ensure you tell them who is it for and age the person is celebrating. By the same token, if it is graduation, tell them who it is for and mention the education milestone they completed. The purpose of the event is stated clearly.
    - Be clear about the date and time of the event. Day of the week should also be included. Example Saturday, 16th May 2016 at 4.00 pm.
    - Be clear on the venue. Tell them where the party will be held. If the party is held off-site (not where is known to all), you can even give directions.
    - Write “RSVP”. Under this, write the name of the people to be contacted and their contact details. You can write the phone number to allow them contact you so as to inform you ahead of time whether or not they will be attending. RSVP is French abbreviation for “*respondez sil’vous plait*” which simply means “please respond”.
    - Give instructions to your recipients on for example, how to dress, or bring something, if to bring another guest, or any other thing to do.
    - You can also include the teaser. Include something that will drive them to the party even before the actual day. You can mention things like drinks, dance, etc. These make them looking towards attending the party.
    - Include simple but a picture that ties with the party. You can have a picture of a cake if birthday party.

Sample Invitation Card

Informal Invitation Card

Because you have believed in
Them,
Celebrated with them
Loved and encouraged them,

We, **Ruth Kimani** and **John Kimani**
Ask you to join us in honouring our
Children

Jenifer Wanjiku
And
Joseph Njoroge

As they celebrate the beginning of
Their adventures together
On Saturday, January 11th , 2016
At 9.00 am

Ceremony followed by dinner,
Drinks, and awkward but
Enthusiastic dancing

RSVP:
Mr. john Kimani or Ms Ruth Kimani
Mobile: 0711111111 Mobile: 0712121212

Formal Invitation Card

THE FAMILY OF MR AND MRS KAIMOSI

Calls for the contentment of
Dr/Pst/Mr/Mrs/Ms/Eng/ ……..
Company
At the marriage of
Arsenal Chelsea* and *Migingo Island
On *Saturday, the second of January; 2016*
At *half past 4.00* in the evening
At their *Kasarani home*
Dress as you wish, dine as you like

Dance as you please

RSVP:
Mr. Kaimosi **Mrs Kaimosi**
Email: kaimosi4@gmail.com **Phone: 0716602808**

(ii) Invitation Letters

- An invitation letter, normally business, is written to invite people to various events, such as, seminars, conferences, and many other functions.
- It takes the format of other business letters.
- In an invitation letter one should include the details required. Only the pertinent information regarding the event should be included.
- They are written to invite:
    - A resource person to school
    - Teachers, students, etc to seminars, conferences, drama festivals, etc

Elements of Invitation Letters

An invitation letter will include things like:

- Brief description of the institution/ organization. Let the recipient know what you do and to know whether you have the right to hold such an event.
- Include all the pertinent information.

Jehova Jireh School,
P.O. Box 2345 – 30456,
BETHLEHEM –PALESTINE.

February 6th, 2016

The Chairperson,
NACADA,
P.O. Box 966 – 40500
NEBUCHADNEZER – CANAAN.

Dear Mr. Herod:

RE: INVITATION TO GIVE A TALK ON DRUG ABUSE

On behalf of Environmental Club, Jehova Jire School, it is my pleasure to extend the invitation to our school parents' day in the school refectory on Friday, 6th March, 2016 at 9.00 am. You are invited to give a talk on drug abuse.

Jehova School is one of the three schools in Bethlehem in which students have continued to abuse drugs. However, most of them are ready to respond to what they are told on dangers of hard drugs. Environmental club has been given the power to curb the use of such drugs.

I do hope you will be able to confirm your attendance to this invitation. We look forward to your presence at this big day.

Yours sincerely,

[sign]
Abraham Father Luke – ENVIRONMENTAL CLUB CHAIR

4. PUBLIC WRITING

(a) Telephone Messages

- People who work in offices often answer phones for others especially in their absence.
- When you answer such calls, you need to take the messages for them.
- The telephone messages have the following elements:
  - (i) Name of the person the caller wanted to talk to.
  - (ii) The name of the caller.
  - (iii) Date and time of the call.
  - (iv) Telephone number of the caller.
  - (v) Details of the message. Here you write something like: **She called to ask whether you will attend the fundraising ceremony at Migingo Hotel.**
  - (vi) The name of the receiver of the call.
- Look at the telephone note pad below.

SUKUMA WIKI HIGH SCHOOL
TELEPHONE MESSAGE NOTE PAD

DATE: _____
TIME: _____ AM/PM
TO: _____
FROM: _____
TELEPHONE: _____

Telephoned		Please call	
Called to see you		Will call again	
Wants to see you		Returned your call	

MESSAGE:
.....
.....
.....
.....
.....
.....
.....
.....
RECEIVED BY: _____

Exercise

Your name is Elliot Kumo. As the youth leader in your ward, you have the responsibility of ensuring the garbage in your area are collected by the company known as Matakataka Chafu Garbage Collectors. One day they fail to do that and you decide to call the manager to complain about this and that they should bring the truck the next day to pick up the garbage. Unfortunately, the secretary called Amina Salim picks the call. In a telephone message note pad, write the message Amina will take.

Answer

MATAKATAKA CHAFU GARBAGE COLLECTORS
TELEPHONE MESSAGE NOTE PADS
DATE: 15TH January, 2016
TIME: 9.00 AM/~~PM~~
TO: Makau Collins – Manager
FROM: Elliot Kamau – Youth Leader, Kijiko Ward
TELEPHONE: 254-720467987

Telephoned	√	Please call	
Called to see you		Will call again	
Wants to see you		Returned your call	

MESSAGE: He called to complain about the failure of garbage truck to pick up their garbage today. He is wondering whether the truck could stop tomorrow and pick it up.

RECEIVED BY: Amina Salim

SECRETARY

(b) Filling Forms

- Filling forms might seem easy to majority of people but this is usually not the case.
- To fill the form as required, you need to consider the points below:
  - Go through the whole form before you start filling it in.
  - Read the instructions and ensure you understand them.
  - Fill one section at a time to avoid confusion.
  - Fill all the blanks unless stated for official use only.
  - If there is a part

Sample Form

EMBE DODO MIXED SECONDARY SCHOOL

(Email: embdod@yahoo.com, phone: 071666666, Website: www.embedodo.go.ke)

' Making future from the present'

STUDENT'S ADMISSION FORM

INSTRUCTIONS TO STUDENTS

1. **Use black ink only.**
2. **Fill all the blanks you are required to.**
3. **Complete each section in BLOCK letters.**

(a) Student's Personal Details

Student's Name: ……

Date of Birth: ……..

Gender: ……

Religion: ……..

Name and classes of brother(s)/sister(s) in school

Sibling's Name	Sibling's Class

(b) Parent's Details

Parent/Guardian's Name:

……..

Profession: …….

Address: ……

Mobile Number: ……..

(c) Academic Details

Class in which Admission is sought:

……..

KCPE Marks: ……..

Last Term Grade: ……..

(d) Health

Have you been diagnosed with cancer or HIV/AIDS? Yes/No
If yes for how long

_____

_____

Do you suffer from any heart disease? Yes/No

(e) **Declaration**

I declare that what I have written here is the true and I am responsible for any eventuality that might result from this.

Sign: _____
Name: _____
Date: _____

(f) **For Official use only**

Qualified for admission: _____
Remarks:

_____

_____

Signature of the officer: _____

(c) Letters of Apology

- We all make mistakes from time to time. When that happens, it is worthwhile that the situation be mended early.
- One way to mend the situation is by writing a letter apologizing for the wrong done.
- A letter of apology is written in order to:
    - Lay out your mistakes clearly;
    - Ask for forgiveness;
    - Exhibit regret;
    - Provide assurances for change; and
    - Allow for building of relationships.
- When writing a letter of apology:
    - Begin the letter by saying you are apologizing.
    - Admit you were wrong and accept the responsibility.
    - Offer a way you can help resolve the situation.
    - Reassure the person that you will do your best to prevent the problem from occurring again.
    - Tell the person you are looking forward to rebuilding the damaged relationship.
    - Apologize again to close the letter.
    - Be sincere.

How to Write Apology

STEP	EXPLANATION	EXAMPLE
	● Say you are sorry	I am writing to apologize for coming late to school.
	● Clearly state the problem. ● Explain as much as you can what went wrong.	My brother was recently admitted at the hospital. This morning no one was left at home with my youngest sibling. She was crying and I had to first wait for any of my relatives to come.
	● Try to solve the problem. ● Give examples of how you can do this.	To mend this, I promise to come early from tomorrow. I will let my parents know that the next time they leave they should leave someone behind to babysit the child.
	● Apologize again	Again, I am sorry for reporting late. I hope that we can put this issue behind us. I look forward to rebuilding the relationship.

Exercise

One of the school rules state: “ONLY English and Kiswahili are the official languages to use at school”. The school head of Languages department has caught you speaking in your mother tongue. Write him the letter, apologizing for your action.

Answer

KEMBOI HIGH SCHOOL
P.O. BOX 434 – 30300
ELDORET – KENYA

14TH January, 2016

THE HEAD OF DEPARTMENT – LANGUAGES
KEMBOI HIGH SCHOOL
P.O. BOX 434 – 30300
ELDORET – KENYA

Dear Mr. Kipchoge:

RE: APOLOGY FOR SPEAKING IN MOTHER TONGUE

I am sorry for breaking one of the school rules.

I knew that speaking in mother tongue is prohibited at school, when I spoke it. I am deeply sorry for acting as though I am above the rules everyone should follow. It was impolite to both you and the other teachers.

I promise to obey all the school rules now that I have learnt that no one is above the school rules. It was inappropriate of me to speak the language not acceptable at school. I know that punishment meted on me is completely deserved.

Once again, I am sorry for my stupid behavior. I will from now on speak in the two official languages.
I hope our differences have been put behind us and that our relationship remains undamaged.

Yours Sincerely,
[signature]
Kimita Keino
FORM 2 STUDENT

FORM 3

1. PERSONAL WRITING

(a) Reminders

- We keep track of everything we need to do.
- Your reminder will help you get things done by including relevant information like phone numbers.
- A reminder helps one remember important occasions and appointments.

Sample Reminder 1

REMINDER

APPOINTMENT WITH MR. KANJIRA

DATE: 11th February, 2016
TIME: 4.15 p.m.
PLACE: Staffroom

I will be having an appointment in the staffroom with Mr. Kanjira. To carry with me are:

- Two pens (blue and black)
- Notebook

I should be punctual.

Sample Reminder 2

MY REMINDER

DAY	DATE	TIME	EVENT	PLACE
Saturday	13th March	3.00 pm	Pschology Lectures	Room 45
Friday	19th March	2.00 pm	Appointment with Dr James	St Joseph's Hospital
Monday	22nd March	8.00 am	Guidance and counselling lesson	College chapel
Tuesday	23rd March	4.30 pm	Shopping	TRM

(b) Personal Journals

As discussed earlier.

2. SOCIAL WRITING

(a) Notes of Thanks

- A Thank You Note is thoughtful way to express your gratitude and appreciation for someone who has done something great for you.
- The note doesn't have to be long to be meaningful. Your thoughts count more.

Elements of a Thank You Note

1. Date
2. Salutation
3. Personalizing the note. Think of one or two specific instances when you were helped by the person.
4. Concluding the note. Say thank you again to the person.
5. Sign

Sample Thank You Note

9th April, 2016

Dear Ms Becky:

I am writing to thank you for everything you did last year to help me prepare for my exams.

I really appreciated when you asked me to be coming to see you whenever I had difficulty in your subject. You also advised me to work harder in class. But more than that, you guided me on how to answer questions in the exams.

All the support you gave me helped me receive the grade I have received. I could have never received anything near this grade without you. Thank you.

Sincerely,
Murkomen Abdi

(b) Congratulatory Notes

- We always recognize the accomplishments by others.
- Writing a congratulatory note adds warmth to the relationships.
- We write congratulations notes incase of the following achievements:
    - Promotion(job, class)
    - Retirement
    - Graduation
    - New title
    - New job
    - Scholarship
    - Successful speech
    - Birth
    - Engagement
    - Marriage
    - Winning competition

The Dos when Writing Congratulations Note

- Write soon after hearing the news.
- Use the word “congratulations” early.
- Tell the person how impressed you are.
- Express your wishes for the person’s continued success.

Steps to Writing Congratulatory Note

STEP	EXPLANATION	EXAMPLE
Writing Salutation	The person might like see their own name written.	Dear Aliow,
Offering Congratulations	● Done early.	Congratulation on your promotion to deputy principal!

	● Mention the occasion.	
Express your happiness.	Tell them how impressed you are.	I was thrilled when I heard the news!
Relate the person's achievement with something.	Relate something about the person that could have led to their achievement.	Ever since we worked together at Maragua Muslim Girls' School, I knew you were one of the best. I am very glad that your passion for teaching has been recognised.
Sending wishes for continued success.	● Assure them that there achievement is just one of the many others on nthe way. ● Wish them the best.	Best of luck in your new position. I hope that this is just the start of the many more successes to come.
Closing	● Add a closing remark. ● Choose from the list: (i) Sincerely, (ii) Sincerely yours, (iii) Regards, (iv) Warm regards, (v) Yours Truly, (vi) Cordially, (vii) Best wishes, ● Write your name after this	Best Wishes, Fardoly Mohamed

Exercise

Juma Maxwel, your elser brother has just got a new job after working in another company for two years. In his new place of work he will be receiving twice the salary he used to be offered in the previous company. Write him a note congratulating him.

(c) Condolences Notes

- Writing a condolence note is not an easy thing to do. This is because we often don't know what to say. Because of this, we may even put the task off until the time to write has seemingly passed.
- In a condolence note, we reflect our genuine thoughts and feelings.
- Keep your message short yet thoughtful.
- Try as much as possible to mention a fond or funny memory of the deceased if you knew them.

Steps to Writing Condolence Note

(i) Introduce your note. Example,

I was deeply saddened when I learned about Joan's passing.

Or

I was deeply saddened by the news of Joan's passing.

Or

We are very saddened to hear your recent loss of Joan.

(ii) Express your condolences, referring to the person's death as a "loss". For example,

Please accept my heartfelt sympathies for your loss. My thoughts are with you and your family during this difficult time.

(iii) Share a short story or memory you have about the deceased. It will allow the bereaved know how much their loved ones meant to you. Probably it will give them a reason to at least smile if not to laugh. If possible, tell them that the deceased will be missed. For example,

Joan was a source of inspiration to me. I will never forget her!

Or

Joan spent her time serving others. I am very grateful o have known her.

If you don't know the person who has passed, you may say:

I will always remember your stories about…..

Or

I will always remember how much you loved ….

(iv) Acknowledge the cause of death especially if it comes after a long period of suffering or illness. For example,

I know Joan experienced a great deal of suffering since she was diognosed with cancer. I pray that you find comfort in knowing that she is no longer in any pain.

(v) Offer some assistance. Give specific ways in which you would like to help. For example,

In this stressful moment, please let me know whether I can help in any way. I would like to …….

(vi) Sum up your note using an appropriate phrase. You can choose from the list below:

- You are in my thoughts
- With Deepest Sympathy
- With Heartfelt Condolences,
- Thinking of you
- My sincere sympathy
- I'm praying for you
-

Exercise

Your friend's sister has passed on following the road accident on the eve of the new year. That same day you spend most of the time with her before she meets her tragedy. Write a note to Angela expressing how you feel about the sudden death of Mary, her sister.

(d) Telegrams

- A telegram is a text message sent by wire using Morse code.
- The codes are transcribed into language and printed.
- Telegrams can be sent all over the world within a couple of hours.

1. **Wording telegrams**
    - The right way of wording is economical, while the wrong way is wasteful.
    - Avoid unnecessary words—words that might be omitted without impairing the sense of the message.

2. **Writing figures**
    - The suffixes 'th', 'rd', 'nd' appended to figures are counted as words.
    - Spell the words as 'fourth' instead of '4^{th} 'etc.
3. Get rid of small connecting words such as 'a', 'the, etc'.
4. Make use of sharp sentences and phrases.

Sample Telegram

KENYAN POST AND TELEGRAM

TELEGRAM

Sender's Name: _____-
Sender's Address: _____
Receipient's Name: _____
Receipient's Address: _____

Dear Allan,

HEARD YOU WERE LITTLE BIT UNDER WEATHER AT THE MOMENT [STOP]JUST REST UP AND LET THE DOCTORS DO THEIR MAGIC[STOP] YOU WILL BE UP AND ABOUT IN NO TIME

Exercise

Your sister who lives in Chicago, USA, has delivered of a baby girl. Write her a telegram congratulating her on arrival of the new baby.

3. **PUBLIC WRITING**
    (a) Letters of Application

- Also known as cover letter, a letter of application is a document sent together with your curriculum vitae to provide additional information on your skills to your prospective employer.
- Detailed information on why you are qualified for the job should be provided.
- This letter will let your prospective employer know what position you are applying for.

Letter of Application Format

In the table that follows, all that should be included in a letter of application are captured.

Item	**Explanation**	**Example**
Sender's Address	● Write the name(yours or an institution's) ● Postal address follows. ● Write the name of the city after.	KIMITI NJERI P.O. BOX 777 – 40400 SUNA-MIGORI
Date	In full	23RD July, 2016
Receiver's Address	● Start with the position of the recipient. ● Write the name of the institution. ● Add the box number. ● Lastly, write the town or city.	
Salutation	Let it be formal.	
In regards to (written 'RE')		
First Paragraph	Here: ● Mention the job you are applying for. ● Mention where you found the listing.	
Middle Paragraphs	● Mention why your skills and experience are a good fit for the job. ●	
Last Paragraph	● Say thank you to your recipient for considering your letter.	

	• Note how you will follow up.	
Closing		
Signature	• End your letter with your signature. • Write your name after it	

Sample Letter of Application

Vijana Werevu High School
P.O. Box 888 – 30200
MACHAKOS

31ST January, 2016

The Director
Makusudi Secondary School
P.O. Box 434 – 50000
NAIROBI KENYA

Dear Sir/Madam:

RE: **ENGLISH/LITERATURE TEACHER**

I am writing to express my interest in the position of teaching English and Literature that has arisen with your school and that was listed in the *Wednesday Nation* on 31st December, 2015. I believe I am an excellent fit for this position, given a chance. Besides teaching the two, I also teach History and Physical Education. I am a 2013, diploma graduate from Nikufunze Teachers' Training College.

I am a conscientious person who works hard and pays attention to details. I am also quick to learn new skills as well as to learn from others. I am keen to work for a school with a great reputation like Makusudi Secondary School. I have the enthusiasm and determination to make ensure that I make success of the position when offered it.

I enjoy training students and helping them build confidence in their ability to achieve, both academically and socially. In addition, I have computer skills that will be a great asset when developing class resources.

Find my curriculum vitae attached.

Thank you for taking the time to consider this application and I look forward to hearing from you at your earliest convenience.

Yours faithfully,
[sign here]

Seen Later

Exercise

A job has just been advertised. You have been a doctor for three years. When you see this advert you feel like you have to apply for the job. Write your curriculum vitae you will attached in your letter of application.

4. STUDY WRITING

(a) Synopsis

- Synopsis answers the question: **What is the story of the novel, play, etc?**
- Just write what happens in the book.
- Often not long, so try to capture only pertinent details.
- Go into the detail about the setting.

The River and the Source Synopsis

THE RIVER AND THE SOURCE

The novel begins with the birth of a girl child.
……..……..……
……
……
……

Exercise

Assume you are the author of “Caucasian Chalk Circle”. The play has not been published. When you ask the publishers to publish it, they tell you to write the synopsis of the play before they consider publishing it. Write its synopsis.

(b) Reports

- A report is a systematic, well organized document which defines a problem, and analyses it.
- Reports are written following research or study on a currently trending topic.
- There are short and long reports.
- A report has sections, and sub sections
- There are elements found in both the short and the long reports. They include:
    - Heading
    - Introduction. Here we include things such as:
        (i) Date
        (ii) Officer to whom the report is presented
        (iii) Committee members (if done as a group)
        (iv) Terms of reference. This is where we write the objective of the study.
    - Methods of data collection. How the information was gathered is discussed here. The different methods of collecting data are use of:
        (i) Questionnaires
        (ii) Observation
        (iii) Interviews
    - Findings. State what you learned.
    - Conclusions
    - Recommendations. State how the findings can help improve the situation.
- Reports are always:
    - Accurate;
    - Concise;
    - Clear; and
    - Well structured.

Sample Report

REPORT ON WHY MOST GIRLS AT NAIVASHA CHRISTIAN SCHOOL DROP OUT OF SCHOOL

Introduction

The principal asked a group of students to find out the reasons why there is high drop out among girls at Naivasha School. The committee included:

1. Njagi Cool
2. Kimotho Macha
3. Jane Kilonzo

The study started on 3rd February and ended on 10th of the same month.

Procedure

The group used different methods to gather the information. The following are the methods used collect data:

(a) Questionnaire

About five students, among them three girls were issued with questionnaires that they filled with ease. At first they were not ready to do so but when they were assured a token, they were more willing to respond. They took approximately ten minutes each to provide response to the questions and prompts.

(b) Interviews

One of the committee members, Kimotho Macha, was appointed to lead in interviewing two students. The two students gave several reasons for the high drop out. One of them even wanted to have been included in the committee. The interviews were conducted at the school quadrangle.

(c) Observation

One week was enough for the committee members to study the other students. It was noted, in the way they talk in small groups, why they drop out. In fact one of the female students left the school before the actual day of submitting this report.

Findings

It was found out that:

(a) Since most girls are idle during the weekends, they yield to pressure from the fellow students who push them into leaving the school. While at home, majority fail to get admission in other schools.
(b) Some of the students are not satisfied with the quality of the meals cooked . They feel they don't match the amount of money they pay.
(c) Add other two

Conclusions

The committee concluded that:

(a) Some of the girls do not know how to make use of their free time.
(b) Some of the students value food more than education services offered at the school.

Recommendations

(a) The students should be guided on how to benefit from their free time.
(b) The quality of meals should be improved or at least provide alternative diet to those not satisfied.

Report compiled by: Amos Ngotho
Signature:
Position: FORM 2 STUDENT

Exercise

It has been noted that students at Kinya High abuse drugs. The deputy principal calls you one day and asks you to form a committee to investigate the causes of drug abuse at your school. Write the report to contain:

(i) Introduction
(ii) Three methods of data collection
(iii) Four findings
(iv) Four conclusions
(v) Four recommendations.

5. INSTITUTIONAL WRITING

(a) Notifications of Meetings

- A notice of meeting is sent to members of a particular group to inform them of the:

(i) Time of the meeting
(ii) Date of the meeting
(iii) Location of the meeting
(iv) Information to be discussed. This is where the agenda come.

Writing a Notice of Meeting

To write a good notice of meeting, follow the steps that follow:

- Write the name of the organization/institution at the top of the page.
- Write “Notice of Meeting” a few lines down. Write “Notice of Public Meeting” if your meeting will be open to the public.
- Below write the name of the group.
- In the body of the notice, include such things like:
  (i) Time of the meeting
  (ii) Date of the meeting
  (iii) Location of the meeting
  (iv) Agenda of the meeting
  (v) Any pertinent information
- Sign off

Sample Notice of Meeting

USHIKWAPO SHIKAMANA MIXED DAY SECONDARY SCHOOL

NOTICE OF MEETING

DRAMA CLUB

To All Drama Club Members:

RE: DRAMA CLUB MEETING

This is to inform all members that the club will hold a meeting on 2nd February,2016 from 4.20 p.m. at the school chapel.
The following business will be transacted during this meeting:

- Preliminaries;
- Confirmation of previous minutes;
- Matters arising;
- Rehearsals for drama festival;
- Welcoming the trainer;
- Raising money to buy costumes;
- Any other business; and
- Adjournment.

You are requested to be punctual for the meeting and to come with writing materials. Refreshments will be served.

Yours Sincerely
[sign here]
Kijiko Kirefu
CLUB SECRETARY

Exercise

You are the school head prefect. You want to call for the urgent prefects' meeting. Notify them of the meeting.

(b) Agenda

- An agenda is the list of activities in a meeting and the order in which they should be taken up.
- Any organized meeting requires a well written agenda.
- If the agenda is not clearly written, the result will be that the meeting will become over-long, inefficient, or even slog.
- Agenda is written and handed to the members participating in a meeting prior to the meeting.
- Most secretaries prefer including the agenda in the notice of meetings.

Steps to Writing an Agenda

(i) Write the name of the institution. If possible, have a the institution letterhead.
(ii) Give your agenda a title. Write “AGENDA”, “MEETING” and the name of the group to hold the meeting.
(iii) Include the date, time, and venue of the meeting.
(iv) Introduce your agenda.
(v) List the items to be discussed. Start with preliminaries, then reading and confirmation of previous minutes, followed by matters arising(some people write: unfinished business), then list all the other items to be discussed. From there add “any other business” and lastly, “adjournment”.

Sample Agenda Note to Group Members

NIPE NIKUPE MUSLIM BOYS’ HIGH SHOOL

AGENDA OF THE MEETING OF SCOUTS CLUB

DATE: 24TH JANUARY, 2016
TIME: 9.00 AM
VENUE: SCHOOL REFECTORY

There will be the second meeting of the year with the following items to be discussed:

- Preliminaries
- Reading and confirmation of previous minutes
- Matters arising
- Camping trip
- Planting flowers
- Any other business
- Adjournment

Sign
Denis Benjam
CLUB SECRETARY

(c) Minute Writing

- Minutes of what is discussed is written soon after the meeting.
- During the meeting, the secretary only takes notes.
- Minutes are the official records of a group in an organization.
- It is crucial that they be accurate as they are legal record of the proceedings of that group.

Minutes Format

ELEMENT	EXPLANATION
Heading	The heading comprise: ● Name of the group; ● Date of the meeting; ● Time of the meeting; and ● Place where the meeting was held.
Present	We write the names of all the members present here.
Not Present	● Members who fail to attend the meeting. ● At times they are classified first, as Absent with Apology, then, as Absent. ● In other organizations, secretaries only write “Members Absent”. They write in brackets “Pre-Arranged” for those who send their regrets. ● Either ways seem acceptable.
In Attendance	Name(s) of people who attend the meeting but are non members of the group are written under this.
Preliminaries	● It is the introductory remark made before the meeting. ● Included are prayers, welcoming members by the chair, and congratulating members on being punctual.
Confirmation of Previous Minutes	We include: ● Reading of the minutes;

	● Confirmation of the minutes by a member, and seconding by another; ● Approval of the minutes.
Matters Arising	● Problems or questions arising from the previous meeting are discussed here. ● It is also referred to as “unfinished business”.
New Business	Key to be captured are: ● The issue discussed as a problem. ● The solution reached.
Any other Business	Subjects that members mention after the main subjects have been discussed. Not discussed exhaustively as the main ones.
Adjournment	When meeting ends. Date and time of the next meeting is usually announced.
Approval of Minutes	● The minutes of one meeting are normally approved at the next meeting. ● Once approved both the secretary and the chair append their signatures.

Sample Minutes

WILDLIFE CLUB MEETING HELD IN THE SCHOOL REFECORY ON 13TH FEBRUARY, 2016, AT 4.00 PM

MEMBERS PRESENT

1. Noisemaker Awuor – Chair
2. Beaker Laboraory – Secretary
3. Catherine Njagi – Treasurer
4. Sukuma Wiki – Member
5. Kijiko Povu
6. Jemimah Akinyi
7. Jeremy Kanyari

MEMBERS NOT PRESENT

1. Alot Manumu
2. Kiny Abiro

IN ATTENDANCE

Kibaki Akello – Club Patron

MIN 1/2/2016: Preliminaries

Meeting was called to order at 4.01 pm by the club chair. She welcomed all members and congratulated everyone on keeping time.

MIN 2/2/2016: Confirmation of the Previous Minutes

Minutes from the meeting on 12th January, 2016 was read. It was confirmed as the true records of what was transacted by Annabel and seconded by Felix Kimutai. It was therefore approved without modification.

MIN 3/2/2016: Matters Arising

1. A member wanted the date for commencing trees planting be announced.
2. A member asked that drinks should be served whenever a meeting is held.

MIN 4/2/2016: Registration of New Members

It was discussed that new members was to be registered. This was a result of many students who had completed school last year. Registration was to start in a week's time. Each new member was to pay sum of sh. 250 before being registered.

MIN 5/2/2016: Trip to Mau Forest

Members discussed the trip to Mau Forest scheduled for 1st March. Each registered member was requested to remit their Sh. 300 contribution through the club patron before the end of February. A member requested that the school management be asked to assist in making the trip a success.

Other things to carry included:

- Toiletries
- Snacks
- Enough clothing

MIN 6/2/2016: Any Other Business

1. A member asked whether new members were eligible to visit the Mau Forest.
2. A member wanted to know when the rabbits owned by the club could be sold in order to supplement their budget for the trip.

MIN 9/2/2016: Adjournment

12th March,2016 5.00 pm and school refectory were fixed as the date, time and place for the next meeting. There being no other business, the meeting was adjourned at 6.13 pm.

MINUTES APPROVED BY:

SECRETARY **CHAIRPERSON**

NAME **……**
……
SIGN **……**
……..
DATE **……..**
……

(d) Memoranda

- A memorandum is a brief written message sent from one person or department, to another person or a group in an organization.
- A memo has twofold purpose:
  - It brings attention to a problem; and
  - It solves that problem.
- They inform the reader about new information such as price increases, or by persuading them to take an action.

Memo Format

FORMAT	EXPLANATION	EXAMPLE
Institution/Organization's Name	If possible add the letterhead.	**HABA NA HABA MIXED SECONDARY SCHOOL**
Heading	● State that this is a memorandum. ● The words "internal memo" are usually written then underlined.	**<u>Internal Memo</u>**
Reference	Written differently depending on the organization.	Ref 3/2015
"To" field	● Write the job title of the person you are sending the memo.	TO: All Teachers
"Cc" field	● Indicate who will receive a "Courtesy Copy" of the memo. ● It is directed to a person who should remain informed.	CC: Principal
"From" field	Write your job title.	FROM: The Deputy Principal
Date	Write the complete date, spelling out the month	DATE:11th January,2016 or DATE: January 11th, 2016
"Subject" field	● It is a line that gives the reader an idea of what the memo is about.	SUBJECT: <u>SUBMISSION OF END TERM EXAMS RESULTS</u>

	• Be specific but concise.	
Body	• Two issues are discussed: the problem and the solution. • Introduce the problem in the first paragraph. • Give the solution to the problem in the second paragraph. Suggest the actions that should be taken. • The third paragraph(normally the last) close the memo with a positive and warm summary.	As of 3rd August, 2015, only two teachers had submitted the end of term two examination results. The results were supposed to have entered into the computer by 3rd. You are requested to increase your speed in marking the remaining papers. Before 7th of this month, ensure you have entered the marks. We will be glad to see all that done by the newly set deadline. We wish all the best as you work towards meeting that deadline.
Signing off	• Sign • Write your name	Yours Sincerely, [signature] Mr. Mamboga Japheth

FORM 4

1. PERSONAL WRITING

(a) Recipes

- A recipe is a set of steps that lead to a delicious food.
- It is a set of directions that describes how to prepare a culinary dish.
- With the recipe, one is unlikely to be involved in culinary disaster.
- The common terms used in a recipe are:

- Bake
- Baste
- Blend
- Beat
- Boil
- Braise
- Brine
- Chop
- Crush
- Dip
- Dissolve
- Drawn
- Pound
- Mix
- Stir
- Spread

Format of a Recipe

1. Title your recipe. For example,

   Fried Chicken Recipe

- Ingredient List. It is advisable to list the ingredients in the order of their use. This helps the reader to keep track of the ingredients that have been used. Give the quantity of each ingredient. Examples:

  4 whole chicken breasts

  ½ cup bread crumbs
- Method. How the meal is prepared is listed here. The steps should be easier to understand and follow. The steps are usually numbered.
- Service. List how many people to be served and what to serve with. For example,

Serve with …… or

Top with …..

- Preparation time

Sample Recipe

RECIPE FOR COOKING WHITE RICE

Ingredients
1 cup of white rice
2 cups of water
½ teaspoon salt
I tablespoon oil

Preparation Time: 20 minutes
Preparation
1. Rinse the rice in a strainer.

2. Bring the water to a boil.
3. Add the rice to boiled water.
4. Stir in the rice, salt and oil and bring it back to a gentle simmer.
5. Start checking the rice around 18 minutes.
6. Turn off the heat when the rice is tender.
7. Remove the lid and fluff the rice.

Service

1. Serve when hot.
2. Serve with fried meat.

2. SOCIAL WRITING

(a) E-Mails

- Short for electronic mails.
- They are messages sent via a computer connected to internet.
- Emails must be short and precise.

Email Address

- An email address is what identifies an electronic post office box on a network where email can be sent.
- Usually, there is no capitalization or spacing between the characters.

Component of Email Address

- All email addresses have three parts:

- Username;
- @ symbol; and
- The domain

- **Username** is the unique name that you select. It can be your real name or nickname. Example: **sumudawa**
- **@ symbol** separates the username from the domain. When you insert this symbol, your email program recognizes the character and sends the email to the domain name that follows it.
- **Domain** is broken into parts: the mail server and the top-level domain.
  The mail server is the server hosting the email account. There are such mail servers as **yahoo**, **hotmai**l and **gmail**.
  Examples of top-level domains include: **com, net, org, edu**, etc

Example of email address: sumudawa@yahoo.com

Email Format

Email consists of:

i. "FROM" Field. Write your email address.
ii. Date .
iii. "TO" Field. The recipient's address is written here.
iv. "Cc" Field. Add the email address of other people whose copy of the message should reach.
v. Subject. Write short but accurate subject header.
vi. Attachments. Include the document that should be attached if required.
vii. Salutation. Use proper salutation beginning with 'dear', etc.
viii. Message body. Get your point across without rambling.
ix. Leave-taking. Depending on your level of intimacy with the recipient, you can use phrases and words like:
    - Yours sincerely,
    - Yours faithfully,
    - Yours cordially,
    - Best,
    - Your loving daughter/son/mum/dad/sister/brother,
    - Respectfully,
    - Your student, etc
x. Signing. Write your full name.

Sample Email

FROM: kanayokanyo@gmail.com
DATE: 13th June, 2015
TO: zimamoto@yahoo.com
Cc: mbwakali@hotmail.com; rosekate@email.com
SUBJECT: Chemistry/Physics Teaching Position

Dear Sir/Madam:
I am writing this email in response to your advertisement listed in *The Standard Newspaper* on 11th June 2016 for the vacancy of teaching Chemistry and Physics that has arisen with your school.

I am a degree holder from Kilgoris University. I have taught for three years now. While teaching at Ungwana Secondary school, I developed my teaching skills.

I have a strong communication and interpersonal skills, and have the ability to make students understand my two subjects properly. I can help students with their decision making.

I desire to be part of the teaching team at Naikuma School where I could nourish the minds of young students. I will be highly obliged if you could go through my curriculum vitae attached herewith.

Yours faithfully,
Shuruti K. Hassan

(b) Fax

- Fax is short for facsimile.
- Also known as **telefax** or **telecopying**.
- It is the telephonic transmission of scanned printed material usually to a telephone number which is connected to a printer.

How it Works

To transmit the material, the process to follow include:

- Scanning of the original material using a fax machine(telecopier).
- Telecopier processes the content and converts it into a bitmap.
- The content is then transmitted through the telephone system to the receiver .
- The receiving telecopier interpretes the message and reconstruct it.

How to Write Notes and Fax Cover Sheet

- Add a letter head to the top of the fax cover sheet. It can either be for a company or an individual. The letter head can include the name of the company or individual's name, address, telephone number, fax number and email address.
- Write "TO" followed by a colon some lines down. Fill in the name of the person who should receive the fax.
- Write "COMPANY" and fill in the name of the company where you are sending the fax.
- Write "FROM" and the colon on the next line. List the sender's name.
- List the date.
- Write the recipient's fax number.
- Write "NUMBER OF PAGES". Enter this number including the cover page to help the recipient make sure no page is missing.
- Write "RE" followed by a colon. Enter the subject of what you are writing under notes.
- Write "NOTES" and then a colon. Enter additional information here. Write the message.

- An institution can design a facsimile Transmittal Sheet depending on their taste. Below is an example of a facsimile transmittal sheet.

FACSIMILE TRANSMITTAL SHEET

TO: …….. FROM: ……..

COMPANY: …….. DATE: ……..

FAX NUMBER: ……. PAGE TOTAL INCLUDING COVER: …….

PHONE NUMBER: ……

RE: _____

URGENT		PLEASE COMMENT	
PLEASE REPLY		PLEASE RECYCLE	
FOR REVIEW			

NOTES:

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(c) Instructions to Family and Friends

- To give instructions is to let others know how to do something or reach somewhere.
- Instructions when written, can take the form of letters, notes, e-mails, and many others. Be careful on which to use and which will work well with your recipient.
- We give instructions to family and friends:
    - To help us do something in our absence.

- On how to use a newly bought garget.
- On how to prepare some meals.
- On how to how to write their exams.
- On how to be successful individuals. Etc.

What to Do

When writing instructions:

- Use simple words. Save the verbatim words.
- Use imperative form of sentences.
- Give one instruction at a time. Numbered.

Here, we have a sample of note with instruction

INSTRUCTION ON WHAT TO DO WHILE I AM WAY

Dear Kish,

I have left for work. I will not come back as usually. After you wake up help do the following:

- Clean your bedroom.
- Wash the utensils.
- Mow the lawn.
- Cook your lunch.
- Go out and play after doing all the above.
- Get back to the house before 6.
- Close the gate until I come back.

I hope you will not forget any of the above. When mum comes back she will bring you the fruits you asked for.

Your loving mum,
Aoko

Exercise

Your cousin has bought a mobile phone but she doesn't know how to type text message and send it. In a letter, give her instructions that will help her do that with ease.

3. PUBLIC WRITING

(a) Letters of Inquiry

- Sent to explore possibilities in employment, admission to college, etc when you are interested in working or learning, etc for a particular institution, but you do not know if an opening or vacancy exists.
- A letter of inquiry is when you are approaching an organization/company/institution speculatively. This means you are making an approach without their having advertised or announced a vacancy.

How to Write a Letter of Inquiry

The steps that follow will help you write a good letter of inquiry:

1. Resolve to follow all the rules for business letter writing. Begin with your address, then the date, followed by the addressee's address, moving on to the greeting(salutation) , and lastly, in regard to(written "RE:")
2. Write about four paragraphs. The paragraphs can be divided into:
   (a) First Paragraph
   - Introduce yourself and concisely explain why you are writing.
   - Tell the recipient how you heard of the organization.
   - Let the recipient, if need be, know the result you will receive or received, and the school or college you are attending or attended.

   (b) Second Paragraph
   - Describe your interest in the organization.
   - Make it clear why you think you think you are qualified, for example for the job, or admission to the college, etc.

   (c) Third Paragraph
   - Talk about yourself. Highlight your relevant experience, achievements, and qualifications.
   - Include two or three skills that relate to the positions within.

   (d) Fourth Paragraph
   - Thank the recipient for their time.
   - Include your phone number or email address.
   - Note that you have included your CV. If admission to college, you may mention that you have included your academic certificate or any document.
3. Close your letter.
   - Write yours faithfully, if you do not know the name of the person.
   - Yours sincerely. If you know the person's name, end the letter this way.
   - Add your signature. Sign your name.

Sample Letter of Enquiry

KANYE MIRACLE SCHOOL
P.O. BOX 333 – 22020
CHEM – KENYA

14TH MAY, 2016

THE PRINCIPAL
JOSEM COLLEGE
P.O. BOX 3456 – 12340
KILGORIS

Dear Sir/Madam:

RE: NEXT INTAKE

I am a 2014 form four leaver from Kanye Miracle School. I received grade B- at KCSE. I am writing to express my interest in joining your college in September incase there is an intake. I have always heard a lot about your college. Last week, I saw the picture of your college in the newspaper and that attracted me more.

I am now thinking only about Josem College. It has become part of my dream and I would love to study my course there. I know the course I would like to pursue is one of the numerous courses offered there. I would like to study Journalism. I received grade B+ IN English and Kiswahili and I hope that is enough to qualify me for the course of my childhood dreams.

While in high school, I used to be a member of journalism club. It is I who could write all the news to be read on Fridays by fellow club members. I was also involved in broadcasting during the parents' day and through that my confidence was boosted. I no longer suffer from anxiety when speaking before a large group.

Thank you for your time you have you have taken to consider this letter of inquiry. Would you please contact me on 07000000 when there will be next intake? Attached are my documents.

Yours Faithfully,
[sign]
Salome Mtakatifu

(b) Letters of Request

- Written to request a company/firm/institution to provide complete information regarding a product/service/course, etc.
- One expresses their interest towards the course/product, etc in this letter.
- The following points will help in writing an effective letter of request:
    - Clearly state the reason of seeking detailed information.

- Use formal tone when writing.
- Be polite.
- Recheck for misspellings.

Sample Letter of Request

Nyamirogi Secondary School,
P.O. Box 111—40020,
MLANGO – KENYA.

24th April, 2015

The Principal,
Nyamoro College,
P.O. Box 222 – 34200,
DIRISHA – KENYA.

Dear Mr. Bacuna:

RE: INFORMATION ABOUT YOUR COLLEGE

I am a parent of one of the students who received admission letters from your college. He is very much interested in joining the college.

We have read your admission letter and are very much interested in getting admission in your college. I need, however, the answers to the following questions before I could join the college:

- Is fee paid in installment or paid at once?
- Can accommodation be offered in college?
- Other than the courses offered, are there non academic ones like driving?

I would be glad to receive the answers to these questions. Could you please contact me on dennism@yahoo.com or 0797878787?

Yours Faithfully,
[sign]
Dennis Mnyweso

4. STUDY WRITING

(a) Reviews

- A review of a novel, play, short story or even a poem is written to give the reader a concise summary of its content. This includes relevant description of the topic as well as its overall message.

How to Write A Book Review

The steps below are normally followed when reviewing a book (say a novel):

(i) Describe what the novel is about in a couple of sentences. No spoilers should be given here.

(ii) Discuss what in particular you liked about the book. Your thoughts and feelings about the novel are the main focus when doing this. The questions suggested below when answered will help you to a great extent:

- Who was your favourite character? Why?
- Did the characters feel real to you?
- Did the story keep you guessing what to happen next, and next?
- Which part of the book was your favourite? Why?
- Did the novel make you laugh, smile, or cry?

(iii) Mention what you disliked about the novel. Discuss why you think it didn't work for you. Some questions to help you are:

- Was the ending frustrating?
- Was the story scary for your feeling?

(iv) Summarize some of your thoughts on the novel, suggesting the type of reader you would recommend the novel for. For example would you recommend it for young readers, fans of crime, high school students, etc.

(v) At times, you can rate the novel, for example a mark out of ten, etc.

Sample Book Review Template

Book Review

Picture of the book here

Title:
Author:
Publisher:
Reviewer:

The novel is about a baby girl who is the source of the river. She becomes the first born girl in a family full of boys.

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(b) Questionnaires

- It is a research instrument containing several questions and other prompts for the purpose of gathering information from the respondents.
- The questions are aimed at collecting facts or opinions about something.

Outline and Format of the Questionnaire

FORMAT	ELEMENTS
Introduction	● Title of the study ● Purpose of the study ● Duration of the survey ● Guarantee of confidentiality ● Brief information about the organization ● If any, incentive Information
Demographic Data	● Respondent's name(could be optional) ● Age, gender, religion, marital status, etc.
Questions	● Closed-ended questions answerable by Yes/No first. This is for faster response rate. ● Questions arranged from general to specific. ● Sensitive questions at the end. ● Group related questions together. ● Always number questions. ● The instructions on how questions are answered placed before the questions. ● Response questions placed vertically except for tabulated options.

End	• Expression of gratitude to the respondent for attempting questions e.g. “Thank You” • Information on knowing the outcome of the survey.

Sample Questionnaire

THE ALL TIME HOTEL

(email: alltme@gmail.com, P.O. Box 43 – Nairobi Kenya)

CUSTOMER SATISFACTION ON THE ALL TIME HOTEL QUESTIONNAIRE

I. INTRODUCTION

Dear Esteemed Customer,

We are dedicated to improving the customer satisfaction. Through answering questions in this questionnaire survey, we will be able to analyse the data that will help us enhance our services and meeting your needs.

Your response will only be used for survey purposes and your confidentiality is highly guaranteed.

After you answer all the questions, you will be presented meals of your taste as a token of our good will. We thank you in advance for your time.

II. QUESTIONS

Instructions:

Please indicate your level of agreement or disagreement with each of these statements regarding our hotel. TICK in the box of your answer.

1. **How many times do you visit The All Time Hotel per month?**

   _____

2. **Do you visit The All Time Hotel with Family or Friends?**

	Yes		No

3. **For question (3) answer with:**

   Agree

   Strongly Agree

   Neutrally agree

   Disagree

   Strongly Disagree

   (a) The hotel is accessibly located.

   _____

   (b) Hotel hours are convenient for my dining needs.

_____

(c) Advertised meals are in stock.

_____

(d) A good selection of meals was available.

_____

(e) The meals sold are an equal value for the money.

_____

(f) Meals sold here are of the highest quality.

_____

(g) The hotel has the lowest prices in the estate.

_____

(h) The hotel atmosphere and décor are appealing.

_____

III. DEMOGRAPHIC DATA

Name

(optional)**:** _____

Age: _____

Gender: _____

Number of Family Members: (**Tick appropriate)**

	1-3
	4-6
	7-9
	More than 10

Phone (optional): _____

IV. Thank you for sharing your feelings and thoughts with The All Time. Enjoy dining at the best Hotel in town!

5. INSTITUTIONAL WRITING

(a) Curriculum Vitae

- This is a written overview of a person's experience as well as their qualifications.
- It brings out a person's life accomplishments, especially those related to academic realm.
- Try to present all the relevant information that you can.

- The CV need to reflect your abilities within your discipline.

Sample Curriculum Vitae

DON MICHAEL OTIENO'S CURRICULUM VITAE

Personal Details

Date of Birth: 8th April, 1989
Sex: Male
Nationality: Kenyan
Religion: Christian
Marital Status: Married
ID Number: 28724770
Address: 924-40400 Suna-Migori
Email: duncanomondi227@gmail.com
Phone Number: 0716602808 or 0764602808
Languages: English and Kiswahili

Personal Profile

A highly motivated, enthusiastic and dedicated teacher of English who has been praised for hard work and perseverance. Committed to creating classroom atmosphere that stimulates and encourage learners. Has the passion to work under minimum or no supervision at all.

Educational Background

YEAR	INSTITUTION	QUALIFICATION
2011-2013	Utumishi University	Bachelors of Education (First class honors)
2005-2008	Kafira Secondary School	KCSE {52 Points(C+)}
1996-2004	Kafira Primary School	KCPE(304 Marks)

Work Experience

FROM-TO	INSTITUTION	RESPONSIBILITIES
September 2015-December 2015	Joy Girls' Secondary	1. Guiding candidate class in revision. 2. Offering guidance and counseling to my class. 3. Coaching students in soccer.

June 2015-August 2015	Kisimani Secondary School	1. Chairing guidance and counseling meetings. 2. Coaching students in soccer and volleyball. 3. In charge of discipline. 4. Chairing languages department's meetings.
January 2014-June 2015	Right There Muslim Girls'	1. Guiding and counseling students. 2. Training the students both in the classroom and in the field. 3. Preparing programmes for various activites held at the school. 4. Heading languages department.

Achievements

YEAR	INSTITUTION	ACHIEVEMENT
2014-2015	Right There Muslim Girls'	1. Appointed head of departments: Languages and Games. 2. Appointed member of the disciplinary committee. 3. Patron of clubs(Debate and Journalism) 4. Class teacher.
	Right There Muslim Girls'	KCSE 2014: ● **ENGLISH MEAN SCORE:** 5.667 up from 3.5. ● **HISTORY MEAN SCORE:** 7.6
2015	Kisimani Secondary School	● Head of both Games and Languages Departments. ● Form 2 class teacher. ● Acting as Deputy Principla.

2015	Joy Girls' Secondary	● Assistant Head of Department, Games. ● Class teacher
2015		Written manuscripts in areas such as: ● Grammar in English. ● Oral Skills in English.

SKILLS

- Strong personal skills.
- Problem solving skills.

Hobbies and Interests

- Reading novels, journals and plays.
- Playing soccer and volleyball.
- Writing manuscripts.

Referees

NAME	POSITION	INSTITUTION	PHONE NUMBER
Mr. Mfupi Mbilikimo	Head of English Department	Joy Girls' Secondary	0711223344
Mr. Issa Abdikadir	Deputy Principal	Right There Muslim Girls'	0722334455
Mr. Kimoke M.	English Department	Utumishi University	0733445566

(b) Speeches

- Speech delivery requires adequate preparation. Writing itself is part of that preparation.
- To write a good speech:
  - Select a topic that you enjoy talking about.
  - Compose your specific purpose statement.
  - Compose your Thesis statement or central idea. This is the most important part of your speech.
- writing your thesis statement is a four step process:
  - choose your topic
  - Determine your general purpose. For example, to persuade, entertain, educate, etc.
  - Write your specific purpose statement. This is what the speaker wants to accomplish.
  - Tie it all together by composing a clear concise thesis statement.

Sample Speech

KCSE TARGET

“The principal, deputy principal, teachers, and my fellow students, good morning? I am grateful for being offered this rare chance to address this large crowd. Thank you for this great opportunity. Today I want to particularly address form fours who are only 3 months away from reaping the hard work.

Dear candidates, where are you going to be in three months? What will you be doing from the time you wake up to day fall each day? What will you achieve when KCSE Results are announced? In other words, what is your target? Some of you might be thinking that three months is a lot of time to first waste and only revise with one week left. They might be thinking it is too early to revise. Let me assure you that it is high time you decide on doubling your effort.

In fact, with my one year experience since I left this school, I can suggest you two alternatives. Either you think about your future after form four – now! – or you leave this a frustrated individual, and regret later in life. Not encouraging at all to depend completely on your parents. I like the proverb: You reap what you sow. Remember no one reaps beans when he plants potato. Only if you work hard that work of your hands will handsomely be rewarded.

[Paragraph]

According to my deepest conviction, happy person is the person who always brings his own sunshine, wherever he goes and whatever the weather. Hope to see these sparks in you in you next year March when the results will be announced. Thanking for you listening to me. ”