

P. 6 COMPOSITION NOTES TERM THREE

WEEK ONE.

Topic: Hotels.

Guided composition.

a) Vocabulary

hotel	breakfast
waiter	lunch
waitress	lay
menu	serve
chef	delicious
cook	dessert
customer	serviette
receipt	dining room

i) Read and pronounce the vocabulary correctly.

Construct sentences using the vocabulary.

Examples:

- The waiter served the guests.
- I was given a receipt after paying for the bill.

b) **Use the correct form of the word in brackets**.

1. The customers are _____ lunch now. (eat)
2. Have you _____ my receipt? (write)
3. The cook is _____ the table. (lay)
4. Who _____ the customers tomorrow? (serve)
5. Having _____ for the meals, the waiter served me. (pay)

c) Structure: 'May I _____, please.'

Read the following examples.

May I get some help, please?

May I know the position of your chef, please?

May I have rice and chicken, please?

d) It is very important to use a polite language every time you talk to the waiters and waitresses.

Remember that the language you use will determine the way you will be served.

e) Tell the class your experience about hotels.

f) Written exercise.

Complete the composition below using the words in the box.

customers, lay, more, cashier, chef, cutlery, meals, serve, choose, aprons, number, hotels

In developing towns, there are always special places where people go to have ..... These places are called ..... or restaurants. They usually prepare delicious meals for the customers.

At the hotel or restaurant, there are people who are employed to offer services to the ..... One of the most important workers in the hotel is a ..... The chef is an expert cook. Other workers include waiters, waitresses, the ..... who receives money at the counter and the manager.

A hotel or restaurant with a clean environment always attracts a good ..... of customers. The arrangement inside also matters a lot. For example, the person to ..... the tables should do it in an orderly manner. He must also ensure that there is enough ..... Here I mean forks, spoons and knives used for eating. Radio and TV sets can offer extra services to the customers to avoid boredom In addition the waiters and waitresses have to be smart and polite to the customers. The smartness can easily be noticed depending on the ..... they wear. They should also ..... customers cheerfully. Lastly, when the customers take their orders, they ought to be served as soon as possible. If all this is done, there is no doubt for one to ..... your hotel a place to be for breakfast, lunch, dinner or supper. This means that the bigger the number of customers is, the ..... the profits the owner of the business will make.

WEEK TWO.

Topic: Hotels

Jumbled composition and a free composition.

Vocabulary.

balcony	gym	salad
bathroom	toothpick	book
lounge	table manners	sauna
conference	cutlery	
pudding	sauce	

a) Read and pronounce the words correctly. Construct your own sentences using the above vocabulary.

b) Class discussion.

i) What are some of things found in a hotel?

ii) Compare a hotel and a restaurant.

iii) Do restaurants have swimming pools?

c) Use the correct form of the word in brackets.

i) The guest of honour was given a warm _____. (receive)
ii) My aunt _____ for chips and chicken. (order)
iii) Has the waiter _____ your order? (take)
iv) How many _____ tables did you see in the room. (dine)
v) There are _____ in that hotel. (wait)

Structure; using..... may.....

Read the following sentences.

- Our class may visit Brovad hotel.
- The pupils may swim today.
- Our teacher may buy chips and chicken.

NB. May is used to show that something is likely to take place.
Write down five sentences using .....may.

- _____
- _____
- _____
- _____
- _____

Oral discussion: Name four things found in a hotel and not in a restaurant.

Arrange the sentences to form a meaningful story.

Composition (a) (jumbled story)

a) Finally Mr. Okware paid the bill and left the hotel.
b) The waitress quickly showed him the menu.
c) He went to Muyenga hotel.
d) He took an order which included posho, chicken, rice and orange juice.
e) The food was so delicious that he even requested for more.
f) He therefore decided to go to the hotel.
g) "Yes, May I see the menu, please?" replied Mr. Okware.
h) When he reached there, the waitress warmly welcomed him and offered him a seat.
i) One day Mr. Okware felt hungry at lunch time.
j) Then she asked, "May I help you sir, please?"

Composition (b). Write about the first day you visited a hotel. The questions below may help.

a) When did you go to the hotel? And which hotel?
b) How were you received or welcomed?
c) Which people did you find?
d) How many buildings and the use for each .
e) How was the food prepared/served.
f) How much money did you pay and was it worthy paying?

WEEK THREE.

Topic: Hotels

Picture composition

Vocabulary:

waitress waiter menu

lay	receipt	supper
pudding	receptive	dinner
dessert	receptive	
dine	reception	

a) Read and pronounce the vocabulary correctly.
Construct sentences using the vocabulary.

b) **Give the plural form of the following**.

1. waiter _____
2. waitress _____
3. customer _____
4. menu _____
5. chef _____
6. table manners _____
7. dining room _____
8. bathroom _____
9. conference _____
10. receipt _____

c) Structure: No sooner .... than

No sooner means shortly after, immediately or as soon as.

Read the following examples.

No sooner had the customers arrived that they made an order.

No sooner had she gone out than everybody stood up.

No sooner did the waiter come than we all called her.

Rewrite the following sentences using No sooner ___

1. The waiter saw the customer and he stood up.
2. We served the guest of honour immediately he sat down.
3. The bell rang. All the pupils went for lunch.
4. Timothy paid the bill after he had finished eating.

Picture composition.

Oral discussion.

- What is the picture about?
- How many people do you see in the picture?
- What do you think the man in the picture is doing?
- What we call the two girls standing in picture C?
- Give the importance of an apron to a waiter or waitress.

Written composition: Pictures A – F tell a story. Study them carefully and write one sentence to describe what is happening in each picture. Remember to use the present continuous tense.

WEEK FOUR.

Topic: Using a dictionary (free composition/ story)

a) Vocabulary

alphabet	look up	guide words
arrange	spelling	skill
meaning	abbreviation	sound
pronounce	introduction	page
index	refer	
stress	acronym	

i) Read and pronounce the vocabulary correctly.

ii) Construct your own sentences using the vocabulary.

b) Oral discussion.

- When is a dictionary mostly used?
- How are the words in the dictionary arranged?
- Mention some of the abbreviations used in the dictionary?

c) <u>Use the correct form of the word in brackets.</u>

1) We should learn to look up the _____ of words. (mean)
2) If you don't understand, check in the _____, please. (introduce)
3) What is the _____ in the word stress? (three)
4) The children wrote all the spellings _____. (correct)
5) A dictionary is a very _____ book. (use)

d) Structure: Not only ..... but also.

Read the following examples.

The dictionary gives the meanings of words. It also gives their pronunciations.

Not only does a dictionary give the meaning of words but also their pronunciations.

My father bought a ruler. He also bought a new pen.

Not only did my father buy a ruler but also a new pen.

e) **<u>Oral discussion</u>**.

- Discuss the importance of a dictionary.
- The different abbreviations used in the dictionary, the way words are arranged.

f) <u>Written exercise.</u>

Write a composition about the dictionary. The following guidelines may help you.

- What is a dictionary?
- What do you find in the dictionary?
- How important is it to you as a teacher?
- How are the words arranged in the dictionary?
- Is it easy or very hard to use and if it is, why?

Conclusion.

<u>WEEK FIVE.</u>

Topic: Using a dictionary (Guided composition/jumbled story).

Vocabulary:

alphabet
vowels
consonants
stress
acronym
reference
besides
pronunciation
look up
index
acronyms

a) Read and pronounce the vocabulary

Construct your own sentences using the vocabulary.

Examples:

There are twenty six letters of the alphabet.

Please, look up the meanings of the those words.

b) Write the following acronyms in full.

1. TASO _____
2. WHO _____
3. NAADS _____
4. AIDS _____
5. NATO _____

c) Complete the following similes correctly.

1. as happy as _____
2. as fat as _____
3. as _____ as lightning.
4. as _____ as a monkey.
5. as _____ as blunt.

Structure: ----as ----as ----

Read the following examples.

- A dictionary is as useful as an atlas.
- A bicycle is not as fast as a motorcycle.

The structure is used to compare things in terms of size, colour and weight.

Join the following sentences using as ---- as ---

1. A novel is small. A text book is also small.
2. Babirye is 10kgs. Nviri is 10kgs.
3. Sekabembe is four metres tall. Bonita is also four metres tall.
4. Mathematics is easier. English is easy.
5. That wall is 5 metres high. This wall is also 5 metres high.

Discussion

Written exercise.

A dictionary is a _____ which gives the spellings and _____ of words in their_____ order. A dictionary is a very useful reference book to learners of English language and other _____. It helps them to look up the meanings and spellings of words and phrases they don't understand.

However, in order for one to be able to use a dictionary, one must learn the _____ and acquire dictionary skills first. This is because the words are arranged in a dictionary. The alphabet is a set of letters in a fixed order used for writing a particular language. For instance the English alphabet is twenty _____ letters.

A dictionary identifies the words with their respective _____ families or classes and purposes. For example using abbreviations and grammar labels such as abbr. for abbreviation, adj. For adjectives, adv. for adverbs and many others. This prompts incidental learning.

word, book, meanings, alphabet, six, alphabetically, subjects

Exercise II

The sentences below are in a wrong order. Re- arrange them in the proper order to make a good composition.

a) Do you mind lending it to me tomorrow?

b) Oh yes, it is.
c) Is it Oxford Advanced Learner's Dictionary?
d) She wanted me to improve on my spellings and pronunciation.
e) Of course I don't mind, Bridget so I will lend it to you.
f) My mother bought it for me.
g) Who bought it for you?
h) "I am looking for my dictionary," replied Charlotte.
i) Bridget asked Charlotte what she was looking for.
j) Why did your mother buy it for you?

WEEK 6

Topic: Using a dictionary (picture composition)

Vocabulary:

abbreviation	look up
alphabet	look for
arrange	look into
define	look at

a) Read and pronounce the vocabulary correctly.
b) Construct your own sentences using the vocabulary.
c) Arrange the following words in alphabetical order.
1. capful, cash, child, children
2. leap, cease, lease, leave
3. dirty, duck, drake, drum
4. earpiece, eardrum, earring, earmark
5. mother, matron, milk, meat, mayor

d) Write down all the consonants.
Write down all the vowels.
Do you find any difference in the dictionaries you have ever used?

Supply question tags to the following statements.

1. Nviri plays a guitar very well.
2. We shall pass the examinations very well.
3. He taught us how to use a dictionary.
4. They are not helping us, _____
5. She wasn't in the classroom, _____

Structure: ------ before/after

Read the following sentences.
The word bread comes before 'bubble'.
The word bubble comes after bread.

Therefore the opposite of 'before' is after.

Study the list below and arrange the words alphabetically. Then answer the questions that follow.
creep, creed, credit, creature, crease, create, crap

Which word comes first in the above list?

Which word comes before the other creed or create?

Which word comes second in the list?

Which word comes after crap?

Which word comes before creep?

Picture composition.

Study the pictures in MK book 6 page 138 and describe what is happening in each picture.
Remember to use the correct tenses and to write a story that flows.

WEEK SEVEN

Topic: Letter writing (informal letter)

Invitation letter.

vocabulary	envelope	post office
address	stamp	signature
addressee	date	name
salutation	paragraph	parcel
invite	conclusion	

a) Read and pronounce the vocabulary correctly
Construct sentences using the vocabulary learnt.

b) Use the correct form of the words in brackets.

1. How many _____ has an informal letter? (address)
2. They were given an _____ to their wedding party. (invite)
3. A good letter should have a _____. (conclude)
4. Please, if the letter doesn't have your _____, it will not be accepted. (sign)
5. The guest of honour _____ the audience yesterday. (address)

Oral discussion.

When do you normally invite people?

Study the major parts of an informal letter and their importance.

1. Writer's address: shows the place of work or the writer's residence, the post office box number and either the writer's town/city or district.

   Kibazo Road
   P. O Box 13
   Kampala

2. Date: this is second to the writer's address. It shows when the letter was written and then the receiver determines the urgency of replying it. Example; Tuesday, 14th March, 2012.

3. Salutation: This simply shows intimacy to the person you are writing to. The commonest one being Dear.
   Dear brother
   Dear Uncle
   Dear mummy
4. Body: the biggest and the most important of the letter because this is where the intended message should be written. It should be arranged in paragraph form and each having not more than two ideas. Remember to construct your sentences correctly. Check your spellings, poor punctuation will lead to loss of meaning.
5. Conclusion: This shows that you are ending your letter. It should be brief and related to the content in the body of your letter.
   E.g. I look forward to meeting at the airport.
   I shall be happy if you respond immediately.
6. It is very important to write your name and not your signature. The receiver must know the writer and then respond appropriately.

Activity.

Study the letter below and fill in the gaps with the most appropriate words to make it complete and meaningful.

Joibaso Company Limited,
P. O _____ 132,
Jinja

_____ Uncle,
How are you nowadays? How are my brothers and _____. Personaly everything is going on very _____ and I think I shall come _____ home with good results.
I _____ like to take this _____ to inform you that our _____ has organised a concert _____ will take place on 10th August, 2012. All the parents have _____ invited and we _____ a big turn up on that day. Therefore I request _____ endeavour and _____.
I look forward to _____ you on that day.
From your son,
Katala

b) Write a letter to your aunt in Masaka inviting her to your birthday party which will take place on 13th August, 2012. Advise her to get he first morning bus because the fare is not high. Explain to her some activities that will take place at the party.

WEEK EIGHT.

Topic: Letter writing (formal letter)
Application letter.

Vocabulary.

apply, application, humbly, request

information, refer, address, receiver
addressee, reference, paragraph, signature
name, job, salutation

a) Read and pronounce the vocabulary correctly.

b) Construct sentences using the vocabulary.

Use the correct form of the word in brackets to complete each sentence.

1. My aunt has advised me to _____ for that job. (applying)
2. Our headteacher has received three hundred _____ on his table. (apply)
3. How many _____ reported for interviews today? (apply)
4. The _____ address is always written after the date. (receive)
5. The person being written to can be called an _____. (address)

Study the major parts of a formal letter and their importance.

1. Writers address shows the place of work or the writer's residence, the post office box number and either the writer's town/city or district.
   Greenhill Academy,
   P. O Box 7490,
   Kampala
2. Date: Follows the writers address. It shows when the letter was written and then the receiver determines its urgency of replying it e.g. 21st July, 2012.
3. The receivers address: It can also be called the addressees address. It shows the title the place of work of the person you are writing.
   Example: The personnel manager – title
   Joibaso Company limited – place
   P. O Box 212,
   Kampala.
4. Salutation: (Review notes about informal letter)
5. Reference (Subject line) reason: Shows the major aim of writing the letter. It should be as brief as possible and must not exceed six vowels but it can be even one word.
6. Body: This covers the major aim of writing the letter. Different points should be in different paragraphs. A paragraph should not have more than two points. Remember to use correct spellings and punctuate properly. Poor punctuation leads to loss of meaning.
7. Conclusion: It shows that you are ending your letter e.g. I hope to receive a positive response.
   I look forward to receiving a positive response.
   I shall be grateful if considered.
8. Complementary close (closing remarks)
9. Signature: When writing an official letter, you have to sign before writing your name in full form.

An oral discussion.

1. How many parts has a formal letter.
2. Compare a formal and an informal letter.
3. In which letter don't write greetings.
4. When do we normally write formal letters?

Activity one:

Arrange the following addresses to the correct format and order.

1. P. O Box 10, Gayaza Midland School, Wakiso
2. P. O Box 7490, Kampala, Greenhill Academy
3. Liz and Baker Soroti, P. O Box 6

Activity two.

Punctuate the following correctly

Greenhill Academy,
P. O box 7490,
Kampala.

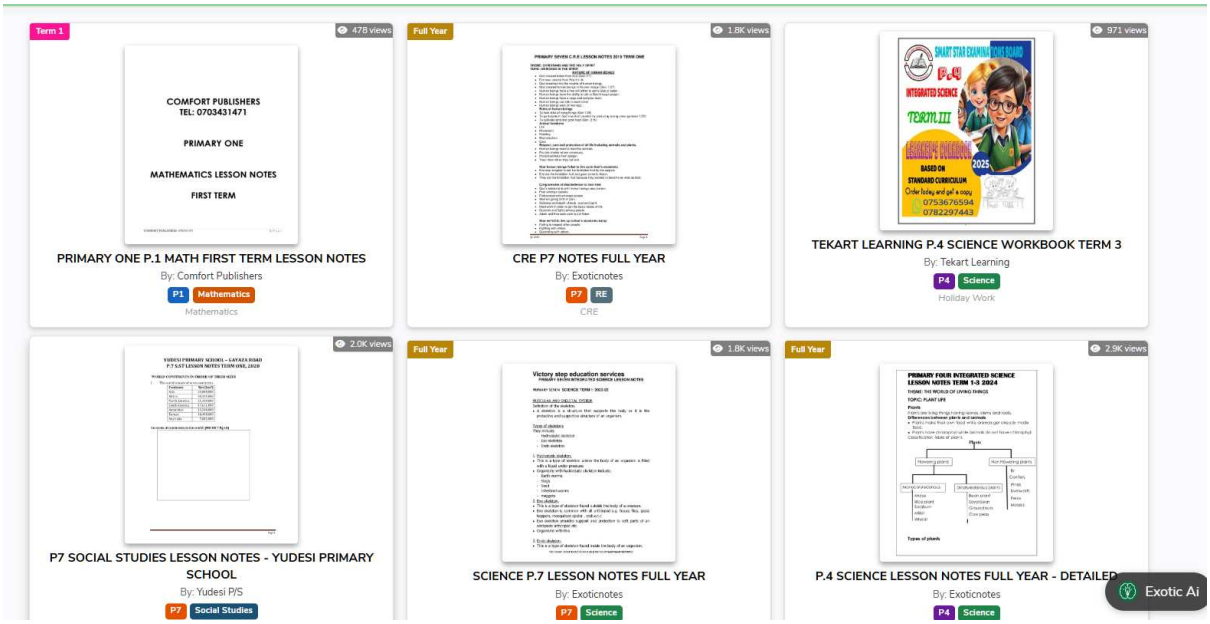
15th December, 2012.

Thank you for the letter I received last month. I promise to give you the most appropriate response in two days.
Your friend,
Kalanzi Amoni

Activity three:

Imagine that you would like to change the school and study the primary seven in Bawo Bawo Primary school because it performs very well at national level it is also near your home and you no longer want to spend a lot of money on transport. Write a letter to the head teacher of the school applying for a vacancy in Primary.
The address is Bawo Bawo Primary School, P. O Box 30000 Wakiso district

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