PLE ENGLISH BRIEFING TIPS

SIR APOLLO KAGGWA SCHOOLS

General Tips

1. The candidate is encouraged to fill in all the necessary details on the cover page correctly i.e. Name, Index number, signature etc.
2. To thoroughly read all the instructions atleast twice.
3. Use legible handwriting by observing the following: shape letters properly and write words correctly; avoid writing two letters sharing the same position; avoid unnecessary joining and separating of words.
4. All answers must be written in the spaces provided.
5. Proper time management should also be put into account.
6. Candidates must use appropriate punctuation marks.
7. Proof reading of answers should be done to enable a candidate identify and correct mistakes.

Words joined or separated correctly

Words	Rejected
Everybody	every body
Chalkboard	chalk board
does not	doesnot
a lot	alot e.t.c

Section A

Sub-section I

Question	Requirement / Task	Guidance to candidate
1 to 5	Supplying a suitable word to complete the sentences	Read the sentence carefully and identify the guiding words that will eventually lead you to the answer e.g. 1. Either Joan _____ Joel will feed the baby. 'either' is the guiding word. 2. Musa wrote ___ article which appeared in the Newspaper. 'which appeared' are guiding words.
6 to 15	Using the correct form of the given words in brackets	Read the instructions. Identify the guiding words e.g. My friend was ___ by a wasp. (sting): 'was' and 'wasp' are guiding words. A candidate must have the knowledge of word formation for example (receive, reception, receipt, receptionist, recipient, receiver). The _____ was a very kind lady. (receive)
Homophones	Using the words in a sentence to show that the candidate knows the difference in their meaning	A candidate should construct a meaningful sentence. Should not define, explain or give examples. Other forms of the given words can be used e.g. a) wear, worn, wore, wearing, wears; b) sit, sitting, sat, sits. 1. Peter is sitting at the table. / Peter sits at the table. sit _____ seat (wrong) (verb) (noun) Punctuation marks must be observed. Avoid constructing very lengthy sentences purposely to avoid mistakes.
Abbreviations	Writing full or short form of the given words	A candidate should have knowledge of short forms that take full stops and those that don't for example: Honourable - Hon.; Drive / Doctor - Dr; for example - e.g.
Plural and singular forms	Giving / re-writing sentences giving the plural form of the given or underlined words	Read the instructions and respond accordingly. Have knowledge on different plural and singular forms of different common nouns.

Question	Requirement / Task	Guidance to candidate
31 to 50	Re-writing as instructed	The candidates should have knowledge on transforming different structures. A candidate should read and follow instructions for each question in this sub-section. Avoid unnecessary omition of words. Avoid misspelling of names. Ensure that necessary punctuation marks are observed.

Golden Rules for Comprehension

(i.e. Poems, passage, notices, tables, graphs, etc.)

1. A candidate must answer in full sentences for questions that need full sentence answers.
2. And a short answer for the questions that call for a short answer.
3. A candidate's answer must be in the same tense as the question e.g. Where does Mulindwa work? (present) - Mulindwa works in Owino Market. (present)
4. Necessary punctuation must be observed.
5. Correct spellings of names of places, characters in the texts must be observed.
6. The voice of the question must be observed. When a question is in active voice the answer must also be in active voice, and when the question is in passive voice the answer must also be in passive voice. e.g. Who repaired your father's car? (active) - Mr. Matovu repaired my father's car. (active). By who was your father's car repaired? (passive) - My father's car was repaired by Mr. Matovu. (passive)
7. A candidate should avoid including irrelevant information (lifting) in his/her answer.

Guidance to Our Candidates

- Read the instructions carefully.
- Read the text atleast twice. The first time you are reading you are getting familiar to the text and the second time you read you are in position to predict the questions.
- Read the questions and go back to the text to look for the main idea.
- You may underline the idea in the text which fully answers the question.
- Construct your sentence using the underlined idea.
- Proper question interpretation should be put into account.
- A candidate also needs to understand what the questioning word requires:

Question word	Requires
Why	Reason expressed using so as, in order to, so that
When	Time
Where	Place
How	Way / means
What	Naming. Fact / identification
Which	Identification
Who	Naming (person)
Mention, state, give	A short answer

- A detailed answer should be presented where necessary.
- A candidate should ensure that necessary punctuation marks are observed.
- A candidate is also encouraged to read through all questions about the given texts to identify hidden ideas such as gender.

- A candidate is encouraged to proof read his/her answer to confirm whether he/she has written exactly what she/he meant.

Composition

Composition is comprised of the following areas: jumbled sentences, letter writing, composition writing, picture composition, guided dialogue.

a) Composition writing

- Read the question atleast twice to get familiar to the vocabulary.
- Have a summary of the main ideas in the question.
- Properly present the ideas in paragraphs.
- Write your composition using the same tense as asked in the question.
- Have a clear sequence of the ideas as present in the question.
- Ensure that your composition is presented in its four parts i.e. Title, introduction, body, conclusion.
- Necessary punctuation marks should be observed.
- Mind the length of the composition e.g. 100 to 150 words.

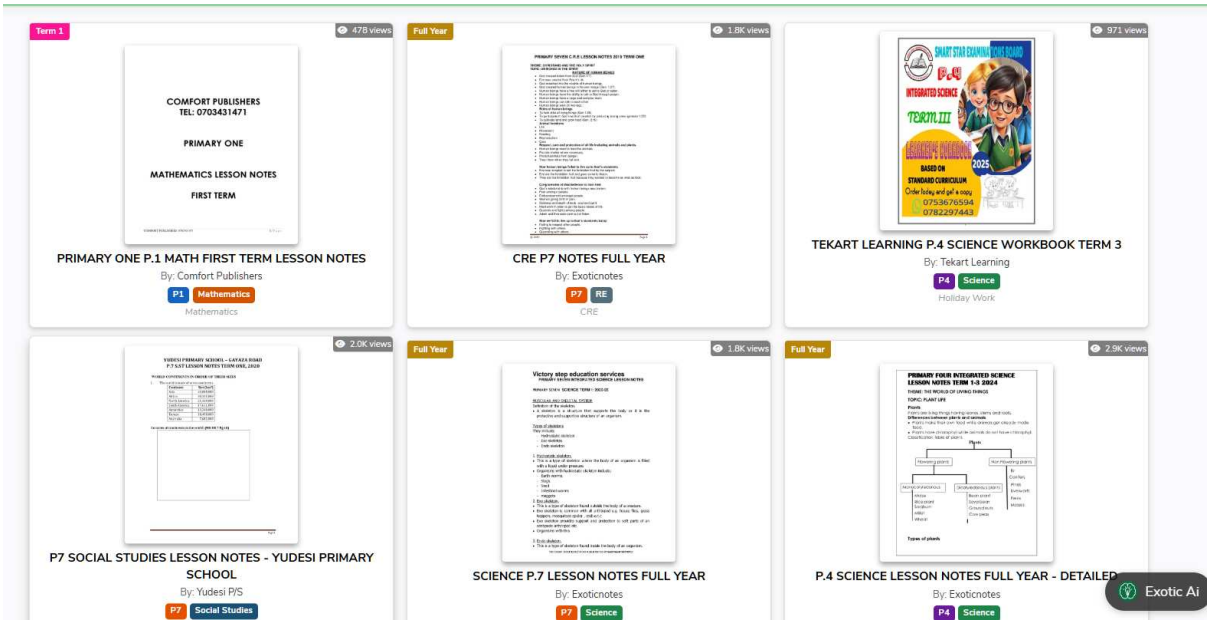
b) Letter writing

- Read the question atleast twice to get familiar with the vocabulary and identify letter type.
- Make a summary of main ideas or points to convey in the letter.
- Write your letter ensuring that the main ideas are well sequenced according to the question.
- Use the same tense as asked in the question.
- Necessary punctuation marks must be observed.

c) Picture story

- Read instructions or guiding statement to know what the picture story is about.
- Study the pictures atleast twice before answering.
- A candidate should have the knowledge of use of articles i.e. 'the', 'a', 'an', 'some'.
- The appropriate tense used i.e. present continuous tense, present perfect tense.

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