

EXERCISE 113

LETTER 2

Kampala Central School,
P.O.Box 2745,
KAMPALA.

13th July, 2006.

The Headteacher,
Busoga College Mwiri,
P.O.Box 20,
JINJA.

Dear Sir,

RE: APPLICATION FOR A VACANCY IN SENIOR ONE AT YOUR SCHOOL.

I hereby request to be considered for a vacancy in senior one next year, 2007.

I am a Ugandan aged thirteen years and expecting to write my last paper for P.L.E certificate on 24th November, 2006 at the above named school.

I have been a school prefect and sports leader at Kampala Central School since last year.

For any more information about me, the following are my referees.

- | | |
|--|--|
| 1. Dan Kaija ,
Headteacher,
Kampala Central School,
P.O.Box 2745,
Kampala. | 2. Mrs. Gundi Jane,
Games Mistress,
Kampala Central School,
P.O.Box 2745,
Kampala. |
|--|--|

I should be very grateful if you would accept my application.

Yours faithfully,

Kassuja Tom
KASSUJJA TOM

1. In which school is Kassujja?
2. Why is he writing the letter?
3. How old is the writer?
4. Which school does he want to join?
5. Mention one responsibility held by Kassujja at school.
6. Why do you think the writer chose Mrs. Gundi as a referee?
7. Give another word or group of words which means the same as :-
(a) vacancy
8. grateful
9. What type of letter is this one?
10. When will the writer write his examinations?

EXERCISE 114

LETTER 3

.....
P.O.Box 2403,
Kampala.
13th July 2000.

Dear Mary,

How are you and the studies? This letter is to inform you about inter- house
..... due on the 2nd August 2000 at Kireka
Primary School. Youto attend and enjoy wonderful activities from
our school. Our teacher.....is making all
necessary..... to make the day interesting to our

Come with a friend from your school and have the best.
I hope to hear from you.....

Bye -bye,

Your