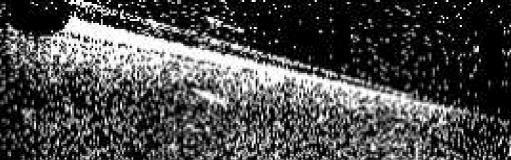
## HEINEMANN EXAMINATION SUCCESS SERIES

# 

Brake Break One / Won Mail / Male Pain / Pene Read | Reed Blew / Blue Sun / Son Fore / Four Check / Cheque Him / Hymn



C Oftonoglas P T claration of the Control of the Co

and the same of the			$M_{{\mathbb Z}_p(Q)}$
Interstrates and	to unit is something to		
Profess		· ···	-
Bleezer we Bestevans			347
\$100 P	1 for \$86 topologiska Lampuage Taxillio		1
12	The Latter Court of the Latter Section 1997.		202
(1)	loradustes		
1.1	Wingsoft	n nee a no constraint	
	22.1 Date by the Schlam Make s	ad See ing the University	in 8
	2.2.2 Community Process Trees.		
	2.2.3 Remones Construction .		
	224 Forszaphneum		¢
	995 In sample Fact, agree .		f.
[2030]	La Diller La Steps 1, 97 (1, 6)		
	2.9 Sigheoup Your Points		&
	122 Water O. Februarian		200
	2.2.1.1 Irreductive		_ in 7
	market Moral Communication		1
	2 V2.3 Coroleann	Tunni Line Line	··· ··· 7
	And Developing Your Dalman, a	4 m n 10 m	
	The Committee Securities as		· · · · · · · · · · · · ·
4	Judge no alestory body .		) k
	1.11 P. 1.55		25/02
	244 Figgal Gransatini of Poli	dyn 1145-4	
	94 · Concer Conil		9
	A4.4 Catesanor		A
	Strip Chies		. 0
	2. ie 3. leot	13 001 0100 000	40 M
2.40	Messag foragoultura a communication	KK 4 mm 4	4
(21)			
	E 20		

	3.3.	What is Louise Wintows?
	9.9.9	t so linformal Europe
	12.3	The Formal Later
	9.24	Discourt per Lenevera Format and Edector, J. Mers
	9.2.5	Communication and letter Writing
	3.2.0	Model Questions and a rewess
		for The Paforanal Leuter
		d.j. The Formal Letter
kini.	Aparel	Writing 21
	3.54	Name of a Surich
	3,3,2	Penetices of a Spreach
	3.3.3	Class - son thrown in Speech Writing
	5.5.4	Madel Occasio and Answer
330	Morns	res Warling
	3.4.1	The Names of a Natrative Essay24
	447	The Fections of a Nattative bases 32
	3.1.3	Dissertion Reversit Neuralise William
	3.4.1	Model Unestica and Answer
15	Ulance	ydve Westeg
	1.4	
	2.5.5	The Features of Descriptive Writing
	2.5.3	National Seasons in Yogaphines Wilking
	3.5.4	Model Question and Answer .:
2%	Ager	ne varive Writing 29
	ñ (*	The Minter of Argentoniality Willing
	3 A F	The Persones of Argument wive Working
	20,5	Le-mark Houses y Argumentation, Worden
	2,62	Most., Quest and M.A. Stweet
$\mathbf{q}_{\mathcal{D}_{i}}$	Отую	deory Writing
	5,61	The Nature of Expendicty Wiking
	3.2.3	
	3.2.1	Certamon Francis in Papershopy Writings
	27/4	Meget Question and Answer
93	4.72	e Writing
(500%)	3.8 1	The Nature of it. Attitute
	0.8.2	The Rections of an Artible
	0.8.3	Cercaman Ferrasina Wedingum Azaidle,

4.8.4	Modul Question and Anniver
3.5	Principharbar term og
	6.0 1 Fig. Matter ad Imaginarity Works
	3.5.2 The Features of Irong, unique Writing
	0.9.3 Common Edicas in Linux matrix Whiting
	3.6.4 Medial Quistion and Answer
5.49	Standard Prostoc Questions 20
$\mathbf{z}(\mathbf{i})$	Posted
4.2	10/proceeding
$\pm N$	Expression
6.6	N fecht sie/1 A money
6,6	From v. 201301
:::12100 :::212100	Deroduction
51,	
5.2	Spring 45
	5.2.1 Handeptiones
	5.12 Words Cammor by Mostre 46
5754200	3.2.3 Disafreguishing Province British and American Spectrum,
13	Purchasen
	4.3.1 t, a. mads
	5-5.2 The Pall Step
	5.8.3 The Quartien Mark
	F.3.2: The Exchanning Mark
	5.3.5 Thei. (c. Last
	53.5 The Seni-John
	5 <sup>9</sup> The Coine
	5.2.8 The Apostrophe
	5.2.9 The freehold (Angues
	3 2.00 That H <sub>2</sub> 4.00
	5.3 1 The Dade
	5 9 7 5 To. Dog ov 2016ps,
6.1	What is Compressed say
0.1 5.2	What is Comprehension  Understanding and Appropriating
9.9	Onconstancing and Appropriating Consprehension Passages

## . The property is the state of the state of

4

	0.7	Permanage Structure v
	6.4	Wingcod.gout Adam in to
	ńy.	Common Errors in Anowering *
		Conprehensia, Osestana
	5.5	Model Questions and Above st
men 5.	420	MG V and a second
	9.1	Wint's Or order, 1
	4.8	Successful Parage
	$t_{0,\frac{1}{2}}$	New Registers and a substitute Writing
	94	Ment for primate situation and war op Gumphry Quarter
	3.2	We'll be that the American
	0.000	Summary Creation
	7.5	Common Repos. 1864_nerv Web 15
22	7.6	Mode Organia and Answers .
tease is	40.00	( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( (
	B.L	
-	0.4	
		K.I.i. 201,00000
		9.1.2 fores
		8.1.3 Sub-eta-ser
		N' A Manadana
		0.0.3 Coronan Co. 30 Errors
	÷2	Promers
	23.40/043	8.2 . Defin to
914		5.2.2 Strevolkation
		7.2 1 1 9 dt 31
		7.9.4 Common sego ar 24
	6.7	A fp no see
	men	8.3.1 Ex./mires
		8.5.2 Cruge
		R. L.A. Clemano - Heaper Errors
	! 4	Tattaminates set
	0-000	SAI Of Maria

 $c=c_{i}(x)\frac{d}{dx}$ 

136

	52 Uege
	RASS Common Court Between
8.5	Ve/vs
	5 5 1.1 Existences
	5.3.2 Formy
	*3.7 Peopagoas
\$18056	- 5.5 - Common Macga - mars
8.6	Adv.rts
	\$.6 selector 97
	5 f. % 2 mm
	80 / Turorens
	8.6.4 Common Chaps Elevis
5.7	Preparation :: :::::::::::::::::::::::::::::::::
	8.7.1 Department
	8.7.2 Curamor Trage Ricus
5.4	t.ec.pezoniones 9.
	8.8.1 Terining 54
	R.R.2   Compage Usage Series
8.5	164 ups, 2004
1300	
9.1	Defleree
19.2	Statemen Types Assembling to Perin
$\{f_i\}_{i=1}^n$	Sentence - synamount ing in P. Lakes 94
34	Example of a Scattering
$\forall \Delta$	Sustance Porce and Condood yes
9.5	Commer - mate in Schaenes Canaliticities
	13635051.55
20	Definden
,6.3	يون يور Suburdicare Clar you and الله الله الله الله الله الله الله الله
16.3	Report of Phrases and Core Parations
2530	Notice of the second
11.	Definition 4 101
12.5	Same That Collegators

30

1,50

Herman,	7 × 100	in the said	Same	See	- Alberton	decision in
Company of the Compan	Sec. 10.0	William St.	The second second	ACCUMULATION AND ADDRESS.	THE RESERVE OF THE PARTY OF THE	ACCUMULATION OF THE PARTY OF TH

12.2.2 S. Likes  12.2.3 Synonyms and Autoryms  12.2.4 Sunonyms and Autoryms  13. It lians and Papers and Autoryms  13. It lians and Papers and Autoryms  13. It lians Miseri  13. What is a Physics of Special Communication and Autoryms  13. The Importunce of Manus and	46.7
12.2.2 S. Likes	/17
12.2.2 S. Likes	$\lambda^2$
T2.2.5 Synothers and Autoryms	Lie
Therefore 10: Idioms and Department of the process of the second of the	
17.1 June 1990s Moral	653
17.1 June 1990s Moral	
.3.5 What's a Digoral of Speed V	137
.3.5 What 's a Digate of Speed's?	170
15.4. The Importance of Manus and	170
5 (1971) 1 1 2 (19 11 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	100
Figures of Speech	5302
13.5 Sunve Selected follows and over Meanings	147
13.6 Figgres of Speech	48
3 xi.1 Met Your	543
336.2 Simile	1%
- 13/6.3 Perocuriculosa	قدا
- 75.5.4 Rigocabule	144
13.6.5 Cuple-resen	124
	140
D.K.7 Paradex	
19.7 - Common Emission that taken the wine	taniti 100
(ord Pigures of Speech)	149
17.8   Feful Fürrson Elients	
there were the traduction of the contract of t	-21
Pol Re Commodel Wood Regions	122
1/ .2 Spot. En Rosgisters	[199
14.2.1 Againstan 2	159
'422 Delbling Construction	155
- 42.1 Competer	
'A'SA Effection	
. Was Fames	
2-2.5 Give congest	
14.2.7 Litarkhanů Modstine	
14.2.8 Law and Crier	Jon.
	150
14.2.13 Memofacturing Industry	155

 $\mathbf{s}_{i}$ 

		Constant wh	
	14,731	Жан Меса	
	1 . 2.12	Minors' Exploiur or	
	14.2.13	Phragonalty	
	14.2.14	Funding on P. olishang	į
	142.12	Fower Production	
	14.2.16	K5 (0)	
	14.2.15	Stunic six Transchory 176	
	142.15	- 발매 : [1] 10 [	
	97/27/1989	žbots	
	11.2.19	Telecommunications	
20040	14.2.20	Transportation (A.4 Ros., Reset, Sout	
(4.1)	Modal A	ынысы (э. былы жыры жарыкты	
$i\alpha_{ij}$	1 Some		
13.1	Satroduction	TO THE RESIDENCE OF THE PARTY O	Ī
15.2	The Section	rs.r.č.hug.ish	
15.3		186	ì
18.4		Socials   193	
15.5			
	155.1	Famoghores	
	14.4.18	F worker (20)	i
10.6	Microsa		
1000	12.6.1		
	1.52	DeStrates	
	5.26.4	25.51.5.72.5	
		Section 57/098 98	
		Diaghatic (or Contrastive) Arress	į
		Some Compon Errors 11 Warm Stress	
15.7	Specimen	5809 Test of Picti- Paper	
let D	* 185 E	· 7572-m	į
16.1		dah Lorenser ( Superconsier, and Summary)	
16.2		rt on Lenis and Structure	
10.3		r of Qrik 2:7	
16.4		merage, your man and an arm and an arm and are the	
17.4	Casian up a	The same of the second control of the second	į

5 % 5 35 0 5 W Y

You altered a mean the importance of the legs of the Law after a your education, where it is a leg of chain you in, at pass, the pass very well is good owned in access, at the Senior bender to i page. Examination in the law and value, who at the page that the education Math. Alter the example of the page to provide the page to page the page th

The best has two closes that the per year state that achieve a resum and second to help you to achieve a resum and fellow it. I provide things her so the Series fellow it. I wanted the coop-tast, as only belonging so to perform the example is constructed and to come the primary second for once they are find a visit as all and the example is the example in the constitution of the example of the example in the constitution of the example of the example in the constitution of the example of the example in the constitution of the example of the example in the constitution of the example of the example in the constitution of the example of the exam

Placeter One of J., Killie features of the first he had good that Coalies Language for two or the gives you a knowledge of the coappoint at a pointer many as the pulboxy find that a dispersion and early or leading of which are a paper of well for the chair an expension of the chair of the chair.

Chapters are the fine covered the societies the Arter's Writing on the Kinds of White and analyse, that he was fine of the Writing seed on office RACE paper. The characteristics of a given sine of a large part measure along with the process of account that he process of the count of the treatment of the treatme

To Chapter Iving the guideline Parasia string the

escaped in the Heat width Clinion Plant calp with Sp. Hing and Punction of a live half of make Machanian Arms any that are the band of make your states.

Conson virginia - Alsommery Willing at respectively. A careful to Chapters Sis and Several separately. Media, question virals introduced to 6 given to Shape you now those CAP in press of this SCS written appear are to be such to the tackled.

if appears The between the Dieyer deal or the fire way, of cores and grantenesses armount of English, never use them, it premounts, so perfectly any verbal, activates, activates, responsibless, activates and collections. These permutes a stores, photoes and collections. These permutes at granteness, photoes and collections. These presents of granteness, photoes are simple to be actually seen that this happeness, was not simple appearant addresses in a section the town as good at finite happeness, and another than the collection of the property of the town as good at finite happeness, and another than the collection of the property of the town as good and the finite happeness and the property of the town as good and the finite happeness.

Chapters we're say "the term topic you have sy core empowed your record power; and used interse and light record happenings. Chapter incurrectar at nogthern you want bulkey is velopicated by her no you have happened a new of human service, and the right way, regard to man area.

Chapter Policies in the Challe, with the Tea of terrior Lieu operations and Tea (in), he was a second of the Tea (in), he was a second of the Consumer I, an excil resolution features of spekers for lieu and discovered in the Louis to the Communical metals in the Tea Laborators SSCS on the LOUIS.

The est chapters contain two at syntestions at I appropriate to the received process in the line of the terms of the section of the line o

There is indicate, if of you will, include some analyses of a some properties a properties judicious one of it will, gradly of it has your my market in whitees. I an appear in market is an arrange you of a logic grade of post or both one SECH wild I that it. English inagency paramoles about Wales, you say a front due in a logic paramoles and the properties of Taylor, and I amplied a 1-1 amplique of a condition and also properties in the formula book any state.

## The Features of the SSCE and the UME English Language Papers

There are direct payons in the SSOF singlesh Longuage risk. These con-

man is the tage of the right

Paper 1. (31) hours) — messay Wastings, Comprehension and Sectionary 4003.

Megrat St. (3 hours) Minimizer Choice Consisting 2004.

Magnet 11. (45 pm., 191) + Trust of Oracle 11.

Paper 1, the wort on paper is the real test of language I little essay section is designed to test 150 obdity of the condidate to use English as an expression track. I see I with clarify and enteraged to a meaning appropriation the singulation. For or discipled instance are not of equal; the candidate total enswer are the appropriate while suitable conditions are not track appropriate to while suitable conditions are appropriately a while suitable conditions, expansionly, the appropriate are usefully as secret to fall with a manufacture of experience of terminal and a suitable of experience of terminal after a mail effect first hand or through reasoning

The compositions and summary questions are so recorpses acts that should deligible thinterest the executables. All the questions on the composition and summary passages case to a summary case as i on the emposite sion and summary cases are included whereas in ignition and summary cases are the thin which you would require as tack's the compactors and carriers against the case compactors and carriers against the case of the first compactors and carriers and the cases.

Paper 3 is not a substitution, analogic charge of the guerrians — 40 List following of the querians — 40 List followed by state and several behaviors.

, one opening Lib.Lo.t A to D (WARC) or tive optimes: (a)c.the Last E (NDCO).

The test no tests explains the constitute's view of a grows and the ability be assent assent test test of the use of temperature, antengray and temperature and temperature of information as information as information as information as information as realist in this away to administ to itemperature in this away to administrate temperature in this away to administrate temperature in this away to administrate the temperature of everywhy canasis. The bases will a net a test he will a view of everywhy canasis are to the estimated with various circles of humaniant view.

The test or sumering its descriptor to less, the as which tests have a margin.

- the patients of clanges in word ferms which include muchors, swips, degree, seep
- the partners in which All Phrant coregories of words regularly normal same forms, image and more parents in Tuzic Lymbiae for Durin works.
- those semiditions, and those semigroups with more referential use of merchant
   prepositions exc.

the arrest use of strong of words, e.g., executions of our continues. Setempiness, protested of the continues.

For you to do well an ILLS port of the lest you have to show a good understanding of the smuck resulting free European and how they upon them rendereds.

Paper 3 of the SSC + English Leading is a first of Orate. It is a multiply-schoole (objective) paper of SS is not testing a wind usage of creat of aspects of their lengths. The Jest of Phala covers the lightweighters:

Sw	gan.	Area/Feature	No. of Items
38	3	Vowels ((Opene vowels, 5 dys/sbongs)	15
3		Constraints finduding castery	15
3		Alignos	5
4		Street (4 - 19 Inhierwood)	20
5		Arrest (2/5 - av Laute grand)	ē.
6	140	Engiter of threst-fraudation pullurus on tentences	8
979	171	Phonetos cyclibble	15
(+)		Total .	60

Freedrills and unbringnes you require for a valy good performance in a little five SSCB languish Language papers on a harpardy treated in this busin

## Che UMANTOF Line of English Phil

As is well known, limitials if the language of perdomic up, command communication of one Significations of the UMB/FCE day of english testing, hardone, shoring sed to facultate days rection of condidates who have the basic respections of condidates who have the basic respection of condidates who have the basic respection of condidates who have the basic respection of English for imigry a breation. In this paper, the provision of the paper, the provision of the provision of the structure and stakes and their knowledge of the structure.

entalizatory, idiorec and pound petution of Electron are rested.

The pages, would be a suchtique-of a reexamination, socianises live search. Societ. A. consists of cerapreheters of (first) (sessages of secoung, engine more executing 400 years) and a sour passings, which remailly contains from worth than say o, the newprehension bassages " livprinciples associated for each assument assumed on contribution, separate retires, expendence, decre , e., era, and power surveys winjest urboy I seem lighter. purchase engineering south a milanguary, selection, photosphy, politica, on The purso, as one alon cannot y of an approximate level of linguings out the three of emplicates as my the execution of the ling, only connecting beautient contention into with the specific level of language each The решене невымен развирую того тры сан в потех comprehensive eithe whole or partial the passage. and facility if its somes to and synthesis. information through or inches a plice. The processes Aboutes, then soil my in causes, and the construent menning of English words and to ensure logically i mong's deduction and 'sy denoming inferences there. gyndab e intiguez ainu.

See the trum in a milker hand, occasion of the a and Structure and Car. You're, in least and a confidence in the knowledge and use to all works and expressions to their common figuration are discussed in the discussion state has about on the company of the expression. See Expression for distance in the expression of the expression of

Special mally, the interture elements beautiful related numbers and alterest potents, wood classes form a 4, verbal, patterns, workers, present at 4, respectations, presents, etc., the matter throubses believed as a compact, or that, appears out our, degree, questions and present regarders are necessarily as a compact, or that, appears out our, degree, questions and present regarders are necessarily as a compact, and are seen as a fing and allers.

In the Test of Dipart, the condition of a method of processing consenses (not using clustered, clustered and coupling), thy our function of complete) and information is tested.

When the one of the TOXIDER, where in his longuages purpose that a proposed we believe.

- Operatibetress (Case pose (20))
- the is now that you process.
- Semence incorproteture ( in best explicate).
- (E) An original lopes (moss)
- Symporms (and onces in meaning)
- [35] Fill. Bury. (Contends continues).
- (g) the sector of the property of server and control of the property of the

Since this cape, in more a descholor and described as for these the color on a frame dates produced by the more applicable produced as a decided are high, in the coupling that there is the SNA &

As a selection eyem in the introduction Aution formar is real day, places and comban on the in the seek configuration to the seek of the most one of the seek Course that of passible oppositions are softened. granded. In this year he postdoon, organish, our comprehensive, passenges, zers be difficult in a nothing and regulational released reasonable to district guides for very less, but one conferred from a distra-Mountainly, the applications of discussions and are common n, engangpi one (er errors), subsequence – last de noc a lighty the include ments of the problem. Odd consist the worded inconvent standards the sound planeable to fig. our les see Cardidante de pare ... Set  $G_{1}$ , results,  $E_{1}$  and  $E_{2}$  is a simple fluorestone business. the right and or littly to parter the angest challes show seem uply names, applicational first to a died this comes on the Carlot is happed that you arough the mit the wall to identify it may were wise mand the short in the midt. The right dist. 15

compliant them of the material helical limit will be inadequated if the helical part of averaghty encountry to these their principle to materially a member dust and agricult encountry, but not and over earlier method by the second and over earlier method by the second in the same two principles, who is an effective such as you are a specifical encountry and a specifical resources and a specifical resources and a specifical resources are a effective such as your exercises. It is to some an experience of the two constants in the second constants.

This is not takeny that Section is of the paper to tot as suggestant to Section A in the been motod shall a signality of this in still feel to be contemporal the terments ar tentences projety of its days no later artely noncommand basis, are not not and all concerns, the second and he begives a Lapreschio, the English landarone Petroscowan, a randidur, who does not know returned per injury on has not been tragent, Al-Standard and security aims on the labituaries raché in dia protence l'anticipata a récea is mereniferany card' winter attempts, it wish ally 18 nach nitores erügülenes hat Latvea oct grafullalise care to a the meet all a graph to farmer who . congruption to an intraction action of season ve ar men a gormandu. An le north ", whiteleus Les pourses" print the first real Table and the addition will broke an expense. dates as a repért idionale un mont les disociares de agrams Lie provide only division. Harpersations

Consequency by facts to templifite introductions of almost being respectively figurative languages of these some series into an attained. Knowledge of these some series emportant, an determining the opposition of the control of the series of the control of the

It is what our oily important to familiarate contribute with the axis standards such and (i.e. year marked) takes a convoledate of which is

ar.

establish for Lickbirg constrons on anything, conic mean. The provident that the confidences have mean respect out soils as their incisitry reseating aids because a committed that the service of the adfor afficial, (or off part, meet) in larger advirulte, "..." vac (and sim wreap," beginned a Participant of the Office top a trained lense with est selv from the incidence' gramme, call collections for a strike a Nigerian sough of stocdard English away salests harvaring tipe-"smooth", many lest or stranger en parateur les for the area, is need touting the properties. "prolifer a reget are 'gual' factoring," " est separa lagaone and others' our bits off money that was purabove the "former of feet force care". The But on andless for better implemental in a interesting. Three in Transpar disappressed in Adenguage Detromating Boryn at some volly. Le candidate around to marke to know these thought at memory as Diff. artists, all someholds from a value corrects and

Magazitation is a continuately the measurer arrows given as distinctions and they are the expressions that applicates one for may twich. Registrately with the content of a continuation of their matter are the example to the content of their matter than the content of the cont

The Test of Or Is also comes with the compeculiar past and follows be to communicated as the content recommendation of following whether by a notice the segment and additional whether have a following the segment and a followed the risk following the magnitude of the magnitude of the magnitude for the following the magnitude for the past of the first the risk following form according to the magnitude for the magnitude for the first the firs

that the good florare or onather include with findist air sort is appear the fundateled to him. Mai y other example, abound So the cambifue Fig. 30.3 or taught the phonological differences between, in each case, the words individe Topical and fadvered methy the wind pumps of manifestic. "august" (arjent wig applickt, prioritificater), etc. The te afficiality interpolations bains of worth underseares the importance of retinancialities in distinguish agreemed plansen. No disclot, the log-remastering, accessibilities and making see a distinction are a second grounding in tride there was then the oblige of the separantels assisted a modcritish is and subcourse, stress stress stress sector site-anne from the desellable to the polycer a neg Thirty aspects of Oct Deglish which should be supplied a third si to the capificates, are appropriately (w) wie tim bas personer bext.

One other expect of the English wanttranspring at infector on, out a mercaker in concursive on on ded, i show. Interceion is ea, the JAME sylmhos and we decondary relicoid populalinia, if ever, may also accordary relicoid populapropriling for the SSCO and the UMB, Constitutes have very this place a open dimension, which must written as a material collection and enterty, as elected to used. Some in or the JAMB by Johns, defection to that well that extension or in

We have to fur been discussing locates of the AAMD (1845/PCR) The of Eighth ast and been mentioned out to a subsequential subseq

- the JASSO SUMBAPOTO Use in Emphasis test is designed to Superlines the principles of supdatases who have the boson or discussed in Digital Soutering advantage.
- As a sendance in a lowbor than these, of the SSCU English Language with
- 2 for explaying the first kind and compete regime.
  in the several first by the footborning as the first half fact a of this text.

## The Art of Weiting

When I is a means of volumental approach in section and Communications at first process of the section of the s

In we want you and the written errors for a first of problem of equations entire bloody's pritare in the the section would be so to a more season maintain. measurement from the control of the page of the firm to eta verarios el ma receder des sinet l'impressa yor? gar in biom. When you speak it an error with the General series in a noncommunicate in arrange of the reco You contain the few mile ploth armovers on your enine to empiresco a point position i foresta, grid co through you don't so your plane? The Part of the men individen sourceoff print see the words to en i jar yezh men eveza igada, per la la est i d'an as a linear and specifically as hear, angular country - likewing to the prepresentation of generality of 100 y backeyet or one end. The words you are automatics agent in an ingless consider. Vo. Laws to an exact words at the limit on times.

Besides for incided, and essentially of your est a second town of votes were real, and a second town of votes were real, and a second town of votes were real, and a second town of the votes as promoted as a second as a second of the second distinguished as a second of the second of

ing of the experience of the difference of which offer. The charge is a moral bend of the proper smallers.

White is the interference of a property of the property of the

- 65 role at the second distributely According
- I'm women you will the
- Line a second replacement of the authority of the authority
- grig to spragate unuse of larger 1981.
- est modhum at av. 1039

There are the man and working is to comb a forest of the approximation o

there is a marketing

The integral subject to the state of the control of

Approximate and the right of the properties of the companies of the right, at the properties of the right of the properties of the right of the righ

This day is with the include of the top, a rate at the additional write it, is upderly the factor. John St., is upderly the factor forms. It, is updately the property of the traditional proteined type are of the people's year, audino about the compositors duty.

- (a) Prepare non process the appearance
- (b) Procedures for the manifest scremony:
- (c) In soduct on a percent; an ellerators of the instendiate togety;
- (IP The heyspan on servicence
- (6). То допуще постояще
- (f) Nation of the uppersongs.

Harding drawn op voor out inc., it is more appeared denier bow to him there per tile design degree to by Toure is a strong and a marke a set an easily. This probability

- in herry serious
- Cit Bed
- Seal Commission

This involve the production between a satisfactive in an emitational control control particle and particle in a manager and particle in a manager action of a colorage energy of the first energy. The massess of the colorage energy of the first energy of the first energy are an energy. The dependence of the type of the suppression of a colorage energy of the energy of the first of the suppression of a colorage of the energy of the energy of the superior and suppression of the energy metalog and the energy of the ener

Uther course of an alterial quantities of the colderwist, a hearth in, or captivate p introduction and the most the gradual year a certain it is present and the year dates for tasks of the energy. The body of the energy or united for such substitute of participating, the promised ideasystems of a colory, beindespectually absolute applicable according to the conference of the conference of

In body of the entry is sub-divided into antithereon which are consequed in going wals. The essay most of owe object protote that it is excusioned with the following analytich of the line, where shows fast representationers would end expressions. The look year analysis where you power you protote the SO, evall protote strongings the removate forces in able to tend the sub-cour writing, our appropriate cour your colleges.

to more

In the formulation, you are easy to, increase of the order and stand range, some of your working, it the, body, you was since that interest by developing and indicates it is necessary for works. It aving dame the above, it is necessary for you to round off properly. That is well to a conclusion is all about It would be by a continuous of the works and the your necessary of the conclusion system part of your mentage. The conclusion system operator ty remakes the harden where we you want it has to make the best of a Whatever form your above in describing you many supports an thought or the way supports an indicate the best of a Whatever form your above in describing your results appends on the 15 years writing.

as writing out your couldness the version below, would be treated

Essay Thirte

Jutepäusine-

The med Pourposon(34.5cm Point (Pallaguagh, 1)

Bludy

Saleste and (in Fanancies) to

 Sub-there (N) - Paragraph 3 Sub-thous fait Caragonals 4

Conclusion - Paragraph 5

Plotes Tieure may about 1 or organised in five or sit. \$80 agraphs; for no order, any paragraph, mene. Boar paragraphs for run<sub>ce d</sub>ise assignment were adding paragraphs.

#### 3.3.3 Beveloping You: Potat.

Vouldese in early order, so and through sourcesints in logical sequence as such there's in the body of your essay, when here been to if a motor that each subtilies without here should error pair; apt. Beggeoregoph that assumed than one so remove discusses now than one superiod through a several good pairs, uple there are sually error or above, in the purpose of the other than the relative to the result of the several part of the particle of the several part of the particle of the several particle of the p

From mote that the majo so denire soud not be the first sentence in the first age. In fact it as of a majoritore, whether or and beganning, in the agencian are those of a majoritor and a majoritor in a part of the part in the sentence of the winds. The words to note not a part of sentence where the winds of the words to note not a part of secretary and the contract of the winds of the winds.

#### 1.1 J Geling Over Your World

Vice shortliffer our basis of reading over what you have to the action of errors and the action over two was able to perfect each age. To back ever no moves a perfect each age. To the detail for the earliest of sections, of sections of a first even it was pour of or the moves our entropy. You may have gathered two will element even writingly in by a law to the characteristic for more details. The quality of your writing of the place of the more details. The quality of your work with a made you to determ and content of the or, purcetual and action, and content of the content of the particular and content of the or, purcetual amount of the grant of the particular and content of the or, purcetual amount of the grant of the particular and content of the or, purcetual amount of the particular and content of the particular and particular and the particular and t

## 2.4 The Qualities of a Good Essay

Without the business of particular institutes are different parts of the area of the area

her harped have from even position commutations beads on the median median resolver and the purpose of writing. We associate have seen that they of althoughes some so-could atmotor out the outring events of points — introduction, the Judy surfice, wassen.

Another is product. Ning to bear in or rid as that this qualities that make for a good essay are the same regard reacofflite type of assay products as the These cars are the following.

#### 2.4.1 Primpione

You remain proceed hower arrange two men, made entire met wording for four of representation. You will be moved by the form of representations the moved by the form of respective to bord. The property of your way in provide the solution of research to research to the solution of the so

That is, whilesom, writing first one as the the shape is an injury to the problems of the allegation of the allegation of the allegation of the allegation of the purpose while to be explained provided, to the explained provided, to the explained an optimizer of the expression of purpose, to compare the provided of the expression of th

#### 2.4.2 Logical Organisation of Philips and Ideas

We in which gives to allow you are unquarantees. The points and blesses bould be proviously in great ground angered to get the ideas it will be provided in the expectation of your constitution of the visual characters are an administrative design of the expectation of the expect

Children so is the verbal threat. In the constant of a parameter to the one before it. You should make the or administrative except Whele a segment of the constant except Whele a segment of the Children section where except Whele a segment of the Children section of the constant of the constant will always a series. Your discussion must be included and always are not the parameter of the region. The parameters we re exercise the region.

Note that the min of the every interest year and you are singles on a new or represent realist. Common realists of a new or when you go when the same content of by there a leading a surface would never self-one resources and expressions about the quality for some Your revealed know that the next writings are time that the next writings are time that are concluded in a replace of a long magnification. The person can appear and the time magnificant marking your maps are all real strain amount to part the marking of what we want my grant product of a latter and a strain are saying the part the marking or at the count of a latter work of the part of the same and the count of t

non-flower yn Area di stangs on orfficeralist persua ar arom Denomena

Marrianderstrage build or legiste, the comparison of A. for interestining arrests to a reader. Your establishment of A. entwork-group-comparison of the contribute.

......

Sidiscisting good entity and by land of the adjust were resident Schere the topic bus most of their schere of each of the interaction of a continuous feature of an arrangement of the different order of the interaction of the adjustment of the adj

4 4 mg 11 mg 1956 1958;

••• ... Testally declar wished to paragraphing consolidates, consolered anyon the till master and as a casas minut, so – or conflict a conaroutgoing to governo its second as the soler.

As an expectable is a group of related secretores' about tweer a context total, I was very offere of up from present an equation of available of available. Up and a confidence of the context of a properties the main following vehicle out of a properties the main following decails or associated in a region of the following decails or associated in a region of a properties of a properties beginning at the context of the cont

acreed wave toperor tograph should be a unity, some one of the process. A prograph has array a process of the sent merely of a cost of sent to the cost process of the sent merely of a cost of sent to the cost of the cost o

Cors. Let Le follow on

45. American in the principles transfered the manner behavior principle. The black to a mean another by Learnesine Sci. Proof. Theorems. Lord., 1938, 45 May 1949. menang of that imite for controls.
He then diving the Mantinguese,
People have different view about the
menang of the Mona Lina' smale.
They all overs that it is a great
pointing

This is a traper part to a philosophic form is a part of a transfer more successful discher like in a track a consequent of the form of the consequent of parameters, as shown below.

The Mount Land was posted in Levilands do then in station value The what bould during my decreases. The two has been in the proving it emiling and amount in the proving about the matter of the sentence of the antique for the sentence of the antique for the sentence of t

This aprongement makes in wenty, ably, paragraph for two resears.

- It has a ingrisal partern, it is a most quite paragraph, surfargerth with resultance their face giving to market the condition require of the replacer incombating or the second action seconds.
- The sentences have been jerned argentine or, related in certain ways:

- Same or the hate simple son attack parent has a joined to make a longer applicace.
- (a) Links have been incorporated to estate them, in a case of other the painting schedule beach to The Month inches to the people. "Nevertheless" segment a contrast where the less " segment a lessing and the theory of the people."

There are no relies for length in para, against, flowerer, the paragraph meanner, he too should have, you should expedition. You should save systemyors take them sting a word or phouse means. Report has means your writing alumny and under the

The qualities of a good cassy are never exhaustive. Appendicted of writing, as an resident educated an exhaustive describilities of your personality. We must some twenty of from he learns. Any good water has no own thy or from no doubt that by the top of your personality from that by the top of your have contained early gone through this back, your would have even even and the skills and requirements by pand writing and be on the way to be even in garding at home on the way to be entirely at her on the way to be entirely at home of the part of the on the way to be entired at home of the continuous to be even only or and writer.

## Kinds of Writing

#### Signature of the first

is the real News distanced vertileng as a means of our countries to the SSCE, yourself beginned that with four so five cases questions from which you are to abund one. Production was an entire, a copy of residency of a finite chapter, we about the decountry the types of w. office, there again which the agreement of a constitution of a second constitution.

- Let or Writing
- Sipesch Wirking
- Namining Welling
- O semplise Variable:
- A grader far va Wedness
- The ontole
- Imputative Writing

Many coor of the considerables that these defferent types of willings cannot defferent the americ each collision appears for selection of deax, its near clock of a name course its over lexical and generation for me, and the over style before important than the Cove differences, he waster as the theory that have in that the constant many than auditement to the constant who was are writing, the men on, two, for under the fertile species, and me proposed to the first species.

Reinflag word detects which control converting. So, you must be pay attended to the upon to room to the upon to make stand in the question. A toxic line.

"Thiredwentages and disadvantages of threest adolfamily sweets" could it ours as:

- in a better of a penetic and;
- 18. In national for harmony of the
- (b) Indestruits as for a rat partire on enforce
- (d) a speech made by the president of a youth else an common by
- (s) u dekane.

From rependituring and did find increas, and reciping and of these parases of a reaching equused. So, first read the quantitor care tall early reach two year united to divide year the asked so do. You will be jurged by your degree of anothers in notween to their production of the point death that a read note of the convey that perhaps was approved a context of papers along that the

At the end of the Airconnian we each bind of writing, we will feature to incoded specification of throdal factories. So we will be well throaded, and obtained masses, the contract the well from proposition. Force is code one of a factories in a verticing a severy present as expected to have his own uneque scale. So, the important a factories and another a solution, adject conceptable by the nothers and anothers a last into a depending your and a significant and it transquarements of the canonical another than a factories to end another than your server produced in the second of the canonical another than a factories a significant and the second and a second and the second and a second a second and a se

## 3.2 Lutter College

#### 3.2.1 What is Letter Webling?

In the architecture of the projection of the action of the projection of the action of the actio

here can be a seed of the energy all directly, particles we work as common commons, and to a flower a special state appropriate permanents and not a management of a second section of the permanents of the permanents of the appropriate permanents are appropriately appropriate permanents.

The water of control of the law, put propagative expenses and obvious factor and leaves and formula feeling buyers by a propagative decision on the expense factor. It will define buyers by a greative on the expense factor because or informat. It is therefore, in you can absent to brow how to be the both extens factor by notices the decision on a street and here.

#### 3.2.2 The Calls Sup. Men.

#### (III West transition net furthers

The molecular formers a personal or waster in the leading personal formers and according to the second section of the second second section of the second second section of the sect

What district adds to a district the end of a region of earlier in the addition for the end of the

fait Has arienes and true unitary

 $0.00 - 1.4 \times 10^{-2}$ 

- (s) the existations:
- (d) In a body of the letters
- (a) the extent after pleasure:
- 195 8 5 0 7 10 2

i. It is small for the style the protection of the state of the state of the style of the state of the sta

#### full Address of Writer

first interest grantstanders of operation content of the second state of the following state of the second second second observables.

s O artiske in Steer Banga

1 -2-

11th January, 2002

72

Penerchia vernment for lega-

Mour :

Accin.

Barriel Dapitel For Buy Francy C., 2003

43

Mary Book L. Call of

Laji Beri Owa

Apper

The North East Local Covernment Area (Seins State

Title Jenurys 2005.

160

Seator Toya Samounly Select

234 B 11

of John

Cut fivest to at development at each

Street Make.

Terusey 11, 2002

A tramona after such lines on a FEM scop of the end of the newbest, is optional. Where you can do be partially accommon of open of each map, it is a white map in 14 th 1 stop of the standing of address above on the last. This stop is the country of the date.

#### de The Day

Æ.

98

Т

This has be bowing to prepare, it is with a immediately below the addings and cover's any a fine state of the control of the c

Handa Boy 2007.

13

Incurry LL North

Done, yet a left depatitie entra filhe date. So, demos write Devacy III. 2009

The factor of 10/10/07 of 10/10/09 of 10/10/02, The factor 11.1. of January 2002" is contained but to be accounted to the forth from a veries 11%. With 15 Ju. So, wou have no beam to veries your date property.

#### Salvennon

thater, by well on on the lest hand portur abor the librar, the Community to the who you are writing to the you are writing to the country or North and it should be "librar to the many" or Noy that plant form at any eng. "I for Evaluation" or "My dear that are, interest on the South Eriend" or "My dear that are, interest on the South Eriend" or "My dear that all."

If your is writing warpoother overster, it should be 10 an Sister' or 'Doer finother' or '64' dear is writer 'My dear brother'. The off-isser 'igor '41' Doer Brother Fenn' is also scar or all if you washing to transit years made as anyone to be washing to transit years and have 'to accompany to a not year and the 'out of washing to be a not by overstander'. The John 'Local Angle " well to accompany.

Webga wating on your follows accommon in a lab. It has their bar hather when he is a 12 a - 2 a - 15 a Value of the 13My leader (1 a - 2 a

Matters in 1993, a live on rate of the consequent

#### (d) The Body of the Letter

Although they is appropriately to be forced write at each related that introduced before in paid with the proper year are meriting on. "There exists be absentioned and enquiries absent one or two trians belong the median of the action of th

The angle spaces of any splick should be becaute as the section of the property of the control of the section of the control of the section o

"It is seemed the property of the period of the property of the property of the period of the period

#### pri beinerigt ar therita

The mest sedeptable subserigt will occurs to all agovernments inferenced better in the number occurs by the formal formal subseries and the subseries of the number of the

#### G. Mignetters

Forecast (The unbright letter, all year note to v) in it, year features. You declare writing a larger fall name becomes the person you are writing a larger year. In feat if you write year old the most finance never such and each writing continues meaning.

#### 3.12 The Formal Lount

#### Or head, to a re-

As the protection of the residence of the same and the sa

believe the reflect through, it is address a to the person belong the office. In the relieve will believe, you know to present your control on the reflection with respect to person. In the formal letter, you also use the will be person you are winding to not have also accessing with the result of the real end of any government associated to solve the formal letter to a respect, is a formal letter to a resuppose, is a formal letter to a resuppose is a formal currently of the short of a fester to a resuppose is a formal currently into the above a fester to a resuppose are about corrollying you we can buy to make a formal ferriting this topus of letters.

Place Residence of the formed extensions:

- (a) nor on of writer and dube:
- (b) dissignation and full addors = 1 for ∞;
- Cold Estimation
- id) rie:
- (a) the hody of the letter.
- (a) makescrapt and by any
- Oct approfitted:
- 22 Editorena.
- The section of the first own

#### (a) Address of Witter and Pate

For forms are the same as discussive under the other tax letter.

#### 10) Designation and Full Address of Receiver

The designation and call address of the occurry, as weather on the try, left side of the posses on an above that the first left side of the posses on an above title.

#### fer Salutution

The terror only offer the devigne, because full address of filter one, we can awar to refuge one. The accepted filters as "Disk," Suffice "Deep Victoral"

#### 110 7710

A 'vise' title of the letter up all y follows for modification of a the way and the included with Thoughtone is the University of Sone'l what and eller a selections.

#### (c) The Rody of the Letter

The opening paragraphs should introduce your wasting by relating it to the topic, your in a both to the section. You should have a good knowledge of what we available trials the environmental of section of the topic of the district of the

Vicerpole, of state smouth in proper mathematical rad expressed. The large age amound he alone and the register formul. You show in the use slower or structed forms. There also he he a judicious mathematical state, this with appropriate to allow the show dibb and to a recognize such conglets.

#### (f) Subscript at 1 Januar

The programme represent or always, by the formed letter is 190, or feligible 190. Note the hybrid 190 or as a reaction of the section of the

#### 193 Signature

The segments that meanine present on signing off the formal action, "those greature is crucial assumbles out the formal action," have greature is crucial assumbles out the formal action, and in the entire that is not supported by the better in the meaning of the formal actions. The action of the other in the desire and the court of the desire at the formal action, the first hand the entire the entire them. The action of the entire is a few at the first action, the first desired for a property of the entire them. It as given your fell market and your designant members it is about the also

## The following actions condition of the fair out that, we clic formal letter.

þ

83

10. Judě Agent Clase Suzávn Dus Ston (Off Luf Walterworks Pasie) Pakodjugo – GA, Lagun Stoli Ball Journey, 2002

Jise Chairman Diskorijaya ) nor I Covernment I in men Disko e 1300 Sjare

Plan Sir,

09 18. 10

ď.

10

ud Mi

19

134

100

MI.

es (\*) Mil

ψ.

1,4

f No.

To<u>or Star, o</u>l'Espails in 19 k<u>oët ave 2</u>66A

Your factivity (District (Province of the

88

## 202.2 Vol. the the and a

	at art fallar	4 40	· ·
	Seatte (c Addition	The white is noticed must be assisted to the second of the	Conveilun's address must be endicated and be properly with a far the Septing of head comes.
3	Dare	The Jake is without this wild dig Software the and the Anyly 1 - two forms with any entire dig	The electric area ten immediately below the accepts. Any of the two forms ledies in acceptables
		11.h Linuary 2,002 or	.1 5340.005, 2062 or
		, a 11,2002	Jeims 1 1999
_			
3	Paritori casi Andrest m Percora	Year of NO. highde the are seed to the area of the area of the receivers.	Per MUST include he objetal distantion and full address of the receiver addresses.
	ESC VA		
0.04.5	400000000000000000000000000000000000000	Location in state per substitution and	
1,46	W. non	Then are in the salaction will the end up. The relationsing a second end of the person you will would be a Thorney of the feature grant and opening	The appendide solution is a ther them. For on Freez Madam.
		Team Notes on My dear Notes of a differential	
		in standard or Mindear sine, or	
		Sign Saster Englisher extract	
		t ethale	
		Describeds an My trail Unide or Described a London fles on orders and the control of the contr	
		<ul> <li>As a Malanta Marinar Mylenna.</li> <li>As a Macheniar Conscious grantage.</li> <li>Macheniar Sections of the decision.</li> </ul>	<u>+</u>
	3	Mark State and	
4	77— <del>7</del>		
3.5%	3.51	302 at 1 po., 1 (v. j.	A short tide should be written formediately below the schooles and should be noted med

[ Famor	ragismal Expers	America Crimos
S. Body of (vellern)	Inchengage doublewise, hardhardy, vieng, von ruch faminada purvanian a cry be able in faminations. "There we take information of a local and appropriate information in the able in famination of a local and appropriate and a deposit passes and an of more of a degree passes about.	Coloring presentation of major tall.  Line, see that More orderly forces factors of her presentations are talled a servences. Avoid the more self-dury, escape to a servence of the presentations of the coloring transfer of the coloring transfer of the coloring transfer.
3. C'sciny	The rates, coopyrible form in West is specially weather of the Leutenmel Coopyright had be ten.	The event of septical informs in all the particular forms in all the particular forms in a finished by well-than the frequency of section of the fields:
3. Signature	Only your first come should so entiting as you are through each support to the receivers	The Production of the Code State Code Code State Code S

## 3.2.5 Chambe Propose Letter Whiting

The Lead continue provides a the feature of each filtren at the SECF are not by continue up about 6 of (6), and features. Many one of the set do not date that show their addresses. After they do not write the date conventy. Some would write 12 for of the sungress at the conventy 2007 of (6). 2002 Blanca of the site of according to along the slope of which 12 Sta Jenuary, 2002 of Jenuary et along the slope of which 12 Sta Jenuary, 2002 of Jenuary et along the slope of which 12 Sta Jenuary, 2002 of Jenuary et along the slope of which 12 Sta Jenuary, 2002 of Jenuary et along the slope of which is the slope of th

to the terrinal terror, in the standiture to large, the time the douglastical and IEEE abbreau of the rate work altimestic, there is also the trueto, but to give a briefful composition or the testes.

Many conditioning are challed to use the

Open appointed in particular of the figure of the second and statement of the figure o

#### 7.1.6 Model Duestions and Answers on Later Walting

#### A. The biforms, Lyber.

#### Donather

also settimente pris mili mili primera della suomina e della sedem se si mannerali i sud arti percente resentali prin della finali. Ministra i l'in in su primera escisi milita

 $\hat{\chi}_{\lambda}^{(j)}$ 

1

į,

ă

ŭ,

Š,

44,

e:

Ĭ

Ľ,

Ŋ

(2)

Łγ

vic væv

phonding with 10m to remove, our filench education (AMEC November 1961) Answer

> Mghidi Suwadi yebshool PMB 90; Mghiq On Wasi Label Graves membaras, Irus State. Odulishna ye2002

#### Desc Uppin hard.

How we you? How is your farmer? I hope everybady is feel, agains.

Untile, you grant not the four model ( scanney 'Alicentairo Matricular on Tea mondan and pain schnichest recopyregate to grant with an experience of paints of grant and the entire of the control of the entire of the control of the entire of the control of the entire o

Und et any drie will Constea, whom it solid also mode i. data-share deposity, is from unery possibility. 183 parents are very your and it was with much au series and 'society', hat the sweet a short can him Lapush recordary advertion. Incombly The using Challes' university education is beyond to a secure, of the parents and unless there is he'p. from somewhere, his to their stockes and be a inapassis. The loss three or strongs who are alteredy familie the damper of easing school for sack of county. In Fact, Uncle. the logge and about 9.7% is Fig. there is comply no hope of Charles, equipping his countries. Their, yes are the new weeken may carrido se a Darbino, la construire ifficiente engioriere (... all the help I were it observes have got been yet. co-begues was bely less.

Harve brown Charleson, well throughout by hite. I was seen to assuring a .c. in the adjusted each for the continues schooling. What has be not discovered the highest chings tong it, like a fitting to the same

ta'llud "pure water " He does not a more tall, as a short one waterfew when he fair a near so read and coulds. And he has been passing the experimentation with flying solution. He has, with the has of his parents, aparaged to scale through the exceeding solution club already to be a solutional flower to stop so read of help does not come "read the he see all the effects by a size of the decards of the he see all the effects go to waste or the distance shadower. He more from algorithm any in he he can see, from your

It includes the engineering and the state of the second of

Unally, I implece you to give up. The or prost Penes are limit, Unally, but if you even try you a bast to authorize a would appreciate it, even not as when he would the wall, of even or not be note to supply you but the proposable your reward on the started in he we -

Phone ideally sound my gradings to measure of your family. Id. show he grade hing to so Supplimentary - season

May tipe bloss row in all your ender were.

Your cines of

Office March

#### Contemp

It is required as the fact that the second the second to  $\Gamma$  . Not with restriction unable to spouse the school that of the latter than the first part of the latter than the first part of the second than t

Total charged by the convergety. He had been succeed the area of the properties in a smaller of the properties in a smaller of the properties in the successful year of the successful year of the successful of the successful of the properties of the past of the successful of the suc

Thirse requirements have been a conventilly said beginning to be to be to be to be to be the religion of the religion.

#### Clemen, sation

Howards say formal frategy, after habitant is not exact. Dear (\*\* 1827) at 1820 at a second written in case. Dear (\*\* 1827) at the exact written is a second written. Also, the points of each case and case at the presentation of coaterns, and to be presented in charge exact in case at the presentation of coaterns, and to be presented in a said of a second participant, and a second present in a said of a second participant.

#### Paperassium

The universities a posse decrimant is the they're's tanguage. The result maps to unusual is a region for for a last thread in a last testing of real 1.7% of the permitted to 1.2. To be introduced the purposes of containing like unote, the professional maps grammone was a short and sentence, authorize that we nearly express missions.

## Markanical Assumacy

The Heater's great mast speller general accountainners quite good. There is no doubt that the general constraint of weighting.

#### II The Follow Letter Omestion

More a lower of pion bound distant seems drygo Established Sections of Superior of the Section of Section of Sections of Sections of the Section of Sectio there are that productions for in a properties from the form of the standard of MECO, there is the standard of the standard of

Covernos i Severabre School AMR 139 Birnia Covari Kind ya Siste SCJr October 2001

The LC2 risk Promitting

Development to A.J.

Man Coward

Lecal Covernment to A.J.

Man Coward

Lecans Some

demodes.

Macazat for figures had, Re-opening of Pleasant as Display School, Salva -

interceptees son a security at the decision of the Birm in New of Local Covernment for modific decision for the Security Subset, Subset The Security Security are the charge in the court security are the charge in the court security are the charge of the court security are the charge of the court security are the charge of the court security and the charge of the court of the cour

One stock were rarily a new ways the Common tools to block he show the serious'. There was body performance to the first of the Art government tools to occasion. The first of the day bear a positive region of the serious desire, well-more ideas, the office pupils rare. In account entrance contains the form pupils rare, the position entrance contains the form of a serious has been beyond as the contains present on the tenence, a use as books are not established present on the transfer of the serious day and the change in private bearing the order of a transfer bearing the order of the serious for the serious day order of the serious property of the serious and the serious of the serious o

"" Natura (i-wert bach" ) preemograt should not be that printing others compatible beforeign. It contains the contains a contains of the only preserved her? "The conducte grand should be decree an lighter mean and progress to the propriet fixing in that area.

Expression with his arright of all endounces, and only that waste in globrouse fifth a most means to the received, in this error, obtain the No. 4 the standard personnel at t

When the Community Principles well Screeness excellented, many people welverson it and flow through it was felt that and school well and so of our Scott or a separate people of the increasing position of white or a separate people of the increasing position of white or a separate people of which is would be established, but with time a range pole of the another than by example dynamic and another white by example dynamic and decrease.

by the electric of the whool, we as a could supor has a rear to being compell. A box and a shoole are as an expectly the two contribible more or to a 'k' about small decreases to the neighbouring technically no expect the streng school. Even this will now no longer by a set of the expecthese schools are affectly jury packed as it is of decreas. I have a in whose reighbouring concumutes an even when a derived in way.

If I is time that the rebool was closed cown accomes a line men performing poorly at the consumption that the region with the to was qual first, we appeared and dedicated trackers to the syluctions give them adequate sepervision to ensure that they are regarded in real reaching all the time. Appeared describes when a great a priesse business when he preshe is exposed to a priesse business when he preshe is exposed to make a fire classroom.

Agont transition can be who new way ally at home. Green and district a transition who cannot yet imagine the besse it is suit out to of a numerously pause there were it is suit out to of a numerously pause them. Makey of these besselfs and or of terms from makeys and the makeys of the makeys of the makeys of the painting them and the painting the painting of the painting them are fully aware of how difficultations seems growth, of a range days.

The continued closure will also dealers appeared the parents for the continue of the 12 down Most of them the very purpose to be 1 down as and 10 longly fees being charged by pressure school. A parents where the rich energy and and our underson

1.) Tempory in a prevate schools with the public release your plant to a second disclosed with over sec of conduct laws on many investors of the continuous pre-

So in a first the respect and points given above to a large of tages from the respect that property served number early. Of you have the hospital policy of the community and was all always be grantful to you so bringing lightness, more present be a

Your half by

Nris Maar

#### Content

If a writer is able to part - Into Air complaint about the air comment the action with a writer in available of all the actions the 2d by the percents and seem of the 10 force the and seem of the 10 force the various argument of the observation for the 2d by the seminated the true the air part of the action at the action of the action o

35 April 1773

The mandatory for oil features of a formal total one real mandator, holds, loss describes features a ready mentioned for the conformal letter, french one or the decision as in a lift if address of the recover, the rife of a online of all the agreement of the source. In the Sixth College, a substitute of the source, have Sixth College, a substitute of atom Six and substitute of a substitute of the lift in the lift in mandator without.

Do aktered has C e earth in reduces the subject of the of discussions. The infractionary pursuingly, they are a region to the second the process of the except the new the encodeding puryungs were supfaced by the process of the popular.

The general test indiction letter is formal. The ideas our faces are unwover  $x_i(\mu_i) > \infty$  of unambigances

1. 26

It is, seed, employing a mixing of out distance against a selection. The writer is music empiric. The empirical problem is precipited with the entered problem in the selection point a time to be in a consider a first the time to the selection of the selection in the selection of the selection in the selection in the selection of the selection in the selection in the selection of the selection.

#### Mechanical Assuracy

Barroularge transment as an office respect to before more particles as a prosequency of the property of the pr

### Add the same of

## 3.2.1 Nature of a Speech

A quadrate with a person property of the operation of the person of the

Speech in Girly 15 a skill whiel, sectioned by Juve'n recall from your according selection at trace outy bear any an empended impangleyour his where yes, may be acquired to a vicin release as while in You may be rught to an the prostder of a society. re you, achood a separate a lab in common mount is to give a ralk or, any issue such as preference the activities during you tenure vieu gray he counted as the emigration of arefeet to grow a speech of the amount pages given, secondary of some svings. After pain school life, there have be national as that would require you written a special mesonally if godine die type hat mkes autom west a fee blas J polities' capacities since the speech gan would deliner south have in his limit written cown, it is because the year equire the call of apopula WHEAT.

## the magazine services.

is unsequence and notice for a climato per

to be formal, there is a depict of resemble and persons a may self a respect of the formal bers will be the grown to a character of the the grown to a character of the following the following the following selection of the collection of the persons of the collection of the persons of the collection of the collection

You make use don't words of we make upon that profession makes as ones in makes. See it was a credential conjugate order to compact such as two one of Lawrentian . The one example will say if "Sundy, in a fiver carried to scoon." "Let us not despite one of the makes are in the scoon." The use on the profession of the one of the ones of the ones.

Like any proceed worsely, a special is the green terms of the speech worsely measure, a sense of aging his proposition of the action of the process of accommoday's depertmentarial estate lay of opening the special process of magnetic and for the other process of magnetic actions of the speech action of the speech actions of the

The speed a loss to have an appropriate appropriate systemation which the specific sets, switch get it appropriation and charitation prosess to we had suffing the remained of the specific fire it and examples

"Me. Chamasa, warrent, emple, græste filosoom, die inge eined medter gegete, oar higher watermed or notice, our word waar to higher my follow souch s.

At about the time subject the surred off some fix then Heyerfunisher topy, uselnes will have surred to y between the nature of transcending and as excession for an execution they obtain the matter of transcending and as excession like this. I wonde weather may the upper multy interference, any experiences maring the potential.

### to the me of maring a

This is the apparatus ty for you to gave a form of into executions of his your detail make the most us at further you content, you about displaying and thank the digulators and his process present there is no example.

"From M. Cox I was some specific an descriptioned tool Proched a sely wouldn't been a so the head boy Taxes were used, convertable as deversents, just as their work for the resonate. I do note that mer succession will competition a cour- Versensonus und erwol du model/es semme de Que <sup>4</sup> eistwich may in ...is school fire bles o mich wonderful Sociation to belieff at the sungerns students, brodge from we will be writing embasisade, a of the selection

Mr. Chairman, our ware igal, machine, invited Little and lattice and gentlement, but only your ALT

Plante loss in modified these Against his any that the proper of the specimenable date than the for man parameters on a cause of

## NAA Common Francy in Speech Writing

Control 5. specifywrith 5. dec. acceptioning in pa the plans of assessor of SNOE, as a district March 2.51, is estimate the found open the base are more than collaborate on esserior sind appearsh on the singlethat is electly evaluated the expense of the terr aundidates who write speeches. Most of them Annuceive recognigate over against allowing synththe terminal followings of fire away departments of the expected woundaried for a could, their Anna sy and explain the underest Source and ideas, much the forest of an other and of that of a specifi-

Signiffyon among to write a special stable since the year income according temporary reflects income income

#### 1.3 d. Model Constion and Australian Specch Writing

#### Ousetien

an one statement country to see any the remark more will not been at the policy while commency of the squartly and of some sections in

#### Ammer

#### A married Truck Rider My Known one as Someon Protect.

Mit Chan show our respectation great at horse. districted who consider guests from Labor street relaprincipal, was week dear leachers, we reliave

A. Should be a tracked year, the athermore will proprietts at a leading the Bristown revision for a purple anns telepal half and I mened analog by the gazaine. of the propagation with a rest someth. All too after the effects of, One estimate as asserts and Those incoming protects of a year ago and prosubgraphed associatement of the law sking this quantities their be set. At a more un un or on on stack at this, went, I want to have that outputters, alto as Feor notices, assenting a dering all reaction.

Ket by the end been room thing, by posts as a jun on a committee of a said error of a concelling particular "An of a consultable of Sakora Sacora Co., and sellainteespecially when they got having with a make students the plane had show was those to tocal capity. tion grade commands and enjoying som, grisdeg, c. with a see four into face), combaring our state of with the demands of the large fit was lose facthis can a net excluse other. While storm, however, using for each transmitted and a color of the second game on the second that do make soft teacher thin ment one of fort, he wanted of the opposition.

Will he we been also found out that it we wrap or ruspeed, we must work by a form are set they evample, we find the use at Submark, set enconvanue, to be at the right place of the right find #. with a flower exactly to the rules are in each fisher of the original and we did the sace taking page Ayen and for court students to do. There, popularly Also official determination and fed interpretable fig. not is be much from to social few designed force amount by (Clicw stedons).

The other and morning give to the community dopped to They were discharge wellting to be a consouror listing a new host can offered to 500 years a sections. in providence of beselver. With a princenteep i suo, by unformaci, which you depositions affiliately... students were in he raise out they same about walkaci arabimoretearkiy iligaalooyi wa mida sa to to make the decisions to by 29 down then reliable. students. Northeles and the colors the general same

Portnerious maden, a direction within stage or time can agree seed

Meantheless, in some normals are mode on the part of the select. We had to guarrat with some at a country whether the part of the select of the part of the select of the

My experience in a case, on the source all dates and about at had be bright are tree. Into the manner the variant quest of bouten one soul manner the variant quest. The dear area are all quest at the experience of the dear area are all questions as a construction of the enter of experience at the way and energy of solutions that the agent the recipient and energy of the enterminent and the area of the constructions.

In the orthogone of other secure distance which above the conjugated input to the hort knew the conjugate has appear already for those containing the part of net choice of facts appear already for those containing the part of net choice of facts are the quality of school in the new signal of cocked with very string for his velocial Can became is another with very string passage and the science laboratory is passage appearance of the fact that the provision of the fact that the new contains the provision of the fact that the new contains the major standards and the first countries to the high countries to the new net of the knowless.

From all time to the road, you'll be distincted with manage, a name had a very so into a count of the Laurer professor. I wan water many remarks to talk persons on a great and whose whom is a laure thermore manage. I do not not several designation of a section of the count of several designations of the talk persons of the count of the best transfer to the count of the

учению автомизационя по для устания.

Vir Checkân, ac principal bases at more di pones faithe and genuemen and fallness maderns." Percepaniel.

#### Commercia

#### Configura

The rop a demands a good in the istockle of a support of the wonds the istaller and above. The business of taking the resolar back to when he in along that the street present along the first state of how duey there said. Then the operate and interest with the religions of his experience of the advances operate per contract or a financial operation of the advances operate per contract or a financial period of the meaning prefer to a first terminating prefer to a terminating a state of the state

#### Organization

The speed's one rate that capacity is the masked, a count mask throughout expected as the beginning of a speeds. The points are legiontly ever between too, or the protection of a protection of the protection of a count to a disposition of the protection. But are present, Note the ride of the system of the ride of the system. If on those, the inspection of the standard in the disposition is the standard in the disposition of the system of the system.

#### Laprovence

The proceed topologic to longuage appreaders me presence of a sackerne. For which some inspections of material values of the standard of the sample of the s

"The venturalism good granten involve mechanical in Taglica. His granten on, such against a unique of the control of the contr

#### 3.2 Manymore Williams

#### 3.6.1 The Nature of a Narrative From

ple remark is weller, where a recommon of events are wary telling. The new try may be found on the age and travally software entertaining and the order of which is a remarkaged on the events and which are the activity of an arm of the travally of the present and the pre

The present to block sit is according to the server of the server of the present of the server of th

## y 4.2 Seria. La pro Namica Bronnese

A unrative essert to often about merious appendage Langueroaus

- Whitepper research of a post introder, or tracelling, or oriented;
- 2. News requilling:
- downing of its out it to the police us. I'm account of a bundless in grants?
- 2. Cheannan Lilengto incessed are longs.
- Story of ling.

in random which it is empty that to keep very strong moving, D(r) , or  $r_0$  and set  $r_0$  are much details

over they on, moment, it is other reducted any mean a processing account any mean a fraction received above the series. In the case the series fraction has generally a matrices of advertise apportunity to the case of the process of the case of th

#### Missin supercol

a - mis, the suit, two obtivers a feet to the reach but not very clearly. To send the would great a clearly planne by at Top, passable refrectional managers; will

Socia substant accordinately representati

In will 13 a marriage with southouse or evaluable with the remarked warry chould advance for teaching whether a arrange too events in absorbable of each of fixedly the each of fixedly the each of the readily of fixedly the each of the readily will expension the acceptable of a fixedly about of the fixed of the readily will expension the accept that the epith of reducing that the epith of reducing

In wealing or paul events, a close our color for post measure a precised by the use of the paul tenne patterns. The part simple, the part continuous, the part period, and the part period continuous sense.

Like any other place of verying an autobiocostive should listly of its stay of this structure.

- (2) \_omacraclier.
- (to tacky
- (c) Cuman.

In waiting we all ripto like "A local accident I windows a secrety" the follows gradient excitors the outlier with the developer in the body of the easier.

- (c) the sects and when A, non-depth exposured with releasing the dis
- (iii) matters of the accordence head on as braining well-all superved of the result securities. Up that

٦.

ίS

er a of

·d

:n

ld

ls in ty ve ne

st st ct

nc

ау

: I m of

d;

in, tc: (iii) result of the accident – number of deaths, injuries, vehicles damaged, etc;

- (iv) rescue efforts by witnesses, sympathisers, police, road safety men etc;
- (v) the cause of the accident tyre burst, overspeeding, overtaking, etc;
- (vi) suggestions to avoid future occurrences

The points should be clearly, sequentially and logically presented as outlined and highlighted in Chapter Two.

Donald a reproductive control of the filter

Narrative writing is not a popular topic in the essays of SSCE candidates. The reasons may be because most candidates lack the basic skills which narrative requires: acute sense of perception of events; ability to give vivid account of the incident or the sequence of events; orderly presentation of facts; the command of language to make the narration come alive and mastering of the appropriate tense forms to give a clear picture of the past events.

The opening of the narrative essays of most SSCE candidates is usually dull and flat. It often lacks that punch that should catch the reader's interest. The account which most candidates give in their narratives is often weird and outlandish, lacking credibility. Even if the subject matter of the narration is imaginary, it should at least be credible. The narratives do not often come alive because most candidates suffer from a severely restricted vocabulary.

For you to do well in narrative writing, you should develop a sharp perception of events around you and then be able to recreate them. When you are telling a story, make sure your narration illustrates the topic. If your story does not bring out the expected moral, you will be scored very low.

Also, you must have sufficient stock of vocabulary to be able to find the appropriate word for every event or situation. You can increase your word power by reading very good informative and

educative magazines such as *Time*, *Newsweek*, *Focus on Africa*, etc., and by listening to radio stations where good, standard English is spoken such as the BBC.

3 to the color of the section and Answer or and a color of the section.

#### Question

Write a story that ends with the advice: 'Those who live in glass houses should not throw stones'

#### Answer

Those Who Live in Glass Houses Should Not Throw Stones

Chief Chima is a well-known business man. He was considered successful until he began to reap the inevitable consequences of his ruthless means of acquiring wealth. 'Chief' as he is popularly called believes that you cannot avoid stepping on the toes of others if you want to achieve success. He even considers it a necessity; something you have to do. After all, do his people not say that if a fish wants to be big, it has to swallow other fishes? So in order to have his way, he does not see anything wrong in oppressing those lower than him in social status or even stepping on some powerful toes.

Though born into a rich family, Chima's desire had always been to make a name for himself. Just a few months after graduation from the university, he set up a company where he does mainly contract jobs. He goes to any length to look for contracts, and knowing very well the rules of the game he enjoys much patronage from the government and other prominent establishment. Whenever he senses that a rival company is being considered for the award of a prized contract, he will not hesitate to "persuade" the company to give up on the contract. His method of persuasion includes bribery, cajoling, and even threats to the lives of his rivals' loved ones.

Using devious methods, he has been able to beat off all opposition and increase his wealth. Despite

the fact that he is already rich, he still uses crooked means to accumulate more and more wealth. He will forcefully buy over any small firm he thinks has great prospects. Thus within a short time he has acquired a chain of companies. He has rendered many rival companies useless while their owners just rave and curse, seeking for ways to deal with him.

However, what Chima did not seem to realise was that the richer he became, the more the number of those that he had trampled under his feet and also those whose toes he had stepped on. He received advice and warning from his parents and other concerned people but these fell on deaf ears. Then those whose businesses he had ruined and whose companies were in danger of collapsing because of his devious methods held meetings and decided to square up to him.

Not too long after, it was reported that the building housing one of his companies, the one in which he had invested most of his resources, was razed to the ground. This made Chima mad with anger but this was nothing compared to the anguish he felt when his only son was murdered on his way back from school. He received several letters threatening his life and that of his wife. Several visits were made by robbers to his house. They carted away most of his belongings. His wealth soon diminished and he was in huge debts after being blackmailed several times. He was so deep in debt that he had to sell off his remaining companies.

While these tragedies were befalling him, Chief Chima had been fingering his main rival, Chief Chike as the brain behind his woes. The intriguing thing is that the two Chiefs, Chima and Chike, attend the same Church. Chima therefore felt that he should bring the matter before the committee of elders of the church. The elders decided to intervene in the matter and a date was fixed.

On the appointed date, both chiefs appeared before the committee of elders to state their case. Chief Chima took some time telling the elders virtually the story of his life and how he became rich mainly due to his business skills and ingenuity. He said he had contributed immensely to the building

of the church and many other acts of charity. It was these that were the envy of Chief Chike who, together with some irresponsible people, planned and executed the various misfortunes that had befallen him. It took Chief Chima almost three hours to state his case. He would have even continued if the Chairman of the committee had not told him to round off and summarise his points.

It took Chief Chike less than five minutes to present his own case. He denied every allegation made by Chief Chima. Then turning to his accuser, he ended his brief submission by saying:

'My dear Chief Chima, you know that you are suffering the consequences of your past actions. Those who live in glass houses should not throw stones'.

#### Comments

#### Content

This essay reveals the major problem of candidates who write narrative essays, which is that of finding an appropriate storyline to fit the topic. Usually, the story or the series of events should illustrate the saying 'Those who live in glass houses should not throw stones.' This particular essay dragged on and on and it was not until the last paragraph that the message became clear.

#### Organisation

A well-organised story has a beginning, a climax and a conclusion. This narration starts by giving a picture of the present state of affairs and then recounts how and why the present situation arose. The paragraphing is good, so also is the sentence structure. The climax of the story is at the end.

#### Expression

The writer uses vocabulary that reflects the atmosphere appropriate to the events. There is a mixture of short and long sentences as well as variety in sentence patterns. The register is formal. There is a variety, not a mixture, in tense patterns. Some accounts are given in the present simple tense

It o.' ed ad urs if to on er, re is.

es ng ne ne ne

id

10

ix ; a

e.

ce

ne a

18 11. s.

se

while the past tense patterns are used to narrate some of the events.

#### Mechanical Accuracy

This is a good essay from the point of view of spelling, punctuation and grammar.

### 3.5 Descriptive Writing

#### 3.5.1 The Nature of Descriptive Writing

Description is writing about the way persons, animals or things appear. In writing a description, a writer, like a painter or sculptor, renders through another medium — in this case, sentences — an accurate copy of what is experienced at one frozen moment in time. Description concentrates primarily on things rather than the actions in which the things participate. The description is made in such a way that the mental picture of what is being described is fully registered in the reader's mind.

#### 3.5.2 The Features of Descriptive Writing

In descriptive writing, an object or person is identified in such a way that it is easy to put it apart from other similar objects. What does it or he or she look like? Suitable topics for descriptive writing include:

The personality I admire most
The novel I like best
My favourite food
My country in ten years' time

A paragraph can be descriptive, even a sentence. Consider the following sentence and paragraph

Sentence: My room is small in size, but it contains everything I need.

#### Paragraph

My room is small but comfortable. My bed is positioned against the wall opposite the door and there is a mat in front of the bed. On the right, there is a small bookshelf in the far corner of the room.

To the left of the door, under the window, there is a table and a chair. My pictures are on the wall opposite the window.

Descriptive writing involves the use of words which give the qualities of the subject or object of description: words such as 'dull', 'friendly', 'awkward', 'good', 'bad', 'nice', etc. e.g. *Emeka is a queer person*. Providing details strengthens the description and makes it vivid. For example, we can expand the description in the example sentence to have the following:

Emeka is a queer person. He usually wears a yellow shirt over an orange vest and smokes profusely.

The use of figurative language gives colour to a description. Two figurative expressions usually employed to make a description lively are the simile and the metaphor. Consider the following sentences:

She looked like an angel

She was an angel

Her dressing was so colourful that she looked more like a masquerade.

Like any other form of writing, a descriptive essay is organised into a structure of introduction, body and conclusion. The points are arranged logically and developed using qualities, details and figurative expressions.

#### 3.5.3 Common Errors in Descriptive Writing

#### 1. General Inability to Describe a Phenomenon

The essays of most candidates reveal a weakness in describing a person or object. This may be due to a lack of ability to observe things, situations or phenomena in general. To describe effectively, you have to observe the features of what you intend to describe. This requires some patience or discipline.

Some candidates do not possess the appropriate vocabulary to convey their description. The topics are treated scantily giving rise to hazy descriptions which do not register any impression with the reader.

any intimate friendship with males until we are much older. She cares not only for our academics, she takes great interest in our moral development as well.

Mrs. Imirhe is very friendly. She is one teacher we girls always feel free to discuss our personal problems with. And we always find her advice very useful. I must say that Mrs. Imirhe is one teacher whose style of teaching and way of life have affected us. Though teaching is generally looked down upon these days, a few of us have said that we would take to teaching after our university education, to be like Mrs. Imirhe.

Uduak Essien SS 3B

#### Comments

#### Content

RTS

ing

ars

she

nay

ers.

ver

my

has

nce

er is ject

his

, an

ıma

ruld

e is

ties

the

uld

are,

ext,

atre

ijoy

ary

our

life

vho

a. It

e of

ilso

e in

two

id a

are

vate

oral

iing

iire

ring

From the point of view of content, this is a very good essay. The description of Mrs. Imirhe that is given is sufficient to mark her out from other teachers. Her physical qualities, her mastery of her subject, her unique style of teaching and the warm relationship between her and the students are all pointed out. We are able to have a good mental picture of the teacher. This is why this type of descriptive essay should do.

#### Organisation

The simile that is used to introduce the essay makes the opening interesting and links properly with the second paragraph where the description of the teacher actually starts. The introduction builds up logically into the body of the essay with a good description of those qualities of the teacher that make her the most admirable. The concluding paragraph, particularly the last sentence, leaves a memorable impression of the teacher in the reader's mind.

#### Expression

The writer shows a good command of English

language. The words and expressions make the description flow without being boring. The sentences, though fairly long, are well constructed. The diction that is employed creates warmth, freshness and affection for the teacher in the reader.

#### Mechanical Accuracy

The writer has effective control of his grammar, spelling and punctuation. The sentences are well written.

Overall, this is a very good essay.

## 3.6 Argamentative Writing

## 3.6.1 The Nature of Argumentative Writing

An argumentative writing is a form of writing in which you attempt to persuade the reader to agree to your point of view on a controversial subject matter. An argument is not a quarrel or a shouting competition. There are usually two sides to an argument and what you do in this type of essay is to persuade your readers by appealing to their feelings and minds. Ultimately, your aim is to convince them to agree with you on the main point of argument and for them to accept a belief they did not hold before.

An argumentative essay would require you to

- 1. prove a point, or
- 2. present a viewpoint, or
- 3. balance two sides of an argument

The following are examples of topics requiring argumentative writing:

- i. Female children are more beneficial to parents than male children.
- ii. Corporal punishment should be abolished in schools.
- iii. Science has done more harm than good to the society.
- iv. Military rule is preferable to civil rule.

- v. The advantages and disadvantages of the extended family system.
- vi. Polygamy is more relevant to our society than monogamy.
- vii. Education should be free at all levels.

30

viii. We are happier than our forefathers were.

As you can see from these topics, there are always two sides to the subject of an argumentative essay and your mode of presentation will depend on the way the question is set. Usually, you would be told whether to write on only one side or both sides of the topic. When you are to write on only one side, you should even do so with due cognisance of the view of the other side at least to show that you are aware of the opposition. However, your points should be logical enough to lend support to the side you are supporting.

# 3.6.2 Features of Argumentative Writing

### A. Presenting a Viewpoint

## 1. Appropriate fun oduction

If the medium of expressing the argument is a debate, then it should have some of the features of a writing that is to be delivered orally. The introduction should begin with the usual vocatives:

"Mr. Chairman, panel of judges, accurate time keeper, co-debaters, ladies and gentlemen. I am here to propose the motion that education should be free at all levels.

### Definition of Proposition Background Information

What you do next is to define the subject matter of the debate or give some background information on the controversy. Here, you may sketch the history of events leading up to the present argument. Since it is often the case that disagreements or misconceptions arise because people are poorly informed, the background component of the argument becomes very important. Getting people to change their minds is sometimes simply a matter of providing them with additional information upon which to base their conclusions.

XI.

pla

all.

pa:

SO

wi

po

wi

5,

Tł

th:

γe

ar. se

at

y(

sl

· . . }

A

V

fε

a

0

C

d

f:

15

c

ŗ.

r.

3

2

c

C

or

For the topic at hand, the definition of proposition and background information could be something like the following:

"First, let us get it clear what we mean by free education. Actually education, or any commodity or service cannot be free. Nothing, in terms of goods or services, is free. Somebody has to pay for it. What we mean by free education is that education at all levels should be regarded as a social service to be borne by the government. My reasons for proposing that the cost of education should be borne entirely by the government and at no expense whatsoever to the vast majority of our already impoverished populace are as follows:..."

#### 3. Proof of the Proposition

This is the use of logical proofs to change the reader or audience's mind. Logic is the art of drawing inferences or conclusions. Where possible, you may use facts or statistics to support your argument. The arguments may be numbered for clarity and the conclusion should be able to support your stand. There should be good paragraphing, coherence and a logical sequence of ideas.

#### 4. Disproof of Competing Arguments

One of the marks of a skilful debater is the ability to anticipate the competing argument of the opponent and then disprove it. By doing it, you are able to pull the rug from under the feet of your opponent. In the language of logic and argument, this is called refutation. The following is an example of refutation:

"My opponent may argue that the government alone cannot bear the burden of education at all levels and that any responsible parent should be able to bear the cost of educating his child. What we are saying, Mr. Chairman, panel of judges, is that this our great country is blessed with abundant natural resources. Also, revenue accruing from the resources is paid directly into government coffers.

tter pon

tion like

free dity ods r it. tion vice for orne mse

ady

ader ving may ient. and and.

ility the are your ent, nple

nent t all d be Vhat 's, is dant 1 the

fers.

All the government needs to do is to make good planning for the scheme and make budgetary allocation for the programme from the resources paid directly into its coffers. Education benefits the society generally and so the question of responsible or irresponsible parenthood does not arise..."

Thus to argue effectively, you should first reckon with the opposition, make some concessions to his point of view, and then 'demolish' that point of view with a superior argument.

#### 5. Concluding the Argument

The concluding paragraph summarises all the points that have been made and also restates your stand very convincingly:

"... Yes, Mr. Chairman, panel of judges, ladies and gentlemen, even my worthy opponents; I can see from the smiles on your faces that I have been able to convince you that the education of every young man and young woman of this our great nation should be fee at all levels."

# B. Balancing Two Sides of an Argument

An essay that requires you to present a balanced view of two sides of an argument would have features that are somewhat different from those of a debate where you are articulating a particular point of view. Let us consider a question like this one:

"Write an article suitable for publication in a cultural magazine on the advantages and disadvantages of the extended family system."

Your **introduction** in this type of essay should first define the term extended family system: that it is a feature of traditional African society where the concept of family refers to a network of blood relationships and not just the immediate family of mother, father and children.

In the **body** of the essay you should be able to give at least **two** advantages and **two** disadvantages, adequately discussed. If you write on only one aspect of the question, you will be marked down considerably. You are not expected to take a side; though you may subtly and skilfully show your bias.

You are to present your argument in a very orderly manner; you may give the advantages first, followed by the disadvantages. Nothing, however, prevents you from dealing with the two aspects side by side. Your register should be formal; slang is out of place. The medium calls for expository prose that exhibits appropriateness of vocabulary and collocations, clarity of expressions and variety of sentence patterns.

# 3.6.3 Common Errors in Argumentative Writing

Debate, like speech, is not a favourite topic in the SSCE English Language essays of candidates. Candidates do not appear to have the ability to effectively handle topics that require presenting a point of view or balancing two sides of an argument. The points they give are usually not cogent enough to support their arguments. More often, there is the tendency towards drawing a general conclusion from a single incident. Arguments are often illogical and the conclusions often do not follow from the reasoning that had gone before. Most candidates do not have the appropriate vocabulary to put across their point of view.

# 3.6.4 Model Question and Answer on Argumentative Writing

#### Question

You are a speaker in a debate on the topic:

"Civilian rule is better than military rule."

Write out your contribution for or against the motion (WAEC, June 2001)

#### Answer

Mr. Chairman, panel of judges, accurate time-keeper, co-debaters, ladies and gentlemen. I am here this evening to propose the motion that 'Civilian rule is better than military rule.'

The history of our country since independence

in 1960 shows that military rule has been alternating with civilian rule in the governance of this country, with the military being in charge of government for 30 out of our 42 years so far of independence. Having experienced both rules, I am sure we have the benefit of experience to judge which is better.

Freedom is an inalienable right of the individual. Democracy, which is government of the people by the people and for the people, is an expression of the right of the people to choose who to govern them. Military rule, which derives its legitimacy from force, is an infringement of the fundamental rights of the people. So, a regime which comes to power by the overthrow of the people's right cannot be better than a regime that is the legitimate expression of the will of the people.

Whenever the miliary comes to power, one of their reasons is usually that the civilians were corrupt and that the economy had been mismanaged. But our experience has shown that the level of corruption has been far worse under the military than under civil rule. The military rulers just steal our money and nobody would have the courage to question them. And so, instead of curing the corruption which was the basis of their coming to power, they indeed become more corrupt. It is not just that the military rulers become more corrupt, they indeed entrench corruption in the system. Is it then surprising that our country ranks very high on the corruption index as one of the most corrupt countries in the world?

The economy is usually mismanaged under military rule. This is because the rulers are trained to protect the country in times of wars and not in the art of governing. Government essentially entails management of resources and this is done better by civilians. Military rule is usually characterised by high level of unemployment. Even those that are already employed are forcibly retired. Whereas programmes that create employment are initiated by civilians, the military men create unemployment by the dismissal and forcible termination of the appointment of those already employed.

There is usually free and open discussion of issues under democratic civilian rule. This is not so during military rule where one of the first things they do is to enact draconian decrees with the aim of stifling any critical comment.

7

C

7

Ţ

Ī

My opponent may argue that civil rule is very expensive because of the cost of paying the representatives at all levels of government – federal, state and local government – and their numerous advisers. One thing my opponents forget is that under military there are always ministers and advisers, so these costs and expenses are also incurred. The people so appointed by the military rulers are selected at the whim of the leader. Under civil rule, the representatives are elected by the people and those that are made ministers and advisers are always approved by the elected representatives.

Civilian rule is a civilized concept of governance. Military rule takes us back to the dark ages.

Mr. Chairman, panel of judges, ladies and gentlemen, I am sure that with the above points, I have been able to convince you that civil rule is better than military rule.

#### Comments

#### Content

The arguments are well stated and adequately developed. In an argumentative essay written under examination condition, three or four arguments that are well-developed should be enough for a good mark. The important thing is for your stand to be clear, as is the case here. If you argue for both sides of the proposition you will score a very low mark.

Organisation

The introduction has the usual vocatives expected at the beginning of a debate. The points are well put. There is good paragraphing as well as coherence and logical sequence of ideas. The conclusion is apt and re-emphasises the proposition. Expression

The speaker shows a good command of language. The correct use of speech techniques is evident. You will notice that slang is not used. Note also the

ng .

ery he ral,

ous hat

lso ary der

the

ind

ted

and is, I e is

:ely lider

ood be oth low

that

eted vell l as

The ion.

age.

) the

writer's choice of vocabulary and sentence types. This should, as in the case here, be able to carry conviction.

# Mechanical Accuracy

The speaker has an effective command of the mechanics of English Language – spelling, punctuation and grammar.

# 3.7 Expository Writing

# 3.7.1 Nature of Expository Writing

Exposition is detailed explanation. Expository writing explains a process, an idea or a feeling. It is somewhat like a descriptive essay in that it contains a great deal of description, but it also explains how things work or operates and shows their relations with other things. The aim of expository writing is to inform, to instruct or to bring someone else to see one's point of view. The following are topics for expository writing:

- 1. The preparation of my favourite food.
- 2. A traditional marriage ceremony
- 3. How the telephone works
- 4. The 6-3-3-4 system of education

When you write an expository essay, you are writing on a topic that you know or are supposed to know. You have to know the subject matter for you to be able to explain it. The subject matter does not allow you to be vague or lose yourself in abstract thought or to wander from point to point. Neither does it demand much imaginative power; but just the ability to describe a simple process or series of events clearly in logical order. So, if you are not very familiar with the subject matter, you should avoid it.

# 3.7.2 Features of Expository Writing

Like other forms of essay, expository writing is written with the standard structure of introduction, body and conclusion. Your explanation should be

clear and couched in simple language.

Expository essay is written quite often in the present tense which involves the use of the active voice. The present tense is generally preferred because the process, concept or idea being explained has relevance not only for a particular time but for most, if not for all, times.

Clarity and precision are required in expository writing particularly where you give instructions or explain processes. There may not be much need for the use of figurative language. However, expository writing demands systematic thinking, succinct language and orderly marshalling of points.

# 3.7.3 Common Errors in Expository Writing

Expository writing is not a favourite of most SSCE candidates. For the few who write on it, their exposition is usually scanty, revealing a very shallow knowledge of what is being discussed. In most cases, a step by step explanation of the process is lacking, resulting in write-ups that are difficult to comprehend. They do not seem able to begin at the beginning and proceed step by step to the end, but continually miss out steps in the chain of events. By so doing, they revert to points previously made thereby filling their essays with unnecessary repetition and confusion.

Another flaw in the expository essay of candidates is poor paragraphing. Candidates often don't know how to organise the points and processes in paragraphs. It is in this kind of writing that you find one-paragraph essays as candidates lump all the points and processes in a single paragraph. At the other extreme, some candidates use a paragraph for each step, thereby presenting essays that have up to ten or more paragraphs.

# 3.7.4 Model Question and Answer on Expository Writing

#### Question

The Home Economics Club in your school has

invited entries for an essay competition on the topic:

"The processes involved in the preparation of my favourite food."

Write your entry.

#### Answer

### The Preparation of Fufu and Egusi Soup

Food is a necessary ingredient for life. Good food is essential for good health. All over the world, people have different types of food and the food the people eat depends on what the weather and the environment allows them to produce. Here in Nigeria, there are many types of food such as rice, beans, yam, garri, fufu, etc. Among all these, my favourite food is fufu eaten with egusi soup.

Fufu as it is known in the western part of Nigeria or akpu in the eastern part of the country is made from cassava tuber. Different types of food can be made from cassava tuber but the most common are garri and fufu. Fufu is eaten all over Nigeria though it is eaten more by people in the South than in the North. There are many processes before cassava transforms into fufu. The cassava tuber is peeled, washed and put in water for three days for it to ferment. It is then washed and sieved into a container where it forms a sort of paste. The paste is put in a jute bag for the water to drain off. The whitish paste then becomes somehow thick ready to be cooked to become fufu.

There are many methods of cooking the raw whitish paste into fufu but I will be describing the way it is made by the Igbo people of Eastern Nigeria. Put water into a cooking pot and allow it to boil. Mould the raw fufu into ball-like shapes and put into the pot of boiling water. The level of the boiling water should cover the fufu. Let the fufu stay in the boiling water for about 15 minutes. Bring out and pound in a mortar until it becomes a little malleable. Mould again, though this time a little flatter; make a hole in the middle and put again in the water that remains boiling on the fire.

After boiling again for another 15 minutes, bring out the fufu and pound a second time. Pound

continuously till you get the correct texture, not too soft or too strong. The fufu in now put into a plate if it is to be eaten immediately or wrapped in cellophane packets if it is to be preserved. This wrapping makes the fufu to remain warm for a long time, and can be preserved for a day or two.

1

1

1

To prepare egusi soup for 5-6 persons, you need the following ingredients: a milk-cupful of ground egusi, 3-kitchen spoonful of red oil, ground fresh tomato and pepper, a tablespoonful of salt, ground crayfish, pumpkin vegetable leaves locally known as 'ugu', castor oil seed locally called 'ogiri' by the Igbos, 'iru' by the Yorubas, and 'dawadawa' by the Hausas, dry fish, and a kilo of beef meat or chicken.

In the preparation of the soup, pour the red oil in a soup pot and fry for 2 minutes. Then pour in the ground fresh tomato and pepper, letting it remain on the fire. After about 3 minutes, add the milk cupful of ground egusi and stir properly to make sure that the egusi mixes well with the tomato and pepper. Add about a litre of water and stir again. Put the meat already cut to required sizes and allow to cook for 10 minutes. Then, put the dried fish, the vegetable (the pumpkin leaves properly cut), the crayfish, and the iru or ogiri or dawadawa. Put salt. Add about another litre of water and allow to cook for another 10 minutes. Stir the soup, taste it for salt, and then dish. The egusi soup is served with the fufu that had been prepared earlier.

Fufu contains mainly carbohydrates but served with egusi soup, prepared as described above, you will have a food that contains the other vitamins needed for a balanced nutritious meal. Fufu makes a person physically strong. People who eat it regularly are those who exert much physical energy in their daily activities. That my be why some people call a meal of fufu 'six to six', meaning that if you eat it at 6 a.m., it can sustain you till 6 p.m.

#### Comments

#### Content

The writer shows sufficient knowledge of the subject matter. He starts by stating the importance

he al, ous hat .nd lso

ng

ary der the ind ted

and

s. I

e is

ely that ood be ooth low

ated well I as The ion.

age. ent. writer's choice of vocabulary and sentence types. This should, as in the case here, be able to carry conviction.

### Mechanical Accuracy

The speaker has an effective command of the mechanics of English Language – spelling, punctuation and grammar.

# 3.7 Expository Writing

# 3.7.1 Nature of Expository Writing

Exposition is detailed explanation. Expository writing explains a process, an idea or a feeling. It is somewhat like a descriptive essay in that it contains a great deal of description, but it also explains how things work or operates and shows their relations with other things. The aim of expository writing is to inform, to instruct or to bring someone else to see one's point of view. The following are topics for expository writing:

- 1. The preparation of my favourite food.
- 2. A traditional marriage ceremony
- 3. How the telephone works
- 4. The 6-3-3-4 system of education

When you write an expository essay, you are writing on a topic that you know or are supposed to know. You have to know the subject matter for you to be able to explain it. The subject matter does not allow you to be vague or lose yourself in abstract thought or to wander from point to point. Neither does it demand much imaginative power; but just the ability to describe a simple process or series of events clearly in logical order. So, if you are not very familiar with the subject matter, you should avoid it.

# 3.7.2 Features of Expository Writing

Like other forms of essay, expository writing is written with the standard structure of introduction, body and conclusion. Your explanation should be

clear and couched in simple language.

Expository essay is written quite often in the present tense which involves the use of the active voice. The present tense is generally preferred because the process, concept or idea being explained has relevance not only for a particular time but for most, if not for all, times.

Clarity and precision are required in expository writing particularly where you give instructions or explain processes. There may not be much need for the use of figurative language. However, expository writing demands systematic thinking, succinct language and orderly marshalling of points.

# 3.73 Common Errors in Expository Writing

Expository writing is not a favourite of most SSCE candidates. For the few who write on it, their exposition is usually scanty, revealing a very shallow knowledge of what is being discussed. In most cases, a step by step explanation of the process is lacking, resulting in write-ups that are difficult to comprehend. They do not seem able to begin at the beginning and proceed step by step to the end, but continually miss out steps in the chain of events. By so doing, they revert to points previously made thereby filling their essays with unnecessary repetition and confusion.

Another flaw in the expository essay of candidates is poor paragraphing. Candidates often don't know how to organise the points and processes in paragraphs. It is in this kind of writing that you find one-paragraph essays as candidates lump all the points and processes in a single paragraph. At the other extreme, some candidates use a paragraph for each step, thereby presenting essays that have up to ten or more paragraphs.

# 3.7.4 Model Question and Answer on Expository Writing

#### Question

The Home Economics Club in your school has

too e if in his

eed and esh and

the by or

the ain ailk ake and ain. ow the the ait.

vith
will
ded
son
are

aily

neal

at 6

for

vith

the nce of food to life and good health before mentioning his favourite food. He situates the chosen food within the context of the national food culture and then goes on to describe how the fufu is made from its raw material. After that, he gives us detailed information on how fufu and egusi soup are prepared. The essay is rich in content.

# Organisation

The essay is well organised. There is a suitable introduction, and the body gives a step by step explanation of the processes involved. The concluding paragraph highlights the nutritious value of the favourite food as well as giving an interesting attribute of the meal. The ability to describe the series of steps very clearly and in logical order is evident.

### Expression

The writer uses the appropriate words and gives local names of some of the ingredients so as to bring the exposition clearer to the reader. The active voice predominates, as is required in this type of essay. The writing shows a good knowledge of the register of cookery. There is a mixture of long and short sentences.

# Mechanical Accuracy

Generally well written, from the point of view of spelling, punctuation and grammar.

# ्रोतः । **३.४** Article Writing

# 3.8.1 The Nature of an Article

An article is a piece of writing specifically for publication in a newspaper. The subject of an article cuts across the different kinds of writing we have been discussing so far — narrative, descriptive, expository, argumentative, etc. — because it serves various purposes. These include:

- i. to educate or inform;
- ii. to entertain;
- iii. to explain the process or guidelines of doing something;

iv. to argue a point or to prove a case or to balance. two sides of an argument.

An article is not a letter. This is a mistake most candidate make. It is more or less an essay on a particular subject matter. So, when, in your SSCE essay, you choose to write an article for publication in a newspaper or magazine, make sure you do not write a letter to the editor.

Lott i hagerad . . . . . . . .

be formal.

Like other types of writing, an article has its peculiar features. What you are writing is for the public at large. So, you must have the reader in mind. Your writing must have a heading for the readers to know what you are writing on. You should also state the purpose and establish the setting for writing the article in the introductory paragraph. You may, for instance, be writing to express your view on an issue of general concern or to make your contribution on a subject which has been generating some controversy. In the body of the article, you discuss your point of view developing an idea as a subtheme in each paragraph. The style of writing should

When writing for the public, you should endeavour not to hold extreme views. You can still put across your views convincingly without using rude or impolite language. As much as possible, try to recognise the other or the alternative view. Make your points very clear and without beating about the bush. Do not make your readers overstretch themselves in the bid to comprehend your message. People do not have time to waste in comprehending a difficult message.

The concluding paragraph should summarise your point of view or restate the stand you have taken. You should give your name at the end of the article and indicate your address. Editors don't publish anonymous articles.

has a to a set at the Alementa and de-

Most candidates usually misconstrue an article for a letter to the editor. This automatically results in perceived leaders of the strike action.

On the other hand, the members of the police should know that they belong to a disciplined force. Their strike action sends dangerous signals on the stability and security of the nation. For the few days that they were off duty, armed robbers had a field day, banks could not open as there was no police security to accompany bullion vehicles and guard the banking premises, and there was total bedlam regarding the traffic situation. Most importantly, it tells very badly on the ability of the government to control the affairs of the nation.

Let us hope that never again will such an action occur. The government should ensure that matters concerning the welfare of all categories of workers, whether in civilian or military employment, are promptly resolved before they degenerate to conflicts or reach an impasse. We all have a stake in the peace, security and stability of this country.

> (Signature) Mohammed Idris 15, Ali Akilu Road

> > Kaduna

#### Comments

#### Content

tion

ike.

-der

rce

iere

tial

hat

; on

ces

ney

yed

me

ave

say

ons

ing

:ks

of

of

:ed

em

iot

ve

nd

is

at

ot

ed 10

er

ot

10

ıg

e,

ie

e-

g

)t

it

I

The article is very rich in content. The writer defines what a strike is, establishes the setting for his An imaginative essay is a type of narrative in which the strike. Though his sympathy seems to be with the striking policemen, he, nonetheless, seems to suggest that the strike action could have been prevented. There are sufficient points to guarantee this article a high score for content.

# Organisation

The article is well-organised. There is a suitable introduction, and the body of the essay contains very logical arguments. There is good paragraphing while the conclusion clearly summarises the point of view of the writer. Note that the writer gives his name and address at the end of the article.

# Expression

This is a well-written essay. The register is formal, the vocabulary is appropriate, and the expressions flow. There is an effective use of rhetorical questions. The sentences, though fairly long, are well constructed.

# Mechanical Accuracy

This essay should score high from the perspective of grammar, spelling and punctuation.

# 3.9 Imaginative Writing

# 3.9.1 The Nature of Imaginative Writing

More often, candidates are presented with essay topics such as those listed below:

- Write a story, real or imagined, which illustrates the saying: "Make hay while the sun shines."
- Write a story that ends with the advice: "Those who live in glass houses should not throw stones."
- 3. Write a story which illustrates the saying: "Every disappointment is a blessing."
- Narrate an experience you have had or heard about that illustrates the saying: "Where there is a will, there is a way."

the student writes on an experience or event that is not real but imagined. Imaginative writing calls for creativity and thoughtfulness. Very few candidates choose this type of writing in the SSCE.

# 3.9.2 The Features of Imaginaries Virginia

An imaginative essay follows the same standard structure of all prose writing - introduction, body and conclusion. It has the same features as the narrative essay but here the writer creates the person, event or experience in his mind and discusses it as if it were real.

38

In assessing the imaginative essay, it is not usually easy to predict what the candidate may come with, but the important thing is that the ending or moral should follow naturally from the story. The plot or story-line should be easy to follow.

The story should have a beginning, a climax and a conclusion. The paragraphs should be fully developed and well-linked. A good story-teller must have a good command of language. If you are writing an imaginative essay, you must possess the ability to choose the appropriate words and images, to create the desired atmosphere, and to set the correct tone for your story. An interplay of the various sentence types is also needed to avoid monotony and to sustain the interest of the reader.

# 5.9.3 Common Errors in Imaginative Writing

Usually the best essays in the SSCE English Language come from the few candidates who choose imaginative writing. Some candidates, however, are unable to tackle this type of essay as required. More often than not, the ending or moral does not follow naturally or logically from the story; in most cases, it just depicts an irrelevant appendage.

The rendition in most stories is usually flat; no suspense is created, no climax. Also, most candidates do not have the command of language to give freshness and life to their stories. Figurative expressions are rarely used.

To do well in imaginative writing, you need to be creative, imaginative and reflective. Do not choose an imaginative essay if you do not have these qualities.

e.N.4 Diodel Question and Answer on imagestive Writing

#### Question

Write a story, real or imagined, to illustrate the saying:

'Where there is a will there is a way.'

#### Answer

#### Where there is a will, there is a way

Friday night, I sat staring at the calculus problem which has proved insoluble. But I was determined to solve the problem. During the maths lesson earlier in the morning, I had solved a tricky problem which even Sola Ogundipe, the most brilliant girl in the class, could not. Sola and I are friends but when it comes to mathematics, we become rivals.

Sola and I are recognised by everybody in the class as the best mathematicians. So when Sola could not solve the problem that morning and I did, my rating soared and Sola's plummeted. I felt a little bit cocky. "There can only be one mathematician in the class," I said, as everybody congratulated me. I became the undisputed mathematics champion of the class.

Later, in the afternoon, who did I see come to me? Sola, with a mathematics problem for solution. Has she succumbed so easily to my supremacy? I too had been trying to solve this calculus problem for some two weeks but had not been able to. I tried to work out the problem but at a crucial stage I would get the calculation wrong? "Mathematics champion, why is this problem defeating you?" Sola teased. She perhaps was still smarting from my indiscrete comment after the morning incident. Luckily for me the bell rang signifying the end of classes for the day. Everybody rushed to the dining hall.

I remained in the classroom throughout the day and well into the night trying to solve this problem but to no avail. I had to miss lunch and even supper as I did not want Sola to taunt me again for not being able to solve the calculus problem. I had to leave for the hostel downcast. I had not solved the problem. "I will solve this problem before the Monday morning maths lesson," I said to myself.

Now Sunday night, and I still had not solved the problem which had occupied my time the entire weekend. I had missed the Saturday games and the Sunday service so as to avoid meeting Sola. I had not been to the dining hall either. I had to rely on my private provisions for food, all in the name of

nem ined rlier hich the en it

one body uted

ne to ition.
cy? I blem to. I stage natics 'Sola n my dent. nd of ining

e day
blem
upper
or not
lad to
lid the
e the
self.
ed the
entire
s and
lola. I
o rely

me of

finding a solution to this calculus problem. I had consulted all the calculus textbooks I could lay my hands on. Midnight was drawing closer. I had to go to bed. I would have to face Sola and the class and their ridicule tomorrow.

Ilay on my bed but sleep could not come. Then, I had a brainwave and, in a flash of inspiration, I jumped out of the bed, rushed to the switch, put on the light, grabbed a pencil and paper and solved the problem. All the while, a basic but fundamental step was what I was missing out. Eureka! I had solved it. Just then a roar from the far corner by one of the boys in the dormitory made me realise that I had disturbed their sleep. I apologised, switched off the lights, and returned to my bed.

As I rocked myself back to sleep, relishing the satisfaction of having found a solution to the problem, my mind went through the events of the past three days. One should not allow success in any endeavour to get into one's head. One should be modest and humble. For almost three days I was in a maze but with determination and relaxed mind, my will found a way, Surely, where there's a will there'll be a way.

#### Comments

### Content

Imaginative writing demands creativity. The story may be real or imagined but it should be credible. The plot or story-line of this story is easy to follow and the ending follows logically from the story. Besides the moral, a lesson in humility, is also added.

# Organisation

The story has a beginning, a climax and a conclusion. The flashback technique is used at the beginning, and then the story proceeds in a sort of chronological order. The events relate to one another as the plot thickens. The paragraphs are fully developed and the ideas link effectively

# Expression

There is the use of vocabulary that reflects the atmosphere appropriate to the situation. There is

an effective use of dialogue, a mixture of long and short sentences as well as a variety of sentence patterns. The words and expressions used sustain the interest of the reader till the end.

# Mechanical Accuracy

The writer has a good control of grammar, spelling and punctuation. By SSCE standards, it is a very good essay.

# 3.10 Standard Practice Questions

Let it be stressed again that essay writing is essentially about ideas and the way they are expressed. No doubt if you were to write on any of the topics discussed in the 'model' essays we have considered under the different kinds of writing, your approach would, and should, be different. As advised earlier, your approach should show some originality.

Any accomplished writer has a unique style of writing; so, you should develop your own style. You should however, ensure that you operate within the conventions of the English Language in terms of lexis, structure and grammar.

Below are some topics on the different kinds of writing we have treated in this chapter. They are for your practice exercise. They are standard WAEC/NECO SSCE questions. Your essay should not be less than 450 words and you are advised to spend not more than 50 minutes on each question.

- 1. Your younger sister in SS 2 has written for your advice on what subjects she should study for the Senior Secondary School Certificate Examination. As someone who knows her ability in the different subjects, write a letter to her giving advice on why she should choose certain subjects rather than others.
- 2. In recent times, the wave of armed robbery, burglary and car-snatching has been on the increase in your country. Write an article for publication in a national newspaper giving reasons for the development and offer suggestions on how it can be curbed.

- 3. You are the chief speaker in a debate on the topic:
  - 'Female children are more beneficial than male children to their parents.'
  - Write out your speech for or against the motion.
- 4. You are aware of the saying, 'A patient dog eats the fattest bone', but some people now believe that 'A patient dog eats no bone at all.' Write a story, suitable for publication in a national newspaper, on how the latter view reflects the present morality in the society.
- 5. The frequent scarcity of petroleum products has been causing serious hardship to the people of your country. Write a letter to the editor of a national newspaper expressing your views on the situation and suggesting measures that may be taken to improve it.
- 6. Narrate an experience you have had or heard about that illustrates the saying: 'Where there is a will, there is a way.'
- 7. Your brother, who has just completed his studies abroad, has written to say that he wants to come back to take up a job in your country. Write to him telling him about the conditions in the country and why it would be wise or unwise of him to come back home.
- 8. You have just returned to the city from your village where you spent the last holiday. In an article suitable for publication in your school magazine, compare life in your village with that in the city.
- 9. There was a riot in your school resulting in extensive damage and the Ministry of Education ordered your school to be shut down. Write a letter to the Commissioner of Education, explaining the causes of the disturbance, and appealing for the school to be re-opened.
- 10. As your contribution to a debate, write arguments for or against the proposition:
  - 'We are happier than our forefathers.'

-

- 11. Write an article suitable for publication in a national newspaper on the topic:
  - 'How to eradicate drug abuse among the youths in my country.'

3000

- 12. You have been invited to deliver a speech on the topic:
  - 'Ethnic clashes in Nigeria today: causes and solutions.'
  - Write your speech.
- 13. You are in the final year in secondary school. Write a letter to your uncle, who is an influential person in society, telling him what you intend to do next and asking for his assistance.
- 14. Write an article suitable for publication in a cultural magazine on the advantages and disadvantages of the extended family system.
- 15. You are a speaker in a debate on the topic:
  - 'Military rule is better than civilian rule.'
  - Write your contribution for or against the motion.
- 16. As the outgoing president of a youth club in your community, write out the speech you will deliver at the hand-over ceremony.
- 17. Write a letter to the Director of the Environmental Protection Agency in your country complaining about the environmental pollution of your area and requesting that urgent action be taken to improve the situation.
- 18. Write a story ending with the words: "... Indeed, it was a blessing in disguise."
- 19. Write an article suitable for publication in a cultural magazine on the traditional marriage system of your people.
- 20. Write an article for publication in your school magazine on the topic: "Why I should like to be ..." Choose an occupation or career and give at least three reasons why it appeals to you.

# Assessing the Essay/Letter Writing

The major purpose of the essay is to test your ability to communicate effectively in writing. The examiner who marks your paper has been trained to look for certain qualities in assessing your piece of writing. These qualities include the adequacy of treatment of subject matter, originality of approach, appropriateness of language, clarity of exposition, balance and mechanical accuracy.

The qualities mentioned above have been grouped into a number of well-defined aspects with a maximum mark for each aspect. These are Content, Organisation, Expression and Mechanical Accuracy.

# 4.1 Cambrus

What is judged here are your ideas and how you have been able to develop them. The points used to build up the essay should be relevant to the topic. It therefore requires that you should have sufficient points to build up and develop the essay. Make sure you understand the topic you are writing on. Many candidates hastily choose a topic which they frequently do not understand. Consequently, the topic is frequently misinterpreted, distorted or abandoned half-way for lack of acceptable material. For example, a few years ago, candidates were asked to write on the following topic:

"You were recently involved in an incident in which many of your friends criticized your role. Narrate the incident to a close friend and defend the role you played."

Many candidates misinterpreted the question to mean that they were involved in an accident! This automatically led to many candidates producing write-ups that were completely irrelevant to the

question with the attendant loss of marks.

Whatever the topic, the examiner expects you to have three or four points or arguments, fully developed. Where a question has more than one aspect, make sure you give adequate treatment to each aspect. For example, a June 2001 question required candidates to:

"Write an article suitable for publication in a cultural magazine on 'the advantages and disadvantages of the extended family system."

In this type of essay you should give at least two advantages and two disadvantages, which should be adequately discussed, for a good mark. If you write on either the advantage or the disadvantage without discussing the other, your score under content will be very low.

On the other hand, where the question expects you to write a speech for or against the topic "Civilian rule is better than military rule", you will be required to advance at least three arguments, adequately developed for or against the proposition. If you argue for both sides of the proposition, you will lose marks.

Where the topic demands some creative writing, such as telling a story or illustrating a moral, please ensure that you give an account of a story or a series of events that illustrate the story and that the ending follows naturally from the story. The plot or story-line should be easy to follow. The story may be real or imagined but it should be credible. If the moral does not follow from the story or the story is completely irrelevant, you may be scored zero.

You are therefore, advised to read the essay topics carefully, ponder a little over them before

the

der rely

are lany

e to

ther

word classes or part of speech (identification, function and usage), sentence construction, tenses and tense sequence, structure and lexis (antonyms and synonyms), pluralization, subject/predicate, spelling, concord (agreement of noun with verb), punctuation, figures of speech, etc.

Majority of candidates score very low marks under Mechanical Accuracy because of their ignorance of the basic rules of grammar which results in the inability to spell words correctly, punctuate sentences correctly or handle grammatical structures with a reasonable degree of competence.

# 4.5 Common Errors

You should be able to avoid committing the class of errors listed below:

2001

- Wrong Spellings and Usages (especially confusion between words with close phonetic affinity) e.g.
  - their for there (and vice versa) "Their are many students in our school." "Femi and Kunle invited us to there house."
  - greatful for grateful. "I am very greatful for the advice you gave me."
  - break for brakes "The break of the car (c) failed."
  - (d) latter for later "He said he would visit us latter in the day."
  - (e) savely for safely "We arrived savely."
  - cause for curse "He may be caused for disrespecting elders."
  - were for where "I went to the airport were I saw many aeroplanes."

Other confusions/common errors include had/heard; lacking behind/lagging behind; dinning hall/dining hall; taking/taken; cut/caught; sit/seat; feel/fill; in other/in order; quiet/quite; believe/belief; course/ cause/cursc; right/write; lose/loose; been/being;

# formally/formerly.

- Wrong Concord
  - Our club help (helps) people which (who) are less fortunate.
  - I am happy to write you these (this) letter.
  - Our functions is (are) quite different.
  - (d) We donate food and clothes to those who needs it (need them).
  - We hold our meetings every Saturdays (Saturday) or more appropriately 'Our meetings are held every Saturday'.
  - He told her (his) wife to come home. (f)
- Indiscriminate Use of Capital Letters (especially C, S, I, O, U in initial positions) e.g.

You Should not Control my movement Under any Circumstance.

- Use of Smaller Letters in Proper Nouns . mary and olu travelled to aba
- Wrong Amalgamation e.g.

inspite of for in spite of afterall for after all somany for so many infact for in fact atimes for at times

Wrong Splitting of Words, e.g.

can not for cannot more over for moreover non the less for nonetheless in deed for indeed

- Punctuation (especially inappropriate use of comma)
  - (a) Use of comma to end a sentence, e.g. "The principal advised us to take our studies seriously, Any student who does not will be expelled."

ould bing itive : the and

riate · can s of

riate

ir of

own eech ssay,

? the

form hich :lude . 44

- (b) Use of comma between a transitive verb and its object, e.g."John told me that, he would visit us tomorrow."
- (c) Redundant comma after 'although', e.g. "Although, I didn't believe him, I agreed to take part in the plan"
- (d) Failure to insert a comma between items in a list, e.g."The robbers took away our radio TV set a wall clock and mummy's jewellery"
- (e) Inappropriate use of the apostrophe, e.g."The dog would not move it's legs""Thing's are hard these day's"
- (f) Omission of the apostrophe where mandatory, e.g."Each students speech would last ten minutes"

"Dont be annoyed with me"

Secret Flored Formation

"They had all their childrens in that house."

"He gave us many informations about that town"

"The man has three wifes and lots of furnitures."

Ungrammanical Forms and long

"all this things" (these)

"all what they did" (that)

"one of my friend" (friends)

"the whole guests" (all the guests)

"don't be surprise" (surprised)

"the teachers which are not qualified...

Your essay should be able to show that you have a good grasp of the mechanics of written English, that is, grammar, spelling and punctuation.

(who)

hat

out

of

ed...

ive a glish,

# Spelling and Punctuation

# 3.1 introduction

Spelling and punctuation are very important features of the writing process. An essay or letter fraught with spelling and punctuation errors will no doubt make an uninteresting read. That is why for every spelling or punctuation error you make in your essay or letter, half a mark is deducted under mechanical accuracy. In this chapter, you will be introduced to these two essential writing skills which you have no choice but to master if you must be a good writer.

# 5.2 Spelling

Because English has come in contact with many other languages like German and Latin, its spelling has become complex. For instance, there are about thirteen different ways of spelling the <u>sh</u> sound /ʃ/: "<u>sh</u>arp", "sugar", "brochure", "ocean", "ration", "schnapps", "mansion", "anxious", "fuchsia", "conscious", "suspicion", "nauseous", and "assure", and at least six different ways of spelling the diphthong /ea/: "care", "pair", "there", "wear", "their", and "barbarian". In spite of this complexity, you can master spelling by paying attention to the features described below.

# 5.2.1 Hemophoaus

Pay attention to words that are similar in sound but

whose spelling and meaning are

different (i.e. homophones):

all ready:

everybody is ready

already:

before now

all right:

(standard spelling)

alright: (non-standard)

altar: a place of worship

alter: to change all together: as a group altogether: entirely

ascent: climbing or going up

assent: to agree

bare: without shoes on ("bare foot")

bear: a large wild animal (or to give birth

to)

brake: device for stopping a car

break: to damage

cite: to give an example

sight: seeing site: location

complement: serving to complete compliment: to express admiration

council: a group of people elected to lead

counsel: (advise; to give advice)
descent: going or coming down
dissent: to disagree; disagreeing

dying: (present participle of the verb 'to

die')

dyeing: the process of colouring something

fair: just or right

fare: price of transport

principal: a top school official; chief principle: a belief or rule of conduct

plain: simple; flat surface
plane: airplane; flat surface
rain: water from the sky

rein:	something to control a horse
reign:	period of rule
stationery:	writing materials
stationary:	not moving
waist:	part of the body
waste:	to squander
wear:	to put something on
were:	(past tense of 'to be')
which:	(relative pronoun)
witch:	woman with supernatural power

Apart from homophones, the following pairs are also often confused: as/has, is/his, advice/advise, try/trial, cease/seize, practice/practise, fate/faith, loose/lose, sit/seat, coarse/coerce, am/I'm, respective/respectful, you're/your, who's/whose, faithful/fateful, works/walks, literally/literarily, rite/right, accent/assent, moral/morale, diffuse/difuse, elusive/illusive, site/cite/sight, piece/peace, release/relies, cause/curse/course, cloths/clothes, device/devise, diary/dairy, forth/fought/fourth/fort, hear/here, personal/personnel

# 5.2.2 Words Commonly Misspelt

Take time to look at the wrong spelling in each of the following words and try to learn the correct version.

		Embarass	
Wrong Spelling	Correct Version	Commision	
Accross	Across	Comittee	
Ocasion	Occasion	Omision	
Trully/Truely	Truly	Army robber	
Arguement	Argument	Oportunity	
Pronounciation	Pronunciation	Iliterate	
Maintainance	Maintenance	Begining	
Infered	Inferred	<i>Immidiately</i>	
Atheletics	Athletics	Delibrate	
Disastrious	Disastrous	Writting	

Chiotrons
Grievous
Interpret
Length
Mischievous
Quarters
Strength
Dissatisfied
Occurred
Referred
Receive
Deceive
Conceive
Profession
Privilege
Generosity
Grateful
Sccretary
February
Continuous
Tomorrow
Environment
Government
Surprise
Separate
Accommodation

· Harass

Embarrass.

Commission

Committee

Armed robber

Opportunity

Omission

Illiterate

Beginning

Immediately

Deliberate

Writing

Harrass

A

В

N

it

# Distinguishing Between British and American Spelling

Many English words are either British or American. A good dictionary should tell you whether a word is British or American. Many speakers of English in Nigeria use British and American spellings inconsistently. In fact, many do not even know whether the words they are using are British or American or whether a particular pronunciation is typical British or American English. Yet, the West African Examination Council (WAEC) or the National Examinations Council (NECO) requires you to be consistent in the use of either variety. That is, if you choose American spelling, do not for any reason switch to British spelling and if you choose British spelling do not under any circumstances change to American spelling. If you fail to abide by this instruction, you will be penalised. Here is a short list of British and American spellings.

1.	British – ae, oe	American –	e : ·
	anaemia	anemia	j.
	anaesthetize	anesthetize	į
10	paediatrics	pediatrics	:-
	faeces	feces	
	foetus	fetus	
2	TO THE STATE OF TH		
2.	British – our	American	

- American or labour labor colour color flavour flavor favourable favorable odour odor clamour clamor neighbour neighbor
- 3. British - re America - er theatre theater centre center fibre fiber sabre saber sombre somber
- British ue American 'ue' omitted .

	analogue prologue	analog prolog
5.	British – me programme programmed program (in computing) (n)	American 'me' omitted program programed programme (n)
製	program (computing) (v) programmed (computing) (v)	program (v) (also programme) programed (v)
6.	British – e annexe (n) annex (v) adze	American 'e' omitted annex (n) annex (v) adz
7.	British – s analyse	American – z analyze
8.	British – xion connexion OR	American – ction connection

intlexion OR inflection 9. British-II American -- 1

traveled

plow

levelled leveled 10. British - ou American - o smoulder smolder

travelled

plough

mould mold British-ise America - ize criticise criticize . improvise improvize

apologise apologize civilise civilize

Note: Words in this category are used interchangeably.

#### 12. Equivalent words/terms

British American antenna aerial check cheque elevator lift kerosine (kerosine) paraffin first floor ground floor gasoline (gas) petrol exclamation point exclamation mark period full stop

#### Exercise

1. Give five examples each of British and American spelling.

Punctuation is to writing what intonation is to speech. Good punctuation is essential for writing to be easily understood. It can be said that punctuation is the soul of grammar; for you have to master the appropriate use of the various punctuation marks for your written English to be sound and for it to make good reading. If you do not punctuate well, you will communicate badly, and indeed, wrongly. Careless punctuation brings about problems of interpretation.

In the marking of the essay question of the SSCE English Language test, every error of punctuation is usually penalised. Punctuation errors that are penalised include a full stop, question mark or exclamation mark omitted or wrongly used; a comma used where a full stop or semi-colon is required; insertion of comma between subject and verb, subject and object verb and complement. Also, each capital letter undeniably misused is penalised.

Unfortunately, it is much easier to check spelling than punctuation. A look into any dictionary tells us clearly how a word is spelt; but there are no dictionaries for punctuation. What we have are some firm rules and guidelines.

## 5.3.1 Capitals

The 'initial capital' means a capital letter used as the first letter of a word. An initial capital is used

- (a) for the first word of a sentence, e.g.My sister is eight years old. She likes animals.Yesterday, she went to a zoo
- (b) for proper nouns such as names of
  - (i) persons Adamu, Ngozi, Akande
  - (ii) days of the week Sunday, Thursday
  - (iii) countries England, Nigeria, Cameroon
  - (iv) months January, June, December
  - (v) streets Ereko Street, Palm Avenue
  - (vi) towns or cities Lagos, Ikeja, London, Calabar
  - (vii) institutions University of Ibadan, United Nations Organisation
  - (viii) the Deity and sacred writing God, the Almighty, Allah, the Bible, the Koran, the Holy Spirit.
- (c) for titles of books, plays, films, newspapers, e.g. Things Fall Apart, The Merchant of Venice, The Guardian

# 5.3.2 The Full Stop (.)

The full stop is used at the end of a sentence that is not a question. The full stop is used in the following circumstances.

(a) To Mark off Complete Sentences

A complete sentence is a group of words containing at least one main verb, and making complete sense by themselves. The full stop is used to mark such sentences.

# Examples

John came here yesterday.

If it does not rain this evening, I will come to your house.

The girl hopped, skipped and jumped with delight.

Abbreviations and Contractions (b) 25 b:

You can use a full stop or not for:

abbreviations ending with the same letter as (i) the full word

> Examples: Dr. or Dr for 'Doctor', Rd. or Rd for 'Road'

(ii) abbreviations of countries and organisations.

Examples: U.S.A. or USA for United States of America; coc

> U.N.O. or UNO or UN for United Nations Organisation:

e B.B.C. or BBC for British Broadcasting Corporation; lon,

> W.A.E.C. or WAEC for West African Examinations Council;

N.E.C.O. or NECO for National Examinations Council:

ran, W.H.O or WHO for World Health Organisation.

ers, (c) Internet and e-mail addresses (pronounced t of 'dot')

Examples

ils.

Эy

lan,

the

heinemannbooks@yahoo.com http://www.oup.co.uk

iat is The decimal point ving N60.50, 1.77 mm, 67.65 metres

5.3.3 The question mark (?) ning

ense. It is used at the end of a direct question; that is, such where the actual words used are quoted.

Examples

What is your name? Are you here already? Care for a cup of tea?

Please Note: A question mark is not used after a

question reported in indirect speech: that is, where not all the actual words spoken are quoted.

Examples:

He asked me where Bayo had gone. My mother asked her whether she would stay for two more days.

Also note: A question mark replaces a full stop. Do not write a full stop and a question mark together at the end of a sentence unless the full stop is indicating an abbreviation.

> Example: Are you a regular listener to the B.B.C.?

# The Probbinshian (Mark 41)

The Exclamation Mark is used to express surprise, joy, anger, shock, indignation, fear or any strong emotion. It may occur after one word, or a few words, or at the end of a sentence. If the exclamation mark is after only one or two words, you may or may not start the next word with a capital.

Examples

Help! Throw me a rope!

Really! What a wonderful idea!

Stop! We've left the light on!

Hurray! I've got the job

Whatever you do, he's certain to win!

Note: Question marks and exclamation marks replace full stops. Do not use a full stop as well as an exclamation mark – unless the full stop is indicating an abbreviation.

Example: I've passed my LL.B!

The Commence

#### (a) Importance of the Comma

The comma is used to separate the items in a list or

Commas mark some of the pauses made in speech. If you read your sentence aloud, where you pause, you may need a comma. But you do not need to use a comma for every pause. Some pauses need other punctuation marks. Some pauses need no punctuation marks at all.

### (b) Rules and General Guidance

There are no firm rules as such on the use of the comma, but there are some general guidelines. Whether to use a comma or not may depend on:

- (i) the length of the whole sentence or parts of it;
- (ii) the emphasis you want to give certain words;
- (iii) what other punctuation marks you are using in the sentence.

One general rule is worth remembering: commas should be used for a purpose. Unless a comma is needed to make the sense clearer, it is best to miss it out.

#### (c) Uses

The comma is used in the following circumstances:

(i) to separate items in a list of words or word groups

# Examples

- The candidates were told to come to the examination with a pen, a pencil, an eraser, a sharpener and a writing sheet.
- We found the box, opened it, looked inside, but it was empty.
- For her eighteenth birthday, Biola's father bought her a blue skirt, a gold

wristwatch, a leather shoe, and a complete volume of Shakespeare's work.

- My new car is fast, roomy, and quite economical.
- (ii) to separate two or more adjectives qualifying the same noun

### Examples

Sade is a nice, lovely, little girl.

Nigeria is a large, multi-religious, and ethnically diverse country.

(iii) to separate phrases or clauses

### Examples

- He got up from bed, said his prayers,
   brushed his teeth, had a bath, took his
   breakfast, and then left for school.
- After many attempts, she finally passed the bar examinations.
- (iv) before and after non-defining clauses. A non-defining clause gives additional, but not essential, information about the noun it follows.

## Examples:

- The girl, who came here last week, has travelled to London.
- The students attack on the principal, old enough to be their father, is sacrilege.

**Note:** The meaning of a sentence may be altered by the use of commas. The two sentences below are correctly punctuated.

- A. The schoolchildren who have their meals at school are well fed.
- B. The schoolchildren, who have their meals at school, are well fed.

But they have different meanings:

()·

(1

tt.

c1

SI

gr

(1

Ċ

(1:

T s It

o s tl (A) means that some children eat at school, and e's these are well fed; while (B) means that all the children eat at school, and are well fed.

Therefore, you should always be careful to make sure you have punctuated your sentence so as to get across the meaning you intend.

(v) to separate main clause, especially long ones, linked by a conjunction such as 'and', 'as', 'but', 'for', 'or'

It was a very long vacation, but we enjoyed it.

 The driver was speeding very fast, and the passengers enjoyed it all the more.

(vi) to separate a tag question from the rest of the sentence

### Examples:

yers, k his - He came here yesterday, didn't he?

- Mary was not careful enough, was she?

assed (vii) before or after 'he said', etc, when writing down conversation

es. A Examples

'Give me a call when you get home,' he said.
'Get up from the bed,' she shouted.

(viii) before a short quotation

k, has He smiled and said, 'All's well that ends well.'

al, old lege.

iite

ves

and

The semi-colon is used to indicate a pause that is stronger than a comma but shorter than a full stop. It is used to separate parts of a complicated sentence or to join more closely two or more related statements which are really complete sentences in themselves.

neals at Examples

To err is human; to forgive is divine.

- We should not rest on our oars; we should

continue the struggle until victory is won.

- The restaurant is not open yet; it is too early.

· March 18 (18) (18)

The colon is stronger than the semi-colon. It is used to introduce a list, a summary, an explanation, or before reporting what somebody has said.

### Examples

- She passed the SSCE with distinction in all subjects: English, mathematics, physics, chemistry, biology, economics, geography, literature, everything.
- You are to answer five questions: two from section A, two from section B, and one from section C.
- Success: that is our mission.
- The Nigeria Civil War was fought on the slogan: To keep Nigeria one is a task that must be done.
- My name was not on the pass-list: I was not surprised.

# State Characterogramme & D

The apostrophe is used to show that a letter or letters have been missed out, and also to indicate possession

# (a) Letters Missed Out

# Examples

we'll for we will

I won't for I will not
she's for she is or she has
can't for cannot

#### (b) Possession

My brother's car for the car of my brother

The Punch' is my favourite newspaper.

way round, as you place the quotations. single to double quotation marks, or the other another quotation, you should change from Note: If you have to place one quotation within

Y

Examples

Was that not what you said?' buy you a gold wrist watch for your birthday." , Kemember what you promised last week: "I'll

Beautyful Ones Are Not Yet Born?"" "Have you read Ayi Kwei Armah's 'The

(-) andqyHadT 01.6.2

A hyphen is used

anti-communist, Anglo-saxon other words, e.g. hard-hearted, mother-to-be, to form a compound word from two or more (a)

three. and 99 in words: forty-four, sixty-seven, eightywhen writing compound numbers between 21 (q)

takes of the past. that we do not repeat the misbetween one line and the next: Let us ensure After the first section of a word that is divided (0)

to each other. without separating letters which belong closely Note: Be careful to divide a word by syllables,

Examples

sionally went to the park. During the summer, we occa-Correct:

ally went to the park. During the summer, we occasion-Wrong:

Nigeria is a very big coun-Correct:

Kn

How many r's are there in 'lorry'? səjdwvxz -

plural of a letter or number

How many 2's are there in 8?

(' ') (" ") (SHIRM The Inverted Commas (Quotation

you should end with double. should end with single; also, if you start with double, be consistent. Also, if you start with single, you quotation marks but whichever you adopt, you should sentence. You may use single (', ') or double (', '')actually spoken by someone from the rest of a Quotation marks are used to separate words

circumstances: The quotation marks are used in the following

yəəəds to enclose words and punctuations in direct

Aminu Tanimu', replied the pupil. What's your name?' the teacher asked. example

jor the context to draw attention to a word that is unusual (q)

7 Example

on his 'wonderful performance'. the SSCE and his father 'congratulated' him Emeka failed in all the subjects he sat for in

articles, newspapers, etc to enclose the titles of books, poems, plays, (0)

rxambles

classic. Chinua Achebe's 'Things Fall Apart" is a

Have you read 'The Second Coming' by W.B.

Wrong:

Nigeria is a very big country.

olay.

ithin

s.3.11 The Oash (---)

from other

A dash is used to indicate that what follows is a summary or conclusion of what has gone before

Examples

"I'll day." Men were shouting, women were screaming, children were crying — it was chaos.

You've admitted that you lied to me - how can I trust you again?

'The

more o-be,

en 21

ghty-

vided asure misA dash is also used before or after a list of a collective word is used.

Examples

We brought some new crockery - cups, plates, saucers, dishes.

I need some new clothes — a couple of shirts, a pair of trousers, and shoes.

Cameras, binoculars, jewellery, perfume - all sort of expensive goods were hidden in the smuggler's car.

Singly or in pairs, a dash my introduce an explanation or a comment or an afterthought from the rest of the sentence.

Examples

Tunde did not switch off the lights in the office after the close of work yesterday - another example of his carelessness.

My uncle Segun — he himself was a star footballer - donated a cup for soccer to the school.

The guard was not there when the robber struck — or so he said.

5.3.13 Date or Editoria [...]

Three dots are used to indicate that words have been omitted, especially from a quotation or at the end of a conversation.

Examples

To be or not to be, that is the question...

... and they lived happily thereafter.

Please basare rich born gryny the core punctuation in all view contracts with punctuation is a more of good symbol and me Indication of talk in the careful again.

ibles, osely

11-