

FORM 3 COMPOSITION

SYLLABUS

1. Reminders
2. Personal Journals
3. Notes of Thanks
4. Notes of Congratulations
5. Notes of condolences
6. Imaginative composition
7. Letters of application
8. Synopsis
9. Report – newspaper reports, simple reports
10. Argumentative essays
11. Notification of meetings
12. Agenda
13. Minute writing
14. Memoranda
15. Telegrams

- Our imagination is built on our knowledge and experiences.
- One can be given a sentence to begin a composition with it or end in it. Also you can be given a proverb or a saying to write a story so as to bring out its meaning.
- Write your composition to an appropriate length.

Points to consider

- Create events and people that are convincing e.g. avoid stories about ogres/monsters.
- The sequence of events must be logical e.g. we cannot have a student driving his own car.
- Quality depends to a large extent on the characters you create and how they relate to each other.
- The composition should clearly describe scenes, sounds and thoughts that would make a reader form impressions and opinions.
- You must plan your essay using an outline.
- Make the essay lively by using direct speech.

Exercise

Write a composition to illustrate the meaning of the proverb: Make hay while the sun shines.

Write a composition starting with or ending with the sentence:

‘As I watched the spider rebuilding its web, I realized that I too had to go back home and try to rebuild my broken life.’

Write a composition ending with..... but they arrived too late.

NIE BK 3 P. 87

SYNOPSIS= PRÉCIS=ABSTRACT

pl. synopses

- It is a short account comprising one to three pages of something longer.
- It summarizes the information in books, films, plays and research papers. It is found at the beginning of a text.
- To write a good synopsis take into account:
 1. The blurb.
 - Read the blurb at the back cover of the book.
 - It helps you to know who the write or writers are and their experiences in writing.
 - It outlines the plot, key issues and topics covered in the book.
 - It may state how the book is rated by authorities on the subject.
 2. The text.
 - Survey the book from which the synopsis will be written. This involves studying:
 - the introduction,
 - the table of contents,
 - chapters or scenes and
 - summaries of the book.
 3. Reading the text.

- Take note of its strong and weak points.
 - Note areas of interest which have been highlighted.
 - Select and give only the most important ideas and points from the text.
 - Write in complete but short and compact sentences.
- We normally use the present simple tense in a synopsis.

Exercise

Write a one page synopsis of a book of your choice.

Example

A synopsis of the Novel *Things Fall Apart*

Chinua Achebe's novel *Things Fall Apart* was first published in 1958. Set among the Igbo people of Eastern Nigeria at the beginning of the 19th century, it is about the clash between African and European culture at the beginning of British colonization. It is also the tragic story of a strong man who is destroyed by a combination of his personal shortcomings and circumstances beyond his control. The novel starts with a convincing portrayal of Igbo traditional, pre-colonial society and culture, with all its beliefs, social institutions, customs, technologies, arts, and crafts, and its love of elegant language. Most of this is seen through the interaction between the society and the protagonist, Okonkwo, who is a successful and respected leader in Umuofia society when the first Europeans get there.

Mildly opposed by characters like Okonkwo but mostly ignored by the community, the white strangers start quietly converting people to their ways. Meanwhile, Okonkwo gets into trouble with his community. He is forced into a seven-year exile for killing a relative. He returns to find that colonialism and Christianity are taking an increasingly firm hold on his community and badly affecting his Igbo culture. He tries to unite and mobilize his people to fight back but he fails, and ends up committing suicide.

THANK YOU NOTES

- It is polite to thank people who have been helpful to us in one way or another. It encourages them to offer hospitality to others.
- It also reflects the kind of person you are. You can express your gratitude through conversation or telephone.
- You can also write a thank you note or a thank you card.

POINTS TO CONSIDER WHEN WRITING A THANK YOU NOTE

- ✓ It should be brief.
- ✓ It should be confined to the purpose of which it was written (conveying gratitude)
- ✓ It should not be used as an opportunity to remind the recipient of unfulfilled obligation.
- ✓ The note between the writer and the recipient would influence the choice of words or register.
- ✓ If the note is written on behalf of a group of people, your position in the group should be specified.

Example

Hey Cliff

Thanks a bunch
for dropping by.
Your visit gave my
Spirit the boost I needed
Cheers!

Meg

Dear Adan,
Thank you so much for the support you gave me during the preparation for my wedding. I appreciate both the moral and financial support you gave me and my husband. During our wedding, you made sure that nothing went wrong. I don't know what I would have done without you. May God bless you abundantly. I look forward to seeing you when I return from our honeymoon.

Your coussin,
Mogaka.

Exercise

Think of a situation in the past where you needed to thank someone. Determine what you are going to thank them for. Write an appropriate thank you note for their action.

NIE BK 3 P. 144 NOTES OF CONGRATULATIONS

POINTS TO CONSIDER

It should:

1. be brief
2. state the particular achievement for which congratulations are due.
3. convey feelings of joy, excitement or pride in the recipient's achievement.
4. convey a tone of sincerity.
5. express hope of continued prosperity

NB pay attention to the language rather than the frame.

Example

Chris

Well done man!

You did it! A straight A!

You are going places pal! You've got what it takes.

Congrats!

Dave.

On my own behalf and on behalf of the staff, I wish to congratulate the hockey team for their excellent performance in the recently concluded championships.

Your conduct in the pitch and your success at the tournament is the reflection of the spirit of the

school.

We are proud of your achievements and hope that you will retain the trophy next year as well.

Well done!

Paul sang
Principal

WRITING REPORTS

A.I.E.P. 167

K.C.S.E Golden tips pp.67-70

SHORT / SIMPLE REPORTS

POINTS TO NOTE ABOUT REPORTS

- ✓ They should be clearly set out with headings and sub-headings where necessary.
- ✓ They should contain all the necessary **details** but avoid repetition of ideas.
- ✓ Reports should be written in an **appropriate language** ensuring correct sentence structures, spelling and punctuation.
- ✓ **Coherence.** The report should be organized in such a way that the points are presented in a logical manner for smooth flow of ideas. Related ideas should be put together. Avoid the unnecessary details.
- ✓ **Impartiality.** Use the passive voice.
- ✓ **Clarity-** Go straight to the point. This ensures that the report is clear and ambiguities are avoided.
- ✓ The report should be **relevant** to the topic. It calls for a factual practical account.

Contents of a report

Heading – The report should have the title as a heading. It indicates what the report is all about.

Introduction – It gives: the scope of the report, terms of reference, background information and a brief description of the methods used during the investigation. It consists of:

- what the report is about

- where the investigation was carried out
- the people who participated
- why it was necessary
- who commissioned the investigation

Terms of reference – This section states the specific purpose of writing the report and the scope. This shows the range of coverage.

Procedure – This section gives the information on how the data was collected e.g. it may have been collected through questionnaire or an interview schedule or document analysis or test or focus group discussion.

Findings: Involves the outcome of the information collected after its analysis. Say what you observed in the field. Write in the past tense.

Conclusion: State the deductions arrived at through reasoning from the data collected.

Recommendations: These are given if the study requires further action. E.g.

- Recommendation is that a new English club started to give students an opportunity to practice what they have learnt.

Signing off – Indicate the name of the person who compiled the report and his position in the committee.

Example

Imagine that you are the secretary of a committee that was set up in Malezi School to look into the cause of Perennial water shortage and also suggest the recommendations and how to alleviate the problem.

A REPORT ON CAUSES OF WATER SHORTAGE IN MALEZI SCHOOL AND SUGGESTIONS ON IMPROVEMENT

INTRODUCTION

There had been a constant water shortage for a period of three years. The Board of Governors commissioned a committee of five members to find out the root cause of the problem. The committee comprised of the following:

Felister Nyang'au – Chair person

Eliud Nyang'echi – Secretary

Silvia Mutemi – Member

Tom Kazungu – Member

The members were given one week to complete their work and present their report.

Findings

The committee found out three causes of water shortage in the school.

Old piping

The survey revealed that the piping was more than twenty five years old. It had not been replaced since the founding of the school. Many of the pipes were rotten and water leaked in many places which made water not to last long in the reservoirs. In addition, some pipes were blocked in several points by rust and silt.

Faulty water pump

The committee realized that the pumping station was not operating as required. The Members learnt that the pump had broken down six times in the first 3 months of the year. It was also clear that the person in charge of the pump was unskilled and could not carry out minor maintenance repairs.

Carelessness and misuse

Misuse was also found to contribute to water shortage. It was observed that water was unnecessarily being used to water grass lawns during the dry season. Several taps in the dorm area were found running unattended, a pointer to the possibility that the students were irresponsibly wasting water.

Conclusion and Recommendations

From the survey findings, it was clear that some action needed to be done for the causes of water shortage to be eliminated. The committee came up with the following recommendations.

Old pipes should be replaced with new ones immediately.
The school should purchase a new water pump and employ a skilled person to operate it.
Students should be taught how to conserve water. Unnecessary watering of grass lawns should be stopped forthwith.

Compiled by

James Baraza
Secretary

Exercise

- A.** Last year, the district experienced severe famine. An agricultural Committee was set up to investigate ways of preventing the outbreak in the future. As the secretary to the committee, compile a report of the findings and recommendations.
- B.** There has been wide spread cheating of exams in the district, The District Education Officer has appointed a committee of five members mandated to investigate possible causes of the problem and give recommendations. You are the Secretary of the committee and are therefore, expected to write a report.

NEWSPAPER REPORTS

NIE bk 3 p. 129, KCSE Golden Tips p.79

Points to note

- The **heading** is written in bold type.
- Sometimes there are **sub-headings**. These convey the key message of the report but are not always grammatically structured.
- The **identity** of the reporter is stated or his connection with the newspaper.
- The first paragraph and even the first sentence **summarizes** the report.
- The report is written in the **past tense** because the event has already taken place.
- **Headlines** could be in the past tense, present tense or in the passive voice.
- Usually there is a mixture of **direct and indirect speech** in the report since eye witnesses are interviewed and their comments quoted.
- The **language** should be simple.
- At times **pictures and captions** accompany the report.
- Because of space. Most reports are **brief**. The report should be objective.
- Newspaper articles are about **new information** about specific and timely events.

ARGUMENTATIVE ESSAYS/DISCURSIVE ESSAYS

NIE BK 3P. 163

When writing argumentative essays, arguments from both sides are considered and a conclusion is reached. There are usually diverse views about the topic under discussion.

Characteristics of argumentative essays

- ❖ There should be a general topic.
- ❖ Two or more conflicting points of view should be discussed.
- ❖ Arguments for and against each point of view are given.
- ❖ Presented points should be expanded to help in paragraph expansion. The writer should draw a conclusion from the arguments. It can be for or against what is proposed in the writing.
- ❖ Argumentative writing is like a debate; the only difference is that the contrasting points of view are discussed by the same person. The writer uses connectors of addition and contrast to project different views. E.g. however, nevertheless, but, on the other hand, contrary to.

Ex. P 165. UPE.

Excercise

Boys and girls should have an equal share of their parents' property.

NIE BK 3 P. 177 **NOTES OF CONDOLENCES**

- ❖ Notes of condolences express encouragement and comfort to the bereaved. Though it is common to be at a loss for words on such occasions, writing notes of condolences gives you the time and the distance to choose your words appropriately.
- ❖ These notes should be brief and to the point.
- ❖ The choice of the words is governed by the relationship between the sender and the recipient.

- ❖ Messages of condolences should:
 - Express sorrow at the loss of the departed e.g.
 - I have learnt with deep sorrow of the untimely death of your dear mother.
 - It is with great sadness that we have received the news of your father's death.
 - Appreciate the value of life of the departed e.g.
 - Our school, to which she dedicated twenty four years of her life will miss her greatly.
 - The gap she leaves behind will be difficult to fill.
 - Encourage and give hope to the bereaved.
 - Our prayers are with you in these difficult times.
 - May God give you the fortitude to bear the loss.

NIE BK 3 P. 221

REMINDERS

GUEST LISTS

A guest list helps one:

1. Not to leave out closest friends or people of importance
2. To address people by their proper names and titles
3. Identify speakers who would have relevant information

NB. It is impolite to put down a person's name as a guest of Honour without prior permission.

The number of people invited depends on the capacity to host them effectively in terms of refreshments and space.

WHAT TO CONSIDER

- ❖ Type of party e.g Birthday, fundraising. Will determine the number and type of guests to be invited
- ❖ Time of party or event. (day or night)
- ❖ Venue of the party- is it possible to get public transport? Some places may be inaccessible.
- ❖ Do you require a Guest of Honour?

The above considerations, categorize the guests as:

- Family- brothers, grandparents, aunts, etc
- Neighbours
- Classmates
- Associates – in sports, work, etc

Exercise

Imagine that you are hosting an end of year for Wildlife club. Using the criteria given above, compile a Guest List for the party.

THINGS TO DO LIST

- It is important when one has a lot to do within a short time. It helps us to save time and plan things in advance.
- Focus our energy so that we do not waste time.
- Remember to do important things first.

Exercise

It is now a festive season and you intend to go out. There are a number of things you should do before the celebration. Write 'a things to do list' to have your plans ahead. e.g

Exercise

Imagine that you are going away for two days. Write a things to do list in order of priority.

1. Wash, iron and pack all the clothes.
2. Arrange for someone to take care of the pets.
3. Inform the neighbours.
4. Call the host to confirm the arrival time.
5. Store any cooked food in the (fridge) freezer.
6. Wash and clean all the utensils.
7. Pull out the T.V plug.
8. Check the gas cooker and turn it of.
9. Shut all the windows.
10. Draw all the curtains.
11. Put out all the lights.
12. Lock all the doors.
13. Lock the gate.
14. Inform friends about the absence.

NIE BK 3 P. 265

AGENDA

- Agenda consists of issues for discussion at a meeting.

HOW TO SET AN AGENDA

1. Determine the matter that needs to be discussed in relation to the group objectives.
2. Decide whether the matter need to be discussed or it is a mere announcement.
Announcements can be pinned on the notice boards or be made orally at the assembly.
3. Consider the length of the meeting.
4. Consider how the matter to be discussed concerns the people invited to the meeting.
5. Decide whether there are any subsidiary matters that need brief discussion.
6. The agenda then should be clearly stated. Agenda statements go along with notification of meetings.

Example

<p style="text-align: center;">AGENDA</p> <p>I. Opening remarks.</p> <p>II. Reading of minutes from previous meeting.</p> <p>III. Arrangement for annual trip to Lake Nakuru National Park.</p> <p>IV. Publicity pertaining to World Environmental Day.</p> <p>V. A.O.B – Any Other Business.</p>
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NIE BK 3 P. 265 NOTIFICATION OF MEETINGS

A notification should answer some basic questions. e.g.

- ❖ Who is invited to the meeting? E.g. Is it a meeting of:
 - Executive Committee
 - Club members
 - General Public?
- ❖ Who issues the notification of the meeting?
- ❖ Where would the meeting take place? – Venue.
- ❖ When will the meeting take place? – Date and time of meeting.
- ❖ What would be discussed? – Agenda
- Emphasize punctuality.
- Notices can be issued electronically, through the print media or the radio.
- In a school, Notice of meeting is issued at announcements at assembly or Notice Board, or through letters to other schools.

Example

<p style="text-align: center;">NOTICE</p> <p>There will be a meeting of all members of Nyabitiro Farmers Co-operatyive Society on 25th November, at Daraja Mbili store at 10 o'clock.</p> <p>AGENDA</p> <p>i. Opening remarks</p> <p>ii. Reading of minutes of the previous meeting</p> <p>iii. Adoption of the financial report</p> <p>iv. Milk storage facility proposal</p> <p>v. Agriculture Minister's visit</p> <p>vi. A.O.B</p>

NIE BK 3 P **MINUTE WRITING**

Minutes are a record of what was agreed rather than what is said rather than what was discussed.

They help those involved to follow up issues discussed and take up appropriate action.

Minutes indicate:

1. **The heading.** It must have: the name of the group meeting, the venue of the meeting, date and time of the meeting.
2. **Record of attendance.** Records names of the members who are present physically, names of members who are absent but have sent apologies and names of those absent and have not sent apologies.
3. **In attendance.** Are people who attend the meeting but are not members of the group. e.g the principal may be in attendance in a meeting of a club. These give guidance to the members.
They are also called ex-officio members .Names of office bearers come first.

Minutes are written using the 3rd person or the passive voice. Recording should be factual. Use the past tense.

Numbering of minutes. e.g

MIN. 3/01/12 Prefects' Privileges

3- represents the item on the agenda.

12-the year in which the meeting was conducted in.

01 – represents the month of January in which the meeting was held.

MIN – is abbreviation for minute.

Preliminaries – are opening remarks of a meeting from the chairperson. These may include a welcoming note or a prayer.

Confirmation of minutes of the previous meeting - minutes of the previous meeting are read and confirmed. One person proposes the minutes to be a true record and another person seconds that proposal. If the group meets for the first time there are no minutes to confirm.

Matters arising – Are issues appearing in the previous minutes that require clarification or discussion in the current meeting. The agenda of the current meeting is discussed after matters arising are put to rest.

Any Other Business [AOB] are issues raised by members after exhausting all issues in the agenda. They are not in the original agenda.

Adjournment. The meeting comes to an end. It comes with closing remarks and mostly a prayer. The date for the next meeting may be written here.

Ending- consists of a space for confirmation and signing.

Example

MINUTES OF THE ENVIRONMENTAL CLUB MEETING OF KERERA HIGH SCHOOL HELD ON THE 20TH JANUARY, 2012 AT 4.00 IN THE SCIENCE LABORATORY

PRESENT

Mercy Keiri – chairperson
Tom Wafula – secretary
Chebet Kipkorir – treasurer
Ann Wambua – member
Aggrey Monda “
Geoffrey Guto “

ABSENT WITH APOLOGY

Zipporah Nyali – member
Peter Koech “

ABSENT

Benson Teres

IN ATTENDANCE

Patrick Okeo - Patron
Mr. Joash Mutua – District Environmental Officer

MIN. 1/1/12 Preliminaries

A member led in the opening prayer. The chairperson called the meeting to order at 4.10 p.m. she welcomed the members and thanked them for keeping time. She introduced Mr. Mutua District Environmental Officer who was in attendance.

MIN 2/1/12 Confirmation of previous minutes

The secretary read the minutes of the previous meeting. Wambua proposed and Guto seconded that the minutes were a true record for the meeting’s proceedings.

MIN 3/1/12 Matters arising

MIN 43/10/11 Tree planting project

A member wanted to know why the club’s tree planting project which had been proposed in the previous meeting had not taken off. The chairperson explained that unknown people had destroyed the club’s tree nursery. Members agreed that the project needed to be revived.

MIN 4/1/12 Community cleaning project

The members discussed and agreed that they would continue with their community project. they agreed that the following week, on a Saturday, they would clean Keumbu Market which had heaps of litter. Two members were put in charge of the project. Mr. Mutua promised to provide litter bins and other necessary equipment.

MIN 5/1/12 Raising money

Members felt that it was important to raise enough money to fund the club’s activities. the members requested the patron to approach the principal with a request to allow the club to run the school canteen. Mr. Mutua also informed the members that the club would be given funds by through the District Environmental Office. However, the club has to be registered with District Environmental Office first.

MIN 6/1/12 Membership

The members agreed that they will encourage more students to join the club. It was also agreed that the membership fees be Sh. 20. This would encourage more students to enrol.

MIN 7/1/12 Any Other Business

A member thanked Mr. Mutua for attending the meeting and for giving them insight on environmental matters.

ii. The secretary promised to circulate the meeting’s proceedings in good time before the next meeting.

MIN 8/1/12 Adjournment

There being no other business, the meeting ended at 5.40 p.m. with a prayer by Aggrey Monda. The next meeting will be held on 21st February at 4.10 p.m. at the same venue.

CONFIRMATION OF MINUTES

Chairperson: **Signature** **Date**

Secretary: **Signature** **Date**

NIE BK 3 P. 316 BUSINESS /FORMAL LETTERS

They include;

- Letters written by you to an official body e.g You may want to write a letter to a daily newspaper about certain issues you feel strongly about or to the local council complaining about garbage collection in your area

- Letters from an official to another. The principal of the neighbouring school may write a letter to another principal.
- Letters from an official to you. E.g You may be the chairperson of your youth club in your area and an official writes to you requesting you to perform a certain duty.

FORMAT

Sender's address – Write it at the right hand corner of the page. The name of the city or town should be written in capital letters.

The **date** should be written below the sender's address e.g 17th January 2012

Reference number. It may indicate the department e.g. ENG –English Department or file number.

The title and address of the receiver – This address should be complete and have all the details that would be on the mailing address.

The through address. This is required when one writes a letter through his immediate boss or principal or patron. The person whose through address appears on the letter reads it and then forwards it to the actual receiver. If it is the same as the sender's address, then do not repeat it.

Attention pointer – used when one writes a letter to a big institution necessitating him/her to direct it to the proper person or right side. e.g

Attention: Mr. Joseph Koech
For the attention of: Miss Dolphin Orare

Salutation – use Dear Sir or Dear madam – one at a time not both

Subject heading – gives an immediate prominence of the subject of the letter. i.e **RE:** meaning with regard to. It is written in capital letters and underlined.

The letter – write in paragraphs, introduce the letter by stating the reason(s) for writing
– the body would have the facts that you are presenting.
-The **conclusion** may have what you want the recipient to do for you.

(a) **Valediction** – Your letter should end 'Yours faithfully' "Y" is capitalized 'f' is small.

(b) **Signature:** Business letters must be signed by the sender. It should be written above the name of the sender. The name of the sender should be in capital letters. Below the name write the designation. E.g

Yours faithfully,

Dolphin Orare

Carbon copy (cc) is a copy of the letter given to another person who needs to be aware of the contents of the letter. Write **Cc** followed by the name or title of the person to whom the copy of the letter is given. If the person writing is in the same institution, do not put full address, if not, include full address.

Attached documents: What you have enclosed is shown by the heading: Encl(s) {meaning Enclonsures}

Example.

**MAGOMENI SECONDARY
SCHOOL
P.O. BOX 160303 – 00501,
MOMBASA.
17TH JANUARY, 2012**

REF NO. 111/03/12

**THE CHAIRPERSON,
MUSIC CLUB,
MATUNGA SECONDARY SCHOOL,
P.O BOX 10102 – 00510,
MSHIMBA.**

Thro'
The patron music club

Dear Sir,

RE: MUSIC GALA NIGHT

I would like to invite members of your Music Club to our Music Gala Night which will be held in our school hall on 2nd March, 2012 from 6.00 p.m in the evening to 10.30 p.m.

We would appreciate it very much if your Music Club would perform one masterpiece, a folk song and a dance to raise the curtain. The mayor of Mombasa City Council has kindly accepted to grace the occasion as the Chief Guest.

I have enclosed the programme. Please let me hear from you as soon as you can.

Yours Faithfully,
sign

William Otwori
Secretary Music Club

Cc
Patron Music Club
Magomeni Secondary school

Patron Music Club
Matunga Secondary School

P.O Box 10102
Mshimba

Encl(s)
Music Gala programme
Two invitation cards

Exercise

Write a letter to the Municipal Council complaining about Garbage collection in your market.

NIE BK 3 P. 333 TELEGRAMS

- A telegram is a message that is transmitted by a telegraph.
- In writing a telegraph, every word costs money. There is a standing charge for the 1st 10 words. If you want to save money, say precisely what you want in a few words.

Leave out:

- ✓ Determiners : a, an, the, some, any e.g. The parcel arrived this morning.

PARCEL ARRIVED MORNING

- ✓ Pronouns: I, he, them, she, they, e.g.

She was admitted yesterday

ADMITTED YESTERDAY

- ✓ Words like possessive nouns and adjectives. E.g. his/ our/ their/her

WE SOLD OUR CAR YESTERDAY

- ✓ Prepositions: e.g. on, in, at e.g I saw JOSEPH at the market

SAW JOSEPH MARKET

- ✓ A full stop is indicated by the word ‘STOP’ in a telegram. Numerals can be used instead of words. E.g. forty two – 42.
- ✓ The sender’s name is also counted as a word and should be written after the message. E.g.

WIFE DELEVERED BABY GIRL STOP DISCHARGED STOP JOHN

Activity p.333 – 334

MEMORANDA (MEMO)

- A memoranda or memo is an internal communication document. It can only be sent within different offices of the same institution and not elsewhere.
- However, there are other memoranda, structured differently that are issued by workers or a delegation to a visiting senior government officer , donors or senior management, stating needs, requests or demands.
- Some offices have set formats for their memoranda. In the absence of such a format, officers design their own formats, which include the following details:
 1. reference number of communication memorandum
 2. name and position of the one to whom the memoranda is addressed
 3. name and position of others who need to know about this communication
 4. name and position of sender.
 5. date of communication
 6. title or subject of memorandum
 7. content.

The content of a memorandum or memo is usually very brief and direct.

Example

Emerald High School is hosting the district inter-school debating competition scheduled for 18th June. Below is a memo from the Debating Club patron to the school cateress asking her to make arrangements for the meals.

Emerald High school

The Sky is the Limit

Internal Memo

REF. NO: 57/5/2013

TO: June Mwaniki Cateress
FROM: Eric Lagat Patron Debating Club
Cc: James Mwalukuku Principal
 Pius Opiyo Bursar

Date: 10th June

Subject: **Lunch for Guest Students**

Our school will be hosting the District Inter-school competition on Friday 18th June. The Principal has kindly agreed to offer hospitality to visiting schools.

We expect that the sixty students from invited schools will have 10 o'clock tea and lunch with our students.

Kindly make the necessary arrangements.
Thank you.