

A CONDOLENCE LETTER;

This may be formal or informal. The format will therefore depend on the rubric. Usually we condole people verbally but if it necessitates writing, then remember;

- Be precise and concise
- In conveying sympathy, sometimes conventional clichés may be unavoidable. Such as "we have learnt with great sorrow /great shock the untimely death"
- Focus on what makes the departed memorable especially your;
- Interactions with him/her
- Personality traits or Any achievements in your life attributed to him.
- heartfelt sympathy" etc.
- Avoid drawing attention to the person's death as this may hurt the people you intend to console.
- Conclude with positive wishes for the bereaved and
- A suggestion to count on you for support in time of need.
- Sign off as necessitates a formal or informal letter.

A sample of a condolence letter

Your former teacher has lost a daughter who happens to have been your classmate. Write a condolence letter to him.

In house family unit
P.O.Box 72,
Lira
5th May, 2014

Dear Mr. Obi,

I have learnt with great shock the death of your beloved daughter. Please accept my heartfelt sympathy. Jane was not only a classmate but my best friend, confidant and counselor. Her advice and availability especially in difficult times, helped me to always move on and focus on my studies.

I am grateful for her kindness especially in form five when we first met. I had various challenges because I was new in school but she took it upon herself to show me all around the school. She initiated me into the culture of the school, which made me so confident that I even contested for one of the leadership posts. She went ahead to help me with the campaigns and I won the election. I will dearly miss her. She was such a friendly person.

I know she was your only daughter and she is irreplaceable. When I came to visit her you treated both of us as your children, so sir, you can always count on me for anything as your daughter.

Yours sincerely,
Joan Bainc.



VIVA COLLEGE SCHOOL S.2 ENGLISH REVISION HOLIDAY WORK.

ACTIVITY 1.

Fill in the blank spaces using either 'a', 'an' or 'the' where necessary

1. It was onthird of.....month that he died.
2.Sahara isbiggest desert in the world.
3. He bought.....pair of trousers and pressed.....pair of trousers every day.
4.skirt she is wearing is made ofnylon, but she preferscotton ones.
5. He takes four glasses of water.....day.
6. It would be.....honour to be invited to stay with such.....distinguished person.
7. Simba ,.....dog, barked.
8.computer has changed the way we live.
9. I haven't been to.....cinema for weeks.
10. How often do you go to.....dentist?

ACTIVITY 2

Provide the compound nouns for the following statements.

E.g: A ticket for a concert: concert ticket.

1. A chocolate made with milk:.....
2. Somebody whose job is to inspect factories:.....
3. The carpet in the dining room:.....
4. A question that has two parts:.....
5. A scandal involving a football club:.....
6. An accident on the road:.....
7. A race on a horse:.....
8. A card used to telephone someone:.....
9. A paper issued on Sundays:.....
10. Results of Examination:.....

ACTIVITY 3

Distinguish the difference in meaning in the following compound words.

- 1(a) bedroom (b) bed room
2(a) horse race (b) race horse
3(a) card phone (b) phone card
4(a) garden vegetables (b) vegetable garden
5(a) table tennis (b) tennis table

ACTIVITY 4

Write collective nouns of the following words

1. A.....of dogs.
2. A.....of goats.
3. A.....of locusts.
4. A.....of fish.
5. A.....of chicken.
6. A.....of ants.
7. A.....of birds.
8. A.....of bees.
9. A.....of cattle.
10. A.....of players.

ACTIVITY 5

Distinguish the countable and uncountable nouns from the list below by putting a tick where necessary.

NOUN	COUNTABLE	UNCOUNTABLE
Water		
Book		
Smoke		

Headmaster		
Country		
Sugar		
Sand		
Egg		
Star		
Programme		
Boy		
Virus		

STAY HOME, KEEP SAFE!