

Mt. St. HENRY'S HIGH SCHOOL MUKONO
SUMMARISED FUNCTIONAL WRITING ASPECTS

REPORT WRITING

TYPES OF REPORTS

General reports (Short and Long)

Incidental report

Letter report

- A) **Short/ordinary/routine/non survey/incident/non investigative –
Usually on activities**

Features

1. Heading/title (from, to place and time frame)
2. Introduction
3. Body/findings/observation (six to seven aspects-paragraphs)
4. Recommendations and conclusion
5. Signature

NB

All reports should have sub-titles save for the incidental report

Sample

REPORT FROM THE HEADBOY TO THE HEADTEACHER KIBULI SECONDARY
ON STUDENTS' COMPLAINTS IN SPORTS DURING FIRST TERM 2018

Introduction

Following the students' council meeting held on 21st October, 2018, the poor performance in sports was discussed at length.

Findings

Lack of sports equipment

There was a complaint of inadequate sports equipment.....

Lack of coaches

It was observed that most games do not have coaches.....

Poor feeding

The sports students complained about the quality of food.....

Recommendations

We recommend that.....

Conclusion

It is against this background that we request the administration.....

Signature

Name (capitals)

B) Long/survey/comprehensive/investigative/general report (for further action)

Features

1. Heading (sender, receiver and time frame)
2. Terms of reference
3. Procedure/methods of data collection
4. Findings-six to seven aspects
5. Recommendations
6. Conclusion
7. Signature

Sample

A REPORT ON THE WATER CRISIS AT MAZIMA SECONDARY SCHOOL TERM TWO 2018 FROM THE DEPUTY HEADTEACHER TO THE CHAIRMAN BOARD OF DIRECTORS

Terms of reference

The principal Mazima Secondary School formed a committee of two teachers, three students, and one security officer to investigate the serious water shortage in the school and give him a report in one week. The committee was required to come up with the recommendations on how to remedy the situation.

The following were the members of the committee;

Muga Musa	committee chairperson
Mukwano Peace	Deputy principal
Etc.	

Procedure/methods of data collection

The committee developed a questionnaire which was used to gather information from students and workers.....

Findings

After analyzing the information, the committee found out that.....

Conclusions

The committee concluded that the water shortage is caused by human errors which can be controlled.

Recommendations

The committee came up with the following recommendations;

- (i) Urgently repair all the faulty taps and leaking water pipes.
- (ii).....

(iii).....

Signature

Name

Title

.....

C) **Incidental report**

This report handles a specific incident

It is a narration of events according to how they happened/occurred

It is a step-by-step account

No sub-titles

Features

1. Title
2. Introduce the subject
3. The body – Present your facts and findings
4. Conclude with your own opinions on the event based on the findings
5. Signature and name

Sample

A REPORT ON THE ACCIDENT THAT OCCURRED ALONG NAPAK ROAD
JUNCTION AT 1:00PM ON FRIDAY 11TH MARCH, 2018 FROM AN EYE
WITNESS

I have to report that the accident happened at exactly 1:00pm during the rush hours. The accident happened near the corner before Kapak Trading centre on Moroto high way.

The driver of taxi registration number UAA 001T was trying to overtake a lorry carrying charcoal from Napak when it had a head-on collision with a taxi registration number UAB 555B which was heading to Moroto. The taxi overturned thrice killing eight passengers on spot, including its driver. The ton-boy of the lorry also died on the spot because he tried to jump off.

From what I saw, the driver of the taxi was driving under the influence of alcohol, thus making him over speed, overtake even in wrong places. One good Samaritan arrived at the scene and rushed the injured victims to Moroto Hospital.

The driver of the taxi was identified as Kajon Ivan from Lopok village. The police immediately reached the scene and the dead bodies were taken to Moroto Hospital Mortuary where their relatives would identify them.

Later, the policemen called the breakdown truck which towed the wreckages of the two vehicles to Napak police station as further investigations were being carried out.

This was a true account of what I saw during that incident.

POLICE STATEMENT

Features

1. Title
2. Writers name, age, tribe, profession, job and place of birth
3. Narration of what exactly happened on which day, date, month, year and place.
4. Explain what the writer did
5. Affirmation that the information written is correct
6. Signature and date

Sample

ROBBERY AT KITAKA MISI'S PLACE

I, Kumulu Juma aged twenty six years, a Muganda by tribe and a business man residing in Wabigalo village, Kisugu Parish, Makindye Division, Kampala District states that the particulars and address given above are truly mine. I do recall very well that on twenty fourth August 2014, at about ten O'clock in the night , my brother, Kitaka Misi came to my house and told me that two men dressed in black came to his house at night asking for money from him. He said that he opened the door and gave them one million shillings which he did at gun point. After they had left, he rushed to Kisugu police post to report what happened at his place at night.

I therefore confirm that what I have written is all what I know.

Sign
Name
Date

D) Letter /confidential report

Features

1. Consider the proper format of addresses – Addresser/ Addressee
2. The body – What you are reporting about. (Refer to sample of short report)
3. Sign off. i.e Yours faithfully
4. Signature

5. Name (capital)
6. Title

NOTICE WRITING

Features/Format

Name of the organization issuing the notice
The title “NOTICE”
A heading to introduce the subject of the notice
The date
The body of the notice
The writer’s signature, name and designation

Sample

POLICE HEADQUARTERS KAMPAL
NOTICE
POLICE APPEAL
24TH JUNE, 2018

Susan Taka whose photograph appears above, is wanted by police for the offence of theft of a motor vehicle worth twenty million shillings (20.000.000) as per case reference CRB 205/14

Police appeals to whoever has information which may lead to her arrest to pass it on in confidence to the nearest police station or call on the toll free numbers 0399944433 or 0399944434. A big reward awaits.

zuma peter

ZUMA PETER
OC CID POLICE HEADQUARTERS

.....

DIALOGUE AND CONVERSATIONS

Features

1. Title
2. Introduction/Preamble
3. Name the characters
4. Use full colons before the speech

5. Make use of stage directions
6. Use interjections (ummmh, ah, oh, lo, ho etc.)

Note

Mind about the responses asked
 Mind the person you are speaking to
 Formal Vs informal language (register)
 Punctuation symbols very vital

A) Telephone conversation

Language depends on people speaking.
 Who picks the call?
 Subject matter changes often.

Sample

DIALOGUE BETWEEN A RECEPTIONIST AND A BANKER

Receptionist: Serena Hotel please. I am Sheilla, may I help you?

Customer : Yes, hullo. Is this Serena Hotel?

Receptionist: Yes it is. Go on please.....

Customer : May I know whether you are booked on Saturday 24th June, 2017?

Receptionist: Hold on please, just a minute. Yes, your name sir? Are you online?

Customer : Yes please. Danson is my name, from Bank of Uganda.

Receptionist: That's good sir. Do you mind coming over to have the details and confirmation from the manager?

Customer : Can I reach him through you now?

Receptionist: For sure yes. Just a second. I will get him for you. Am sorry sir, he is not in now but I will call you as soon as he comes in.

Customer : That's good, thanks

Receptionist: You are welcome. Bye.

B) Radio and T.V Presentation

Host introduces self and topic
 Host introduces visitor
 Visitor commences with greeting
 Listeners (Radio), Viewers(TV)

CURRICULUM VITAE

Features

- ❖ Title

- ❖ Personal information (Bio data)
- ❖ Profile
- ❖ Education background
- ❖ Work experience
- ❖ Skills
- ❖ Interest and hobbies
- ❖ Languages spoken
- ❖ Referees
- ❖ Declaration

SAMPLE

CURRICULUM VITAE

Personal data

Name

Sex

Date of birth

Nationality

Religion

Marital status

Contact (Postal, telephone, email)

Education background

2013-2015	Makerere University	B SWSA
2011-2012	Kibuli Secondary School	Uganda Advanced
certificate of Education		
2007-2010	Kibuli Secondary School	Uganda Certificate of
Education		
2001-2006	Kibuli Dem. School	Primary Leaving
Examination		

Work experience

I have been working as a Community Development Officer in Makindye Division from 2016 to date. I worked as a filing clerk at Kibuli Hospital during my senior six vacation.

Skills

I have good communication and interpersonal skills. I also have quality customer care skills.

Interests and hobbies

I enjoy reading for research. I enjoy working on outreach projects that are aimed at community development. I also enjoy travelling and exploring new places.

Languages spoken

I am a fluent speaker of English language. I can speak some Swahili though not fluently. I fluently speak local languages such as; Luganda, Lusoga and Lumasaba.

Referees

Dr. Kintu Aksam
Head of Department Languages
Islamic University in Uganda
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Ms Nakku Sofia
Manager Team X Holdings
P.O Box 4567, Kampala
Tel: 0754 234567
Email: sofinaks@mail.com

Declaration

I Kanti Rodgers, certify to the best of my knowledge that the above information correctly describes my qualification, experience, and as at 17th September, 2018.

.....

MEMORANDUM (MEMO)**Features**

Name of institution
The words “Internal memo”
Reference number
Sender’s title
Receiver’s title
Date
Subject
Body
Sender’s signature, name and title

Sample

Mt. St. HENRY’S HIGH SCHOOL MUKONO
P.O BOX 971
MUKONO

Internal Memo

To: All House Patrons

From: Sports Department

Date: 2nd June, 2019

Subject: School Day Programme

You are informed that there will be a number of games and sports events this term. This programme follows the school's day activities that will be presented on that day.

You are requested to start preparing your house teams for both football and handball competitions.

The inter house football competitions are slated for 5th July, 2019, while handball competitions shall take place on 6th July, 2019.

Lists of team members should be submitted to the sports and games prefects' office not later than 1st July, 2019.

Wagaluka
WAGALUKA HASSAN
Games Prefect

.....

MINUTE WRITING

Features

Title

- Record of attendance
- Members present
- Members absent with apology
- Members absent without apology
- In attendance (if any)
- Agenda
- Minute recordings
- Signing of the minutes (Secretary and Chairperson)

Sample

**MINUTES OF THE WILDLIFE CLUB MEETING HELD ON FRIDAY 28TH
JUNE, 2018 IN THE MAIN HALL AT 5:30PM**

Agenda

1. Prayer

2. Communication from the chairperson
3. Review of previous minutes
4. Elections
5. Work plan for the term
6. Closure

Members present

Mwangi Enock
Oyet Sarah
Masaba Juma
Dafala Siraj
Makayu Meddy
Mumbi Annet
Imukat Tracy
Toma Amina

Absent with apology

Kimuli Rehema
Khalid Aucho
Kibugo Davis

Absent without apology

Bizibu Nixon
Tabu Amos

Min 01/01/18 Opening prayer

The opening prayer was led by Oyet Sarah

Min 02/01/18 Communication from the chairperson

The acting chairperson thanked the members for turning up for the meeting. He also thanked them for entrusting him with the responsibility of leading the club. He said that members should be proud that they are the pioneer members of this club. He was optimistic that the club would be a success. He wished members fruitful deliberations.

Min 03/01/18 Review of previous minutes

The minutes were reviewed and approved as the true recording of what transpired during the previous meeting

Min 04/01/18 Election of officials

There was urgent need for office bearers to be elected since the club did not have any. It was suggested that only five posts be filled. The election was to be conducted by show of hands. The following club members were elected.

Masaba Juma –Chairperson
Oyet Sarah – Information officer
Mwangi Enock – Treasurer
Imukat Sarah – Secretary

Dafala Siraji – Executive member

Min 05/01/18 Work plan for the term

Members suggested that new members should be recruited. This was the responsibility of every member of the club. This would be done throughout the term. The following activities were agreed on; writing the club constitution, open talk show on environmental issues, and a short tour to nearby game reserve. The elected members were tasked to make a detailed programme which should bear date.

Min 06/01/18 Closure

The meeting was closed at exactly 6:30pm with a prayer led by Makayu Meddy. The next meeting was scheduled for 1st July, 2018.

Masaba Juma
Imukat Sarah
MASABAJUMA
IMUKAT SARAH
Chaiperson
Secretary

.....
WRITING A RECIPE

Features

- Title (show the meal to be prepared)
- Give the ingredients (the measurements/quantities should be in figures)
- The procedure/steps used in the preparation
- Serving instructions

Sample

HOW TO PREPARE IRIO

Ingredients

- i) 4 green maize cobs
- ii) ½ kilo peas or beans
- iii) 1 kilo potatoes
- iv) 1 or 2 bunches green pumpkin leaves
- v) A pinch of salt

Procedure

Take the maize off the cobs and boil with peas until they are soft.

Add the potatoes and the green pumpkin leaves and boil for about thirty minutes until the potatoes are cooked.

Drain the water, add salt and mash.

Leave to cool and serve. Enough to serve four people.

Note: Always conclude your Recipe Preparation with the statement “Enough to serve four people” depending on the number of people you have been given in the question.

BOOK REVIEW

Key features

1. Title
2. Author
3. Publisher
4. Year of publication
5. Publishing house
6. Reviewer
7. Content of the book, i.e plot, setting, characterization, themes etc
8. Strengths and weaknesses
9. Conclusion.

SAMPLE

Title: Rangeland High
Author: Kizito Ndugu
Publisher: Book Publishers Ltd.
Year of Publication: 2004
Reviewer: Maina Kamoni

Plot

The story line kicks off as the students are watching a play written by one of their classmates. Edgar and Andrew stand out as they are under the influence of drugs. We are later introduced to the origin of the school and Edgar Kazungu's family, where we meet his father and police commissioner. The story takes a new twist when, during a school trip to lake Baringo, Edgar and Monica go missing. This leads to a nation operation in search of the two. Caught up in the search for his son, Kazungu is sacked for failing to attend

a presidential rally. The students are finally discovered, but Edgar is very sick, with a wounded leg that later sends him into a coma, and his family is just about to get an international job.

Characterization

Edgar who is hooked to drugs, is portrayed as an irresponsible youth. He ends up in trouble around Lake Baringo out of indiscipline. He narrowly misses death when he hurts his knee and a hyena attacks him. The long hospital stay is traumatic for him but also for his high place family- ending up as crucial national news. Monica is Edgar's contrast; a bright and diligent student who is not only keen but also creative and obedient.

Themes

Thematically, the novel focuses on contemporary issues such as drug abuse and peer pressure among the youth. These issues are well explored. The theme is quite relevant for the intended readers as this is to their entry into secondary school life where they are bound to encounter such influences.

Weaknesses

(i) Plot

The tragic ending of the story is not pleasant. Rather, Edgar should undergo rehabilitation that will reform him. Only his father and the other adults should be allowed to suffer tragedy. I propose that Kazungu, Edgar's father be allowed to his post and spend time with his son if Edgar is allowed to live. This would communicate a positive message to the intended readers and would also lengthen the story.

(i) Language and style

Language requires improvement in this book. There is general misuse of tenses and most sentences need better construction. There is also an attempt to use high sounding phrases and use of far too many clichés. However, the author makes very good use of suspense and dramatic irony especially after the wayward boy goes missing.

Conclusion

The general view is that the story makes some compulsive reading. It certainly can inspire readers to develop a love for reading and writing. It would also help them in their social life, more so, during the adolescent stage where they are vulnerable to many negative influences, save for the language use which is fraught with errors and the plot which needs further development. I would rather recommend the novel as suitable for the intended readership if the weaknesses can be corrected.

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THE EULOGY

Features

Protocol

- The religious leaders
- The bereaved family
- Fellow mourners
- Greetings
- Self-introduction
- Conclusion

Other aspects

- When, where, how, and why you met. These show how very close you were with the late
- Mention the cause of death and how you felt about it.
- Talk about the important things the late did for you and the society at large that will make you and the society miss him/her.
- Should be able to console the mourners and strengthen them
- Bid farewell to the late.

Sample

Title

The bereaved family, religious leaders,fellow mourners, ladies and gentlemen. I am Kyeyune Rashid, a former teacher of the young souls that have departed from us today. This afternoon we gather here to pay our best tribute of respect of these beautiful children of god. These children-unoffending-innocent and beautiful were the victims of the most vicious and tragic crimes ever perpetuated against humanity.

These children have something to say to all of us. Their death says to us that we must work passionately and unrelenting for the respect and dignity of every human being. They have something to say to our security officers, politicians; religious leaders name them that it is high time they worked towards the achievement of peace and justice.

The members of the bereaved families, it is almost impossible to say anything that can console you at this difficult hour and remove the deep clouds of disappointment which are floating in your mental skies.

Death comes to every individual. There is an amazing democracy about death. Kings die, beggars die, rich men die, and poor men die, old people and young people die. Death comes to the innocent and the guilty. Death is not a period

that ends the greatest sentence of life, but a comma that punctuates it to more lofty significance, an open door which leads man into eternal life. Let this daring faith be your sustaining power during these trying days.

We appeal to our security personnel and the entire government to do their constitutional obligation of protecting us because it appears nobody is safe anymore.

May the soul of these beautiful children rest in eternal peace! Sweethearts, we shall definitely be re-united in heaven.

Note

Have six to seven areas.

Compiled by:

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