English Year 7

1

Units 16 - 20

Fiji Ministry of Education

	page
Unit 16	2
Unit 17	11
Unit 18	22
Unit 19	29
Unit 20	39

Unit 16: Sport

This unit will focus on persuasive Texts

Persuasive texts are written to argue or persuade. They promote the writer's point of view. Persuasive texts are organized with: case to be argued, arguments in logical order, summing up.

Vocabulary

Opportunity, playing, community, club, players, registration, formed, excitement, teams, interested, competitions, uniform

A persuasive text can be an advertisement. Here is an example:

Playing Soccer? ... Play for Unique Soccer

Unique Soccer invites anyone interested in playing soccer to join our club.

Unique Soccer was formed in 1976 to give everyone in the community an opportunity to play sports for fun and excitement.

Competitions will be held in these groups:

Boys' teams from Under 6 to Under 21.

Girls' teams from Under 6 to Under 21.

Men's and women's teams.

When: Registration Day is Saturday, February 1

Time: 9.00a.m -1.00 p.m

Where: Albert Park

FREE hotdogs

FREE drink bottles

FREE uniform for all players who sign up this month

New players should bring 2 passport-size photos and their birth certificate.

For more information, Phone Chris at 788-8340

Come and kick a goal with US!

Comprehension Skills: Fact and Opinion

Answer the following questions in complete sentences.

- 1. What do the initials US stand for on this flyer?
- 2. Who has been invited to join the soccer club?
- 3. What things are given free to everybody who attends the registration day?
- 4. What is given only to people who sign up in February?
- 5. Which groups have to bring photos and their birth certificate?
- 6. What types of teams does Unique Soccer club have?

Cloze Exercise:

Soccer

Soccer is a great team game. It is a ______ that is played in most countries. There are eleven ______ on each side. Players kick the ______ and try to score goals. You score when you ______ or head the ball in the goal. Only goalkeepers' ______ use their hands.

Word Knowledge: More about Sports

The clues below are names of sports. Match each object from the box to its sport below.

Rink, rope, mallet, net, goggles, cape, lifejacket, cue, wicket, board, paddles, parachute, helmet, posts

- 1. croquet
- 2. rugby
- 3. sailing
- 4. cricket
- 5. volleyball
- 6. diving
- 7. pool
- 8. motor-cycling
- 9. skipping

4

- 10. spear-fishing
- 11. canoeing
- 12. skydiving
- 17. skating
- 18. bull-fighting

Write in your book, the correct the word for each sentence

- 1 The person a tennis player serves the ball to is his or her (teammate/ opponent/ referee)
- 2 Golf is played on a golf (field/court/course).
- 3 Rugby players often have to (shoot/ tackle / whistle) their opponents.
- 4 The scores were tied at the end, so the game was a (draw/victory/defeat)
- 5 After winning the tournament, Anna held her (victory/trophy /coach) over her head.
- 6 Which of these words is the opposite of "professional"? (spectator/leisure/ amateur)
- 7 If a player breaks one of the (rules/ objects/ opponents, the referee should award a penalty.
- 8 The 400-metre race is one of the most exciting (medals/ games/ events) in athletics.
- 9 Which of these words has a similar meaning to "tactics"? (talent/ strategy/ fitness)
- 10 A swimming coach's job is to (train/rescue/ cheer on) his or her athletes.
- 11 The players were working out in the gym in order to build up their (sportsmanship/talents/physiques).
- 12 Do you know how to keep(score/records/rules) during a badminton match?

Sentences: Inverted

Sentences can be turned around to make them more interesting.

Example:

The car raced past the shops.

Past the shops raced the car.

Invert the following sentences.

- 1. The football was kicked through the goals.
- 2. The dog raced after the cat.

- 3. Several cows were seen outside the fence.
- 4. The yacht gracefully turned into the wind.
- 5. The sun rose higher in the sky.
- 6. The bush was filled with dense smoke.

Usage : 'Neither ...nor, either ...or'

These words are used in pairs, and cannot be interchanged.

Neither Jaanvi nor Lusi is going to the party.

Either green **or** brown paint is suitable. (Notice the singular verbs)

Choose the correct pair (either / or and neither / nor).

1. In this game, you ______ win _____ lose. It depends on you.

2. _____ Sue _____ Sara will help you with your homework. They are both busy at the moment.

3. This is my offer. You ______ take it ______ leave it.

4. When I go to the restaurant, I eat ______ fish _____ roast chicken. These are my favorite meals.

5. His father believed ______ his son ______ his friend. He thought that both were lying.

6. I need ______ your help _____ your compassion. I can perfectly handle my problems all alone.

7. _____ Semesa _____ Bill will write the report. Just ask one of them.

8. ______ you return the money you had stolen ______ I'll call the police.

9. My mum can _____ read _____ write. She is illiterate.

10. You can use ______ this computer ______ the other one. Someone must fix them first.

11. A mathematical answer is ______ right _____ wrong.

12. Yes, I shall have _____ ham _____beef.

13. No, ______Monday_____Tuesday will suit me for tennis.

14. _____ Mum _____ Dad likes dreadful weather.

15. An accused person is ______ guilty _____not guilty.

16. We ______ are going to the park _____ are going home.

- 17. _____ James _____ expressed their thoughts.
- 18. _____ the cousins' _____ Sharon told the truth.

19. At night ______ the cats' _____ the dogs wake us up.

20. John will ______ start today ______ start tomorrow.

Grammar: Indirect Speech

We can write speech in two ways – as direct speech or as indirect speech.

Direct speech has speech marks. Indirect speech does not.

Example:

Direct speech: Mr Koroi screamed, "I am having a very bad day!"

Indirect speech: Mr Koroi screamed that he was having a very bad day!

Finish each sentence, putting in the direct speech. You have to work it out from the indirect speech sentences.

1. The old man remarked that he would be eighty next month.

".....," remarked the old man.

2. The criminal protested that he was not guilty!

The criminal protested, ".....!"

3. The teacher told me that I needed to learn my spellings better.

".....," said the teacher.

4. Mark's Mum told him to get some eggs from the shop.

Mark's Mum said, "....."

5. The jockey said that his horse could gallop very fast.

".....," said the jockey.

6. Dr Fisher told Jane the pills would make her feel much better.

Dr Fisher explained, "....."

7. The man was shouting help, screaming that he couldn't swim.

"......!" shouted the man, "....."

8. The gentleman asked the lady if she needed help changing the tyre.

".....?" asked the gentleman.

Now change these to indirect speech:

- 1. "I can't afford those new trainers Sara!" explained dad.
- 2. "It's raining heavily!" remarked Uncle John.
- 3. "I'm feeling terribly sick!" groaned Bob's brother.
- 4. The mechanic explained, "The brakes need mending Mr Jones."
- 5. "I'll be leaving tomorrow!" shouted the disgruntled tenant.
- 6. "It's a glorious day for a picnic!" exclaimed Grandma.
- 7. The mountaineer boasted, "I could easily climb that mountain!"
- 8. "Has anyone seen my crown?" asked the king.

Dictionary Skills: Word Meanings

Choose one or more words from the bracket that means the same as the first in each exercise.

- 1. fraud (load, cheat, queer)
- 2. repose (sleep, eat, ask)
- 3. grimace (pull a face, boat, stone)
- 4. cower (look down, cover, crouch in fear)
- 5. shag (fish, bird, animals)
- 6. meagre (unkind, lift, poor)
- 7. anonymous (huge, not signed, many)
- 8. curtail (cut short, punish, whip)
- 9. authentic (stern, genuine, huge)
- 10. hassock (tool, grass, cushion)
- 11. weir (strange, join, dam)
- 12. thrift (saving, spending, insect)
- 13. spume (feather, froth, kill)
- 14. efface (clean, destroy, hide)
- 15. petite (sweet, young, little)

Word Meanings: 'Teams' and 'Uniform'

Use teams and uniform in 4 different sentences to show that each word has more than one.

Spelling

S-H-A-R-P Word Study Procedure See the word

Hear the word

Adopt the word

Record the word

Proofread the word

Spelling List

Visualize

jealousy

immobilize

celery

economy

democracy

emphasize

civilize

authority

guarantee

Vowel search

- 1. c_v_l_z_
- 2. _c_n_m_
- 3. _mph_s_z_
- 4. j__l_s_
- 5. V_s_l_z_
- 6. g__r_nt___
- 7. __th_r_t_

8. c_l_r_

9. _mm_b_l_z_

10. d_m_cr_c_

Generally Speaking: Write each spelling word for the group it best fits.

- 1. covetousness, resentment
- 2. egalitarianism, equality
- 3. influence, power
- 4. wealth, saving
- 5. pledge, assurance
- 6. halt, put out of action
- 7. accentuate, highlight
- 8. advance, develop
- 9. envisage, imagine

Scrambled Words

- 1. yljauose
- 2. roedmycca
- 3. htoatiury
- 4. eyerlc
- 5. onmeoyc
- 6. aungeeart
- 7. mbizliimeo
- 8. ipeesmahz
- 9. icelizvi
- 10. ezlsaiuVi

Sports Word Jumble

Unscramble each word to make a sports word. The answers are in the box below, in random order.

- 1. yebolvlall
- 2. ootbflal
- 3. cercos
- 4. lelsabab
- 5. sinnet

10

- 6. khyeco
- 7. gbryu
- 8. klbaatebsl

tennis, volley ball, soccer, football, basketball, baseball, hockey, rugby

Writing

A persuasive text is used by a writer to persuade others. It is also used to criticize and review ideas and actions.

Structure:

Title: A short statement about the topic.

Overview: A brief statement of the writer's view of the main topic

Reasons: The points supporting the writer's view. (The writers view can be for or against the topic)

Conclusion: Summing it up

Persuasive texts can be presented as:

- essays
- editorials
- letters to the editor
- speeches
- advertisement

Example of an advertisement:

Sensational Skate – o- Matic

- It has 4 different speeds!
- An amazing anti-slip foot board!
- 4 remarkable rumble wheels!
- Comes with a life time guarantee!
- Bargain price of \$25.99

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"I've got one – they're great!" says Bob of Balby

Only a few left! Be quick!

Design a persuasive poster ...Write an advertisement...

Create a new product and write an advertisement for it.

Unit 17: Sports

This unit will focus on Report Writing. Reports are written to describe or classify the way things are or seem to be. They organise and record information.

Reports are organised by; classification, description and summarising comment.

Vocabulary

competitions strengthened modern statue festivals gracefully appointed member festivals quarrelled

The Olympic Games

The first Olympic Games were held many hundreds of years ago in Greece. The Ancient Greeks loved things that were beautiful and good. They believed that people should try to make their bodies fit and healthy because this would help them to be good and wise and brave. At school, Greek boys did exercises and dances which strengthened their bodies and taught them to move gracefully, in a way that was pleasing.

The people who lived in the Greek cities arranged festivals. They believed that their gods enjoyed the festivals and were pleased with the people who took part in them. At the festivals people took part in competitions. Some of the competitions were in running, jumping, throwing, javelins (spears), wrestling and other sports.

The most important festivals were held every four years in a place called Olympia. The competitions and sports that were held during the festivals at Olympia were called the Olympic Games.

In Ancient Greece, each Greek city had its own government and its own soldiers. The cities often quarrelled with each other and sent their soldiers to fight each other. However, when the Olympic Games because very important, all the cities agreed that they would not quarrel or fight for six months before the games started. They agreed that their soldiers would not fight from that time until after the games were over. This gave the young men, who were also the soldiers, time to train and practise for the games. In those days, women did not take part in the Olympic Games.

Some men were appointed judges. Their job was to choose the winners in the competitions. These judges watched the competitors very carefully during a race because the runner they chose as the winner was not always the one who finished first. Sometimes they chose the person who finished second as the winner because he ran more gracefully than the one who finished first. So the young men had to run fast but they also had to move in a way that pleased the people who were watching.

A man who won a competition in the Olympic Games was a crown made of leaves. He was not given a prize but he became famous everywhere in Greece. All the people who lived in his city were proud of him. People wrote poems about him which described how he had won the competition. Sometimes people made a statue out of stone to show what he looked like so that everyone would remember him for a long time. We can still see some of these statues today.

The Olympic Games were held every four years for more than a thousand years. But then the Roman soldiers defeated the Greeks and Greece became part of the Roman Empire. In 393 A.D the Roman Emperor stopped the Olympic Games.

The Olympic Games were not held again until 1896. A Frenchman called Pierre de Coubertin thought that it would be a good idea to start the games again. He wanted people from many different countries to take part in modern Olympic Games. He believed that this would help people from different countries to make friends with each other. He also thought it would help to stop wars.

The first Olympic Games were held in 1896 in Athens, the capital of Greece. Twelve countries took part in the Games.

The modern Olympic Games are not quite the same as the Greeks used to hold. Now they are held in a different place each time and countries all over the world send teams. The teams include women because now there are competitions for woman, too. There are competitions in many more sports in the modern Olympic Games. There are now competitions in sports such as soccer, rugby, cycling, swimming and horse-riding, as well as running, jumping, wrestling and throwing javelins. At the Olympic Games in Barcelona in 1992, there were competitions in 27 different sports and competitors from 172 countries.

The Commonwealth Games in the South Pacific Games are very like the Olympic Games but fewer countries send teams to them. The Commonwealth Games are also held every four years but they are never held in the same year as the Olympic Games. Any country which is a member of the British Commonwealth can send a team to the Commonwealth Games. They were first held in Canada in 1930.

The South Pacific Games are for countries in the South Pacific. They are now held every four years. The first South Pacific Games were held in Fiji in 1963. Since then they have been held in New Caledonia, Papua New Guinea, Tahiti, Guam and Western Samoa.

Comprehension Check

- 1. Why did the Greeks think people should strengthen their bodies?
- 2. Why did the Greeks arrange festivals?
- 3. Why did the Greek cities stop fighting for six months before the Olympic Games?
- 4. How often was the second place-getter chosen as the winner?

- 6. Why did the Greek boys do exercises and dances at school?
- 7. Why were the games called Olympic Games?
- 8. Why did people write poems about men who won competitions at the Olympic Games?
- 9. How are Commonwealth Games different from Olympic Games?
- 10. How are the South Pacific Games different from Common Wealth Games?

Word Knowledge: Idioms

An idiom is an expression that cannot be understood from the ordinary meanings of the words in it.

Complete each sentence by using the correct words from the box.

yellow, nerves, heads, popped, hand, green, sardines, flesh, sparrow, pod

- 1. That noise gets to my ______.
- 2. Ben's eyes ______ at all the presents.
- 3. Our team had the upper _____ and won.
- 4. They are alike as peas in a ______.
- 5. Put your ______ together to solve the problem.
- 6. He was very ______ and had much to learn.
- 7. Snakes make my _____ creep.
- 8. Suresh is so thin because he eats like a ______.
- 9. A person who is ______ is a coward.
- 10. We were packed in the bus like ______.

yellow nerves heads popped hand green sardines flesh sparrow pod

Match the idioms to their correct meanings and write out the matching pairs.

Idioms

- 1. She's burning the candle at both ends.
- 2. He's pulling the wool over her eyes.

- 3. He's leading you up the garden path.
- 4. It's raining cats and dogs.
- 5. I've got a bone to pick with you!
- 6. I can smell a rat.
- 7. They paid through the nose for it.
- 8. He has turned over a new leaf.

Meanings

- A. I want a word with you (about a problem)
- B. It's pouring with rain.
- C. I suspect something is wrong.
- D. He has made a fresh start.
- E. He's trying to fool you.
- F. They paid too much money for it.
- G. She's working day and night.
- H. He's keeping a secret from her.

Sentences: Using Better Words instead of 'went'

Write the sentences using words from the box in place of went.

Travelled, drifted, scampered, crawled, toddled, plunged, wriggled, curled, glided, limped

- 1. The lizard went between the rocks.
- 2. A caterpillar went up my arm.
- 3. Dense smoke went out of the chimney.
- 4. The infant went across the floor.
- 5. Dad went into the pool.
- 6. The swan went across the lake.
- 7. White clouds went across the blue sky.
- 8. The mouse went into its hole.
- 9. The cripple went across the road.
- 10. My aunt went overseas.

Usage: 'lie' and 'lay'

- To lie means to rest.
- To lay means to put to put something down.

I lie or am lying on the bed. I was lying, I lay or I have lain on the bed.

I lay or am laying the cup on the saucer. I was laying, I laid or I have laid the cup on the saucer.

Write each sentence using the correct word from the brackets.

- 1. I (laid/ lay) on the sofa yesterday.
- 2. I (lay/ laid) the vase on the table.
- 3. The treasure was (lain/ laid) under a rock.
- 4. I would like to (lie/lay) on the beach.
- 5. I have (lain/ laid) the fork on the plate.
- 6. I have often (laid/ lain) on that couch.
- 7. Please (lie/ lay) the cloth on the table.
- 8. Ms. Ram told us to (lie/ lay) our work aside.
- 9. Will you (lie/ lay) down for a rest this afternoon?
- 10. (Lie/ Lay) your books beside mine.
- 11. The doctor (lay/ laid) all my fears to rest when she talked to me yesterday.
- 12. The button from my jacket was (lying/ laying) on the sidewalk.
- 13. I'm afraid that Tim has been (lying/ laying) down on the job.
- 14. Every evening Sue (lies/ lays) her clothes out for the next day.
- 15. The chickens (lay/ laid) more eggs than usual yesterday.
- 16. Can you help me (lie/ lay) the floor in the bathroom?
- 17. I have (lain, laid) the key somewhere, and now I can't find it.
- 18. When Mr. Jones (lay, laid) down for a nap, he was unable to sleep.
- 19. My pen was (lying, laying) on the table.
- 20. Mr. Ratu (lay/ laid) his briefcase on the table when he entered.
- 21. . Miss Ali is so tired that she's been (lying/ laying) down all afternoon
- 22. I (lay/ laid) the book aside and answered the doorbell.
- 23. Our dog never (lies/ lays) down when told to do so.

25. Your jacket has been (lying/ laying) on the floor all morning.

Grammar: Apostrophe of Contraction

To show the omission of letters and to form contractions

• Apostrophes are used to show any omission of letters in a word.

• Apostrophes are also used to form contractions. A contraction is a combination of two words which results in a single word. The apostrophe is used where letters have been omitted. Contractions are common in speaking and in informal writing.

Here are some examples of contractions:

I have – I've you have – you've

he has - he's she has - she's

it has – it's we have – we've

they have - they've

Use apostrophes in the following sentences to make contractions.

Example: I am your friend. I'm your friend.

- 1. I do not like vanilla ice cream.
- 2. I am going to the mall.
- 3. Who is the new student?
- 4. They are my best friends
- 5. We are not waiting in the line.
- 6. She will be the class president.
- 7. He should not worry so much.
- 8. They will be here in fifteen minutes.
- 9. Where is my blue book?
- 10. She does not eat spinach.

Use what you have learned to punctuate the following sentences with apostrophes.

Example: Where is the book of John? Where's John's book?

- 1. This is not the key I was looking for.
- 2. I want to pet the head of the dog.
- 3. That is the hat of Jones.

- 4. I need to go to the market of the town to buy milk.
- 5. Did you not wash the car of Bill?
- 6. This wallet belongs to Tito.
- 7. This one is nicer than the one that Dan has.
- 8. It is funny when the dog chases its tail.
- 9. We should not take the car of my father to the beach.
- 10. She is the best student in the college.

Dictionary Skills: Beginning with 'micro' The prefix 'micro-' comes from Greek words meaning 'small', e.g. A microlight is a small aeroplane that usually has no more than two seats.

Match the words with the meanings:

1. microphone
2. microwave
3. microscope
4. microform
5. microelectronics
6. micrometer
7. microbe
8. microsystem
9. microcosm
10. micron

A. an electromagnetic wave that can be used for cooking food

- B. an instrument that converts sound waves into electric current so they can be amplified
- C. the design and production of very small parts for computers
- D. measuring instrument
- E. an instrument that magnifies very small objects to make them easier to see
- F. transmitting device
- G. miniature representation of something
- H. one millionth of a metre
- I. minute organism
- J. small picture of document or paper

Word Meanings: 'members' and 'appointed'

Use members and appointed in 4 different sentences to show that each word has more than one meaning

Spelling

S-H-A-R-P Word Study Procedure

 ${\bf S} ee \ the \ word$

Hear the word

Adopt the word

 ${\bf R} ecord$ the word

Proofread the word

Spelling List

recipe

economics

penicillin

episode

embarrass

reddest

skeptical

weapon

wealthy

dreadful

ghetto

reprimand

recommend

specific

engineer

kettle

Vowel Hunt: Fill in the missing vowels and write the spelling words.

- 1. p_n_c_ll_n
- 2. _ng_n__r
- 3. k_ttl_
- 4. w__lth_
- 5. _mb_rr_ss
- 6. r_pr_m_nd
- 7. sp_c_f_c
- 8. _c_n_m_cs
- 9. dr__df_l
- 10. r_c_mm_nd
- 11. r_c_p_
- 12. _p_s_d_
- 13. r_dd_st
- 14. sk_pt_c_l
- 15. w__p_n
- 16. gh_tt_

Generally Speaking: Write each spelling word for the group it best fits

- 1. instructions, method
- 2. most red, in the red
- 3. prosperous, rich
- 4. lecture, chastise
- 5. explicit, detailed
- 6. bludgeon, stick
- 7. propose , commend
- 8. doubtful, dubious
- 9. persuade, wheedle
- 10. finances, money matters

- 11. incident, occurrence
- 12. humiliate, make ashamed
- 13. horrible, outrageous
- 14. teakettle, kettledrum
- 15. produced by blue molds, antiseptic
- 16. slum area, put in

Scrambled Words

Write the word on the line.

- 1. pierce
- 2. strdede
- 3. hleywat
- 4. nedpirmar
- 5. ecpsiicf
- 6. aewonp
- 7. econmmred
- 8. ctleakisp
- 9. regenein
- 10. ooecimnsc
- 11. esioedp
- 12. arrsebmas
- 13. uflaedrd
- 14. letkte
- 15. llienniipc
- 16. ttegoh

Writing

What is a report?

A report tells us about what a thing is, what a thing looks like, where it is found and what it can do. Example:

Soccer

Soccer is a game played by two teams of eleven. They try to score by kicking or heading the ball into the other team's goal. Ten of the players cannot use their hands. The goal keeper can handle the ball to stop it going into the goal.

Games similar to soccer have been played for many centuries. The rules of the games were written down in 1863. In England, the FA (Football Association) cup was first played for in 1872. In the same year, England played Scotland in the first game.

Today the most important International Competition is the World Cup which takes place in every four years. Brazil and Italy have each won the world cup three times.

- 1. Most reports contain action verbs. Find and list the verbs in the report above.
- 2. Write a report... Sports.....Choose a sport, and write a report about it. First find out some facts about your sport. Then organise your information.

Classification: Name of the sport. What group or system does it belong to?

Description: What is it like? What are the rules? What special features does it have? How does it compare to other sports?

Conclusion: Is it popular? Why?

Unit 18: Careers

GANDHI Mohandas Gandhi was born in India in 1869. After Secondary School, Gandhi went to England to study law. At first his mother did not want him to go overseas. She was afraid he would learn evil ways from foreigners. However, after Gandhi promised to behave properly, she gave him permission to go. Gandhi passed his exams and returned to India. He did not



earn much money so, when he had a chance to work in South Africa, he was glad to go. When he arrived in Durban in 1893, Gandhi visited the law court there. He was told to take off the turban he wore on his head. Later, at Pietermaritzburg, he bought a first class railway ticket and entered a carriage. A man scolded him. "You can't come in here! It's for Europeans only!" And he pushed Gandhi out. Gandhi was shocked by this treatment. It was so unfair. He was filled with shame and wanted to return to India immediately. However, he decided to stay and fight against the unjust way that Indians were treated in South Africa. Gandhi did not want to use any weapons in his fight against injustice. He said it was better to resist without using force. This method became known as passive resistance. When the government in Transvaal made a law that all Indians must register their fingerprints, Gandhi told the Indians not to obey this law. Under Gandhi's leadership, 2000 Indians went on a march protesting against the unfair law. This was risky because Gandhi's followers could have been arrested by the police and locked up in prison.

However, their passive resistance was successful. The government of Transvaal had to change the law. Gandhi believed that wealth is not as important as happiness. Gandhi decided to live a life of poverty and stopped working as a lawyer. Instead he did ordinary jobs, such as mending shoes, collecting rubbish and farming. Gandhi returned to India in 1915 and worked hard to provide education for poor village people. He also tried to help the people who were called 'untouchables'. Indians divide themselves into groups called castes. Important people such as priests belong to the highest caste. The 'untouchables' are so low that they have no caste at all. In those days, the 'untouchables' were not allowed to live with other people because it was believed that they were too low and unclean. Gandhi felt very sorry for them and tried to improve their living conditions. Now, partly because of Gandhi's work, and partly because more people are educated, many Indians think it does not matter what caste a person belongs to. They think everyone should be equal. After the First World War, many Indians did not want the British Government to rule India any longer.

Gandhi was a leader in the fight against the British Government. He told the people not to obey British laws and not to pay taxes to the Government. For this he was arrested in 1922 and sent to prison but two years later he was set free and allowed to return home. Gandhi was imprisoned again in 1930 when he told the people not to pay tax on salt. Thousands were arrested but the Government had to give way in the end. Gandhi was released from prison and sent home, and the people were allowed to make salt without having to pay tax on it. Gandhi had shown that passive resistance can be very effective. After World War II, the British decided to leave India. Some Hindus and Muslims wanted India to be divided into two parts – one part for the Muslims, the other for Hindus fought each other and many more were killed. Gandhi was sad to see this. He walked from village to village, telling people that Hindus and Muslims must live like brothers. He even refused to eat food unless the people stopped fighting but it was useless. When the British left India in 1947 the country was divided into India and Pakistan. Some people did not like Gandhi because he said Muslims and Hindus should live together. They said Gandhi was an enemy of the Hindus. On the afternoon of 30th January, 1948, when Gandhi was going to a prayer meeting, a Hindu fired three bullets and killed him. Gandhi, who people had named 'Mahatma' ('Great Soul'), was dead.

Questions:

1. Why did Gandhi stop working as a lawyer?

2. Gandhi used passive resistance several times to force the government to change its mind. Mention two examples.

- 3. Why did Gandhi refuse to eat food on one occasion?
- 4. Why was India divided into 2 countries in 1947 when the British left?
- 5. Where was Gandhi shot?
- 6. Why was Gandhi shot dead?
- 7. What do you think is the purpose of this story?

Vocabulary

Complete each sentence using the correct occupation from the box.

mason surgeon joiner draper milliner reporter masseur magistrate drover cobbler confectioner farrier archaeologist

- 1. A ______ operates on people.
- 2. An ______ studies the past.
- 3. A ______ sells or makes toffee.
- 4. A _____ drives cattle.
- 5. A ______ mends shoes.
- 6. A _____ looks after money.
- 7. A ______ sells cloth.
- 8. A ______ shoes horses.

- 9. A ______ works in court.
- 10. A ______ builds in stone.
- 11. A ______ sells or makes hats.
- 12. A ______ writes for a paper.
- 13. A _____ does woodwork.
- 14. A _____ massages people.

Sentences: Homophones

Homophones are words that sound the same but have different spelling and meanings.

e.g.- Be and Bee

Write each sentence using the correct word from the brackets.

- 1. The doctor told me to (gurgle/gargle) my throat.
- 2. Her paintings hang in the art (galley/gallery).
- 3. We went fishing on the lake in a (dinghy/ dingy)
- 4. The queen booked a (suit/suite) of rooms.
- 5. My old parrot is beginning to (mould/moult)
- 6. A (corps/corpse) lay on the railway track.
- 7. The queen wore a diamond (broach/brooch)
- 8. (Morale/Moral) was high after the team won.
- 9. For (desert/dessert) we ate custard pudding.
- 10. An (urban/urbane) person is refined and polite.
- 11. We stopped in a (bizarre/bazaar) in Nadera.
- 12. The truck was (stationery/stationary) when it was hit by the bus.

Usage and Punctuation: Unnecessary Words

Re-Write each sentence leaving out the word that is unnecessary.

- 1. We had three different kinds of drinks.
- 2. Each individual person was given a towel.
- 3. The widow woman was wearing black.
- 4. I can't help but thinking of my grandmother.

- 5. Please refer back to page eight.
- 6. The water was too cold for people swimming.
- 7. Neelam ate pie, cake and also ice-cream.
- 8. She is seldom ever late for school.
- 9. We will go and meet at the zoo.
- 10. The boys lay down quietly.

Grammar: Apostrophe of Possession

You can use an apostrophe to show that someone or something owns something.

Add 's to make a word possessive: e.g. John's spelling book is missing.

If a word already ends in s, you only need to add an apostrophe at the end of the word: James' spelling book is missing.

Rewrite each sentence. Add apostrophes where necessary to show a possessive word.

- 1. Has Rachael's height really increased 4centimetres since last January?
- 2. Joleens daughter is going to start college this year.
- 3. The Navy's mission was to capture the beach for our allies.
- 4. My sister's hat blew away when the wind began to blow.
- 5. No, black cow's milk is not black!
- 6. The turkeys gobble sounded very far away.
- 7. Tomorrows schedule is going to be very busy.
- 8. Floras kittens are named Huey, Dewey and Louie.
- 9. Dawsons plan is to hire more employees to get the job done.
- 10. Is that wonderful voice really Romulos?

Dictionary: Correct Endings

Write the correct endings ary, ery or ory to these words. Check with your dictionary to see if you are correct.

- 1. secret
- 2. compuls

3. mis

- 4. solit
- 5. dignit
- 6. forg
- 7. preparat
- 8. promiss
- 9. colli
- 10. summ
- 11. curs
- 12. transit
- 13. advers
- 14. Legend
- 15. contr
- 16. honor

Meanings of words: 'foreigners', 'passive'

Use the words in two separate sentences to show it has more than one meaning. Write four sentences altogether.

Spelling

S-H-A-R-P Word Study Procedure

- See the word
- Hear the word
- Adopt the word
- Record the word
- Proofread the word

Word list:

raspberry

athlete

atmosphere

absorb

harass

havoc

pamphlet

parallel

fatigue

statistics

sandwich

phantom

bacteria

adequate

accurate

chaperone

- 1. Put the above words in alphabetical order. (A-Z).
- 2. Use your dictionary to find the meaning for the spelling words.
- 3. Make new words from the words in the list. The first one is done for you.

27

Raspberry - yes, berry, are, pear, rear, bear

Writing

A Biography provides life details of a person usually presented in chronological order. A biography includes precise details about birth place and birth and death dates.

Structure

Introduction: A brief introduction of the person and a little bit of background information.

Life details: Divided into early life and later life, in chronological order.

Conclusion: Sum up and a message left by the person.

Example: Mae Jemison: Space Star

Have you ever dreamed of flying freely through outer space surrounded by a sea of stars? Mae Jemison fulfilled that dream. On September 12, 1992, aboard the spaceship Endeavour, she became the first African-American woman to blast into outer space. This wasn't the only time; however, that Jemison had reached for the stars and realized her dreams. Jemison was born on October 17, 1956, in Decatur, Alabama, but she grew up in Chicago, Illinois. There weren't many well-known African-American female role models while Jemison was growing up, but she didn't let that stop her from achieving her goals. She was especially interested in anthropology, archaeology and astronomy. Luckily, her parents encouraged those interests. That encouragement drove her to excel. She graduated from high school at 16! Then she earned degrees in chemical engineering and African-American studies at Stanford University. Later, she graduated from Cornell University's medical school. No challenge was too great for Jemison to take on.

Jemison's accomplishments did not end there. In 1981, she joined NASA's space program in Houston, Texas. And in 1988, Jemison realized her biggest dream: She finally became an astronaut! Just four years later, she was named science mission specialist (another NASA first) on an Endeavour flight.

Today, Jamison encourages young people—especially women and girls—to study the sciences. Her life example teaches us to follow our dreams, no matter how great.

Write a biography ...

Choose a person from the biographies you have studied in class this year. Write the biography in your own words.

Unit 19: Motor racing

Comprehension

Read the text below and answer the questions that follow.

CRASH AND BASH

Last Friday night my family and I took a trip out to the drag race at the Taunovo Airstrip in Deuba for Dad's birthday. Even my little brother, Peni, and my little sister, Sera came along. I couldn't wait to see what it would be like. Dad and I really love our cars, but had never had a chance to see them race.

That day the Airstrip (which is the race track venue) was packed with crowds of people. Loud rock music blared from the speakers, drawing out our voices. A thunderous roar echoed around the airstrip as the first race began. Twenty cars of different shapes and size sped onto the track, each with a small trailer attached to the back.

"Welcome, ladies and gentlemen, boys and girls, to the Taunovo Race Track. First up, we have the five-lap trailer race. The first car to cross the finish line with its trailer attached will be the winner!"

I cheered as the cars shot into action, their trailers skidding and shaking at every corner. Bright sparks flew up into the air whenever a trailer lost control and tipped over. At the end of the fifth lap, there were only seven cars left. All the others were scattered around the track with their crashed trailers.

Dad, Mum and I were having so much fun, but Peni and Sera were more interested in playing on the bouncy castle with all the other little kids. The next race began. The track filled up with cars that had once been normal, everyday cars. Now they looked like warriors - spray-painted and covered in metal roll cages to protect the drivers inside. "It's a demolition derby!" Dad shouted.

We all cheered at the cars smashing into each other. Even Peni and Sera stopped jumping so that they could have a look. A bright red and blue sedan was finally declared the winner because it was the last car standing.

When the time came for the last race of the night, fourteen, small racing cars lined up in a started position at the opposite end of the airstrip from us. Each of them had large pair of wings on the back, which Dad called the aerofoil. He told me that aerofoils stop the cars from taking off into the sky.

With a loud bang the races zoomed off, spreading thick, blue-black smoke into the air. It sounded like a million mosquitoes were flying around the track.

During the third lap, there was a large explosion and fire shot up right in front of us. Two of the racers flipped up into the air and smashed into the ground beside the track. At first I thought that this was just another demolition derby, but then the music stopped and a small fire truck sped into the stadium and over to where the crashed cars were burning.

29

The entire crowd watched in shock. Emergency crew swarmed around the wrecks, pulling the drivers away from the ugly black smoke. All was silent for a second until both drivers waved. Everyone breathed a sigh of relief; they were safe.

We were all exhausted by the time we got home that night. As Mum said 'Good-night', I told her that I wanted to become a drag racer. She smiled and said, "We'll see."

Answer the following questions in complete sentences.

- 16. Why did the family go to the Taunovo Race Track?
- 17. What was the first race?
- 18. What kind of cars were in the demolition derby?
- 19. What is the purpose of an aerofoil?
- 20. Who rescued the two drivers involved in the crash?
- 21. What do you think Mum meant when she said " we'll see,"
- 22. Why do you think the race was at the airstrip and not at a stadium?
- 23. Fill in the missing words to complete the sentences.

Vocabulary

trailer cheered drivers airstrip exhausted

- a. That day the ______ was packed with crowds of people.
- b. First up, we have the five-lap ______ race.
- c. We all ______ at the cars smashing into each other.
- d. All was silent for a second until both ______ waved.
- e. We were all ______ by the time we got home that night.

31

A Few Words About Cars

Fill in the blanks in the sentences below using the words in the box.

Wheels parts drive engine electricity tyres automobile air gasoline (petrol) explosion energy vehicles cars speedometer transportation headlights spark brakes seat belts

1. If you want to get from place to place without walking, you can use a car as

2. ______ is another word for car. The first part of this word means "self" and the second half of the word means "move."

3. Every car has an ______ that is made up of many ______ that work together to make the car move.

4. When gas and ______ are mixed together with a spark of fire it will get the engine going.

5. Cars and other vehicles couldn't roll along the road without ______.

6. Every vehicle has ______ to slow it down or make it stop.

7. The battery gives the car's engine the ______ that it needs to get it started.

8. With the help of a small electric spark, the mixed gas and air make a small

_____ that gets the engine going.

9. The spark comes from an engine part called a _____ plug.

10. Burning gas in a car's engine will give it the ______ it needs to run.

11. Most car engines get the energy they need to run by burning ______ (gas for short!).

12. Unlike the wooden or metal wheels of the past, the rubber______ on wheels help to give us a smooth ride.

13. People ______ cars to get to work, to get to school, to go to the grocery store or even to go on vacation.

14. Bright ______ help drivers see where they are going at night.

15. The ______ lets the driver know how fast he or she is going.

16. We buckle up our ______ to help keep us safe in case of a car accident.

	17.	Buses, trains,	motorcycles ar	nd airplanes	are examples of	other		wit
--	-----	----------------	----------------	--------------	-----------------	-------	--	-----

18. Before we had ______, people used transportation without engines, such as wagons and carriages pulled by horses.

Sentences: Principal Clause

Example:

Loud rock music blared from the speakers, drawing out our voices.

- Loud rock music blared from the speakers. (principal)
- drawing out our voices (subordinate- adjectival, describing the girl)

Write the principal clause from these complex sentences

1. Peni and Sera stopped jumping so that they could have a look.

- 2. She moved closer to the set so she could hear the dialogue.
- 3. If the pigs fetch a good price, we can afford a new car.
- 4. We bought most of the books that the teacher recommended.
- 5. Before the siren ceased wailing, a large crowd had gathered.
- 6. If everyone will help, we shall finish the job.
- 7. The player whose arm was broken has now fully recovered.
- 8. Since we sold the caravan, we have stayed in motels.
- 9. The girl who won the cup was coached by my mother.
- 10. The new refrigerator, which was delivered yesterday, is scratched.

Usage: 'affect' and 'effect'

Affect is a verb and effect is a noun, but effect can also be used as a verb.

Drinking will affect your driving. (verb) The effect of the drinking caused an accident. (noun)

We shall effect a change soon. (verb)

Complete the following sentences, using either affect or effect.

- 1. The ______ of the strike was appalling.
- 2. Will the rain ______ the match?
- 3. We shall not know the full ______ for a while.
- 4. He was _____ed by the fumes.

5.	One	will	be	the	loss	of	jobs.

6. The volcanic eruption _____ed the entire country.

7. Your answers will not ______ your grade on the test.

8. Your answer will have no _____ on your grade on the test.

9. What he said to her _____her deeply.

10. The patient asked how the medication would ______ her energy level.

11. The speaker said that her organization wanted to ______ a major change in the

party's platform.

12. Joe talked with Janis, but his words had almost no ______ on his friend's actions.

13. One ______ of the new lenses is my ability to read more easily.

14. Adding salt to the batter ______ the taste of the cake.

15. The ______ of the storm will not be clear for years.

Grammar: Simile

Similes are a way to compare two things using 'like' or 'as'. For example, if I want to say that somebody swims well, I can say they swim like a fish because fish swim well. There are two basic patterns that you can use.

Example:

- She swims like a fish.
- He looks like an ogre.
- She plays like a pro.
- He walks like a duck.
- She acts like a fool.

Example:

- He is as tall **as** a giant.
- She is as fast as a rocket.
- He is as graceful as a swan.
- He is as quiet as a mouse.

Find the simile in each sentence. Explain what is being compared to what.

1. Andrew is as sly as a fox.
is being compared to
2. He was as nervous as a cat around a room full of rocking chairs.
is being compared to
3. Farheen had a smile as sweet as sugar.
is being compared to
4. After he finished playing the basketball game, his hair was oily like fried chicken.
is being compared to
5. Sylvia's new lotion made her face as smooth as a baby's skin.
is being compared to
6. My two-year-old cousin was as bouncy as a bunny when she got outside.
is being compared to
7. The new science book is as heavy as an elephant!
is being compared to
8. The extra glue was as sticky as syrup on their fingers.
is being compared to
9. Mr. Sidal, the P.E. teacher, is as strong as an Olympic athlete.
is being compared to
10. My mom's tea is as hot as the sun!
is being compared to
Complete the following. Choose the correct word.
1. The boy had hair as curly as (spaghetti / a tube).
2. She had ears like (bent trees / snow).
3. The fireman had a nose as long as (an egg / a pole).
4. The policeman was as tall as (an ant / a house).
5. The race driver's had eyes as blue as (the sea / the grass).

- 6. The man's legs were as thick as..... (match sticks / tree trunks).
- 7. The boy had muscles as big as..... (a weight lifter / a rabbit).
- 8. The monsters mouth was as wide as..... (a pencil / a tunnel).
- 9. The dog had teeth like.....(knives / pearls).
- 10. The thief was as scary as..... (a nightmare / a dream)

Dictionary Skills: Beginning with 'sub'

In the dictionary find the following words beginning with sub (meaning 'under').

Example: A submarine is a boat that can travel under the surface of the water.

Write the definitions of the following words:

- 1. subway
- 2. subdue
- 3. submerge
- 4. substitute
- 5. subscribe
- 6. submit F
- 7. subside
- 8. subsidise

Write the missing word to complete the sentence. Think carefully about the spellings!

1.	to a football magazine to keep up to date with all the transfer news. 2.
When our goalk	eeper was injured we were down to ten men because we had already used
all our	

3. The rebels finally ______ to the government and were put in prison. 4. The castle hadn't been built on good foundations so after a few years it began to ______.

5. After several hours the police managed to ______ the riot. 6. It's a very busy road so you should always cross using the pedestrian ______ under the roundabout.

7. The causeway is completely ______ at high tide, so make sure you don't get marooned on the island.

8. The students were ______ by the school, otherwise they wouldn't have been able to afford the trip.

Word Meanings: 'Thunderous' and 'echoed'

Use thunderous and echoed in 4 different sentences to show that each word has more than one meaning,

Spelling

S-H-A-R-P Word Study Procedure

- See the word
- Hear the word
- Adopt the word
- Record the word
- Proofread the word

Word list:

victim

simile

wilderness

cringe

disgraceful

bizarre

biscuit

privilege

cinnamon

heroic

Scrambled Words

Write the word on the line.

- 1. ciivmt _____
- 2. esilmi _____
- 3. newelisdrs _____
- 4. encgri _____
- 5. ilrefuacsdg _____
- 6. eibazrr _____

7. uitcsib
8. iegpvrlei
9. nmoinacn
10. hocire
11. ihtixeb
12. terioff
13. tbhaini
14. cpltiur
15. amtdi
16. icanp

Writing

A narrative is a story text. The stories are fiction; that means they are not true. There are many kinds of narratives but all narratives have the same parts.

Title: It is usually something that gets attention of the reader,

Orientation (setting): The starting point of a story. It tells who begins the action and when and where it happens.

Series of events: The event that starts the action and involves the characters in some problem. The events that happen as the characters tries to solve the problem.

Resolution: Tells how the problem is solved.

Conclusion: Tells what has come from the experience.

Example of a Narrative: Anyone Else Want a Turn?

There was one good trick we used to do when we were flying up on that Gulf run, especially if we had a crowd of tourists who didn't know I was a pilot. We didn't use to wear any sort of uniform, so when it came time to board I would just walk out with the crowd and sit down in one of the seats with the rest of them.

Of course after a while the customers would start to get restive and be looking around for the pilot and I would stir them a bit. 'Where's the pilot? What sort of an airline is this any way!'

I'd give them a few minutes to get worked up and then I'd say, 'Can any of people fly a plane?' Of course no one would answer so I'd look at my watch and I'd say, 'Well, I've got

business to do, I can't sit here waiting all day.' Then I'd walk up to the pilot's seat and sit down and start pulling and pushing a few knobs.

'It can't be all that difficult; I should be able to learn to fly it in a minute or two.'

By the time I got started, getting a few things wrong of course as I went, and rolled out to the runaway, their eyes were as saucers and everyone was white. The only thing that worried me was if we ever got anyone with a heart problem. It might have taken some explaining.

Write a narrative...

The example given is a tall tale - an exaggerated story. Think of an idea and make it into an entertaining TALL tale.

Unit 20: Writing letters

The National Sales Manager,

Telecom Fiji Limited,

Ganilau House,

Suva.

11th May, 2013.

Dear Sir,

I wish to apply for the position of Telemarketing Representative with your firm. My name is Maggie Frances Wong, I am 20 years of age and I am currently a private student at Corpus Christi Teacher's College doing my first year.

I would be very suitable for this job because of my outgoing personality and also the number of people I have come to know through my involvement in volunteer work for the unfortunate of our country.

With my timetable at school, I can easily fit into the required hours. For your perusal, I have attached my Curriculum Vitae, references and exam results.

I hope you will consider my application and I look forward to a favorable reply. I can be contacted at home on phone number 3395-489 or email maggie_frwong@gmail.com and would be available at any time convenient to you to further discuss my suitability for the above position.

Yours Faithfully,

Maggie Wong

Vocabulary

Use the context to work out the meaning of the key vocabulary.

telemarketing outgoing volunteer unfortunate perusal curriculum vitae references sales manager

Comprehension

Answer the following questions.

- 1. Who do you think the writer is writing to?
- 2. What is the purpose of this letter?
- 3. How old is the writer and what does she do?
- 4. How would she be suitable for the job?
- 5. How can the applicant be contacted?

Word Knowledge: Proverbs

A Proverb is a short well-known saying that expresses an obvious truth and often offers advice. Think about the meaning of the following proverbs and write your answers.

- 1. The pen is mightier than the sword.
- 2. The squeaky wheel gets the grease.
- 3. People who live in glass houses should not throw stones.
- 4. The early bird catches the worm.
- 5. God helps those who help themselves.
- 6. When the going gets tough the tough get going.
- 7. Birds of a feather flock together.
- 8. Two wrongs don't make a right.
- 9. Don't count your chicken before it hatches.
- 10. Honesty is the best Policy.
- 11. You can lead a horse to water, but you can't make him drink.
- 12. Do unto others as you would have them do to you.

Find a Proverb from the Bible and write its meaning in your own words.

Sentences: Subordinate Clause

A Clause is a group of words that contains a verb.

- A Complex Sentence is one that contains a principal clause and one or more subordinate clause.

- A Subordinate Clause cannot make a sentence by itself. It must be attached to the independent clause.

- For Example: This is the house that Peni built.

This is the house (principal)

that Peni built (subordinate)

Find the Subordinate Clauses in these Sentences.

1. The crowd cheered when Adam kicked the goal.

- 2. This is the building where Camari lived.
- 3. We decided to make camp because a cyclone was approaching.
- 4. I asked my teacher if she would be teaching me next year.
- 5. The picture which was hanging in her office had been painted by Ken Edwards.
- 6. When Litiana finished singing, the audience applauded.
- 7. Victoria is the mountain that Mabel climbed, years ago.
- 8. Before the actor arrived, a large crowd had gathered.
- 9. We can repair the door if the timber arrives on time.
- 10. The visitor who addressed the class used to be an oceanographer.

Use the subordinate clauses from the box to write sentences on your own.

after it rained

which had just arrived

who blamed us before school had started

because we were poorly equipped

Usage and Punctuation: Revising Punctuation

Re-Write the following sentences using the correct punctuation where necessary.

- 1. who is the current record holder
- 2. what an extraordinary hat
- 3. when we had finished lunch we decided to all walk to the shops

42

- 4. have you read Nancy drews latest book
- 5. come on jamie hurry up or well be late
- 6. we travelled from nadi to suva via king's highway

Add Commas where necessary.

- 1. Dad could you please give me a lift to school today?
- 2. The colours of the rainbow are violet indigo blue green yellow orange and red.

3. "Going to the zoo is much more expensive than swimming classes" the teacher informed us.

4. Mr Druavesi who had been the head teacher for twenty years is retiring on Friday.

Re-Write the following phrases using hyphens where necessary.

- 1. a well written story
- 2. seventy-two players altogether
- 3. her son in law
- 4. cooperate with each other
- 5. a five-year program

Grammar: Metaphor

What is a Metaphor?

A metaphor is a word picture. It compares something or someone as if it is that thing. We use metaphors to make our writing more colourful.

For Example: the moon was a grapefruit; night was cloak; she played second fiddle

Write your own explanations for, the metaphors used in the sentences below.

- 1. During the search for the missing children he was a tower of strength to the family.
- 2. When it comes to the garden, Aunty Bella certainly has green fingers.
- 3. A way to recycle pieces of cloth? Now there's food for thought.
- 4. The guilty children were lashed mercilessly with the Principal's poison tongue.
- 5. Poor Greg has a broken heart.
- 6. During the closing stages of the game Simon was a tiger in the packs.
- 7. "We will leave no stone unturned in our search for the culprits," said Sergeant Alfred.

Match the metaphors in Box A to their meanings in Box B.

Box A

1. Mika was forced to eat his words.

2. Larry is full of beans today.

3. Jane Brown was over the moon with her test results.

4. Bianca is the apple of her granny's eye.

5. Mia's legs were jelly at the sight of the huge audience.

Box B.

A. Very happy and excited.

B. Lots of energy.

C. Regret what has been said.

D. Something or someone to be adored or cherished.

E. Coming down very heavily.

F. In a very nervous state.

Dictionary: Journalism and Publishing

Match the words from the box with the clues.

tabloid jacket galley obituary deadline editorial caption edition preface etching

- 1. article expressing opinion of newspaper
- 2. the cover of a book
- 3. notice of someone's death in a newspaper
- 4. notes that explain the beginning of the book
- 5. proof printed from type, ready for correction
- 6. small newspaper with pictures and popular ideas
- 7. picture engraved on a metal plate
- 8. time by which something must be done
- 9. copies of a book or paper printed on time
- 10.heading under a photograph or cartoon

Spelling

baggage

discourage

mortgage

mileage

language

voyage

rotten

solemn

volcano

complex

morale

slumber

smudge

substitute

tongue

1. Use the words from the list to make new words from the words given. The first one is done for you

baggage -bag, gage, age, gab

- 2. Write the words in Alphabetical order. (Z-A)
- 3. Un-jumble the Following Words.
- 1. tentor
- 2. medugs
- 3. cousidgera
- 4. losemn
- 5. stibusteut

45

- 6. ageliem
- 7. gonetu
- 8. agggeab
- 9. gnalaeug
- 10. pomclex
- 11. canoolv
- 12. ggetarom
- 13. meroal
- 14. vageyo
- 15. bumersl

Writing: A Transaction

A transaction sustains relationships and involves simple interactions and negotiations. Personal language is used.

The following transaction is a formal letter to a someone of importance.

There are 8 parts to a formal letter.

Inside address: This contains your address and the date of the letter

Address of recipient: This contains the address of the person you are writing to.

Salutation: Usually begins with the word 'Dear Sir or Madam'; Ends with a comma

Introduction: This is the opening of the letter. It states the purpose of your writing

Body: Main part of the letter. It includes the message that the writer wants to tell the recipient. It is divided into paragraphs.

Closure: Indicates the letter is going to end. The writer may ask the recipient to reply

Signature

123 Ragg Ave.,
Namadi Heights,
Suva.
26th August, 2013
Mr. M. Leaf,
Chief of Syrup Production,
Old Sticky Pancake Company,
456 Maple Lane,
Colo – I – Suva.
Dear Sir,

Thank you for your past contributions to our Little League baseball team. Your sponsorship aided in the purchase of ten full uniforms and several pieces of baseball equipment for last year's season.

Next month, our company is planning an employee appreciation pancake breakfast honouring retired employees for their past years of service and present employees for their loyalty and dedication in spite of the current difficult economic conditions.

We would like to place an order with your company for 25 kilograms of pancake mix and fifty litres of maple syrup. We hope you will be able to provide these products in the bulk quantities we require.

As you are a committed corporate sponsor and a long-time associate, we hope that you will be able to join us for breakfast on December 22, 2016.

Yours Faithfully,

Sainiana Blakelock

For you to do:

Write a letter...

Write a letter to a Prominent company in your area asking them to donate sausages and buns for your school fun day which will be held in school on Saturday the 10th of November. Remember to include your inside address and your recipient's address. Also remember to sign your letter.