



Primary 5 English

Term 2

TOPIC 1/3: Letter writing

Learning Outcome: The learner is able to write a variety of personal letters such as seasonal greetings and invitations.

Terms in Letter Writing and Their Meanings

Word	Meaning
Invite	To ask someone politely to attend an event.
Letter	A written message sent to someone.
Envelope	A paper cover used to put a letter inside.
Address	The place where the letter is sent (receiver's location).
Card	A small piece of paper with a message, often for greetings or occasions.
Occasion	A special event (birthday, wedding, party).
Party	A social gathering with guests.
Guest	A person invited to an event.
Host	The person who organizes and welcomes guests.
Hostess	A female host.
Ceremony	A formal event (graduation, wedding).
Affectionate	Showing love and care in writing.
Sincerely	A polite way to end a letter.
Yours	A closing word used before the writer's name.
Dear	A polite word used at the beginning of a letter (e.g., Dear Friend).
Sender	The person who writes and sends the letter.

Receiver	The person who gets the letter.
Writer	Another word for the sender.
Friend	Someone you know well and write to.
Reply	An answer to a letter.

Exercise 1: Use the following words (sender, receiver, envelope, invite, letter, ‘Sincerely yours’, writer, guest, card to complete the sentences.

1. I will my friend to the party by writing a
2. The has the address of the receiver.
3. She sent me a birthdayfor the special occasion.
4. The thanked the host and hostess after the ceremony.
5. I wrote an affectionate message and ended it with
6. The wrote “Dear Friend” at the beginning of the letter.
7. The waited for a reply from the

Interjections

An **interjection** is a word or short phrase that shows **strong feelings or sudden emotions**. It can express surprise, joy, anger, pain, or excitement. Interjections are often followed by an **exclamation mark (!)**.

Examples of Interjections

- **Wow!** – shows surprise or amazement.
- **Oh!** – shows sudden realization.
- **Ouch!** – shows pain.
- **Hurray!** – shows joy or celebration.
- **Alas!** – shows sadness.
- **Hey!** – calls attention.
- **Oops!** – shows a mistake.
- **Ah!** – shows relief or satisfaction.

Example Sentences with interjections

1. **Wow!** The bus arrived very fast.
2. **Oh!** I forgot my ticket at home.
3. **Ouch!** The passenger hurt his foot on the seat.

4. **Hurray!** We reached our destination safely.
5. **Alas!** The coach left before we arrived.
6. **Hey!** Conductor, please reduce the speed.
7. **Oops!** I dropped my luggage.
8. **Ah!** The taxi finally came.
9. **Bravo!** The journalist wrote a good article.
10. **Yippee!** We are travelling by cycle today.

Exercise 2: Read the story loud saying the interjections with the right emotions. Then answer the questions that follow in full sentences.

The Journey to the Party

Last Saturday, Anna and James were travelling by **coach** to a birthday party.

“**Wow!** Look at the speed of the bus,” said James. “**Oh!** I almost forgot my **ticket**,” cried Anna. Suddenly, the bus stopped. “**Oops!** The **conductor** dropped his bag,” shouted a **passenger**. When they finally reached the **destination**, everyone cheered, “**Hurray!** We have arrived!” Anna carried her **luggage** carefully and whispered, “**Ah!** I am so happy to be here.”

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Questions

1. What is the title of the story?
2. Why did the passenger shout?
3. What did Anna say while carrying his luggage?
4. Why did the conductor drop his bag?
5. Who wrote the story

Exercise 3: Read the dialogue loud saying the interjections with the right emotions. Then answer the questions that follow in full sentences.

Friends Talking While Travelling

Teacher: What happened on your way to the party?

Anna: **Wow!** The bus went further than I expected.

James: Hey! The **conductor** was talking loudly about the **fare**.

Maria: Ouch! I hurt my leg while finding a **seat**.

Peter: Hurray! We reached the **destination** safely.

Anna: Oops! I almost left my **luggage** behind.

James: Bravo! The driver reduced the **speed** just in time.

Teacher: Well done! You all used interjections to show your feelings.

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Questions

1. What is the title of the dialogue?
2. Who was the first to speak in the dialogue?
3. Why was Anna surprised?
4. Why did Maria talk with pain?
5. What made the teacher happy finally?
6. Who wrote the dialogue?

Punctuation

Punctuation refers to the marks we use in writing to make the meaning clear and to show pauses, stops, or emotions. Without punctuation, sentences can be confusing.

Common Punctuation Marks

Mark	Name	Use / Example
.	Full stop	Ends a sentence. <i>I read the newspaper.</i>
,	Comma	Shows a short pause or separates items. <i>I bought a ticket, a seat, and a card.</i>
?	Question mark	Shows a question. <i>Did you pay the fare?</i>
!	Exclamation mark	Shows strong feeling. <i>Wow! The coach arrived fast!</i>
:	Colon	Introduces a list or explanation. <i>Bring these items: ticket, luggage, card.</i>

;	Semicolon	Joins two related sentences. <i>The bus was late; the passengers were waiting.</i>
" "	Quotation marks	Show spoken words. <i>"Please sit down," said the conductor.</i>
'	Apostrophe	Shows possession or contraction. <i>The passenger's luggage; don't leave early.</i>
-	Hyphen	Joins words. <i>Well-known journalist.</i>
()	Brackets	Add extra information. <i>The taxi (which was yellow) stopped quickly.</i>

Example Sentences with Punctuation

1. The **conductor** collected the tickets. (full stop)
2. Did you bring your **luggage**? (question mark)
3. **Wow!** The bus arrived at the **destination**. (exclamation mark)
4. I bought a **ticket, a seat, and a card**. (comma)
5. "**Hurray!** We reached safely," said the **passenger**. (quotation marks)

Exercise 4: Rewrite the sentences below using the correct punctuation marks (., ?, !, ,).

1. Did you buy a ticket
2. Wow the coach arrived very fast
3. The conductor collected the fare checked the tickets and gave receipts
4. Where is your luggage
5. Hurry we reached our destination safely
6. The passenger sat on the seat and waited for departure
7. Oh I forgot my card at home
8. The taxi moved quickly but stopped suddenly
9. Please invite your friend to the party
10. The host welcomed the guests with a smile

Personal Pronoun

A **personal pronoun** is a word that takes the place of a **person's name** or a **noun** in a sentence. It helps us avoid repeating the same word again and again.

Types of Personal Pronouns

1. **Subject Pronouns** → used as the subject of a sentence.
 - **I, you, he, she, it, we, they**
 - Example: *She is my friend.*
2. **Object Pronouns** → used as the object of a verb or preposition.
 - **me, you, him, her, it, us, them**
 - Example: *The teacher helped us.*
3. **Possessive Pronouns** → show ownership.
 - **mine, yours, his, hers, ours, theirs**
 - Example: *This book is mine.*

Exercise 5: Rewrite the sentences below with different pronouns (i.e. pronouns should not be repeated) in the spaces provided.

1. bought a ticket.
2. The conductor gave the ticket to
3. sat on the seat near the window.
4. The luggage belongs to
5. The taxi carried to the destination.
6. This card is
7.travelled by coach yesterday.
8. The passenger thanked sincerely.
9. The cycle is
10. left after the ceremony.

Structure of a Personal Letter

A **personal letter** is a letter written to friends, family, or someone close. It usually has a warm and friendly tone.

Parts of a Personal Letter

1. **Sender's Address**
 - Written at the top right corner.
 - Shows where the letter is coming from.
 - Example: *P.O. Box 123, Kampala, Uganda.*
2. **Date**

- Written below the sender's address.
 - Shows when the letter was written.
 - Example: *10th February 2026*.
3. **Greeting / Salutation**
- A polite way to begin the letter.
 - Example: *Dear Friend, or Dear John,*
4. **Body of the Letter**
- The main message.
 - Usually has **three parts**:
 - **Introduction** → say why you are writing.
 - **Main content** → share news, stories, or feelings.
 - **Conclusion** → end politely with good wishes.
5. **Closing / Subscription**
- A polite way to end the letter.
 - Example: *Yours sincerely, or Yours affectionately,*
6. **Signature / Name of the Writer**
- The sender signs or writes their name at the end.

Example of personal letter

P.O. Box 123
Kampala, Uganda
10th February 2026

Dear Sarah,

I hope you are doing well. I am writing this letter to invite you to my birthday party.

The party will take place at our home on Saturday, 14th February at 3:00 p.m. We shall have games, music, cake, and lots of fun. My parents will be the hosts, and many of our friends will be the guests. It will be a happy occasion, and I would love for you to join us.

Please bring along your smile and energy! I will be very glad if you can attend. Kindly send me a reply to let me know if you will come.

Yours sincerely,
Mary

Exercise 6: Write personal letter for each of the following reasons.

1. **To invite** someone to a party, ceremony, or special occasion.
2. **To thank** a friend or relative for a gift or kindness.
3. **To share news** about school, family, or personal life.
4. **To congratulate** someone on success (exam results, graduation, wedding).
5. **To express sympathy** when someone is sad or has lost a loved one.
6. **To ask for advice** from a friend or elder.
7. **To keep in touch** with a friend who lives far away.
8. **To send greetings** during holidays or festivals.
9. **To apologize** for a mistake or misunderstanding.
10. **To reply** to a letter received from a friend.

Thank You

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