



Primary 7 English

Term 1

TOPIC 2/3: Letter Writing

Learning Outcome: The learner writes informal and formal letters using the appropriate format.

Sub-Topic 2A: Informal Letters

Teaching activities

1. Using vocabulary and structures appropriately
2. Answering comprehension questions about informal letters Writing informal letters
3. Acting dialogues on writing informal letters
4. Writing and reciting poems on informal letter writing
5. Completing informal letters

Informal Letter Terms – Meanings

1. **Address** – The place where the writer or receiver lives, written at the top of the letter.
2. **First name** – The personal name of someone (e.g., *John*), used in informal letters instead of full names.
3. **Personal letter** – A letter written to someone you know, like a friend or relative.
4. **Informal letter** – A friendly letter written without strict rules, often to friends or family.
5. **Stamp** – A small piece of paper bought and stuck on an envelope to pay for posting.
6. **Envelope** – A paper cover used to enclose a letter.
7. **Occasion** – A special event or time, such as a birthday or holiday.
8. **Party** – A social gathering for fun, food, and celebration.
9. **Affectionately** – A warm, loving way to end a letter.

10. **Sincerely** – A polite way to close a letter, showing honesty and respect.
11. **Relatives** – Family members such as cousins, uncles, aunts, or grandparents.
12. **Friends** – People you know well and like.
13. **Classmates** – People who study in the same class as you.
14. **Informal introduction** – A friendly way to begin a letter, such as “Dear John.”
15. **Body** – The main part of the letter where you write your message.
16. **Date** – The day when the letter is written.
17. **Reply** – A letter written back in response to another.
18. **Purpose** – The reason why you are writing the letter.
19. **Reason** – The explanation for writing or saying something.
20. **Inform** – To give information or tell someone something.
21. **Ask** – To request information or help.
22. **Thank** – To show gratitude or appreciation.

Structure of informal letter

1. **Sender’s Address**
 - Written at the top right corner. Example: *P.O. Box 123, Kampala, Uganda.*
2. **Date**
 - Written just below the address. Example: *15th February 2026.*
3. **Greeting/Salutation**
 - Friendly opening such as *Dear John, or My dear cousin,*
4. **Introduction**
 - A short opening line to set the tone. Example: *I hope you are doing well. I am writing to tell you about my holiday.*
5. **Body**
 - The main message of the letter.
 - Can include details about events, feelings, or requests. Example: *We went on a farm tour, attended a concert, and enjoyed a birthday bash.*
6. **Conclusion**
 - A closing remark. Example: *I look forward to your reply. Please give my greetings to your family.*
7. **Closing/Subscription**
 - Friendly sign-off such as *Yours affectionately, Sincerely, or With love.*
8. **Signature/Name**
 - The writer’s first name. Example: *Mary.*

Exercise 1: Answer the following questions in full sentences.

1. Where is the sender's address written in an informal letter?
2. What comes immediately after the address?
3. Give two examples of greetings used in informal letters.
4. What is written in the introduction of an informal letter?
5. Which part contains the main message?
6. Write one example of a conclusion sentence.
7. What are two common ways to close an informal letter?
8. Which name is usually used in informal letters: first name or full name?
9. Why do we write the date in a letter?
10. Who are informal letters usually written to?

Exercise 2: Please read the letter and answer the questions that follow in full sentences

P.O. Box 45 Kampala, Uganda

15th February 2026

Dear John,

I hope you are doing well. I am writing to tell you about my holiday vacation.

During the vacation, I helped my parents on the farm and also joined my classmates for a school tour. We went camping near the river, and it was very exciting. I also attended a concert and a drama show in town. At home, I did house work and revised my notes to prepare for the new term. Later, I took a short trip to visit my relatives, and we enjoyed a nice birthday bash together. It was such an interesting holiday, and I learned a lot.

I look forward to hearing about your vacation too. Please reply soon and inform me about your activities.

Yours affectionately,

Tom

Questions

1. What is the sender's address?
2. What date is given in the letter?
3. Who is the letter addressed to?
4. What did Tom do on the farm?
5. What school activity did Tom join with his classmates?
6. Which events did Tom attend in town?
7. What home activities did Tom do?
8. Who did Tom visit during the vacation?
9. What celebration did Tom enjoy with her relatives?
10. How did Tom close the letter?

Exercise 3: Write a letter to a friend describing your activities during the last holiday?

How to Use “... is likely to ...”

The phrase “**is likely to**” is used to show that something will probably happen. It expresses **possibility or probability** in the future.

Structure

- **Subject + be (am/is/are/was/were) + likely to + verb**

Examples:

- *She **is likely to** pass the exam.* (It is probable she will pass.)
- *They **are likely to** visit their relatives during vacation.*
- *He **was likely to** miss the bus yesterday.*

Key Points

1. **Present/Future probability**
 - *It is likely to rain tomorrow.*
2. **Past probability**
 - *He was likely to forget his homework.*

3. Often used in **predictions, expectations, or advice.**

Exercise 4: Fill in or rewrite using “... is likely to ...”:

1. Sarah has prepared well. She _____ (pass) the test.
2. The sky is cloudy. It _____ (rain).
3. James saved money. He _____ (pay) the bus fare.
4. Lydia enjoys writing. She _____ (write) to her pen pals.
5. The children are excited. They _____ (enjoy) the concert.
6. Anna packed her clothes. She _____ (travel) up-country.
7. The teacher explained the programme. The students _____ (understand).
8. Peter revised his notes. He _____ (score) high marks.
9. The relatives are planning. They _____ (hold) a birthday bash.
10. The bus is full. Some passengers _____ (stand).

👉 Example Answer: *Sarah is likely to pass the test.*

How to Use “... hardly ...”

The word **hardly** means *almost not* or *barely*. It is used to show that something happens to a very small degree, or almost never.

Structure

- **Subject + verb + hardly + rest of sentence**

Examples:

- *She hardly studies during the holidays.* (She almost never studies.)
- *They hardly enjoyed the concert because it was too noisy.*
- *I hardly know anyone at the party.*

Key Points

1. **Hardly = almost not**
 - *He hardly eats vegetables.* (He rarely eats them.)
2. **Often used with verbs**

- *We hardly visit town during vacation.*
- 3. **Negative meaning without “not”**
 - *Hardly* already makes the sentence negative, so we don't add *not*.

Exercise 5: Rewrite using **hardly**:

1. Sarah studied a little during vacation.
2. James enjoyed the farm work very little.
3. Lydia visited her relatives only once.
4. The children did not play much at the camp.
5. Anna cooked food only once.
6. Peter revised his notes very little.
7. Mary attended only one concert.
8. John wrote to his pen pals only once.
9. The students did not do much house work.
10. We enjoyed the trip very little because of the rain.

Sub-Topic 2B: Formal Letters

Formal Letter Terms – Meanings & Uses

1. **Surname** – The family name (e.g., Okello, Bbosa, Smith).
2. **Maiden name** – A woman's family name before marriage.
3. **Address** – The place where the sender or receiver lives, written at the top of the letter.
4. **Introduction** – The opening part of the letter, stating the purpose.
5. **Conclusion** – The closing part of the letter, summarizing or politely ending.
6. **Edit** – To correct or improve the letter before sending.
7. **Salutation** – The greeting at the start, e.g., *Dear Sir/Madam*.
8. **Formal** – Polite and official style of writing.
9. **Faithfully** – A polite closing used when you don't know the recipient's name (*Yours faithfully*).
10. **Sincerely** – A polite closing used when you know the recipient's name (*Yours sincerely*).
11. **Sign** – To write your name at the end of the letter.
12. **Signature** – The handwritten name of the sender.
13. **Reply** – A letter written back in response.
14. **Advertisement** – A notice about a job or opportunity.

15. **Application** – A letter written to request something, often a job.
16. **Vacancy** – An available job or position.
17. **Post** – A job or position.
18. **pp (per procuracionem/person present)** – Used when someone signs a letter on behalf of another.
19. **Draft** – A first version of the letter before editing.
20. **For** – Used to indicate on whose behalf the letter is written.
21. **c.c. (carbon copy)** – Shows that copies of the letter are sent to other people.
22. **Referee** – A person who can recommend you for a job.
23. **Re (reference)** – Indicates the subject of the letter.
24. **Sir/Madam** – Respectful titles used in salutations.
25. **Mr/Mrs/Ms/Miss** – Titles used before names (Mr = man, Mrs = married woman, Ms = woman, Miss = unmarried woman).
26. **Hon** – Short for Honourable, used for respected leaders.
27. **Dr** – Title for a doctor.
28. **Rev** – Title for a reverend (church leader).
29. **Sister** – Title for a female religious worker (nun).
30. **Professor** – Title for a senior academic teacher.
31. **Post office** – Place where letters are sent or received.
32. **E-mail** – Electronic mail sent via the internet.
33. **Internet** – The global computer network used to send emails.
34. **Date** – The day the letter is written.
35. **Sign in** – To register or log into a system.
36. **Sign out** – To log out or leave a system.
37. **Dear** – A polite word used in salutations.

Exercise 6: Answer the following questions in full sentences

1. What is the difference between a surname and a maiden name?
2. Where is the address written in a formal letter?
3. What is the purpose of the introduction in a letter?
4. Which closing is used when you don't know the recipient's name?
5. What does "pp" mean in a formal letter?
6. What is a draft of a letter?
7. What does "c.c." stand for?
8. Who is a referee in a formal letter?
9. What is the difference between "Yours faithfully" and "Yours sincerely"?
10. Give two examples of respectful titles used in salutations.

Exercise 7: Read the letter and answer the questions that follow in full sentences.

P.O. Box 123 Kampala, Uganda

15th February 2026

The Human Resource Manager
ABC Company Ltd P.O. Box 456
Kampala, Uganda

Dear Sir/Madam,

Re: Application for the Post of Office Assistant

I am writing to apply for the position of Office Assistant as advertised in the Daily Monitor newspaper dated 10th February 2026.

I am a hardworking and reliable person with excellent communication skills. I have experience in office work, including filing, typing, and handling correspondence. I am also computer literate and able to use email and internet services effectively.

I believe my skills and dedication make me suitable for this post. I am ready to work under minimum supervision and contribute positively to your organization.

I have attached my curriculum vitae and copies of my academic documents for your consideration.

I look forward to your reply.

Yours faithfully,

(Signature)

Mary Namutebi

Questions

1. What is the sender's address?
2. What date is given in the letter?
3. Who is the letter addressed to?
4. What job is Mary applying for?
5. Where did Mary see the job advertisement?
6. What skills does Mary mention in her application?
7. What documents has Mary attached to her letter?
8. Which phrase shows Mary's confidence in her suitability for the job?
9. What polite phrase does Mary use to end the letter?
10. Why this letter is considered formal?

How to Use "... barely ..."

The word **barely** means *almost not, only just, or by a very small amount*. It is used to show that something happens to a very limited degree.

Structure

- **Subject + verb + barely + rest of sentence**

Examples:

- *She barely passed the exam.* (She passed, but only just.)
- *They barely enjoyed the concert because it was too noisy.*
- *I barely had time to finish my homework.*

Key Points

1. **Barely = almost not**
 - *He barely eats vegetables.* (He eats very little.)
2. **Often used with verbs**
 - *We barely visit town during vacation.*
3. **Shows difficulty or minimum effort**
 - *She barely managed to catch the bus.*

Exercise 8: Rewrite the sentences using **barely**:

1. Sarah studied very little during vacation.
2. James enjoyed the farm work only a small amount.
3. Lydia visited her relatives only once.
4. The children played very little at the camp.
5. Anna cooked food only once.
6. Peter revised his notes very little.
7. Mary attended only one concert.
8. John wrote to his pen pals only once.
9. The students did not do much house work.
10. We enjoyed the trip very little because of the rain.

☞ Example Answer: *Sarah barely studied during vacation.*

Using “Barely ...”

When you begin a sentence with **barely**, you emphasize that something happened *almost not at all* or *only just*. It sets the tone right away that the action was very limited or difficult.

Examples

- *Barely anyone attended the concert because of the heavy rain.*
- *Barely a day goes by without me thinking of my classmates.*
- *Barely had she begun to study when the lights went off.*
- *Barely enough food was cooked for the party.*
- *Barely any time was left to revise before the exam.*

Key Points

1. **Barely + noun** → *Barely a student was present.*
2. **Barely + verb phrase** → *Barely had he finished his chores when visitors arrived.*
3. **Barely + quantity/time** → *Barely two minutes remained before the bus left.*

Revision questions 9: Rewrite or complete sentences starting with **barely**:

1. _____ anyone studied during the vacation.

2. _____ had James finished his farm work when it started raining.
3. _____ a day passes without Lydia writing to her pen pals.
4. _____ enough food was cooked for the relatives.
5. _____ had Anna packed her clothes when the bus arrived.
6. _____ any classmates attended the remedial classes.
7. _____ two minutes remained before the concert began.
8. _____ had Peter revised his notes when the teacher called him.
9. _____ any chores were done before the birthday bash.
10. _____ had we begun the trip when the bus broke down.

Common Abbreviations

Abbreviation	Meaning
Mr.	Mister
Mrs.	Mistress (married woman)
Ms.	Title for a woman (married or not)
Dr.	Doctor
Prof.	Professor
Rev.	Reverend
Hon.	Honourable
St.	Street
Ave.	Avenue
P.O.	Post Office
Tel.	Telephone
No.	Number
Kg	Kilogram
Cm	Centimeter
Min.	Minute
Hr	Hour
Etc.	Et cetera (and so on)
E.g.	For example
I.e.	That is
ASAP	As Soon As Possible

SMS	Short Message Service (text message)
TV	Television
ATM	Automated Teller Machine
USA	United States of America
UK	United Kingdom
UN	United Nations
NGO	Non-Governmental Organization
HIV	Human Immunodeficiency Virus
FIFA	Fédération Internationale de Football Association
NASA	National Aeronautics and Space Administration

Exercise 9: Answer the following questions in full sentences

1. What does *ASAP* stand for?
2. Write the full meaning of *ATM*.
3. Which abbreviation is used for *Doctor*?
4. What does *SMS* mean?
5. Expand *UN*.
6. What does *Kg* stand for?
7. Which abbreviation is used for *Street*?
8. Expand *FIFA*.
9. What does *Etc.* mean?
10. Which abbreviation is used for *United States of America*?

Formation of Adverbs in English

Adverbs are words that modify **verbs, adjectives, other adverbs, or entire sentences**. They often tell us *how, when, where, or to what extent* an action happens. Many adverbs are formed from adjectives, but there are several patterns.

Common Ways to Form Adverbs

Method	Example (Adjective → Adverb)	Notes
Add -ly to adjectives	<i>quick</i> → <i>quickly</i> , <i>happy</i> → <i>happily</i>	Most common way.
Change -y → -ily	<i>easy</i> → <i>easily</i> , <i>angry</i> → <i>angrily</i>	Drop the “y” and add “ily.”
Change -le → -ly	<i>gentle</i> → <i>gently</i> , <i>simple</i> → <i>simply</i>	Drop the “e” before adding “ly.”
Irregular forms	<i>good</i> → <i>well</i> , <i>fast</i> → <i>fast</i> , <i>hard</i> → <i>hard</i>	Some adverbs don’t follow rules.
Same form as adjective	<i>early</i> → <i>early</i> , <i>daily</i> → <i>daily</i>	Word doesn’t change.
Add -wise	<i>clock</i> → <i>clockwise</i> , <i>otherwise</i>	Shows manner or direction.
Add -ward(s)	<i>home</i> → <i>homeward(s)</i> , <i>up</i> → <i>upward(s)</i>	Shows direction.
Add -time/-long	<i>night</i> → <i>nighttime</i> , <i>week</i> → <i>weeklong</i>	Shows time or duration.

Exercise 10: answer the following questions with full sentences.

1. Form an adverb from the adjective *quick*.
2. Change *easy* into its adverb form.
3. Write the adverb form of *gentle*.
4. Which adverb is formed from *good*?
5. Give one adjective that stays the same as an adverb.
6. Form an adverb from *clock*.
7. Write the adverb form of *home*.
8. Which adverb is formed from *angry*?
9. Give an irregular adverb that does not end in *-ly*.
10. Form an adverb from *simple*.

Thank You

Dr. Bbosa Science