

STANMORE SECONDARY SCHOOL

OCTOBER-NOVEMBER CONTROLLED TESTS

ENGLISH PAPER 3 **GRADE 10**

TIME: 1 HOUR **MARKS: 25**

SECTION A: LONGER TRANSACTIONAL TEXTS

Instructions:

- Answer **ONE** question from this section.
- The length of your response should be between **180-200** words.
- Pay careful attention to audience, register, tone, choice of words, language structure and format.
- Plan, edit and proofread your work. The plan (draft) must appear before the final body of work
- Write neatly and legibly

Topics:

1. Informal Letter

Your brother has recently been awarded a bursary by his firm to travel overseas to gain more experience in his profession. Write a letter of congratulations, showing how well you understand how hard he has worked and give a little advice for the future.

2. Formal Letter

Imagine that you have recently decorated your house using a widely advertised range of paints and fabrics, and that you are now finding certain defects in some of the materials you have used. Write a letter to the suppliers in which you describe your complaints, ask for advice and claim some sort of compensation.

3. Write to the Station Commissioner of the local police station in your area complaining about illegal shebeens and its negative influence on youngsters. Offer some suggestions that might help or solve the problem.

4. Dialogue

You were called to the principal's office to discuss your poor performance in a recent examination. Write out the conversation that took place between you and the principal.

5. Speech

The rate of absenteeism and absconding of classes is on the increase at your school. You, as the chairperson of the RCL, have been asked to address the assembly on this subject. In your speech, you need to focus on the negative impact this has and the reputation of your school.