

LANGUAGES DEPARTMENT

YEAR 13 ENGLISH WORKSHEET

MONDAY 7 JUNE

GRAMMAR/PUNCTUATION

Put all the missing punctuation marks/capitals in the following sentences.

1. I know i know the man said.
2. iam drinking a cup of tea vic said will you join me Gabriel
3. let us listen to him ivan argued he sounds reasonable.
4. i have work to do and ill just do it the farmer said
5. who cares bal said just who cares about forestry

TUESDAY 8 JUNE TO WEDNESDAY 9 JUNE

LITERATURE/ FIGURE OF SPEECH

DEFINE THE FOLLOWING TERMS WITH EXAMPLES.

1. ONOMATOPOEA
2. PARADOX
3. OXYMORON
4. SYNECDOCHE
5. PERSONIFICATION
6. IDIOMS AND PROVERBS

THURSDAY 10 JUNE FRIDAY 11 JUNE

SUB-TOPIC: LETTER TO THE EDITOR

Read and understand the features and structure of letter writing and answer the questions.

A Letter to the Editor is a letter written to the editor of daily printed publications to highlight the social issues of concern. In other words, it is a formal letter sent to a newspaper or a magazine to discuss the problems from its readers. The format of the letter should be followed strictly. It can also be written to get it published either through conventional mail or electronic mail. Usually, letters are intended for publishing in newspapers and magazines. But, sometimes published in other mediums like entertainment and technical magazines, radio and TV stations.

In general, a Letter to Editor Format will be seen in the first section of a newspaper or at the starting of a magazine. It describes for or against an issue or both. It can be written to create a lot of community discussion and stimulate the interest of the news media.

Editors read all submissions but most will automatically reject letters. Rejected letters include personal attacks to individuals or a particular organization, profanity, libelous statements, unreasonably lengthy or submitted anonymously. The larger the newspaper or magazine, there will be more competition for Letter to the Editor space. That means you need to write a prominent letter in order to get printed. Submitting an Letter to the Editor under a false name to criticize an opponent can have important consequences.

Reasons for Writing A Letter To The Editor

A Letter to the Editor is the most popular read feature in any newspaper or magazine. It allows you to reach a large audience. One can probably think of many specific reasons to write a Letter to the Editor. But, below-given are some of the general reasons for writing a Letter to the Editor:

- An individual gets angry at something and wants others to know it.
- An individual thinks a specific issue or problem is very important which needs to be spoken out.
- An individual's group's strategy is to convince others to take a particular action.
- An individual wants to propose an idea to others.
- An individual wants to impact public opinion.

- An individual wants to educate the general public on a particular matter.
- An individual wants to impact policymakers or elected officials in a direct or indirect way.
- An individual wants to publicize your group work and attract volunteers.
- An individual can write Letter to the Editor any time to discuss public opinion, share your feelings about people, ideas, or inform the public on particular issues.
- An individual can increase the awareness of issues on which their organization is working.
- An individual can use Letter to the Editor to begin a conversation on important issues. A planned set of Letter to the Editors can inspire public interest and media coverage.
- If newspapers unfailingly disregard your news releases.

EXERCISE

The theme of this Question is: **Healthy Living**

Write about **180 to 200 words** on **one** of the topics. For this question, ensure that you pay close attention to, and have at least **three** main ideas based on the theme.

Use this address: 23 Thompson Place, Waiyevo. Use the name Mirah Shah for girls and Albert Dass for boys.

Write a letter to the Editor of a local newspaper expressing your views on the need for people to get vaccinated when there is a massive increase in the COVID 19 virus around the country.

FOR REFERENCE

LETTER TO THE EDITOR-SAMPLE

THEME:

PRODUCTIVITY

Write a letter to the editor of a local newspaper highlighting your concerns on the rising number of unemployed youths in your community

55 Prince Charles Avenue
Charlestown
28th October 2015

The Editor
The Fiji Times
P.O.Box 1164
Suva

Dear Sir/Madam

Re: unemployed youths

As a concerned citizen, I wish to raise my views on the rising number of unemployed youths in Lautoka.

Many young people in Lautoka are often seen loitering the streets and some are even turning to petty crime as they are not doing anything productive with their lives.

These young people are able bodied. They can do something positive with their lives while they still have the strength to do so but what they lack is opportunity. Many workplaces often ask that new workers come with experience. This is not fair on young people who are fresh out of school and are not given chances to get experience in the first place. While it is understandable that employers want only the best suited people in their organisations, it is also unrealistic to expect that the employment pool will be filled with experienced workers.

What can be done is that the government can invest in technical or vocational institutions and have intern/apprentice programme where young people can get their experience as well as training. The government can even look into providing incentives to companies which have apprenticeship and training programmes. After all, these workers will become productive members of society who will pay taxes, and spend thereby causing a chain reaction leading to economic growth.

Private companies can also invest in these young people as their corporate responsibility. In the long run, it will benefit them as they will end up with a more productive workforce and productivity means more profit.

If these young people are not given the opportunity to better their lives, they will turn to crime and become burdens not only to their families, but to the nation as a whole – as the nation will have to fund their stay in the hotel of life!

It is hoped that concerned stakeholders be proactive in their approach to their unemployment problem before it gets out of hand.

Yours faithfully

AAmol

Aarti Amol