

ENGLISH LANGUAGE

READING TO UNDERSTAND THE AUTHOR'S MOOD

Reading is the act of interpreting written language.

Meaning of mood. Mood in work of art is all about the writer's state of mind at the time he is writing.

Mood in any work of art could be one of either joy, sad, merry, gloomy, meditation, mourning or melancholic.

The mood of a writer is seen through his tone, if a writer is happy, you will understand that from his high tone. If he is sad, you will also understand that from his low or sharp tone.

The purpose of this exercise is to drill students on a kind of interpretative reading that will enable them to read and at same time, read the mind of their writer.

All comprehension passages demand correct answers from a student, a student who adheres to the given steps hereunder, can answer the required questions with ease. Steps to follow before reading a comprehension passage.

1. Read the comprehension questions first. Reading the questions firstly, puts you in a better position to know the required response, the passage needs from you.
2. Read the first and the last paragraphs of the passage, because, a good comprehension passage introduces vital points in the first paragraph (introductory paragraph) which will help you to understand what the author wishes to discuss; while the "last paragraph" discusses the author's recommendation, summary of his opinion, etc. These paragraphs (first and last) expose the student on what he would write on.
3. Read the questions for the very last time. It will make you understand completely what you must write on, it makes you get ready to underline your answers with immediacy.
4. Read the whole passages with your pen.
5. Collate your answers and correctly write them down in sentences.

NB: *Remember that, if you were asked to quote anything, you must use open and close quotation mark. Example, 'I am happy,' the man said.*

TENSE

Tense in English Language means 'time'.

The verb in English Language does not only tell us the action performed by the subject, but it also tells us the time of the action as well as the forms assumed by verbs to tell or show different times of actions.

Types of Tense

Tense is divided into three:

1. Present tense/time.
2. Past tense/time.
3. Future tense/time.

Present tense

Present tense is the type of tense used to express actions that take place at the present time.

Examples:

1. My friend goes to school.
2. He reads well.
3. He smiles in the village.

Remember, present tense is sub-divided into four. Viz.

1. Simple tense,
2. Present continuous tense,
3. Present perfect tense,
4. Present perfect continuous tense.

Simple present tense is used to indicate the following actions in English Language.

1. Actions that occur at the time of speaking, for instance, actions that took place in the present time as in:

- a) I can see you from here.
- b) John is at home.

2. Habitual actions: simple present tense is used to express actions that one is habitually doing, for instance, actions that one is fond of doing.

Examples:

- a) This boy comes to school late.
- b) My brother goes to Mass every morning.

3. General truth: simple present tense is also used to express a well-known truth, for instance, a generally accepted fact.

Examples:

- a) God is love.
- b) The sun rises from the East and sets in the West.

4. Ability: this is used to express ability, for instance, what one can do or is able to do. Examples:

- a) He plays lawn tennis.
- b) The driver drives well.

5. Futurity: it is used to express future actions especially after words as (when, after, as soon as, etc.).

Examples:

- a) The President arrives soon.
- b) He leaves in the next one hour.

Note: Simple present tense contains only one finite verb.

Present continuous tense.

It is used to indicate that the action is still going on at the time of speaking or writing.

It is called present progressive tense.

Present continuous tense contains either (are/is), (primary auxiliary verbs) based on the number of the subject.

Examples

- a) Obi is singing.
- b) I am studying.
- c) They are writing.

Note. The helping verbs in the above sentences indicate that the actions are present, the main verbs indicate that the actions are continuous hence 'present continuous tense'.

LETTER WRITING

A letter is a written message, request, or account of event, sent by one person to another.

Types of letters

Letters are of three types, namely,

1. Informal letter.
2. Formal letter.
3. Semi-formal.

Explanations:

1. Informal letter is a letter written to close relations, mates and friends. They include: father, mother, brother, sister, aunt, uncle, nephew, classmate, friends, etc. Another name for informal letter is private, relative or friendly letter.
2. Formal letter, which is also called business or official letter is a kind of letter written to somebody occupying an official position in any given society. E.g.; application letter.
3. Semi-formal letter is a letter written to our adult of social standard known to us.

Example: letters to our parents' friends.

Features informal letter

1. One address is needed.
2. Date is written (at the right hand corner) immediately after the writer's address.
3. Salutation (at the left hand corner).
4. The body presented in paragraphs.
5. Closing greeting with one name.

Formal letter features.

1. Two addresses are involved (writer's and recipient's addresses).
2. Date (at the right hand corner) immediately after the writer's address.
3. Salutation (at the left hand corner).
4. Title (at the center).
5. The body in paragraphs.
6. Complementary closing is done with two names (immediately after signature).

Semi-formal letter features

1. One address (the writer's address at the right hand corner).
2. Date (at the right hand corner immediately after the address).
3. Salutation (at the left corner).
4. It may have topic.
5. The body should be presented in paragraph.
6. Closure.

Past Continuous Tense.

Past continuous tense is used to indicate an action that is on, at a particular time in the past. It involves the use of helping verbs in the past.

(was/were).

Note. "Was" as the past verb will go with (singular subject and with first and third person pronouns).

Examples

- (1) I was eating rice.
- (2) He was singing.
- (3) She was dancing.
- (4) It was flying.
- (5) My brother was going.

The above singular verbs in the past come before the main verb that has (-ing) as its suffix showing the progressive action in a particular time in the past.

Remember: 'were' as the past verb will go with (plural subject whether first, second or third person).

Examples

1. Obinna and Frank were talking.
2. They were playing.
3. You were dancing.
4. We were writing.
5. Their earrings were dangling.

Note: While the auxiliary verbs (was or were) make the statement past, the main verb that ends in (-ing) makes it continuous hence, past continuous tense.

A format of informal letter written to one's uncle who lives abroad.

St. Michael's Boys' Secondary School,
P. O. Box 148,
Eziora Ozubulu,
Ekwusigo Local Government Area,
Anambra State,
Nigeria.
15th May, 2020.

Dear uncle Joe,

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Yours sincerely,
Frank.

Note: The writer's address may be limited to the state without the country, depending on where the letter is to be sent. You can also use your house address or estate address.

Reading to Interpret Diagrams, Maps and Sketches.

Reading involves skills like, intellectual skills, etc. Sometimes, when one is trying to read and interpret things in the book or passage, one needs to bring in the sensory organs: the sense sight (eyes), the sense of hearing (the ears), etc.

Also, your mind should be in what you are reading or what you can see, example, pictures that will help to illustrate and interpret the passage etc.

There are examples of passages in your Current English Textbook 1, pages 194 - 196, where pictures are drawn for better interpretation.

Simple Future Tense.

Simple future tense is used to indicate that an action will take place in future time. It is usually introduced by the auxiliary “shall or will”.

Examples

- 1. Andrew shall make a sound remark.
- 2. I shall return tomorrow.
- 3. He will give you the money.
- 4. They will visit the zoo today.
- 5. We will pay you a visit in evening.

Letter Writing (Formal Letter).

FORMAT OF A FORMAL LETTER.

St. Michael's Boys' Secondary School,
P. O. Box 148,
Eziora Ozubulu,
Ekwusigo Local Government Area.
15th May, 2020.

The Principal,
St. Michael's Boys' Secondary School,
Eziora Ozubulu.
Dear Sir,

AN APOLOGY LETTER

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Yours faithfully,


Ikenna Okafor.

Identification of Pronouns.

Pronouns are words that are used instead of nouns. They are used in order to avoid repetition of nouns in the sentence.

Examples: Michael came late.

Michael missed the first lesson.

The sentences written above may be in this form:

1. Michael came late. He came late.
He missed the first lesson.
2. Ike is my brother's friend. He is my brother's friend.
3. Jude and Michael are here.

4. An elephant is as huge as a hill. It is as huge as a hill.
5. I like playing with my friend and my friend likes playing with me.
We like playing together.

Remember, pronoun has types which include the following below:

Types of pronouns:

1. Personal pronouns.
2. Impersonal pronouns.
3. Interrogative pronouns.
4. Possessive pronouns.
5. Reflexive pronouns.
6. Emphatic pronouns.
7. Distributive pronouns.
8. Relative pronouns.
9. Demonstrative pronouns.
10. Indefinite pronouns.

Explanations and examples:

Personal pronouns: these are pronouns that we use in replacing names of human beings, example: (I, we, he, she, her, it, us).

Interrogative pronouns: they are used in asking questions.

Example: (why, who, which, whose, where, what, when).

Interrogative pronouns are identified in the sentences when they are followed by (a preposition or a verb).

Example: Which of the books is yours?

Possessive pronouns: these are pronouns that are used to indicate possession, that is, to claim ownership.

Examples:

1. The book is mine.
2. The house is his.

Reflexive pronouns: these pronouns refer to themselves. They refer back to the subjects.

Example, myself, himself, ourselves, yourselves, etc.

1. I wrote the assignment myself.
2. They covered the event by themselves.

Emphatic pronouns: these pronouns are used to lay emphasis. Examples: he and himself, they and themselves, you and yourself, etc.

Demonstrative pronouns: these are used in pointing out an object. Demonstrative pronouns have singular and plural. Singular demonstrative pronouns are used to show objects that are near or far. Example: This carton is big. (near object). That carton is big. (far object).

Plural demonstrative pronouns are also used for both far and near objects.

Examples: These books are mine. (near objects).

Those books are mine. (far objects).

Distributive pronouns. These pronouns share out the number of pronouns they replace.

Examples: each, all, either, neither, every.

Relative pronouns. These pronouns are used to introduce relative or adjectival clauses.

Examples: who, when, whose, while etc.

Indefinite pronouns. These pronouns are used when the number of nouns they replace is not known or when we don't want to mention the exact number of the noun.

Examples: any, few, all, enough, many, some, several, anyone, someone, each other, one another, etc.

Folktales.

Folktales simply mean traditional stories.

In other words, folktales are imaginary (untrue) stories that are invented by the story teller and are handed over to the new age.

Note: "Folk" means 'people' or 'people's tradition' and 'tale' means 'a story' or 'lie'.

So, the literary word 'folktale' means a story about people's culture or tradition that must not be real but imaginary.

Characteristics of Folktales.

Folktales are not real.

1. They contain elements of tradition and customs of the people that own the tales.
2. They contain beliefs of the people that own the tales.
3. Folktales have formal way of introducing and concluding them. Example, "Once upon a time ", or "story story", with a response from the audience as "story telling".
4. They serve as a source of inspiration to creative writers, etc.

Present Perfect Tense.

Present perfect tense is used to indicate the completeness of an action in the immediate past.

It means that the action has completed but at the present time.

It contains the primary auxiliary verb (has or have) depending on the number of the subjects first word(s) that begin the sentence, with the main verb in its perfect form.

Note: If the subject of the sentence is singular, use 'has' as in:

1. Peter has gone to school.
2. Dunamis has given Samuel the key.
3. My teacher has written her name.
4. His daddy has come.

If the subject is plural, use 'have' as in

1. We have started writing.
2. The boy and a girl have carried the bags.
3. Daniel and Adam have gone to school.
4. The students have seen their notes.
5. I have been there.

Note: The auxiliary verbs 'has' and 'have' make the statements present, the main verb that must be in its present form makes it perfect, hence "present perfect tense".

Past perfect tense.

Past perfect tense is used to indicate that an action that took place in the past and was completed in the remote past. It indicates the completeness of an action in the remote past.

Past perfect tense takes the primary auxiliary verb 'had' in both singular and plural subject with the main verb in its perfect form.

Example:

1. The students had written their assignments.
2. Donald had copied the notes.
3. They had gone to school.

4. My friend had visited me.

5. We had agreed.

Remember, the helping verb 'had' makes the statements past, the main verb in its perfect form makes the above sentences perfect.

Note: Simple formula

"has/have" + perfect tense (participle) = Present perfect tense.

"had" + perfect tense (participle) = Past perfect tense.

FORMAL LETTER

(Continuation)

Note, remember the features of a formal letter highlighted in our week one, those features will equally be of great advantage to you.

In your address, you may choose open method or punctuation method as you have in your formal letter specimen (reference: week 4, Part C).

In the recipient's address, you maintain same method.

The salutation "Dear Sir" or "Dear Madam", will be affected too.

After the title at the centre, using any of the methods you mastered in (week one), write the body in paragraphs, thus: first paragraph is called "introductory paragraph", it must be brief as it gives the reader the demand or knowledge of the letter.

The other paragraphs are called "developing paragraphs", which explain the formation of the letter in orderly manner.

The last paragraph is called the *concluding paragraph*. Always write or use "Thank you" instead of "Thanks".

Always end with *Yours faithfully, remember*, "Y" is capital letter while "f" is small letter. Then, sign your signature before writing your both names, and end with full stop, using punctuation method.

READING TO FOLLOW DIRECTION IN WRITTEN COMMUNICATION

Reading as we know, is one of the most difficult aspects of communication.

To read and understand, the reader must not just acquire the meaning of words. He also has to learn to train himself to read, following the direction of the thought of the writer. If you are thinking in a different direction, while the writer is following another, then, there will be confusion in the flow of communication.

So, it is always important to try and follow the direction of the writer's thought.

Note: review the passage in your *Current English Textbook1*, page 207 - 208 for more direction.

ACTIVE AND PASSIVE VERBS

Meaning: An active verb exposes the action of someone. In active verb, the subject is always the 'doer' of an action. This subject of the sentence introduces the action of the sentence. This same (subject) creates the action which receives the object honourably.

Note; subject' in this aspect is the first word that begins a sentence, it includes: nouns and pronouns. So, a verb is said to be in an active form when the *subject is the doer or performer of an action in a sentence*.

Active voice or verb: this is when an object receives the action of the verb being performed by the subject.

Therefore, it must be noted that such sentence that may accept an active or passive verb must have a "subject " and "object", the sentence must equally have a 'subject', verb and an object ' (S .V. O).

Examples of active sentences:

1. Damian killed the snake.
2. Corona Virus has killed millions of people.
3. Teacher Ujunwa wrote good poems.
4. Our gatekeeper closed the gates. (S. V. O).

Passive verbs: these occur when the object of a sentence appears first in the sentence and it acts as active verb in the sentence. Here, the subject of the sentence is followed by "BE", the "BE" is followed by a past participle, the past participle is followed by the word "by", while "by" is followed by the subject of the sentence.

Examples of passive verbs:

1. The snake was killed by Damian.
2. Millions of people have been killed by Corona virus.
3. Good poems were written by Teacher Ujunwa.
4. His friend was slapped by my friend.
5. The gates were closed by our gatekeeper.

INFORMAL LETTER (PRACTICE)

A Sample topic:

Write a letter to your friend, who was transferred to another school, telling him at least three changes that have occurred in your school since he left.

St Michael's Boys' Sec. School,
P. O. Box 148,
Eziora Ozubulu,
Ekwusigo Local Government Area,
Anambra State.
15th May, 2020.

Dear Mike,

How are you doing? I hope that you have mastered the environment of your new school? I hardly believe that you have left our school, until recently when the reality became so obvious to me. I am just managing to cope without you.

I always wish that you are still with us especially now that our school has greatly improved in many aspects. First, security issues in the school is now a thing of the past. Can you believe that security cameras have been installed all over the school compound, both in the hostels. This has reduced incidents of theft in hostels and the fear of kidnappers at the sports arena. Secondly, the school authority added seven new water tanks to boost water supply to the school. Those frequent experiences of scarcity of water in the school compound is now a thing

of the past. Finally, you will like to hear that we now have teachers leaving with us in the hostels. They are called "House Masters" and they made us students feel as if we are at home with their parents.

My dear Mike, had it been that you are still around to experience all these developmental changes in our school, nothing on earth would convince you to take a transfer. All the same, I am happy with the changes but I wish you are still here.

Greet all your new friends for me.

Yours sincerely,
Ephraim.

Active and Passive verbs continued.

Remember that, almost eight percent of our sentences are made in active forms (verbs).

Passive verbs are only made when the speaker wishes to make more emphasis.

More examples of active and passive verbs:

1. I wrote the assignment. (Active).

The assignment was written by me. (Passive).

2. Prince Peter slapped Prince Paul. (Active).

Prince Paul was slapped by Prince Peter. (passive).

3. Achebe built his reputation. (Active).

His reputation was built by himself (passive).

Or, His reputation was built by him. (Passive verb/voice).

4. He swore the oath (active).

The oath was sworn by him. (Passive).

5. The trees begot fruits (active).

Fruits were begotten by the trees (Passive).

6. Samuel killed the snake (active).

The snake was killed by Samuel. (Passive).

7. The Muslims bombed the churches. (Active).

The churches were bombed by the Muslims. (Passive).

8. My father built the house. (Active).

The house was built by my father. (Passive).

9. My teacher marked our assignments. (Active).

Our assignments were marked by my teacher. (Passive).

10. Samson should manage the business (Active).

The business should be managed by Samson (Passive).