

PREFACE

We have put together this collection of essays and letters for students from the UPPER SECONDARY classes.

The essays and letters have been classified into different types to allow easy reference. We have stuck to simple language at about the same level as the students for whom we have written these essays.

To help students get the best out of the essays, we begin with SUGGESTED APPROACHES on how each essay could be tackled. In the margin of each essay, we also write short COMMENTS on why the essay is well written.

Using this book as a guide, students would do well to master the art of essay writing in the early stages of secondary school. Once mastered, the skill of writing will serve them throughout their school and university days, and beyond as well.

To this end, we hope this book is helpful.

The Publisher

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Essay 174 There have been some unusual noises every night of the last five nights near where you live. They happened at the same time and in the same way each night. Your family and neighbours are very upset. Last night you saw what happened and you now decide to report to the police.

Write your report. You must include the following information:

- at what time and where this occurred
- what exactly happened
- who was involved
- why your family and the neighbours are so upset
- what you want the police to do.

You must cover all five points in detail. You should also add further details if you wish and make your report clear and helpful.

Essay 175 You have been asked to raise money for a charity by organizing either a sports event or a concert. Write a letter to invite an important guest to take part. You must include the following information in your letter:

- Exactly what type of event it is
- When and where the event will take place
- What you would like your special guest to do
- What other arrangements have been made for the day
- Why the money is needed

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Stories Narrative Argumentative Reflective Descriptive General Situational

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Stories Narrative Argumentative Reflective Descriptive General Situational

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Stories Narrative Argumentative Reflective Descriptive General Situational

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Stories Narrative Argumentative Reflective Descriptive General Situational

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Creative	<u>(NARRATIVE) STORIES</u>
Creative	<u>NARRATIVE (EVENTS & INCIDENTS)</u>
Analytical	<u>ARGUMENTATIVE</u>
Analytical	<u>REFLECTIVE</u>
Creative	<u>DESCRIPTIVE</u>
Factual	<u>GENERAL</u>
Situational	<u>SITUATIONAL (REPORTS)</u>

INTRODUCTION

Essay titles which require you to narrate stories often give explicit instructions to write an imaginative story. But then again, in some cases only the essay title is given - leaving the writer to write the type of essay he chooses. In other words, the title does not tell you what type of essay to write. In such circumstances, the writer is entirely privileged to write whatever he chooses. Our advice: Choose what you are best at.

Stories

Narrative

Argumentative

Reflective

Descriptive

General

Situational

SUGGESTED APPROACH

This is a narrative (story) essay. We could take the following steps:

1. Create a main character.
2. Create a problem or a want.
3. Create an opposing force.
4. Show the story unfolding (not tell it).
5. End it satisfactorily.

Essay 1

Write about the rivalry between two elderly people.

(N.B. You must not repeat a story you have encountered elsewhere.)

ELDERLY RIVALRY

Ignatius looked across at his rival. All the three nurses were around him. Something had to be done to make them look his way. With a **deft** 'accidental' movement he knocked the kidney dish. With a loud **clatter**, the utensil fell to the floor. They had to look his way now and did. He pointed with pretended helplessness at the floor. Angie rushed over with a broad smile and picked it up for him. Then they all came over. He looked across at his rival. Their eyes met; Ignatius saw the daggers in George's eyes and smiled in **triumph**. He had won again! After they left, he smiled and waved at George again. His heart glowed. Victory was sweet.

4:00 PM was visiting time. He looked around at all the ancient warriors and their visitors. As usual, George and he were the only ones without visitors. He decided he would fix that. He struggled to his feet. Painfully, step by step he **hobbled** to the bed at the far end. Salim's visitors would talk to him. Unlike everyone else, Salim always had visitors to spare. Not all of them could talk to Salim at the same time so some would talk to him. Of course they did. They asked about his health; his family; whether he had eaten and so on. He felt a glow of pride and looked

VOCABank

deft: quick and neatly skilful.

clatter: a loud rattling sound as of hard objects falling or striking each other.

triumph: joy or satisfaction resulting from a success or victory.

hobble: walk awkwardly, typically because of pain.

across at his rival. George could not walk; so he could not 'borrow' visitors from the other patients. Ignatius saw that he was pretending to read and chuckled to himself. Obviously George was avoiding his eyes. Then he hobbled back to his bed, but not before passing George and giving him a triumphant, gloating smile. George turned away.

As usual Ignatius rose at dawn. It was a habit. Birds chirping always woke him up. He closed his eyes and prayed. He prayed that that day too he would triumph over his rival. But something was bothering him. It was something nagging; something uncomfortable; something demanding to be addressed. It was about the rivalry. He tried to push the thought away but it pushed its way back in. Suddenly, it dawned on him. All his victories were empty. The care of the staff was just drama. The enquiries by Salim's visitors was drama. They did not really care did they? In fact no one cared about him or about George. It was all one big drama. Tears filled his eyes. He had sinned. He prayed to God for forgiveness. He decided he would put everything right later that morning; no, he would do it immediately. He looked across at George's bed. The curtains were drawn. Obviously he was sleeping. He had to wait till later after all.

He smiled at his own cleverness. He had a plan. As soon as it was bright enough, he would walk over to George's bed. He would be direct. He would smile at him. He would apologise for his hard-heartedness. George would understand and apologise in return. They would then laugh heartily over their rivalry. They would become friends. After that they would not have to worry about seeking attention from the staff or from other patients' visitors anymore. They would have each other. He wondered if George played chess. He decided he probably did. He knew George was an **intellectual**. Did he not read the whole day? Everything would be alright. He smiled to himself again.

Then he saw a covered cart coming **stealthily** into the ward. He wondered whom it was for. He saw it being pushed straight to George's bed. A feeling of emptiness gripped his heart as floods of tears streamed down his face.

(612 words)

VOCABank

intellectual: a person with a highly developed intellect.

stealth: cautious and surreptitious action or movement.

COMMENTS

Sad, touching and realistic; isn't this life? Notice how there are three stages? First there is the paragraph where the reader is introduced to the problem and the first high point. Then follows the second paragraph where we are brought to the second high point. Then comes the last high point followed by the swift twist ending. Yes, this ending could have been predicted but it is no less effective. The story is written in 3rd Person Viewpoint. Note how the entire story is covered from one viewpoint: Ignatius's. We only know his thoughts.