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Summary
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## **SECTION 1: STRUCTURE**

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**Prepositions** Prepositions are words such as to, at, by, on, in, about, from etc.

Word + preposition	Meaning
1. Absent from (not absent at)	
2. Accustomed to	Used to.
3. Accuse of	
4. Angry with, at	
5. Aim at	
6. Alight from (disembark from)	Get down from a vehicle e.g. a train or plane.
7. Believe in	
8. Boast of	
9. Congratulate on	
10. Conform to	Comply with rules, standards or laws.
11. Comply with	Act in accordance to given rules/instructions.
12. Die of (not from)	
13. Devoid of	Free from.
14. Desist from	Stop from doing something.
15. Deficient in	
16. Delight in	Take great pleasure.
17. Derive from	Obtain something from.
18. Eager to	Wanting to do or have something.
19. Either or	
20. Exempt from	Excluded from.
21. Exceptional to	
22. Full of	
23. Focus on	
24. Good at (not good in)	
25. Guard against	
26. Guilty of	
27. Grumble about	Complain about something.
28. Incapacitate by	
29. Independent of	
30. Instrumental in	Play an important part.
31. Inferior to	Less important.
32. Jealous of	
33. Neither nor	
34.Peculiar to	Special or Unique or Exceptional
35. Prefer to	
36. Prone to	Likely to suffer from or do something unpleasant.
37. Satisfied with	
38. Similar to	
39. Succeed in	
40. Succumb to	Fail to resist pressure.
41. Superior to	More important.
42. Surprised at, by	····· • • • • • • • • • • • • • • • • •

### **Prepositions**

#### **Examination Questions on the topic**

#### 1992 P2

1. The director was absent ----- the meeting. [From, at, in]

2. The chief justice is ----- a high court judge. [More superior than, superior than, superior to]

#### 1994 P2

3. He is always absorbed----- his work. [with, by, in]

4. The argument soon degenerated ------ a brawl. [in, into, to]

#### 2001 P2

[of, to, at, from]

6. Youths should not succumb ------ peer pressure. [to, on, at, by]

7. He was charged ----- theft. [for, with, of, at]

#### 2005 P2

8. Jessica was surprised ----- the man's behavior. [to, with, in, by]

9. The thief was disguised ----- a company worker. [in, with, as, for, behind]

10. My friends are jealous ------ my success. [of, about, for, with, over]

11. They quarreled ------ the food they were given. [of, about, for, with, over]

12. My cousin seems to be annoyed------ his behavior last night. [in, with, over, by]

13. The captain congratulated him ------ his performance. [for, by, with, on]

## **Prepositions**

#### Examination Questions on the topic

#### <u>2007 P2</u>

Complete each of the following sentences by supplying the missing preposition. Only one word must be filled in each blank space.

- 1. Passengers may, alight..... the plane by the rear doors.
- 2. The patient has been readmitted the hospital......
- 3. They have not yet adapted the climatic conditions of the city.
- 4. The police officer was not aware the robbery......
- 5. The label of this product will peelif.you.soak.it.in.water.
- 6. The township is notedits notorious criminals.
- 7. Leaders should concentrate ..... improving education.
- 9. The workers grumbled the lack of privacy.
- 10. We were very surprised the news that he was dead.
- 11. Are you having troubleyour new car?
- 12. Fertilizer and Irrigation account the good crop.
- 13. The Headteacher commended the pupils

their success.

- 14. Lazy people delightgetting free things.
- 15. The police are inquiring the ritual murders.
- 16. Poor families manage to liveK 100 000 a month.
- 17. You can look .the meaning of that word in the dictionary.
- 18. He recovered about of malaria.

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- 19. Children under five years of age are prone ...... malaria.
- 20. Writers derive a lot of pleasurewriting.....

#### 2011 Prepositions Exercise

In each of the following sentences, four words have been put in brackets. For each sentence, choose the best word and write it on the question paper in the space provided.

Example: A She requested......water. (for, about, like with)

- B She requested for water.
- 1. The three boys shared the oranges ...... themselves. (within, between, to, among)
- 2. Grade 12 pupils were congratulated ..... their exemplary behaviour. (for, on, of, in)
- 3. Judy's voice could be heard ..... the noise. (over, above, upon, through)
- 4. Neither the headboy ...... the headgirl attended the party. (and, or, with, nor)
- 5. Chromium is similar in appearance ...... silver. (to, in, on, with)
- 6. The teacher is disappointed ..... the class. (in, to, with, of)
- 7. All hopes of winning the election seems to be fading ....... (off, away, up, by).
- 8. Did Mutinta account......her failure in the examination? (for, of, on, upon)

10. The matter is still ..... consideration. (on, upon, for, under)

11. Do not be jealous ...... another's success. (of, with, about, over)

- 12. The police asked for the description...... the thief. (on, of, about, for)
- A long time ago, our parents were subjected ...... harsh treatment at school.
  (on, from, with, to)
- 14. The reports deterred some women ...... having the operation.(to, from, against, not)
- 15. Some people have a very poor attitude ...... work. (with, about, towards, for)
- 16. Standing ...... her mother, Jane greeted me. (aside, besides, beside, along)

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- 17. I was astonished ..... his behaviour. (by, with, on, at)
- Please find ways and ..... of raising school fees for the orphans. (methods, means, strategies, how)
- 19. If I were you, I ..... study hard. (can, will, must, would).

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20. ..... a bit of luck, we should win the match. (By, For, With, From)

## Let's Get it Right

#### 1. Put on and wear

To put on is to get into something be it clothes or shoes that is not yet on the body. Wear refers to something that is already on the body. <u>Note:</u> to put on refers to when the action is taking place but wear refers to when the action has already taken place.

#### 2. Beside and Besides

Beside means next to. Besides means apart from or in addition to.

#### 3. Borrow and Lend

Borrow is to get or receive something that is not yours from someone. Lend is to give something to someone. <u>Note:</u> we borrow from and lend to.

#### 4. Voyage and Flight

Voyage is a journey involving travel by sea or river. Flight is a journey involving travel by air.

#### 5. Comprise and Consist of

Both comprise and consist of mean to be made up of. <u>Note:</u> the preposition of is only after consist and not comprise.

#### 6. With a view to "----ing" and with the view of "----ing"

Both mean planning or hoping to do something.

When we use with "a view" the preposition to follows view and the next word after to has to end in "ing".

When we use with "the view" the preposition of follows view and the next word after to has to end in "ing".

#### 7. Wound, injury and hurt

Wound is a damaged area of the body such as cut or hole in the skin made by weapon. Injury is a physical harm done to someone's body caused by an accident or an attack. Hurt is pain.

#### 8. Dusk and Dawn

#### 9. Deny and Refuse

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To refuse is to be unwilling to do something. To deny is to refuse to admit the truth or that an accusation is not true.

#### 10. How and what----like?

How and what like are both used in descriptions. Note that like is only used with what and not how. Hence it is wrong to say, how is it like? But say, what is it like?

## Let's Get it Right

#### Examination Questions on the topic

#### 1992 P2 [Question 1 to 3]

1. We have 2 essays to write-----the mathematics homework Mr. Sakala gave us. [Beside, besides, aside]

2. The minister was -----in the accident. [Wounded, hurt, injured]

3. With a view-----admission to college, he started working very hard. [To gain, to gaining, of gaining]

#### 1994 P2 [Question 4 to 5]

4. He ------ having stolen a book. [Denied, refused, rejected

5. Because he had fallen, his legs were ------ badly. [Paining, aching, hurting]

#### 1997 P2

6. We went at ------ to watch the sun set. [Dawn, dusk, evening]

#### 2002 P2

7. Is this ------ a computer looks like? [That, how, what]

#### 2010 P2 [Question 8 to 10]

8. We travelled by boat from South Africa to Madagascar and I didn't enjoy the------ . [Journey, Voyage, Flight]

9. Mutale refused to tell me ------ the new school bus looks like? [How, what, where]

10. We...... at the garage before dawn. [ came, arrived, reached]

#### 2013 P2

8 |

11. He was accused of stealing, but he----- this. [Denied, refused, rejected]

#### Miscellaneous questions

12. Our head teacher always ------ a black suit. [Puts on, wears, dresses]

13. We went at ------ to watch the sun rise. [Dawn, dusk, morning]

14. Sharon came by a plane from Lusaka to Ndola and she enjoyed the ------ . [Journey, Voyage, Flight]

15. Bwalya worked hard so as to gain ------ to a college. [An entrance, a place, admission]

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16. Do you know ------ the BMW car looks like? [How, what, where]

## <u>Synonyms</u>

Synonyms are words that have **almost or nearly** the same meanings but different spellings.

WORD	SYNONYMS	EXAMPLE
1. Achieve	Accomplish	
2.Authentic	Genuine or Bona fide	
3.Comical [Hilarious or Humorous]	Funny	
4.Decide	Resolve	
5.Exhausted	Tired	
6.Futile	Useless	
7.Fragile(things),Feeble(people)	Weak	
8.Hint	Suggestion	
9.Irritate	Annoy	
10.Paramount [Essential or Vital]	Important	
11.Rebuke	Scold or Criticize	
12.Stunning	Beautiful	She is a stunning lady.
13.Transpire	Happen	<b>&gt;</b>
14.Weird	Strange	
15.Wealthy [ Affluent or Well-off ]	Rich	

#### Examination Questions on the topic (2016 P2)

From the four options provided select the best word (s) which is or are closest in meaning to the underlined one in the sentence.

1. The production of maize in Zambia <u>soared</u> from 700 000 metric tonnes to 900 000 metric tonnes.

(A) Flew (B) Grew (C) Reduced (D) Roared

2. The wisdom that we have was passed on to us by our ancestors.

(A) Forefathers (B) Historians (C) Predecessors (D) Successors

3. Most people don't know that many millionaires are <u>tight-fisted</u>.

(A) Generous (B) Industrious (C) Miserly (D) Modest

4. All living things have <u>attributes</u> that are peculiar to them.

(A) Cells (B) Flaws (C) Traits (D) Viruses

5. Although she was poor, she had <u>ample</u> fund to cover tuition fees for her two sons.

(A) Superb (B) Sufficient (C) Sample (D) Luxious

6. The head teacher <u>rebuked</u> the typist for the numerous mistakes that she had made in the document.

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(A) Insulted (B) Praised (C) Retorted (D) Scolded

9 |

- 7. General workers are also referred to as "blue collar workers".
- (A) Applied to (B) Concerned with (C) Regarded as (D) Related to
- 8. The Supreme Court <u>reversed</u> the decision of the High Court.
- (A) Opposed (B) Overturned (C) Returned (D) Revised
- 9. Victor and I handled the problem with ease.
- (A) Dealt in (B) Dealt with (C) Help up (D) Operated on
- 10. Samuel Matete <u>set</u> a world record time in the 400-metre hurdles in the 1996 Olympic Games.
- (A) Established (B) Found (C) Promised (D) Proposed
- 11. She <u>achieved</u> only a glimmer of what she had hoped to do.
- (A) Reached (B) Fetched (C) Attempted (D) Accomplished
- 12. We did our best to <u>overcome</u> the challenge caused by the power outages.
- (A) Defeat (B) Get to know (C) Ignore (D) Understand
- 13. This is <u>authentic</u> leather.
- (A) Expensive (B) Famous (C) Genuine (D) Well-known
- 14. We replaced delicate exotic trees with sturdy local trees.
- (A) Heavy (B) Straight (C) Strong (D) Tall
- 15. We are optimistic that human ingenuity would find ways to overcome food shortages.
- (A) Cleverness (B) Curiosity (C) Findings (D) Inventions
- 16. The notorious criminal kicked the bucket.
- (A) Died (B) Escaped (C) Hit the bucket (D) Stole the bucked
- 17. A number of schools have <u>mushroomed</u> in recent years.
- (A) Decreased slowly (B) Developed slowly (C) Developed steadily (D) Increased rapidly
- 18. It was <u>forecast</u> that there would be a severe drought.
- (A) Deduced (B) Imagined (C) Observed (D) Predicted
- 19. The hostilities between the two countries <u>heightened</u> in 1989.
- (A) Escalated (B) Started (C) Stopped (D) was resolved
- 20. She had <u>adequate</u> food to feed the visitors.
- (A) A few (B) A little (C) Few (D) Little

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## Tenses And Spellings

2013 P2

1. Mwangala was ------ wrong. [Definately, definitely, defenitely] <u>2013 P2</u>

2. Teaching is a noble ------. [Proffesion, profession, proffesion]

## <u>2013 P2</u>

3. She ------ lemons to apples. [Preferred, preferred]

#### <u>2013 P2</u>

4. Some Zambian singers are indeed ------ artists. [Skillfull, skilful, skilful]

#### <u>2013 P2</u>

5. A minister in charge of the ------ of the vulnerable has been appointed. [Wellfare, Welfare, Warfare]

#### Mock

6. There was a lot of thunder and ------ in the rainy season. [Lighting, lightening, lightning]

#### Mock

7. My mother works as a hairdresser at her hair ------. [Saloon, sallon, salon]

#### 2013 P2

8. Building the University of Zambia ------ this country a lot of money. [Spent, Costed, Cost]

9. Cyprian ------ the baby on a reed mat. [Lie, laid, lain]

#### <u>Mock</u>

10. He will be ------ tomorrow. [Hung, hanged, hunged]

11. My sister ------ the candle and left. [Light, lit, lighted]

12. Have you ------ anything. [Drunk, drank, drinks]

13. This ------ in 2016. [began, begun, begin]

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## **COLLECTIVE NOUNS OF ANIMALS**

The table below shows the name of sounds produced by animals, their Group name, name of their younger ones and the place where they live.

ANIMAL	<b>BABY ANIMAL</b>	NAME OF SOUND	GROUP NAME	HABITAT
1.Ant	-	-	Army or Colony	Ant Hill
2.Bat	-	Screech	-	Cave
3.Bee	-	Buzz	Swarm	Bee Hive
4.Bird	Chick	Chirp,Tweet,Sing	Flight	Nest
5.Cat	Kitten	Meow	Clutter	Cattery
6.Camel	-	-	Caravan	-
7.Cattle	Calf	Моо	Herd	Kraal
8.Chicken	Chick	Cluck	Brood	Chicken run
9.Dog	Puppy	Bark	Pack	Kennel
10.Dolphin	-	Click	-	-
11.Eagle	-	Scream	Convocation	-
12.Elephant	Calf	Trumpet	Herd	-
13.Duck	Duckling	Quack	-	-
14.Frog	-	Croak	Army	-
15.Goat	Kid	Bleat or baa 🛛 🦯		-
16.Owl	-	Hoot	-	-
17.Pig	Piglet	Snort 📐 🚬	-	Piggery
18.Mosquito	-	Whine	Scourge	-
19.Lion	cub	Roar	Pride	Den
20.Horse	Foal	-	Herd	Stable

## More Collective Nouns

- 1. A flight of stairs
- 2. A quiver of arrows
- 3. A host of angels
- 4. A fleet of ships

12 |

- 5. A bouquet of flowers
- 6. An anthology of stories

## **Exercise**

#### 1997 P2

1. The pigs began to \_\_\_\_\_\_ as we brought their food. [Roar, snort, scream, bark] **1997 P2** 

2. We saw a lion ..... in the cage at the zoo. [Puppy, cub, kid, calf]

#### 2002 P2

3. I like the ------ of the birds in the morning. [Crying, Singing, buzzing, hooting]

#### 2002 P2

4. We came across a big ------ of lions in the Kafue Park. [Herd, Pride, Pack, Colony]

#### <u>2006 P2</u>

5. You will be lucky to see a ------ of lions in the Park. [Group, flock, pride, bunch]

#### <u>2010 P2</u>

6. Nomiya received a ------ of flowers from her cousin yesterday. [Bundle, Bouquet, Branch, bunch]

#### <u>2010 P2</u>

7. I saw a ------ of ships at the harbour last week. [Crowd, flight, fleet]

#### <u>2016 SPE P2</u>

13 |

8. The horse, as well as its ------, was seen standing in a stable. [kid, foal, cub, calf]

10. The lioness never leaves its ------ alone. [Puppy, Foal, cub, calf]

11. The ----- of an elephant is terrifying. [Roar, snort, trumpet, buzz]

12. Climbing a ----- of stairs is very exhausting. [Fleet, Flight, Bouquet, host]

13. The archer directed his ------ of arrows at me. [Host, Fleet, Bouquet, quiver]

The underlined words in the following sentences are in word and write it in the spaces provided for each sente Example: We reached at the garage before dawn.	• • • •
1 Mutale refused to tell me how the new school bus loo	oks like. <u>1.</u>
2. The Victoria Falls <u>is</u> such a wonder.	2
3. The farmer's definition of a <u>herb</u> is 'a plant in a wrong	place' <u>3</u>
4. Has <u>somebody</u> been here?	4
5. I have looked for this word in the dictionary but I still of	don't understand it
6. Of the three, Zangose is the <u>better</u> intelligent.	6
7. When he arrived at home, he was received by smiles	5. 7
8. If I knew, I <u>can</u> come.	8
9. Zambia National team <u>lost</u> Luanda 1 - 0.	9
10. Nomiya received a bundle of flowers from her cous	in yesterday
11. The dog waved its tail when it saw its master.	11
12. I saw three <u>sheeps</u> at the park last week.	12
13. My head was <u>paining</u> yesterday.	13
14. I saw a crowd of ships at the harbour last week.	14
15. A bird of prey has four toes on each leg.	15
16. All invited guests were <u>sitted by</u> 10.00 hours.	16
17. The alterations rendered the document null and bad	<u>I</u> . 17
18. A good lawyer will always have many customers.	18
19. We travelled by boat from South Africa to Madagaso	car and I didn't the <u>journe</u>
20. When my father died in a car accident, my family wa months.	as in <u>morning</u> for three

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## **Homophones**

Homophones are words that have the same pronunciation but different meanings and spellings.

#### 1. Weather and Whether

Whether means if.e.g.l. I don't know whether she is going to come. Weather is the condition of the day.e.g. The weather today is very hot.

#### 2. Born and Borne

Born means to come to life.e.g. Andrew was born in Kitwe. Borne means carried.e.g. Cholera is a water-borne disease.

#### 3. Fair and Fare

Fair means good.e.g. She is a fair lady. Fare is the charge for transport.e.g. The bus fare has been hiked.

#### 4. Bred and Bread

Bred means brought up. E.g. I was born and bred in Kitwe Bread is baked food.

#### 5. Dual and Duel

Dual means Double. E.g. I have a dual sim card phone. Duel is a fight. James was hurt in a duel

#### 6. Cite and Site.

To cite is to quote.

A site is a place where an activity or event is taking place.e.g. The contractor is already on site.

#### 8. Stationary and Stationery

Stationary means not moving. Stationary is office equipment such as papers and pens.

#### 9. Principle and Principal

Principal is the head of a school or college. Principle is the belief governing a person's behavior.

#### 10. Raw and Roll

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Raw means in its natural unprocessed state. Roll is a horizontal position.

#### 11. Hoarse and Horse

Hoarse (of a horse) means rough and harsh. Horse is an animal used for riding.

#### **Homophones**

#### **Exercise**

#### 1992 P2

1. The ------ factor in his success was his determination. [Principle, principal, principled]

#### 2013 P2

2. I will ----- a poem by Shakespeare. [Sight, Cite, Site]

#### 2013 P2

3. The children ----- very excited. [were, where, wear]

#### 2013 P2

4. The teacher discussed the matter -----. [Feather, farther, further].

#### 2013 P2

5.Mufulo's ------ shop has empty shelves. [Glossary, grossary, grocery]

#### 2013 P2

6. After singing at the concert the whole night, Mwaba's voice sounded a bit -------. . [Hose, hoarse, horse]

#### 2013 P2

7.All the doctor's efforts to resuscitate her was in \_\_\_\_\_. [Vane, vein, Vain]

#### 2013 P2

8. Kafula and Chansa ate ------ food in the pack. [They, Their, There]

#### 2013 P2

9. Bupe enjoys----- mangoes. [Roll, Row, Raw]

#### 2013 P2

10. Children are right now playing behind that tractor which is ------. [Stationary, Stationery, Stationaly]

#### 2013 P2

11. The young teacher was ------ promoted to the post of Deputy Head teacher. [later, latter, letter]

#### 2013 P2

12. The Benguela Railway was closed because of the ...... warfare in Angola. [gorila, gorilla, letter]

#### 2013 P2

16 |

13. This is the man ...... son has drowned. [who's , whose, whom]

14. Our mango tree has...... plenty of fruits this year. [born, bore, borne]

## Phrasal Verbs

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Phrasal verbs are phrases that are made up of a verb and a preposition whose meaning can't be taken directly from the individual words used but has a hidden meaning.

1.Abide by    Follow a decision or rule    Pupils should abide by school rules.      2.Account for    To explain    I was told to account for why I failed the Math test.      3.Alight from    Get down from a vehicle    Pupils should keep abreast of Up to date      4.Keep abreast of    Up to date    Pupils should keep abreast of what is happening in the country and the world.      5.Back up    support    Whenever you are court it is paramount to back up what you are saying by providing evidence.      6.Bail out    Save or rescue    After our boat capsized in the Kafue river, we were bailed out by the fire brigade.      7.Bank on    Count on or rely on    Students do not always bank on lecturers for success in the exam.      8.Blow up    Explode    The bridge was blown up by the terrorist.      9.Buy into    Accept an idea    I don't buy into the theory of evolution.      10.Call for    Requires or demands    Passing any examination calls for a lot of hardwork.      11.Call off    Cancel    The meeting with the president has been called off.      13.Call on    Visit    Do you care for Apples or Oranges?      14.Carry on    Continue    Despite being tired, he carried on playing running.      15.Cut back    Reduce    Puplis should cut back the time they spend doing things that don't ad			
2.Account for      To explain      I was told to account for why I failed the Math test.        3.Alight from      Get down from a vehicle      Pupils should keep abreast of what is happening in the country and the world.        5.Back up      support      Whenever you are couri it is paramount to back up what you are saying by providing evidence.        6.Bail out      Save or rescue      After our boat capsized in the Kafue river, we were bailed out by the fire brigade.        7.Bank on      Count on or rely on      Students do not always bank on lecturers for success in the exam.        8.Blow up      Explode      The bridge was blown up by the terrorist.        9.Buy into      Accept an idea      I don't buy into the theory of evolution.        10.Call for      Requires or demands      Passing any examination calls for a lot of hardwork.        11.Call off      Cancel      The meeting with the president has been called off.        12.Care for      Like      Do you care for Apples or Oranges?        13.Call on      Visit      Despite being tired, he carried on playing running.        14.Carry on      Continue      Despite being tired, he carried on playing running.        15.Cut back      Reduce      Pupils should cut back the time they spend doing things that don't add to their academic life.        16.Corne	Phrasal verb	Meaning	Example
3.Alight from    Get down from a vehicle      4.Keep abreast of    Up to date    Pupils should keep abreast of what is happening in the country and the world.      5.Back up    support    Whenever you are court it is paramount to back up what you are saying by providing evidence.      6.Bail out    Save or rescue    After our boat capsized in the Kafue river, we were bailed out by the fire brigade.      7.Bank on    Count on or rely on    Students do not always bank on lecturers for success in the exam.      8.Blow up    Explode    The bridge was blown up by the terrorist.      9.Buy into    Accept an idea    I don't buy into the theory of evolution.      10.Call for    Requires or demands    Passing any examination calls for a lot of hardwork.      11.Call off    Cancel    The meeting with the president has been called off.      12.Care for    Like    Do you care for Apples or Oranges?      13.Call on    Visit    Despite being tired, he carried on playing running.      14.Carry on    Continue    Despite being tired, he carried on playing running.      15.Cut back    Reduce    Pupils should cut back the time they spend doing things that don't add to their academic life.      16.Come across    Find unexpectedly    While I was looking into the theft that happened at our house.	/		
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22.Make off withStealThieves broke into our house and made off with K100.23.Put offPostpone/Take to a later dateThe date of the wedding ceremony has been put off.24.Put outExtinguish a fireThe Fire Brigade did everything they could to put out the fire.25.Put up withTolerate/be patient with26.Turn downReject an offer/proposal27.Take afterResemble or look alike28.Talk intoPersuade or convince		book such as a dictionary.	dictionary.
Z3.Put offPostpone/Take to a later dateThe date of the wedding ceremony has been put off.24.Put outExtinguish a fireThe Fire Brigade did everything they could to put out the fire.25.Put up withTolerate/be patient with26.Turn downReject an offer/proposal27.Take afterResemble or look alike28.Talk intoPersuade or convince	21.Look down on	Despise	
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dateoff.24.Put outExtinguish a fireThe Fire Brigade did everything they could to put out the fire.25.Put up withTolerate/be patient with26.Turn downReject an offer/proposal27.Take afterResemble or look alike28.Talk intoPersuade or convinceThe saleslady talked me into buying this phone.			K100.
24.Put outExtinguish a fireThe Fire Brigade did everything they could to put out the fire.25.Put up withTolerate/be patient with26.Turn downReject an offer/proposal27.Take afterResemble or look alike28.Talk intoPersuade or convinceThe Fire Brigade did everything they could to put out the fire.	23.Put off	Postpone/Take to a later	The date of the wedding ceremony has been put
out the fire.25.Put up withTolerate/be patient with26.Turn downReject an offer/proposal27.Take afterResemble or look alike28.Talk intoPersuade or convinceThe saleslady talked me into buying this phone.		date	
25.Put up withTolerate/be patient with26.Turn downReject an offer/proposalMary turned down my proposal to marry her.27.Take afterResemble or look alikeIsaac takes after his brother Jonathan.28.Talk intoPersuade or convinceThe saleslady talked me into buying this phone.	24.Put out	Extinguish a fire	The Fire Brigade did everything they could to put
26.Turn downReject an offer/proposalMary turned down my proposal to marry her.27.Take afterResemble or look alikeIsaac takes after his brother Jonathan.28.Talk intoPersuade or convinceThe saleslady talked me into buying this phone.			out the fire.
27.Take afterResemble or look alikeIsaac takes after his brother Jonathan.28.Talk intoPersuade or convinceThe saleslady talked me into buying this phone.	25.Put up with	Tolerate/be patient with	
28. Talk into Persuade or convince The saleslady talked me into buying this phone.	26.Turn down	Reject an offer/proposal	Mary turned down my proposal to marry her.
	27.Take after	Resemble or look alike	Isaac takes after his brother Jonathan.
29.Turn out Attendance The turnout of people at Church was low.	28.Talk into	Persuade or convince	The saleslady talked me into buying this phone.
	29.Turn out	Attendance	The turnout of people at Church was low.

#### Examination Questions on the topic

#### (ECZ 2009 School Certificate/GCE Paper)

- 1. They took .....their heels. (up, on, to, above)
- 2. She was praised.....telling the truth. (over, for, on, about)
- 3. Ducks wade .....dirty water.(in, through, into, along)
- 4. The thieves broke into the bank safe and made..... large sums of Money.(away, up, off)

5. No one liked the song but it soon caught ......(off, up, on, in)

- 6. Humans are liable.....error. (for, to, with, by)
- 7. Brothers and sisters should get.....very well. (in, by, with, along)

8. I couldn't make.....who he was since it was dark. (in, out, on, up)

9. Martin didn't really want to go to church, but her friends talked her...... It. (against, for, into,)

10. The soldiers carried ......with exercises despite the heavy rain.(ahead, on, over)

11. My uncle died three years ago but it's taking me a long time to get.....it( on, over, by)

12. Our enemies blew ...... the bridge to delay our advance.(by, over, across, up)

13. The President will come here next week to drum.....support for his candidate. (for, at, up, on)

14. Jane backed ......of the debate when nobody agreed with her. (out, off, down, about)

15. When I was looking for my pen, I came ..... my lost stamp. (by, over, Across, upon)

16. The Minister of Education wanted to visit our school next week, but his plans have fallen ......(out, forward, through, down)

17. Our church wants to cut .....the amount spent on the Pastor's trips. (out, on, back)

18. She was literally screaming..... rage. (in, by, with, under)

18 |

19. The board chairperson presided .....the meeting in a biased manner (in, on, over)

20. She could not make it to school for she was incapacitated .....Illness. (with, from, by, in

## EXERCISE

Complete each sentence using one of the Phrasal Verbs listed below:

The meanings of the verbs are shown in brackets.

call off	give up	put out	care for	
put up with	looking forward to	run into	look up	
got over	put off	talk (somebody) into	take after	
1. The firemen we	re able to	the fire very quickly. (ex	tinguish)	
2. Can I have a ba	nana instead? I don't	oranges. (lik	e)	
3. We are all	the party. (expect with	n pleasure)		
4. Have you	your illness yet?(	(recover from)		
5. I'll try to her coming with us. (persuade)				
6. We'll have to the meeting till next week.( postpone)				
7. Can you guess who Iyesterday? (meet)				
8. The District Governor is sick. He's had to his visit. (cancel)				
9. I've broken my leg. I'll have to football for six months. (stop doing Something)				
10. I cannot this behaviour from a child. (tolerate)				
11. If I had a big dict	11. If I had a big dictionary I would Every phrasal verb. (search in a reference book)			
12 Mary he	r mother <i>(</i> I ooks alike)			

12. Mary ..... her mother. (Looks alike)

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## **SECTION 1: REWRITES**

## **Rewrites Involving Prefer to and Rather than**

Prefer is always followed by the preposition to.

Rather is followed by the preposition than.

## **Examples**

## <u>1994 P2</u>

1. I would rather eat oranges than drink Mosi. Begin**: I prefer** eating oranges to drinking Mosi.

## <u>2009 P2</u>

The guest of honour took vodka and not whiskey.
 Begin: The guest of honour preferred taking Vodka to Whiskey.

## <u>2002 P2</u>

3. I prefer going to the cinema to watching television. Begin: I would rather go to the cinema than watch television.

## **Exercise**

## <u>2001 P2</u>

1. I would rather starve than eat worms.

Begin: I prefer.....

## <u>2003 P2</u>

2. The patient wanted to have milk and not porridge.

Begin: The patient preferred.....

## <u>2003 P2</u>

3. I would rather drink tea than eat rice.

Begin: I prefer.....

## <u>2012 P2</u>

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4. I would rather drink water than beer.

Begin: I prefer.....

## **Rewrites Involving Direct and Reported Speech**

A Direct speech is used when we report what someone says by repeating the exact words. In written, this is represented by enclosing someone's words in quotations marks.

Reported speech refers to the change from the exact words (Direct speech) that the first person used to the words that the second person uses to transmit the same information.

When changing a direct speech to a reported speech or vice-versa, only certain words are changed as shown in the table below.

Direct Speech	Reported Speech
1. This	That
2. Now	Then
3. Next	Following
4. Today	That day
4. Tomorrow	The following day
5. Yesterday	The previous day
6. Will	Would
7. Can	Could
8. Have	Had
9. Here	There
10. I	🔨 He, She or Me
11. My	His or Her
12. You 💊 🔪	Him or her or they or them
13. am 💦 🔪 🚺	Was

## **Examples**

#### <u>1991 P2 (Direct to Reported Speech)</u>

1." I am a busy man and I cannot go on advising you on the same issues," said the boss to his assistant.

Begin: The boss told his assistant that he was a busy man and he could not go on advising him on the same issues.

## 1992 P2 (Reported to Direct Speech)

2. She promised that she would marry him the next day.

Begin:" I will marry you the following day," she promised.

## <u>1993 P2</u>

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3." I am sorry," said Cheelo, "I can't speak any more loudly than that."

Begin: Cheelo apologized that he could not speak any more loudly than that.

## **Rewrites Involving Direct and Reported Speech Exercise** <u>1994 P2</u> 1. He asked when the patient would be discharged. Begin: He asked," ..... 1995 P2 2. "I am going to punish all of you if you don't do this homework, "said the teacher. Begin: The teacher said that ..... 1996 P2 3." I have never been tempted to steal," she said, "because I am here to work." Begin: She said that..... 1997 P2 4." We are so far behind that I don't think we will pass the examination, "said Mary. Begin: Mary complained that ..... 1998 P2 5. He told Mary that Mulenga was back. Begin: "......" He said. 1999 P2 6. The teacher asked Jack if Elizabeth was telling the truth. Begin: "Jack,..... 2000 P2 7." I will have done this homework by tomorrow, sir" he told his teacher. Begin: He told his teacher that ..... 2002 P2 8." I have broken my walking stick," complained the old man. Begin: The old man complained that .....

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# 

11." Put down your pen, John. "Shouted the teacher.

Begin: The teacher commanded John .....

## <u>2009 P2</u>

12. The teacher said that he wanted me to tell him the truth or he would slap

me. Begin: The teacher said, ".....

## <u>2011 P2</u>

13. "I don't know if my friends will come tomorrow," John said.

Begin: John wondered.....

## <u>2012 P2</u>

14. Michael asked Namakau where her younger sister was.

Begin: "......" asked Michael.

## <u>2013 P2</u>

15. Mr Chama said, "Son, wake up early tomorrow morning."

Begin: Mr Chama reminded.....

## <u>2016 SPE</u>

16." I will write the homework tomorrow "said Doreen.

Begin: Doreen said that.....

## <u>2016 P2</u>

23 |

17." I am not responsible for this loss in any way, "said the goalkeeper.

Begin: The goalkeeper said that.....

## **Rewrites Involving Present Continuous Tense**

A present continuous tense is a sentence that starts with a word ending in "ing".

#### **Examples**

#### <u>1998 P2</u>

1. As he moved through the woods wasps stung him. **Begin: Moving** through the woods, he was stung by wasps.

<u>Note:</u> when answering such a question start by asking yourself questions like moving, moving where, who or what was moving.it is wrong to write, Moving through the woods, wasps stung him.

#### <u>2000 P2</u>

2. The manager gave his workers a reward for coming first in the competition. **Begin: Having** come first in the competition, the workers were given a reward by the manager.

## **Exercise**

#### <u>1999 P2</u>

1. As the dog ran out onto the road, a passing car knocked it down and killed. Begin: Running out onto the road.

#### <u>2002 P2</u>

2. As John went into the shop, a thief stole his wallet. Begin: **Going into the shop** 

## <u>2007 P2</u>

3.	The teacher congratulated the pupils on performing well in a competition.	Begin:
Ha	ving	

#### <u>2008 P2</u>

4. As we sat on the beach, a large hippo chased us. Begin: **Sitting** .....

#### <u>2009 P2</u>

5. As the horse galloped across the road, it narrowly missed the car. Begin: **Galloping** .....

The snake was crossing the road when peter killed it. [2010 P2]
 Begin: Crossing

7. As we were chatting under a tree by the roadside, a car nearly hit us. [2011 P2] Begin: Chatting .....

8. The team won the game after playing very well. **[Mock]** Begin: **Having**.....

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## **Rewrites Involving Conditional Clauses**

A conditional clause is a sentence that sets a condition for something to happen.

1. If you do not work hard, you will fail the examination. Begin: Unless you work hard, you will not fail the examination.

2. He will not come to the party if you do not invite him. Begin: **Unless you invite him, he will not come to the party.** 

3. He did not go to school; he would have written the test. Begin: If he had gone to school, he would have written the test.

## <u>1991 P2</u>

4. I will talk to you only when you apologize for what you have done. Begin: Not until you apologize for what you have done will I talk to you.

## <u>2008 P2</u>

5. You will not convince her to marry you unless you change your drinking habits. Begin: Not until you change your drinking habits will you convince her to marry you.

## **Exercise**

## <u>1993 P2</u>

1. If I had not intervened, he would have	ve be	en pun	ished.	
Begin: Had it				

## <u>1994 P2</u>

2. Stop laug	phing at me or	l will hit yo	u.	
Begin <b>: I wil</b>	l hit you			 

## <u>1995 P2</u>

3.	I spe	nt all	my r	none	y, so	b I d	lid n	ot h	ne	lp.	
Be	egin: I	f							•••		

## <u>1996 P2</u>

4. When customers go too far, she loses her temper. Begin: **Until**.....

## <u>1997 P2</u>

5.	Unless	a se	arch	takes	place,	we v	vill ne	ver	find	l th	e	key	<b>y</b> .
Be	gin: If												

## <u>1999 P2</u>

25 |

6. If you don't get your money this week, you will not buy the examination material. Begin: **Unless** .....

7. Mwansa does not enter her parents' bedroom until she has knocked on the door. Begin: **Not until** 

#### <u>2001 P2</u>

8. Give me some of your bananas and I will show you the way. Begin: **Unless** .....

## <u>2002 P2</u>

9. He did not go to school. He did not write the test. Begin: If he had.....

## <u>2003 P2</u>

10. He did not start to read until he was ten years old.	
Begin: Not until	

## <u>2004 P2</u>

11. A physical distribution system will be effective if the transportation is well coordinated. Begin: **Unless** 

## <u>2006 P2</u>

12.I will give you money only on condition that you	cor	ne to	scho	ol.	
Begin: Unless					

## <u>2009 P2</u>

13. You will never solve this problem until somebody helps you. Begin: Not until .....

## <u>2009 P2</u>

14. It is only after going for voluntary counseling and testing that you can know your HIV status. Begin: **Unless**.....

## <u>2011 P2</u>

15. She doesn't know the answer. That is why she is doubting. Begin**: If** .....

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## <u>2016 P2</u>

16. You will manage to find him next Thursday. Begin**: Not until** .....

## <u>2016 P2</u>

26 |

17. You will emerge victorious provided you remain focused. Begin: **Unless** .....

## **Rewrites Involving Contrast**

A Contrast is a sentence that compares and connects 2 sentences that are opposite in meaning.

Usually most contrast involve words like despite, in spite of, although and however. <u>Note:</u> Both despite and in spite of mean regardless but only in spite is followed by of.

#### <u>1994 P2</u>

1. It rained at lunch time but sports day was still a great success. Begin: In spite of the rain at lunch time, sports day was still a great success.

## <u>2000 P2</u>

2. Even though a telephone directory is useful, it has its own limitations. Begin: **Despite its usefulness, the telephone directory has its own limitations.** 

He was tired. He managed to win the race.
 Begin: Although he was tired, he managed to win the race.

## **Exercise**

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1. Even if you are a careful driver, you will have an accident eventually. [1998 P2]

Begin: However.....

2. Josephat is dull but he managed to pass the examination. [2001 P2]

Begin: Dull.....

3. In spite of the good seed, the crop did not grow well. [2007 P2]

Begin: Although the seed was good, the crop did not grow well.

4. Although she looks old, this woman is young. [2008 P2]

Begin: .....looks.

5. Although Mupeta has achieved great success, he is modest. [2016 SPE]

Begin: Despite the fact that Mupeta has achieved great success, he is modest.

6. Although Betty is very tall, she is not good at long jump. [2016 P2]

Begin: In spite of .....

 Mulimba was sick for the most part of his final year but he managed to get distinctions.
 Begin: In spite

8. She had a disadvantaged background, yet she became a prominent person in society Begin: **Despite**.....

## **Rewrites Involving Coordinators**

Coordinators are used to join sentences.

These include Besides, Not only and apart from.

#### **Examples**

#### <u>1997 P2</u>

1. Monde was not only a good singer but also a gifted actress.

Begin: Besides being a good singer Monde was also a gifted actress.

#### <u>2011 P2</u>

2. He is a cousin and a good friend of mine.

Begin: Not only is he a cousin of mine but also a good friend.

## <u>Exercise</u>

#### <u>2005 P2</u>

1. Not only is the village headman a gifted hunter but also a strict ruler.

Begin: Besides .....

#### <u>2006 P2</u>

2. Mice are a local delicacy in Eastern and Luapula provinces.

Begin: Not only.....

#### Mock

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3. Mr. Mwale is a scientist. He has also written many popular novels.

Begin: Apart from

4. He is rich and honest.

Begin: Besides.....

5. They stole the man's money as well as several valuable paintings. Begin: Not only.

.....

## **Rewrites Involving So ------ that**

So is always followed by that.

## **Examples**

#### <u>1995 P2</u>

1. Mary was very annoyed. Consequently, she slapped her husband. Begin: **So annoyed was Mary that she slapped her husband.** 

#### <u>1996 P2</u>

2. Some customers are so funny that they even call her "Sisi". Begin: So funny are some customers that they even call her "Sisi".

## <u>2000 P2</u>

3. The Headteacher felt so angry at being let down by his pupils that he punished them. Begin: So angry did the Headteacher feel at being let down by his pupils that he punished them.

## **Exercise**

#### <u>2009 P2</u>

1. My mother was too bewildered to talk.

••••
• • •

#### <u>2000 P2</u>

2. The Headteacher was very angry with the noisy class. Consequently, he punished them. Begin: **So**.....

## <u>2004 P2</u>

## <u>2013 P2</u>

5. He is very lazy. He cannot pass the examination. Begin: **So**.....

## <u>2016 SPE P2</u>

Florence was so scared that she fainted.
 Begin: So.

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## **Rewrites Involving Neither ----- Nor**

The word neither is always followed by the word nor.

## **Examples**

#### <u>1993 P2</u>

1. I am not to blame, and neither are you.

#### Begin: Neither you nor I is to blame.

## <u>1999 P2</u>

2. Ackson and Given do not attend lessons regularly.

#### Begin: Neither Ackson nor Given attends lessons regularly.

#### <u>2000 P2</u>

3. Both my brother and my sister do not know how to cook Nshima. Begin:

Neither my brother nor my sister knows how to cook Nshima.

## **Exercise**

## <u>2008 P2</u>

1. I will not speak to Mwaka or gree	et h <mark>er husband</mark> .
Begin: I will neither	

## <u>2011 P2</u>

2. Both the biology text book and history text book were in bad shape. Begin: **Neither**.....

## <u>2012 P2</u>

George does not greet me. Neither does Judith.
 Begin: Neither.....

## 2013 P2

4. He doesn't understand and he doesn't sympathize. Begin**: He neither**.....

## <u>2013 P2</u>

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Both Peter and John are intelligent.
 Begin: Neither

<b>Rewrites</b>	Involving	little did							
<u>Example</u>	<u>.</u>								
<u>1994 P2</u>									
1. He little t	nought that h	e would on	ie day bec	ome prime	e ministe	ər.			
Begin: Litt	e did he thin	ık (that) he	would or	ne day be	come P	rime n	ninister.		
<u>2007 P2</u>									
2. I didn't th	ink you woul	d betray me	e.						
Begin: Litt	e did I think	(that) you	would be	tray me.					
<u>Exercise</u>									
<u>2016 P2</u>									
1. Kazhing	little though	t that he wo	ould one d	ay go to L	ondon.				
Begin: Littl									
<u>Mock</u>									
2. We little	hought that h	ne would or	ne day be <mark>c</mark>	came pres	ident.				
Begin: Littl	<b>.</b>								
3. John littl	thought that	t he would y	win the lot	tery ticket					
Begin: Littl									
4. He little	nought that h	ne would pa	ass the exa	amination	with flyi	ng colo	urs.		
Begin: Little							•		
5. I didn't th	nk you woul	d steal from	n me.						
Begin: Littl	<b>)</b>								

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## **Rewrites Involving Its time** Examples <u>1997 P2</u> 1. It is time that you took this matter seriously. Begin: It is high time you took this matter seriously. <u>1999 P2</u> 2. It is time for us to start making our own notes. Begin: It is time we started making our own notes. **Exercise** <u>2007 P2</u> 1. We need to start working hard for the good of our country. Begin: Its time ..... 2007 P2 2. It is now for Kapalu to pull up his socks. Begin: It is high time ..... <u>2016 P2</u> 3. Let us meet and discuss this issue. Begin: It is high time ..... Mock 4. It is time you became serious with your studies. Begin: It is high time .....

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## **Rewrites Involving That and What Clause** A that and what clause is a sentence that sentence with either That or what. **Examples** <u>2001 P2</u> 1. The Giraffe is a wonderful animal to watch. Begin: What a wonderful animal the giraffe is to watch. (add exclamation mark) 2006 P2 2. John came. And it is a fact. Begin: That John came is a fact. Exercise 2006 P2 1. We had a wonderful time at the party. Begin: What ..... 2007 P2 2. You are such a clever girl. Begin: What ..... ..... 1997 P2 3. The most embarrassing thing was the child's reluctance to accept the gift. Begin: That ..... 1998 P2 4. Musheke has wedded his fiancée, Chibela. This is good news. Begin: That ..... 2012 P2 5. It was so shocking that she insulted her mother-in – law. Begin: That ..... 2016 SPE P2 6. It is a pity that some juveniles abuse drugs. Begin: That ..... 33 |

## **Rewrites Involving Too-----To**

#### **Examples**

#### <u>1992 P2</u>

1. He is a very good actor. He cannot forget his lines.

Begin: He is too good an actor to forget his lines.

#### <u>1993 P2</u>

2. John was very happy and did not remember to say goodbye.

Begin: John was too happy to remember to say goodbye.

## <u>2002 P2</u>

3. Arnold is sick so he must see a doctor.

Begin: Arnold is too sick not to see a doctor.

## **Exercise**

## <u>2006 P2</u>

1. The injury was minor. He could not play.

Begin: The injury was too .....

## <u>2007 P2</u>

2. The nuts are hard. The old man cannot chew them.

Begin: The nuts......too.....

## <u>2011 P2</u>

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3. She is so intelligent that she will be selected for Grade Ten.

Begin: She is too.....

## **Rewrites Involving No Sooner Had & Hardly**

## Had Examples

## <u>1997 P2</u>

1. As soon as the Zambian soccer team scored, the whole stadium cheered wildly. B: No sooner had the Zambian soccer team sored than the whole stadium cheered wildly.

## <u>2002 P2</u>

2. Hardly had the lion roared when people took to their heels. Begin: No sooner had the lion roared than people took to their heels.

## **Exercise**

## <u>2005 P2</u>

1. As soon as we had finished planting the rain began to fall. Begin: No sooner

## <u>2016 SPE P2</u>

2. As soon as we arrived at the stadium, the Chipolopolo Boys scored. Begin: Hardly

## <u>2016 P2</u>

3. Immediately Andy won the race, he fainted. Begin: No sooner had .....

## <u>Mock</u>

4. Immediately I sat down, the phone rang.

Begin: No sooner .....

5. I started feeling hungry again soon after eating.

Begin: No sooner .....

6. The celebrations began immediately the referee blew the final whistle.

Begin: No sooner .....

7. As soon as the chairman arrived, the meeting started.

Begin: No sooner .....

8. Immediately the teacher entered the classroom the pupils kept quiet.

Begin: No sooner .....

#### **SECTION 2: COMPREHENSION**

Comprehension is a verb meaning to appreciate something. It is drawn from the root word 'comprehend. According Longman Dictionary of contemporary English to comprehend means is to '**understand**'.

Comprehension passages are fairly short and are drawn from all aspects from life. A passage may be on Sport, Science, Politics, Religion History, people's activities, Tourism Geography and from works of fiction. Some of the passages may be technical. ie the use of English in those passages may be specialised. This is the type of English which is unusual in everyday conversations.

The instructions at the beginning of the passage are straight forward. A candidate is expected to read the passage carefully and answer the questions that follow the passage. Below are some hints on how to approach a comprehension passage.

- It is essential to read through the passage very quickly to help you determine what kind of passage it is. The first step is called skimming. To 'skim' means to read through quickly in order to get the main ideas. You can at this stage skim through the questions as well.
- The second step involves reading through the passage again, this time carefully and with understanding. Take note of the difficult and underlined words. This process of reading s called scanning. To 'scan' means to examine closely or making a search for something.
- Now you are ready to answer the questions in comprehension and there are three types of questions in comprehension, these include;
  - (i) The multiple choice questions.
  - (ii) The open-ended (free response) questions, where candidates are free to use their own words other than those in the passage.
  - (iii) The vocabulary questions.

#### MULTIPLE CHOICE QUESTIONS.

This part usually comprises questions 1-8 each question carrying 2marks in most cases. When answering multiple choice questions, read the questions carefully and examine the four free alternatives which are usually **A,B,C** and **D**. Candidates have to be extra careful when aiming at the best answer. They need to examine critically the part of the passage (paragraph) from where the question is asked. Sometimes the difference between the **best answer** and the **distracter** is very minimal. This can be in form of a word, a phrase, tense or even a spelling mistake. Multiple choice questions usually have special reference to the paragraph the question is related. The question may begin as follows;

According to paragraph 1.....

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Reference should be made to the exact paragraph in question. For instance you cannot go to **Paragraph 8**when you have been asked to make reference to **Paragraph 7**. Always obey the instructions.

Do not introduce your own ideas into the passage from your own experience or general knowledge, unless you have been specifically asked to do so.

NOTE: If you cannot arrive at a decision, do not put two choices as your answers. For example, writing two choices A or B. You will get no mark in this particular situation. If you cannot understand the question, leave, but always remember to get back to it.

#### **OPEN- ENDED /FREE RESPONSE QUESTIONS** This

is usually Question 9 and it also carries 2 marks.

Regarding this type of question, a candidate is required to use his or her own words but basing on the passage read and the instructions given. Remember the use correct form of English in terms of tense and spellings is very important at all times.

#### VOCABULARY QUESTIONS

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This is the last question. This type of the question requires a candidate to work out the meanings of the words from their contexts. In order to understand what the words mean. It is helpful to always make reference to the **related paragraph** and the **underlined words** in order to arrive at a correct answer. Be reminded that the examiner is also interested to know if you are able to **recognise the tense** in which a required word is written.

#### SECTION 3: SUMMARY WRITING

A summary is a brief account of a story or speech heard, read or seen. In a nutshell, summary is about being economic with words by only supplying the sought for information.

The aim of candidates in a summary component should be to answer the question as opposed to reducing the passage. It is not summary if one leaves out what he is asked of by the examiner.

#### <u>HINTS</u>

1. Strictly stick to the required number of words. No word estimation will suffice. Pay keen attention to the instruction, "*In not more than ... words, write a connected summary .....*"

2. Marks are given according to the number of required answers [relevant points] brought out. Candidates ought to know that the relevant points in the passage are spread across the passage hence the need for them to read and understand the whole passage.

3. While candidates are allowed to use their own language, the meaning of the original passage should at no time be altered. The candidates ought to give grammatical competence precedence.

4. Candidates must avoid falling prey to including unnecessary examples, adjectives, definitions and over-flowery expressions which are not in any way helping them to answer the question.

5. Always write in prose unless the question demands otherwise.

7. Do not include points, though relevant but are not in the passage. All the relevant points must be derived from the given passage.

#### PROCEDURE

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1. Read and understand the question.

2. Scan the passage to have a feel of it before reading it *carefully* in order to identify the needed points. You *may* take note of the points by ticking against them. Other candidates do this by *underlining* the said points.

3. Avoid gross errors of tense, repetition, wrong sentence construction, Paragraph inadequacy, wrong use of words, subject-verb agreement, use of run-on sentences and most of all errors of rubric.

#### Passage 1. Summary (20 Marks) (Example from 2011 P2)

Read the following passage carefully and then answer the question that follows;

- Carbonated drinks have flooded the market. These are effervescent drinks that release carbon dioxide under conditions of normal atmospheric pressure. Carbonation may occur naturally in spring water that has absorbed carbon dioxide at high pressures underground. It can also be a by-product of fermentation, such as beer and some wines.
- 2. Many curative properties have been attributed to effervescent waters, which aid digestion and calm nerves. Carbonated drinks have high acidity level. This creates an imbalance in the body in that it leads to acidosis. Too much acid also creates a problem of digestion in the system. All carbonated drinks are beneficial to the body because a large proportion of them is water, which is greatly needed by those people who rarely take it in its pure form. On the other hand, Carbonated drinks have carbonic acid that inhabits the use of calcium in the body, thereby adversely affecting bone formation. This gives rise to osteoporosis or softening of the teeth and bones. Such drinks, therefore, are not ideal for children and women after menopause. Consuming carbonated drinks in excess forces the body to harbor carbon dioxide, which can cause more distension (swell out by pressure from within) of the stomach and more acid reflux.
- 3. Some carbonated drinks contain sugar and this helps to supplement the body with glucose, which is responsible for energy. In the grand scheme of all the complexities regarding carbonated drinks, it is very clear that people are stuck with them, as they will always be readily available on the market at affordable prices.
- 4. The biggest challenge that we have is that people are not being given the correct information concerning the content of carbonated drinks. Carbonated drinks, just like others, result in loss of appetite if taken shortly before meals. Artificial carbonation was first introduced in 1767 by Joseph Priestley and was commercialized in 1807 by Benjamin Silliman, a Yale University Chemistry Professor, who bottled and sold carbonated water. After 1830, sweetened and flavoured carbonated drinks became popular and the trend evolved.
- 5. Today, heavily sweetened carbonated drinks and sodas are among the most popular beverages in the world. In the last two decades, the introduction of diet drinks containing artificial sweeteners has increased sales of carbonated beverages. Some carbonated drinks contain caffeine, which causes addiction. In this regard, when carbonated drinks are not taken by people used to them, unexplained tiredness and headache result.
- 6. It is stressed that people should opt for pure fruit juices. Pure juices may be expensive but you do not need to buy them all the time. You may instead, just buy oranges, guavas and mangoes. Then squeeze out the juice from these fruits, and give it to a child as opposed to buying carbonated drinks. Experts say one can or bottle of a carbonated drink has about 10 teaspoons of sugar, 150 calories, 30 to 55 milligrams of caffeine and is loaded with artificial food colours and sulphites. Carbonated drinks that are caffeinated lead to jitters, insomnia, irregular heartbeat, vitamin and mineral depletion and breast lumps. The sugar added to carbonated drinks increases insulin levels, which can lead to diabetes and excessive weight gain.

#### QUESTION

According to the passage, what are the negative effects of the consumption of carbonated drinks by human beings? Use not more than 140 words. Excess words will be cancelled. The summary has been started for you.



#### **Points**

- 1 The high acidity level in carbonated drinks creates an imbalance in the body
- 2 As it leads to acidosis.
- 3 Too much acid creates a digestion problem in the system.
- 4 Carbonated drinks have carbonic acid that inhibits the use of calcium in the body.
- 5 Thereby adversely affecting bone formation.
- 6 This causes osteoporosis (softening of the teeth and bones).
- 7 Consuming carbonated drinks excessively forces the body to harbour carbon dioxide resulting in more distension of the stomach.
- 8 And more acid reflux.
- 9 Carbonated drinks result in loss of appetite
- 10 If taken shortly before meals.
- 11 Some carbonated drinks, contain caffeine, which causes addiction.
- 12 When carbonated drinks are not taken by addicts (people used to them) un explained tiredness.
- 13 And headaches result.
- 14 Carbonated drinks that are caffeinated lead to jitters,
- 15 Insomnia

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- 16 Irregular heartbeat.
- 17 Vitamin and mineral depletion
- 18 And breast lumps
- 19 The sugar added to carbonated drinks increases insulin levels, which can cause diabetes.
- 20 And excessive weight gain.

#### How to answer

The consumption of carbonated drinks by human beings has a number of negative effects, the high acidity level in carbonated drinks creates an imbalance in the body as it leads to acidosis. Too much acid creates a digestion problem in the system. Carbonated drinks have carbonic acid that inhibits the use of calcium in the body, thereby adversely affecting bone formation. This cause's osteoporosis (softening of the teeth and the bones).Consuming carbonated drinks excessively forces the body to harbor carbon dioxide resulting in more distention of the stomach and more acid reflux. Carbonated drinks before meals. Some carbonated drinks contain caffeine which causes addition. When carbonated drinks are not taken by people used to them, unexplained tiredness and headaches result. Carbonated drinks that are caffeinated lead to jitters, Insomnia, irregular heartbeat, vitamin and mineral depletion and breast lumps. The sugar added to carbonated drinks increases insulin levels, which can cause diabetes and excessive weight gain.

#### Passage 2: Summary (20 Marks)

#### Read the following passage and then answer the question that follows

Black jack vegetable is known botanically as *bidens pilosa* and in South Africa local names include muxiji and gewone knapseherel. Like many indigenous African vegetables, black jack has an impressive nutritional profile that comes with a very wide variety of benefits. Black jack is a great choice for the prevention and treatment of diabetes due to the presence of various nutrients. Firstly, black jack has plenty of antioxidants which are involved in regulating blood sugar. The higher the amount of antioxidants in the body, the greater the body's capacity to keep blood sugar under control. Studies show that people whose diets are rich in antioxidants have a dramatically lower incidence of diabetes.

Black jack is greatly beneficial to the cardiovascular system which relates to the heart and blood vessels. The fiber abundantly present in black jack tremendously boosts heart health. What's more, fiber provided by black jack minimises belly fat, the most dangerous form of fat to carry. Belly fat, also referred to as visceral fat, surrounds vital organs like the heart and liver. This situation dramatically increases the risk of heart disease, heart attack, stroke, diabetes, cancer, and other chronic diseases. By keeping belly fat away, black jack tremendously promotes general cardiovascular health.

The antioxidants in black jack also help keep the cardiovascular system in good health. Studies continue to show a strong relationship between diets rich in antioxidants and very low rates of cardiovascular diseases such as heart disease, high blood pressure, cholesterol abnormalities, and stroke. Black jack, due to its abundance of fiber, promotes healthy digestion, stimulates digestive muscle movements and generally improves the way these muscles work thus preventing acid reflux, bloating, and many other digest disorders. Other ways include warding off piles or hemorrhoids and acting as a prebiotic by creating a suitable environment for proper multiplication and function of healthy gut bacteria. These bacteria are essential for healthy digestion and overall wellbeing.

Black jack has powerful anti-cancer features too. Again, fiber takes on a leading role in countering cancer by preventing insulin resistance, a condition found to increase the risk of cancer especially hormone-related cancer like breast and prostate cancer. Besides preventing cancer, antioxidants in black jack are powerful enough to stop cancer growth and kill cancer cells. With such a potent anti-cancer profile black jack is an excellent food choice for the prevention and treatment of breast, prostate, colon, and any type of cancer.

There are so many more benefits associated with black jack. The anti-inflammatory powers of this vegetable also offer protection against cognitive decline. This means that eating black jack can prevent memory loss related to age and chronic diseases such as diabetes. Black jack is also believed to fight off bacterial and fungal infections. It is a highly nutritious vegetable with benefits that are too many to list.

In not more than 100 words, write the health benefits of black jack. The summary has been started for you.

Black jack has a wide range of health benefits. These include.....

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## **Passage 2: Solution**

- Prevention and treatment of diabetes
- regulating blood sugar
- beneficial to the cardiovascular system which relates to the heart and blood vessels
- The fiber abundantly present in black jack tremendously boosts heart health
- minimises belly fat
- The antioxidants in black jack also help keep the cardiovascular system in good health.
- promotes healthy digestion
- stimulates digestive muscle movements
- generally improves the way these muscles work
- prevention of acid reflux,
- bloating, and many other digest disorders.
- warding off piles or hemorrhoids
- and acting as a prebiotic
- Black jack has powerful anti-cancer features too
- antioxidants in black jack are powerful enough to stop cancer growth
- and kill cancer cells.

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- prevention and treatment of breast, prostate, colon, and any type of cancer
- The anti-inflammatory powers of this vegetable also offer protection against cognitive decline.
- Can prevent memory loss related to age and chronic diseases such as diabetes
- believed to fight off bacterial and fungal infections

#### How to answer

Black jack has a wide range of health benefits. These include Prevention and treatment of diabetes. It can be used in regulating blood sugar and beneficial to the cardiovascular system which relates to the heart and blood vessels. The fiber abundantly present in black jack tremendously boosts the heart health and minimises belly fat. The antioxidants in black jack also help keep the cardiovascular system in good health, promotes healthy digestion, stimulates digestive muscle movements, and generally improves the way these muscles work. Additionally, it prevents acid reflux, bloating, and many other digestive disorders. In addition, it wards off piles or hemorrhoids and acts as a prebiotic. Black jack has powerful anti-cancer features too. Antioxidants in black jack are powerful enough to stop cancer growth and kill cancer cells. Consequently it can be used in the prevention and treatment of breast, prostate, colon, and any type of cancer. The anti-inflammatory powers of this vegetable also offer protection against cognitive decline. Diabetes can prevent memory loss related to age and chronic diseases such as diabetes and believed to fight off bacterial and fungal infections.