

A young boy in a school uniform stands on a suspension bridge. He is wearing a light-colored, short-sleeved shirt and dark shorts. He is looking towards the camera. In the background, another person is visible on the bridge. The bridge has a metal railing and is surrounded by greenery.

Junior English

Essay Writing

For JSS and
Upper Primary

Naah Yemeh

Essay Writing For J.S.S. and Upper Primary Schools

by **Dr. Naah Yemeh**

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INTRODUCTION

Dear Student,

I'm sure this book will help you to score a good grade in essay-writing.

Essay-writing is mainly common sense, but you need to know the techniques in writing as well. For example, a formal letter is different from an informal letter. Also, an article to the press is different from a letter to the editor. Furthermore, a descriptive essay is different from a narrative essay. Both types of writing are different from an argumentative essay or a debate.

How are these types of writing different? The difference lies in the way we organize them and the language we use. For instance, in organizing a formal letter we use two addresses. There is also a heading and a signature. But in an informal letter there is only one address. There is no heading and there is no signature, but only a first name. Besides, the language of a formal letter is serious and polite but that of a friendly letter is light-hearted and interesting.

If you read this book carefully to the end, and do the suggested exercises, and discuss them either with your mates, teachers or parents, you will see why I say it will help you to score a good grade in essay-writing. Not only will you be able to score a good grade, you will also be able to further your education, and become successful in life. Now, you've got it. Just relax and enjoy it.

This book is good for Junior Secondary School and Senior Secondary School students who need to strengthen their foundation in essay writing. If you want more copies or would like to ask me any questions, please write to:

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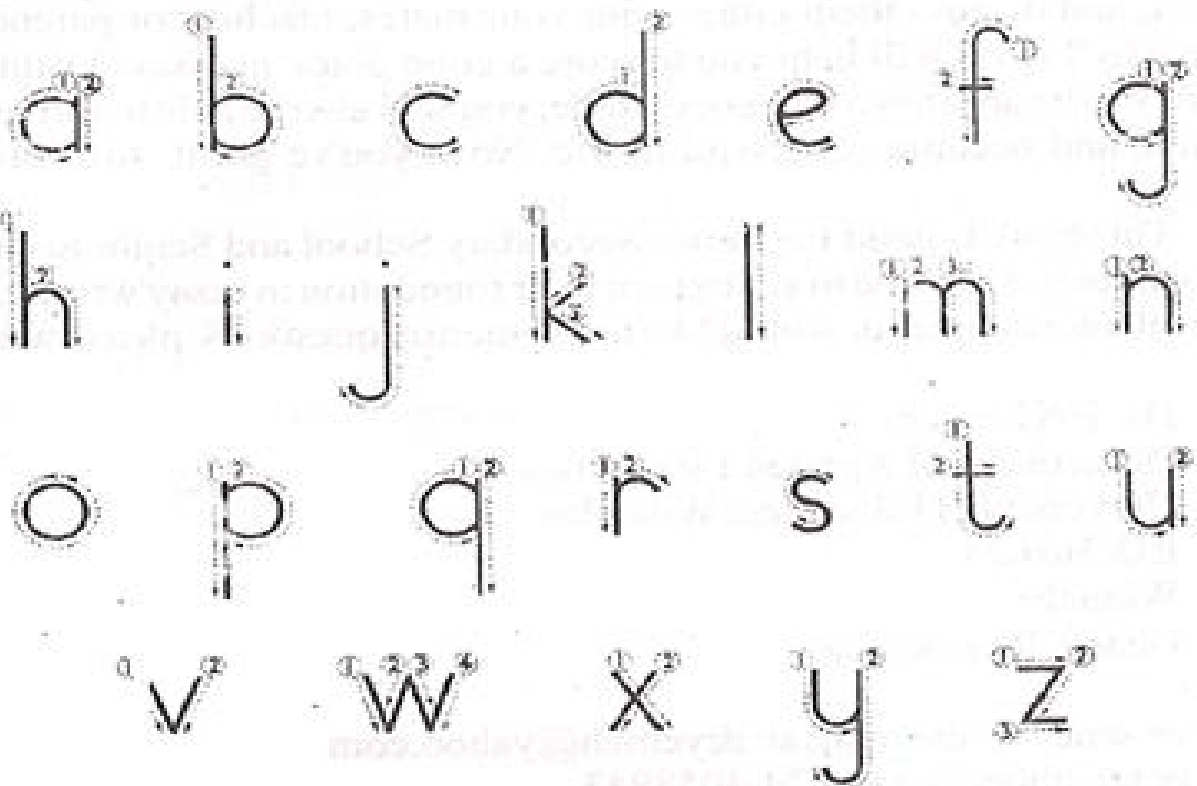
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1. PENMANSHIP (HANDWRITING)

In this section we shall discuss good handwriting. Beautiful handwriting is like soup with a sweet scent. Just as sweet smelling soup makes us want to eat the food, beautiful handwriting makes us want to read the essay. Beautiful handwriting alone is not enough to make the candidate pass, but because it is attractive it helps the examiner to read your essay and give you the mark you deserve. Handwriting is what we call penmanship.

When we talk about penmanship, we are not necessarily talking about beautiful handwriting. We are talking about legible handwriting. With a little bit of care and attention to detail everyone can write legibly. The following points should therefore be carefully studied by all students who wish to write legibly.

(i) Ways of letter formation. Cross check that you form your letters as demonstrated below:



Make sure that in forming each letter your pen does not leave the paper. In other words, each letter is formed by one continuous movement.

(ii) The relationship between capital letters and small letters. Sometimes capital letters are called upper case letters. Small letters are also called lower case letters.

You should practice writing capital and small letters to bring out the difference between them. This is important because in the examinations you will lose marks for any letters you fail to form correctly. Here are a few examples showing the proper relationship between capital letters and small letters.

Good morning. How are you?

Very well, thank you, and you?

I am also well, thanks

In the sentences above the lower case letters without stems are half as tall as the upper case letters. Also observe letters like 'd' and 'y'.

(iii) Shaping and even spacing of letters

You are encouraged to shape your letters carefully. Letters such as 'O' and 'C' should be round. Care should also be taken to show the difference between 'h' and 'n'; 'i's should be dotted and 't's crossed; you should be careful not to mix 'm' with 'w' and special attention should be paid to 'r' and 's' in joint script.

Further, you are encouraged to evenly space your letters and words. You should make a conscious effort to give the letters within each word even spacing. For example the word 'going' should not be written, 'goi ng'. The space between 'I' and 'n' is wider than the other spaces and this is wrong.