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# O LEVEL ENGLISH



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English Language and Literature  
O/A Level, SAT, IGCSE, IELTS.

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## Preface

Often, the problems are barely noticeable because learners have acquired English from an early age. Even with adequate English skills, students secure lower grades in 'O Level English language'. The reason being the unawareness of what an examiner requires from a student.

This textbook is designed to help learners improve their grades. Many speakers of English have acquired an advanced level interlanguage that is adequate for most informal uses of the language. However, their **GRAMMAR, SENTENCE STRUCTURES, AND TASK REQUIREMENTS** have errors and holes. The errors have often become “fossilized,” and it takes a special effort to unlearn these problems. The holes show up when the learner is asked to perform in a context other than informal social interactional discourse; for example, when a student is asked to write in a formal or academic style (Composition or Directed Writing Task).

Furthermore, they are likely to have developed their own set of rules for English structure – and their rules may often be wrong or inadequate. For many of these aural learners, their misconceptions become solidified over time. As a result, they can find it difficult to overcome their errors, especially when they are taught with typical deductive books. This book, not only helps students to follow strict rules on performing the O-Level English Exam but also help them to identify their weakness, and then improve to obtain a desirable grade.

A handwritten signature in black ink, consisting of the name 'Maya Chahal' written in a cursive, flowing style. The 'M' is large and loops around the 'a', and the 'C' is also large and loops around the 'h'.

**Table of Contents:****1. Paper 1- Writing**

i.	<b><u>Section A: Directed writing</u></b>	4
ii.	Introduction to Directed writing	5
iii.	Formats of Directed writing	7
iv.	Useful words and Phrases	21
v.	Examiner Report/ Mark Scheme Details	23
vi.	Grammar for Sentence Structure	25
vii.	<b><u>Section B: Composition</u></b>	55
viii.	Argumentative Writing	57
ix.	Descriptive Writing	71
x.	Narrative Writing	74
xi.	Paragraphing	81
xii.	Writing topics	85
xiii.	O Level Exam Questions/ Mark Scheme	96

**2. Paper 2- Reading**

i.	<b><u>Section 1: Reading for ideas</u></b>	97
ii.	Skimming and scanning	98
iii.	Summary writing	100
iv.	Fact vs Opinion	102
v.	Reading for ideas worksheets	103
vi.	<b><u>Section 2: Reading for meaning</u></b>	115
vii.	Strategies for answering reading	116
viii.	Main idea questions and Figurative Lang.	119
ix.	Meaning and Effect with Examples	122
x.	5 Year past paper vocabulary	128
xi.	Reading for ideas worksheets	129

**Note:** Each module is segmented into lectures and assessments. All the questions in the notes, specimen and past papers as well as external quizzes are to be marked in consonance with Cambridge criteria. For in depth analysis and your work to be accessed accordingly, contact; Muavia Bashir Uppal.

# Paper 1 Writing

## Section 1: Directed Writing (30 marks) 45 minutes

- Candidates are presented with **one task**, e.g. write a letter, speech, report, article, which is fit for purpose and relevant to the world of study, work or the community.
- Candidates should write 200–300 words to inform or persuade a particular audience.
- A total of 15 marks are allocated for task fulfilment and 15 marks for language.  
Section 1 tests the following assessment objectives:
  - R1 Demonstrate understanding of explicit meanings
  - R2 Demonstrate understanding of implicit meanings and attitudes
  - W1 Articulate experience and express what is thought, felt and imagined
  - W2 Sequence facts, ideas and opinions
  - W3 Use a range of appropriate vocabulary
  - W4 Use register appropriate to audience and context
  - W5 Make accurate use of spelling, punctuation and grammar.

MS  
BOOKS

## An Introduction to Directed writing

The directed writing task requires students to produce a piece of writing in which they present their own views in a particular form. They need to show they can control a style of writing, and write engagingly and purposefully. The writing is centrally about a language topic and so demonstrating subject knowledge is vital.

The **Task** aspect of Paper 1 is **Directed Writing**, where communication of key information in a range of text types is required to achieve a specific purpose for a certain audience in a particular situation. Task fulfilment and language are tested in Section 1 and are given equal weighting in terms of marks.

### **Important Points!**

- Read the question carefully!
- Do not ignore any details and do not change important facts in the situation.
- Use all the points provided as omitting any point will lead to loss of marks
- Types of function writing: letters, reports, accounts, newspaper or magazine articles, speeches

### **Consider the following questions:**

1. **Who am I writing for? [Audience]**
  - They could be the public, principal, teacher, friend, company manager, town council.
2. **Why am I writing this? [Purpose]**
  - To give an account of something I witnessed, to complain about something, to explain, inform. instruct, convince and persuade, sell
3. **How is this piece to be written? [Format]**
  - report, letter, account, article. statement, review. speech
4. **What is the tone I should use? [Language]**
  - formal, informal, persuasive, informative, argumentative



# Difference between formal and informal Language

## Sentence Structure

- ! **Complex Sentence** – contains one independent clause and one or more dependent clauses
- ! **Compound Sentence** – consists of two independent clauses joined by a conjunction
- ! **Compound-complex sentence** – consists of two independent clauses and one or more dependent clause

1  
2  
3

ma/ya  
Uppal

ma/ya  
Uppal

## Formal Letter

Dear Sir,

Re: Application for post of Sales Executive

← Subject of your letter

I am writing...

...  
...  
...  
...  
...  
...

← The body – have proper paragraphs!

I look forward to your favourable reply.

Thank you.

← Always end with a "Thank you"

Yours faithfully,

*James*

James Tan Meng Meng

← Signature and your full name below

## Instructions

- Start your Letter with 'Dear...' as stated in the question.
- No need to write the formal address or date at the start.
- Leave a line after each paragraph.
- Paragraphs should all start from the left.
- If you are writing to somebody as representative of an organization, include the name of YOUR organization before the sender's address and also YOUR position/ status in the company at the END after your name.
- Use 'Yours sincerely' if you know the recipient's name e.g. Dear Mr. Tan
- Use 'Yours faithfully' if you don't know the recipient's name

*ma/ya*  
*Uppal*

*ma/ya*  
*Uppal*



## Formal Letter openings and closings

Type of letter	Opening	Closing
<b>Application</b>	I am writing in response to your advertisement dated 5th June 2011 and would like to apply for the post of manager in your company.	I sincerely hope that you will consider my application. I await your favourable reply.  Thank you.
<b>Complaint</b>	I am a resident of the Toa Payoh estate and I am writing in to complain about...	I seriously hope that you would look into the complaints that I have raised and remedy the situation as soon as possible.  Thank you.
<b>Invitation</b>	On behalf of the school, we would like to invite you to our Annual Speech and Prize Giving Day to be held on Mat 15th in the school hall.	We sincerely hope that you will accept our invitation and we look forward to your presence on that day.  Thank you.

### Section 1: Directed Writing

Begin your answer on a fresh page. Write on of the following topic.

**You are advised to write between 200 and 300 words.**

**Total marks for this part: 30.**

#### Task

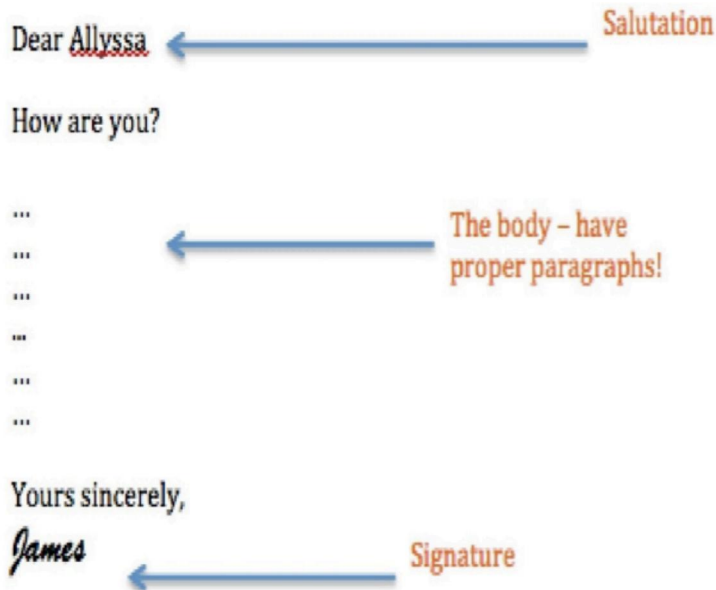
- 1 You recently enjoyed a performance given by your favourite singer or group. A newspaper published an article saying that the concert was very poor for several reasons. You decide to write a letter to the Editor of the newspaper to disagree with this view and to explain how much you enjoyed the performance.

Write your **letter**. You must include the following:

- the name of the singer or group **and** where and when the performance took place
- details of what the newspaper criticised
- why you thought the performance was so enjoyable.

Cover all three points above **in detail**. You should make sure your letter is polite but persuasive. Start your letter 'Dear Editor,' and remember to add an appropriate ending.

## 2. Informal Letter



### Opening

- start by thanking your friend for a letter (if the letter is in reply from your friend)
  - e.g. Dear Alaina,
  - Many thanks for your letter of 3rd March, which arrived this morning.

### Closing

- Think of an excuse to make you finish the letter
  - e.g. I must stop now because it's time for dinner and Mum needs this table
  - e.g. Sorry, I've got to go now as I have to look after my baby brother.
- For informal letter, you may use sign-off with other appropriate phrases such as 'Your friend' depending on the context of the letter.

### Examples of phrases you can use in informal letters:

- That reminds me...
- Why don't we...
- I'd better get going...
- Thanks for your letter...
- Please let me know...
- I'm really sorry...
- Love,
- Could you do me a favour?
- You'll be happy to know that...

**Practice! Write letter of about 200-300 words for the following:**

1. Write a letter to a friend whom you have not seen or spoken to for in a long time. Tell him/her what you have been doing and ask how he/she are and what he/she has been doing recently.
2. Write a letter to a friend you know has been having some problems. Ask him/her how he/she is doing and how you can help.

**Section 1: Directed Writing**

Begin your answer on a fresh page. Write on of the following topic.

**You are advised to write between 200 and 300 words.**

**Total marks for this part: 30.**

Task

Last year, your school's best friend moved to another town. Recently, he wrote a letter to you asking about the details of an event that took place in your school. When a very important person came to visit your school.

Write a letter. You must include the following:

- ! who was the person and when did he come?
- ! details of the visit.
- ! how did the visit benefit you and your school?

Start your letter with Dear ..... and remember to make your letter informative and interesting.

