

Personal letter and lists

Letter

In the personal letter you have to write your experiences and challenges during the term at school with teachers and colleagues, how is the environment, if you made any friends, did you participate in any games, clubs etc. You have also to mention, if you got any money from any other organization or well-wisher.

The letter has to be written accurately and clean. **Please write large letters!**

On the end of the letter you have to make two lists. On the first list you write the things you bought with the money given. This list has to contain the whole amount given from us for shopping and how you spent it.

On the second list you should write the items you require for the next term. Add the totals at the end. Please see the sample:

The things I bought last term (you have got SH 2'000.-)

CHEMISTRY TEXT BOOK FORM ONE	SH 600
BIOLOGY BOOK ONE	SH 600
SHOE-POLISH	SH 100
TOOTH PASTE	SH 200
SOAP	SH 200
TISSUEs	SH 100
PENS	<u>SH 200</u>
TOTAL	SH 2000

The things I need next term *

2 BARS OF SOAPS	SH 200
MATHS BOOK ONE	SH 600
AGRICULTURE BOOK ONE	SH 650
SHOE-POLISH	SH 100
TISSUES	SH 130
PENS	<u>SH 200</u>
TOTAL	SH 1880*

* It doesn't mean that you will get the money for all your requirements.