

GRADE 7 ENGLISH TOPICAL REVISION BOOK

Covers All Strands & Sub-strands

Includes Answer Sheets

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Theme 1.0: PERSONAL RESPONSIBILITY

Strand 1.1: Listening and Speaking

Sub-strand 1.1.1: Conversational Skills: Polite Language

Section A:

Instructions: Choose the best answer from the options provided.

- Which of the following is the most polite way to introduce yourself to a new teacher?
A) "Hey, I'm Jennifer."
B) "Good morning, my name is Jennifer. It's a pleasure to meet you."
C) "Just wanted to say hi, I'm Jennifer."
D) "I'm Jennifer, who are you?"
- When introducing your friend, Aisha, to your grandmother, which phrase would be most appropriate?
A) "Grandma, meet Aisha."
B) "Aisha, this is my grandmother."
C) "Grandma, I'd like to introduce my friend, Aisha."
D) "Here's Aisha, Grandma."
- Why is it important to use polite language during introductions?
A) It makes you sound intelligent.
B) It shows respect and creates a good first impression.
C) It helps you make friends quickly.
D) It makes the conversation shorter.
- Which of these is an example of an informal introduction?
A) "May I present Mr. Omondi, our new principal."
B) "Hello, I'm Sarah. Nice to meet you."
C) "It is an honour to introduce Dr. Amina as our guest speaker."
D) "Allow me to introduce myself; I am John Doe."
- What detail is usually **not essential** when introducing someone in a formal setting?
A) Their name
B) Their profession/role
C) Their favourite colour
D) A brief positive comment about them





Section B:

1. List three polite expressions you can use when introducing yourself to someone new.

2. Imagine you are introducing your younger brother, Ben, to your class teacher, Mr. Kimani. Write down the exact words you would use.

3. State two reasons why using polite language is considered a respectful behaviour.

4. Differentiate between a formal and an informal introduction, providing one example for each.

5. What are some key details you should try to remember about a person after being introduced to them?





Section C:

Instructions: Read the following conversations and answer the questions, or prepare to role-play the scenarios.

Conversation 1:

Mwangi: (Approaching a new student) "Hey, you're new here, right? What's your name?"

Pendo: "Yes, I am. My name is Pendo."

Mwangi: "Cool. I'm Mwangi. Welcome to our school."

1. Identify one polite expression used in the conversation.

2. Suggest one way Mwangi could have made his introduction more polite.



Conversation 2:

Sarah: (To her mother) "Mum, this is my friend, David."

Mother: "Hello, David. Nice to meet you."

David: "Nice to meet you too, Ma'am."

1. In this conversation, identify the polite expression used by David.

2. Rewrite Sarah's introduction to her mother using more formal polite language.





Passage 1: A New Beginning at Mlima Primary

The first day at Mlima Primary School was a mix of excitement and nervousness for young Aisha. As she walked into her new Grade 7 classroom, her heart thumped. The teacher, Mr. Kimani, a kind-looking man with spectacles, smiled warmly. "Good morning, class! We have a new student joining us today," he announced. He then turned to Aisha. "Please, come to the front and introduce yourself to your new classmates."

Aisha took a deep breath, walked to the front, and faced a sea of curious faces. She remembered her mother's words: "Always be polite and confident." She straightened her uniform and began, "Good morning, everyone. My name is Aisha Njeri. It's a pleasure to meet you all. I've just moved here from Mombasa, and I'm very excited to learn and make new friends in Mlima Primary." A few students smiled, and a girl in the front row waved shyly. Mr. Kimani nodded encouragingly. "Thank you, Aisha. Welcome to Mlima Primary. Class, please make Aisha feel at home."

- 1. Identify all the polite expressions Aisha used in her self-introduction.

- 2. How did Mr. Kimani show that he valued politeness in his classroom?

- 3. Based on the passage, what specific details did Aisha include in her introduction?

- 4. Why do you think Aisha felt "nervous" but then remembered to be "polite and confident"? What does this tell us about personal responsibility in new situations?





Conversation 3: A Chance Encounter at the Market

Mama Rose: (Smiling warmly at a young man struggling with bags) "Jambo, young man! Those look heavy. May I offer you a hand?"

Samuel: (Startled, then quickly recovering) "Oh, jambo, Ma'am. That's very kind of you, but I think I've got it. Thank you for asking, though."

Mama Rose: "No problem at all. My name is Rose, by the way. I run the vegetable stall just over there. I haven't seen you around here before."

Samuel: "It's a pleasure to meet you, Mama Rose. My name is Samuel. I've just moved into the neighbourhood with my aunt. We're new to this market, and it's quite busy!"

Mama Rose: "Ah, welcome to the area, Samuel! This market can be a bit overwhelming at first. If you need anything, please don't hesitate to ask. We're a friendly community here."

Samuel: "Thank you so much, Mama Rose. I really appreciate your kindness. It's reassuring to meet friendly faces."

1. List three different polite expressions used by Mama Rose in the conversation.

2. How did Samuel demonstrate politeness despite being startled?

3. What specific information did Samuel share about himself during the introduction?

4. Why is it important for Mama Rose and Samuel to use polite language in this chance encounter? How does it contribute to personal responsibility?





Conversation 4: Introducing a Guest Speaker

(The school hall is buzzing with students and teachers waiting for the guest speaker. Janet, the school captain, steps onto the stage.)

Janet: "Good morning, everyone. I hope you are all as excited as I am for today's special event. We are incredibly fortunate to have with us a truly inspiring individual who has dedicated her life to community service and youth empowerment. She is the founder of 'Bright Futures Initiative,' an organization that helps young people achieve their dreams. Without further ado, it is a great honour and privilege for me to introduce our distinguished guest speaker, Ms. Neema Mshindi! Please join me in giving her a very warm welcome!"

(The audience claps enthusiastically as Ms. Mshindi walks onto the stage.)

1. Identify at least three polite and formal phrases Janet uses to introduce Ms. Neema Mshindi.

2. What details did Janet provide about Ms. Mshindi to help the audience understand her importance?

3. How does Janet's introduction demonstrate her personal responsibility as a school captain?

4. Imagine you are Ms. Neema Mshindi. What would you say immediately after being introduced, demonstrating politeness?





Role-Play Scenarios:

Scenario 1: Self-Introduction

- I. **Context:** You are starting at a new school. Your teacher has asked each new student to stand up and introduce themselves to the class.
- II. **Task:** Role-play your self-introduction to the class, using polite language and including necessary details.

Scenario 2: Introducing Others (Formal)

- I. **Context:** Your school is hosting a talent show. You are the emcee, and you need to introduce the guest of honour, Dr. Angela Mutua, who is a renowned artist.
- II. **Task:** Role-play your introduction of Dr. Mutua to the audience, ensuring you use appropriate polite and formal language.

Scenario 3: Introducing Others (Informal)

- I. **Context:** You are at the park with your best friend, Halima. You bump into your cousin, Ken, whom Halima has never met.
- II. **Task:** Role-play the introduction of Ken to Halima, using polite but informal language.

Section D: Grammar Focus

Instructions: Complete the following sentences using appropriate polite words or phrases.

1. "_____ I introduce myself? My name is _____"
2. "It's a _____ to meet you."
3. "_____ me to introduce my colleague, Mr. Singh."
4. When someone introduces themselves, it's polite to say, "_____ to meet you."
5. Instead of just saying "Hi," you can say, "_____ day," or "_____ evening."

Section E: Extended Response / Reflection

1. Think about a time you had to introduce yourself or someone else. Describe the situation and reflect on whether you used polite language effectively. What would you do differently next time?





2. Why do you think the teacher emphasizes the importance of polite language and respectful behaviour in the community?

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TURN OVER FOR ANSWERS





COMPREHENSIVE ANSWER



Theme 1.0: PERSONAL RESPONSIBILITY

Strand 1.1: Listening and Speaking

Sub-strand 1.1.1: Conversational Skills: Polite Language

Section A: Multiple Choice Questions

1. **B) "Good morning, my name is Jennifer. It's a pleasure to meet you."**

This option is the most polite and formal. It includes a greeting, a clear self-introduction, and a phrase that shows respect.

2. **C) "Grandma, I'd like to introduce my friend, Aisha."**

This is the most appropriate phrase as it is polite and respectful to both the grandmother and the friend.

3. **B) It shows respect and creates a good first impression.**

Polite language is fundamentally about showing respect. A good first impression is a direct result of that respect.

4. **B) "Hello, I'm Sarah. Nice to meet you."**

This option is informal and friendly, suitable for peers or casual settings.

5. **C) Their favourite colour**

While interesting, personal details like favorite color are generally not relevant or appropriate for a formal introduction.

Section B: Short Answer Questions

1. **Three polite expressions you can use when introducing yourself to someone new:**

- i. "My name is..."
- ii. "It's a pleasure to meet you."
- iii. "How do you do?"
- iv. "I'd like to introduce myself..."

2. **Introducing your brother, Ben, to Mr. Kimani:**

- i. "Good morning, Mr. Kimani. I'd like to introduce my younger brother, Ben."
- ii. "Mr. Kimani, this is my brother, Ben."





iii. "Excuse me, Mr. Kimani. This is Ben, my brother."

3. **Two reasons why using polite language is a respectful behavior:**

- i. It acknowledges the other person's presence and shows you value them.
- ii. It creates a positive and friendly atmosphere, which helps build good relationships.

4. **Differentiate between a formal and an informal introduction:**

A **formal introduction** is used in professional or official settings (e.g., meeting a principal, a guest speaker). The language is structured and respectful. *Example: "Allow me to introduce our guest of honor, Mr. John Doe."*

An **informal introduction** is used in casual settings (e.g., with friends or family). The language is more relaxed and direct. *Example: "Hey, this is my friend Sarah."*

5. **Key details to remember after an introduction:**

- i. The person's **name** is the most important detail.
- ii. Their **role** or **relationship** (e.g., "This is my cousin").
- iii. A brief, memorable detail they mentioned (e.g., their hobby, where they work) to help remember them later.

Section C: Conversation and Passage Analysis

Conversation 1

1. **Polite expression:** "Welcome to our school."
2. **How Mwangi could have been more polite:**
 - i. He could have started with "Hello, my name is Mwangi. It's nice to meet you." instead of "Hey."
 - ii. He could have asked, "Would you mind telling me your name?" to be less demanding.

Conversation 2

1. **David's polite expression:** "Nice to meet you too, Ma'am."
2. **Rewrite Sarah's introduction:**
 - i. "Mum, I would like to introduce my friend, David."
 - ii. "Mum, this is my friend, David. David, this is my mother."

Passage 1: A New Beginning at Mlima Primary

1. **Polite expressions Aisha used:**
 - i. "Good morning, everyone."





- ii. "My name is Aisha Njeri." (This is a clear and polite way to introduce oneself).
- iii. "It's a pleasure to meet you all."
- iv. "Thank you, Aisha." (Mr. Kimani's expression of gratitude is also polite).

2. **How Mr. Kimani showed he valued politeness:**

- i. He used a warm, welcoming tone.
- ii. He kindly instructed Aisha to introduce herself ("Please, come to the front...").
- iii. He encouraged the class to be welcoming ("Class, please make Aisha feel at home.").

3. **Specific details Aisha included:**

- i. Her full name: Aisha Njeri.
- ii. Where she moved from: Mombasa.
- iii. Her feelings about the new school: "excited to learn and make new friends."

4. **Aisha's feelings and personal responsibility:**

- i. Aisha felt **nervous** because she was in a new environment, facing many new people, which is a natural human reaction.
- ii. Remembering to be "polite and confident" shows her **personal responsibility** to manage her feelings and act appropriately, regardless of her nervousness. It means she understands that her behavior reflects on herself and that she has a duty to be respectful and make a positive effort in a new situation.

Conversation 3: A Chance Encounter at the Market

1. **Three polite expressions from Mama Rose:**

- i. "Hallo, young man!" (A respectful greeting)
- ii. "May I offer you a hand?" (A polite offer of help)
- iii. "No problem at all." (A polite response to "thank you")
- iv. "Welcome to the area, Samuel!" (A warm, welcoming expression)
- v. "Please don't hesitate to ask." (An open and kind offer of future help)

2. **How Samuel demonstrated politeness despite being startled:**

- i. He quickly recovered and responded with a polite greeting ("Oh, jambo, Ma'am").
- ii. He respectfully declined the offer of help ("That's very kind of you, but I think I've got it.")
- iii. He expressed gratitude ("Thank you for asking, though.").





3. Specific information Samuel shared:

- i. His name: Samuel.
- ii. He just moved into the neighborhood with his aunt.
- iii. He is new to the market.

4. Importance of politeness and personal responsibility:

- i. Using polite language helps to **de-escalate a potentially awkward situation** and establishes a positive connection between strangers.
- ii. It's an act of **personal responsibility** to show respect to others in the community, especially to someone who is offering help. Samuel's polite response and Mama Rose's kindness helped them build a foundation for a friendly, neighborly relationship, which is a key part of personal responsibility within a community.



Conversation 4: Introducing a Guest Speaker

1. Three formal phrases from Janet:

- i. "Good morning, everyone."
- ii. "It is a great honour and privilege for me to introduce..."
- iii. "Please join me in giving her a very warm welcome!"
- iv. "Without further ado..."

2. Details Janet provided:

- i. Her name: Ms. Neema Mshindi.
- ii. Her profession: The founder of 'Bright Futures Initiative.'
- iii. Her dedication: "dedicated her life to community service and youth empowerment."

3. How the introduction demonstrates Janet's personal responsibility:

- i. Janet's well-prepared and respectful introduction shows her responsibility as the school captain to represent the school properly.
- ii. She did her part to make the guest feel valued and to set a respectful tone for the entire event.

4. Ms. Neema Mshindi's immediate response:

- i. "Good morning, everyone. Thank you, Janet, for that incredibly kind introduction. It's a true pleasure to be here with you all today."

Section D: Grammar Focus





1. **May** I introduce myself? My name is **(Your Name)**.
2. "It's a **pleasure** to meet you."
3. "**Allow** me to introduce my colleague, Mr. Singh."
4. When someone introduces themselves, it's polite to say, "**Nice** to meet you."
5. Instead of just saying "Hi," you can say, "**Good** day," or "**Good** evening."



Section E: Extended Response / Reflection

1. Reflection on a personal introduction:

- i. *(This is an open-ended question, and the answer will vary. A good response should describe a specific situation, analyze the language used, and suggest improvements.)*

- ii. **Example Answer:** "A time I had to introduce myself was on the first day of a new football team. I just said, 'Hey, I'm Alex.' It was effective in getting my name out there, but in hindsight, it wasn't very polite. I didn't show much respect. Next time, I'd say, 'Hey everyone, my name is Alex. I'm really excited to be part of the team.' This is more polite and shows I am eager to participate, making a better first impression."

2. Why teachers emphasize polite language:

- i. Teachers stress the importance of polite language because it is a fundamental part of **personal responsibility** and **social skills**.
- ii. It teaches students to **show respect** to others, which is crucial for building a peaceful and cooperative community.
- iii. It helps students create **positive relationships**, resolve conflicts amicably, and navigate different social situations, preparing them for life outside of school.
- iv. By being polite, students learn to be mindful of how their words and actions affect others.

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