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The official handbook of the

# My Language Spelling Bee

# Uganda

Implemented by Peace Corps and the Ministry of Education and Sports

Funded by the United States Agency for International Development

Updated July 17, 2014

## **Contents**

Preface . . . . .	2
Special Note . . . . .	3
Overview . . . . .	3
Community Contribution . . . . .	4
Timeline . . . . .	4
How to Conduct a Spelling Bee . . . . .	5
Roles and Responsibilities . . . . .	7
Discretionary Control . . . . .	8
Word List Distribution. . . . .	9
Study Strategies . . . . .	10
Rules and Regulations. . . . .	11
Funding . . . . .	15
MOES Endorsement . . . . .	16

## **Preface**

The My Language Spelling Bee (MLSB) is implemented by Peace Corps Uganda in partnership with the Ministry of Education and Sports (MOES) and is funded by the United States Agency for International Development (USAID). The official MLSB Handbook is intended to be a complete guide on how to employ and conduct the MLSB at all levels for all implementing partners. More complete and updated versions of the official MLSB hand book will be released from time to time. Updated handbooks will be released online at [www.Facebook.com/MyLanguageSBUganda](http://www.Facebook.com/MyLanguageSBUganda), in soft copy to District Education Offices, and by email. Updated handbooks and other information will be emailed directly to all who request. If you have any question, comments, or concerns regarding the official handbook or any aspect of the My Language Spelling Bee please contact the directors at [MyLanguageSBUganda@gmail.com](mailto:MyLanguageSBUganda@gmail.com) or call 0789-418450.

## **Special Note**

The words included in the My Language Spelling Bee word lists are spelled according to the most recent version of the language's orthography. Spellings considered correct in the recent orthography may be different than commonly accepted spellings. This includes the addition of or removal of characters in the alphabet. **Only spellings present in the official My Language Spelling Bee word lists will be considered correct in official spelling competitions.**

We strongly recommend that all officials and educators involved in the implementation of a spelling competition or the instruction of word lists and study techniques familiarize themselves with the word lists and any changes in common spellings.

The orthographies used in construction of the word lists were developed by the Local Language Board for the language region. They represent the best efforts of expert native speakers to formalize the written version of the language for common use. Thusly, we encourage everyone to use the spellings presented in the words lists in their everyday lives and activities.

## **Overview**

The My Language Spelling Bee (MLSB) is Uganda's first national local language spelling competition. The MLSB is open to all primary three pupils attending schools in the following language regions: Luganda, Ateso, Runyankore-Rukiga, Leblango, Runyoro-Rutoro, Acholi, and Lugbarti. The MLSB aims to promote local language literacy, the 5 big ideas of literacy and a love of reading and writing. Spelling Bees are high impact, low cost activities that help cultivate enthusiasm and support within a community for literacy and learning. This activity supports lifelong learning and education along with pride in one's mother tongue.

To help pupils study and prepare for the competition word lists will be released on 6 occasions in print media, online at [www.Facebook.com/MyLanguageSBUganda](http://www.Facebook.com/MyLanguageSBUganda), and through your local education network. Suggested study techniques and classroom activities will accompany the word lists.

The *My Language Spelling Bee* is divided into 3 levels of competition: school, district, and Language region (National). In school level competitions pupils will compete against their peers to find the best local language speller at their school. The winner of the school level competition will be promoted to the district level. District level competitions will be held at their District Education Office. In the district level competition pupils will compete against the school champions from their district. The top 5 competitors from each district will be promoted to the language region (National) competition. The final level of competition will be held November 14-15<sup>th</sup>. Spellers will compete to be crowned the local language champion for their language.

## **Community Contribution**

The MLSB aims to support local language and culture. To this end we encourage every Ugandan to donate some of their valuable time toward the fulfillment of this event. The My Language Spelling Bee is made possible by the support and contributions of Ugandan citizens from every level of society.

### **Ways everyone can help**

- Help a pupil study words.
- Support and encourage pupils to achieve.
- Volunteer to assist with a local spelling contest.
- Donate a small item to be used as a prize for a local spelling contest. Balls, coloring books, colors, pencil cases, math sets, story books, color pens, writing pads, posters, sweets...
- Assist local champions with transport to the district event.
- Help distribute materials to schools and communities.
- Attend a local spelling event.
- Appreciate pupils who study and compete, even if they struggle or are eliminated.

## **Timeline**

The dates of the school and district level competitions, as well as any intermediate level competitions will be determined by the local ranking education official i.e. the District Education Officer or Municipality Education Officer. The dates and locations of all competitions will be communicated by the local ranking education officer to Head Teachers.

The National/Language Region level competitions will be held November 14-15<sup>th</sup> 2014.

National/Language Region level competitions will be held in a major town/city in the language region.

# **How to Conduct a Spelling Bee**

## **Selecting officials**

**Coordinator:** The coordinator is responsible for the organization and implementation of a spelling competition. For school level competitions, it is recommended the Head Teacher act as the coordinator. For district level competitions it is recommended the District Education Officer act as the coordinator. If the recommended party is unable or unwilling to act as coordinator, they may select someone to act in their stead.

**Judge:** The judge should be a staff or community member who has distinguished themselves as an expert in the local language, such as an experienced teacher or member of the Local Language Board. The judge is expected to be familiar with the rules and regulations of the MLSB. The judge(s) responsibilities include (1) enforcing the rules and regulations of the MLSB (2) determining eliminations (3) and ruling on appeals. A panel of one to three judges is recommended.

**Pronouncer:** The pronouncer should (1) be a native speaker of the language (2) be familiar with diacritical markings as they appear in the current orthography and (3) have a clear and steady voice capable of loud annunciation. A current version of the orthography will be made available at the District Education Office.

**Appeals officer:** If the coordinator is unable or unwilling to receive appeals during the competition, they may appoint an appeals officer to act in their stead. The role of the appeals officer is to (1) receive appeals for reinstatement (2) record the speller's name, competition number, round number, reason for appeal and (3) communicate this information to the judges immediately. Under no circumstances should the appeals officer make decisions regarding the elimination or reinstatement of a speller.

## **Preparation**

**Outreach:** Make available to the public (pupils, parents, teachers, community...) the time, date, and location of the spelling competition well in advance of the event.

**Rules:** A complete list of the MLSB rules should be made available in hard copy at the event for all who enquire.

**Layout:** The judges should be placed so they can clearly see the speller's lips and hear their vocalizations. The pronouncer should be placed so they can be clearly seen and heard by the speller.

**Audio:** Audio amplification equipment should be used to amplify the speller and the pronouncer should it be necessary and available.

**Spellers:** Upon registration spellers should be assigned an identification number. This number should be displayed on the speller during the competition.

## **Format**

**Rounds:** The competition is held in successive rounds. In each round all spellers remaining in the competition receive one word to spell. Spellers compete in the order of their registration numbers.

Example: The pronouncer asks speller 1 to step forward. Once the speller is in place the pronouncer gives the word. The speller then repeats the word, attempts to spell the word, and then says the word again. Having the speller repeat the word helps reduce the chance of misunderstanding. If the speller is correct they remain in the competition. If the speller is incorrect they are eliminated. The next speller is then asked to step forward and given a different word from the same tier of difficulty. Once all spellers have attempted a word the next round starts.

**Questions:** Spellers are permitted to ask the pronouncer to repeat the given word, for a definition of the given word, for alternate pronunciations, and for the part of speech. Spellers are not permitted to ask for an alternate definition or for markedly slower pronunciation.

## **Elimination**

**Misspelling:** If an incorrect letter is vocalized at any point during a spelling attempt, the speller is eliminated.

**Respelling:** If a speller pauses during a spelling attempt they may continue or start from the beginning. If the speller vocalizes a letter different from their original attempt, the speller is eliminated.

**Refusal:** If a speller refuses to step forward, approach the microphone, or attempt to spell the given word the speller is eliminated.

## **Word lists**

**Tier system:** Words present in the MLSB word lists will be organized into four tiers of difficulty. Tier one words are the least difficult. Tier four words are the most difficult, with difficult progressing from tier one to tier four.

**Progression from lower to higher tiers:** (1) The initial round in all levels of competition will start with tier one words. (2) If a round is completed where all spellers have answered correctly, the subsequent round will be advanced to the next tier of difficulty. (3) If the number of unused words in the current tier is not adequate to complete a round, advance to the next tier of difficulty.

## **Reporting**

Within one week of the completion of the competition send the following information to MyLanguageSBUganda@gmail.com. (1) The name of the school, district, and level of competition (2) the number of spellers who participated in the competition (3) the names of the officials and the positions they filled (4) a ranking of the top five spellers (5) the championship word and (5) an estimation of the number of guests in attendance.

## **Roles and Responsibilities**

### **DEOs**

**General:** The DEO is responsible for ensuring the primary implementation of the MLSB in their district. This includes but is not limited to making word lists available at the District Education Office in hard or soft copy to all who enquire, communicating to the Head Teachers of primary schools in their district their roles and responsibilities, and working with the primary schools and PTCs in their district to make certain the MLSB is fulfilled to its highest potential.

**School Level Competition:** Ensure primary schools in their district complete a school level competition according to the rules and regulations of the MLSB.

**District Level Competition:** Host the district level competition at the District Education Office. If the office is unsuitable or unavailable the competition should be hosted at an available public institution which will not require additional facilitation, such as a PTC. Ensure all participating schools are aware of the time, date, and location of the district level competition.

**Language Region Level Competition:** Ensure all pupils representing the district are aware of the time, date, and location of the language region level competition. Make efforts to ensure all competing pupils and a guardian attend the event.

### **Principals**

**General:** Work with primary schools toward complete implementation of the MLSB.

**All Levels of Competition:** Encourage tutors to participate in a spelling bee as an official if required or available.

### **Head Teachers**

**General:** Ensure the complete implementation of the MLSB at their school. This includes but is not limited to supporting teachers in their efforts to present the word lists and retrieving the latest word list in a timely manner and disseminating it to the P3 teachers.

**School Level Competition:** Host the school level competition at their institution. Ensure the competition is conducted according to the rules and regulations of the MLSB.

**District Level Competition:** Post the time and location of the district level competition for public view at their school. Ensure the pupil who won the school level competition and their parent or guardian are aware of the time, date, and location of the district level competition. Make efforts to ensure the pupil representing their school and a guardian attend the event.

**Remainder of the Term:** Continue to support the presentation and study of the word lists.

### **P3 Teachers**

**General:** Present the spelling word lists to their students. Incorporate the suggested study techniques into instruction of the word lists. Conduct informal spelling bees in the class. Ensure all their pupils are aware of the basic procedures of a spelling bee.

**School Level Competition:** Act as an official or assist in the general implementation of the competition.

**Remainder of the School Term:** Continue to present the word lists to their pupils and encourage studying the lists.

### **Language Boards**

**General:** Assist in the production of word lists for their language region.

**School and District Level Competition:** Individual language board members are encouraged to act as a judge for a spelling bee if available.

**Language Region Level Competition:** At least 3 members of the language board should be chosen to act as judges at the language region level competition.

## **Discretionary Control**

In recognition of the many differences and difficulties faced by districts and schools around Uganda, the DEOs and MEOs are being given discretionary control over certain issues affecting implementation of the My Language Spelling Bee in their district or municipality. Head Teachers will be given control over implementation at their school. Specific issues which may require addressing include: the number of primary schools in the district, distribution of materials, and the number of pupils at a primary school.

### **Accounting for the number of primary schools in your district/the number of pupils in your school**

Districts containing a large number of schools may face difficulty in following the model of succession for champions. For example, if a district contains 300 primary schools, and each school promotes a champion to the district level competition, this will result in an unmanageable number of pupils competing at the district level. The MLSB directors recommend the number of pupils competing in the district level competition not greatly exceed 50. If district officials believe they can accommodate a greater number of pupils at the district competition they may do so at their discretion. This issue can be addressed in several ways.

#### **Addition of a level of completion**

An intermediate level of competition may be inserted between the school and district levels of competition. This may be done by sub-county, division, coordinating center, proximity to a PTC, or any other suitable method of division. The number of pupils promoted from the intermediate level competitions to the district level competition should be adjusted so an appropriate number of pupils attend the district level competition. For example, if a district decides to use 10 coordinating centers to host intermediate level competitions, each coordinating center should promote 5 pupils to the district level for a total of 50 pupils competing at the district level. Any additional levels of competition should follow the rules and regulations of the MLSB.

#### **Restructuring of the school level competition**

Schools with large numbers of pupils in multiple streams may have competitions within the streams. The top competitors in each stream may compete against each other to represent their school, or they may compete against stream/school champions at the sub county level.

#### **Unallowable strategies**

The District Education Officer may not attempt to reduce the number of pupils competing in the district competition by reducing the number of schools competing. It is understood that all schools in a district may not participate. An honest attempt must be made by the district education office to reach out to every school in their district or municipality.

### **Materials distribution**

DEOs and MEOs must supply the schools in their district or municipality with a copy of the My Language Spelling Bee handbook and make available copies of the official MLSB wordlists. The MLSB directors strongly encourage the use of electronic dissemination when possible i.e. email and flash drives as it reduces costs. When physical printing is required we recommend it be carried out at public education facilities as near to the materials destination as possible. Printing and distribution costs will not be reimbursed by the MLSB. They are the sole responsibility of the education facilities. Printing and distribution costs are viewed as a significant and necessary community contribution. Without such contribution the MLSB would not be possible. In order to reduce the burden on any one institution, we recommend printing be distributed among the public education facilities, capable of printing, in the district; such as the district education office, Primary Teachers Colleges, coordinating centers, and primary schools.

### **Timeline adjustment**

DEOs and MEOs are instructed to disregard the dates given in the letter of endorsement for the school, district, and national level competitions. DEOs and MEOs may set the dates of the district, school, and any intermediate level competitions as they see fit. District competitions must be completed by the last week of October. This allows for arrangements to be made for the National/Language region competitions.

## **Word List Distribution**

Word lists will be distributed in a number of ways.

Facebook: Word lists will be available for view and download on the official MLSB Facebook page. Please check the page regularly for updates. [WWW.Facebook.com/MyLanguageSBUganda](http://WWW.Facebook.com/MyLanguageSBUganda)

E-mail: Word lists and other important information will be distributed to via email to all who request. If you would like to be added to the emailing list please send a request to [MyLanguageSBUganda@gmail.com](mailto:MyLanguageSBUganda@gmail.com)

News Paper: Word lists will be published in The Observer on 6 different occasions. Dates of publication will be made available through Facebook, email, and your local education network.

Education Officials: Word lists will be made available to district and municipality education offices. Each district and municipality will distribute word lists in manner appropriate for that area. You may also visit your local education office and ask for a copy of the spelling word lists.

## Study Strategies

The following strategies can be used in the class room, in small groups or pairs, individually, and at home. We recommend these strategies but do not limit teachers and parents to these strategies alone. Regardless of the strategies used, there is no substitution for spending time working with pupils on study and spelling strategies.

- Introduce words
  - o Introduce the word to pupils by writing them on the blackboard.
- Read and repeat
  - o Read the words aloud to pupils. Have pupils repeat the words aloud after you.
- Sentences
  - o Give students model sentences containing a spelling bee word. Have student generate their own sentences containing a spelling bee word.
- Read and spell
  - o Read and spell the words aloud to pupils. Have pupils read and spell the words aloud after you.
- Copy and spell
  - o Have pupils copy the words, then spell the words aloud or to themselves. Have pupils touch each letter as they speak it.
- Cover and write
  - o Cover a word list and have pupils write the list from memory. Uncover the words and check the answers.
- Flash cards
  - o Create flash cards by writing a spelling word on one side of a card or scrap of paper. Pupils can work alone or with a partner spelling the word, then flipping the card to see the correct spelling.
- Student activities
  - o Create spelling based activities and games or have pupils participate in the above activities in small groups.

## Spelling Strategies

- Say the word correctly. Don't leave out or mispronounce sounds.
- Think about what the word looks like.
- What is the spelling pattern?
- Write the word, look at it, and decide if it looks correct.
- Spell words one syllable at a time.

# **Rules and Regulations**

## **Preface**

We encourage spellers, parents, teachers, and spelling bee officials to read these rules prior to any spelling bee. The rules are designed to assist spelling bee officials and spellers at the local level. Spelling bee officials include the pronouncer, judges, and coordinator.

1. **Eligibility:** A speller qualifying for the 2014 My Language Spelling Bee must meet these requirements:
  - (1) The speller must be enrolled as a primary three pupil in a school which instructs in one of the following languages: Luganda, Ateso, Runyankore-Rukiga, Leblango, Runyoro-Rutoro, Acholi, and Lugbarti.
  - (2) The speller must not have passed beyond the age of 10 years old before January 1<sup>st</sup> 2014
  - (3) The speller must be considered in good behavioral standing at their institution of enrolment.
  - (4) The speller must not have any first-, second- or third-degree relatives (i.e. sibling, parent, grandparent, aunt, uncle, niece, nephew, half-sibling, first cousin or great grandparent) acting as a My Language Spelling Bee official.
  - (5) To qualify for a district level My Language Spelling Bee competition a speller must have placed first in a school level competition.
  - (6) To qualify for a language region level My Language Spelling Bee competition a speller must have placed in the top five competitors at a district level competition.
  
2. **Format:** The spelling bee is conducted in rounds. Each speller remaining in the spelling bee at the start of a round spells one word. The spelling bee may be conducted orally or in writing or in a manner that is a combination of the two; however, if the spelling bee officials specify an oral format, the speller may not demand a written format except under the conditions of Rule 4.
  
3. **Word Lists:** Approved word lists will be provided by the My Language Spelling Bee Directors. Word lists will be made available on-line and in hard or soft copy at the District Education Offices (DEO). Word list will be organized into four tiers of difficulty. Progression of tiered words given in competition will follow these rules:
  - (1) The initial round in all levels of competition will start with tier one words.
  - (2) If a round is completed where all spellers have answered correctly, the subsequent round will be advanced to the next tier of difficulty.
  - (3) If the number of unused words in the current tier is not adequate to complete a round, advance to the next tier of difficulty.

4. **Special needs:** Spelling bee officials will strive to provide accommodation for spellers who have physical challenges. All requests for spelling bee officials to accommodate special needs involving sight, hearing, speech, or movement should be directed to spelling bee officials well in advance of the spelling bee date. The judges have discretionary power to amend oral and/or written spelling requirements on a case-by-case basis for spellers with medical conditions involving sight, hearing, speech, or movement.
5. **Pronouncer's role:** The pronouncer strives to pronounce words according to the diacritical markings in the My Language Spelling Bee word lists.  
**Speller's requests:** The pronouncer responds to the speller's requests for a definition, sentence, part of speech, and alternate pronunciation. The pronouncer does not entertain root word questions, requests for alternate definitions, or requests for markedly slower pronunciation.  
**Pronouncer's sense of helpfulness:** The pronouncer may offer word information—without the speller having requested the information—if the pronouncer senses that the information is helpful and the information is presented in the entry for the word in the 2014 My Language Spelling Bee word list.
6. **Judges' role:** The judges uphold the rules and determine whether or not words are spelled correctly. They also render final decisions on appeals in accordance with Rule 11. They are in complete control of the competition and their decision is final on all questions.  
**Interaction with the speller:** Because seeing the speller's lip movements may be critical in detecting misunderstandings or misspellings, the judges encourage spellers to face them when pronouncing and spelling the word.  
**Notice of rules:** The judges ensure that all spellers and audience members are given an opportunity to receive a complete copy of the rules prior to the start of the spelling bee.  
**Misunderstandings:** The judges participate in the exchange of information between the speller and pronouncer if they feel that clarification is needed. Also, the judges listen carefully to the speller's pronunciation of the word; and, if they sense that the speller has misunderstood the word, the judge's work with the speller and pronouncer until they are satisfied that reasonable attempts have been made to assist the speller in understanding the word. While the judges are responsible for attempting to detect a speller's misunderstanding, it is sometimes impossible to detect a misunderstanding until an error has been made. The judges are not responsible for the speller's misunderstanding.  
**Pronouncer errors:** The judges compare the pronouncer's pronunciation with the diacritical markings in the word list. If the judges feel that the pronouncer's pronunciation does not match the pronunciation specified in the diacritical markings, the judges direct the pronouncer to correct the error as soon as it is detected.  
**Disqualifications for reasons other than error:** The judges will disqualify a speller (1) who refuses a request to start spelling; (2) who does not approach the microphone (if present) when it is time to receive the word; (3) who does not comply with the eligibility

requirements; (4) who engages in unsportsmanlike conduct; (5) who, in the process of retracing a spelling, alters the letters or sequence of letters from those first uttered; or (6) who, in the process of spelling, utters unintelligible or nonsense sounds.

Speller activities that do not merit disqualification: The judges may not disqualify a speller (1) for failing to pronounce the word either before or after spelling it, (2) for asking a question, or (3) for noting or failing to note the capitalization of a word, the presence of a hyphen or other form of punctuation, or spacing between words in an open compound.

7. **Speller's role:** In a spelling round, the speller makes an effort to face the judges and pronounce the word for the judges before spelling it and after spelling it. The speller *while facing the judges* makes an effort to utter each letter distinctly and with sufficient volume to be understood by the judges. The speller may ask the pronouncer to say the word again, define it, use it in a sentence, and provide the part of speech.  
Misunderstandings: The speller is responsible for any misunderstanding of the word unless (1) the pronouncer never provided a correct pronunciation; (2) the pronouncer provided incorrect information regarding the definition, or part of speech.
8. **Correction of a misspelling:** The pronouncer and judges will not ask the speller to correct another speller's misspelling, even in end-of-bee circumstances.
9. **Errors:** Upon providing an incorrect spelling of a word the speller immediately drops out of the competition, except as provided in Rule 10.
10. **End-of-bee procedure:**  
If all spellers in a round misspell: If none of the spellers remaining in the spelling bee at the start of a round spells a word correctly during that round, all remain in the competition and a new spelling round begins.  
Ties: All spellers eliminated in the same round are tied for the same place. After the champion has been determined, spelling bee officials may opt to conduct tiebreaker rounds if tiebreakers are necessary for the awarding of prizes or the determination of qualifying spellers for the next level of competition.  
If only one speller in a round spells correctly: If only one speller spells correctly in a round, a new one-word spelling round begins and the speller is given an opportunity to spell a word on the list (anticipated championship word). If the speller succeeds in correctly spelling the anticipated championship word in this one-word round, the speller is declared the champion.  
Example: In Round 12 there are four spellers. Spellers 6 and 21 misspell. Speller 30 spells correctly. Speller 42 misspells. So, Speller 30 is the only speller in the round to spell correctly. Speller 30 begins Round 13—a one-word round—and is offered the anticipated championship word. Speller 30 correctly spells the anticipated championship word and is declared champion.

**VERY IMPORTANT:** If a speller misspells the anticipated championship word in a one-word round: A *new* spelling round begins with ALL the spellers who participated in the previous round. These spellers spell in their original order.

Example: In Round 8 there are three spellers. Speller 12 spells correctly and Spellers 23 and 37 misspell. Round 9—a one-word round—begins, and Speller 12 is offered the anticipated championship word. Speller 12 misspells the anticipated championship word. Round 10 begins and includes Spellers 12, 23, and 37. The rules prescribe that spellers 12, 23, and 37 spell in their original order; so Speller 12 gets the next word on the list even though Speller 12 misspelled the previous word on the list. Round 10 is not complete until all three spellers have spelled.

Tip: Spelling bee officials may find it helpful to designate a record keeper or judge to track the progress of spellers throughout the rounds. The record keeper's information will be helpful in preventing end-of-bee confusion.

- 11. Appeals:** The speller's parent(s), guardian, or teacher may appeal to the judges for the speller's reinstatement provided that the appeal is in compliance with the appeal protocol. The judges render a final decision on the appeal in accordance with the reinstatement protocol.

Appeal protocol

An oral appeal must be made to the designated official (usually the spelling bee coordinator/director). The deadline for delivering an appeal is before the speller affected would have received his/her next word had he/she stayed in the spelling bee; however, to minimize disruptions to the spelling bee, every effort should be made to deliver an appeal by the end of the round in which the speller was eliminated. While the competition is in session, individuals who have filed appeals may not directly approach the judges unless explicit permission to approach the judges has been given. The judges will contact the speller if they decide to reinstate the speller. To minimize disruption to the pace of the spelling bee and the concentration of the spellers, the judges are under no obligation to stop the spelling bee in order to discuss with the speller's parent(s), guardian, or teacher a denied appeal. The judges' decisions are final and are subject neither to review nor to reversal by the My Language Spelling Bee directors or officials.

Reinstatement protocol

Pronouncer mispronunciation: An appeal claiming that a speller's elimination from the spelling bee was due to pronunciation error should be denied unless there is agreement that the pronouncer *never* offered a correct pronunciation.

Speller's misunderstanding: An appeal claiming that the speller's elimination from the spelling bee was due to the speller's not understanding the word [its pronunciation and/or other information about the word] should be denied. It is the speller's responsibility to understand the word.

Speller offered correct spelling for a word in this guide: An appeal claiming that the speller correctly spelled the word should be denied unless an audio recording of the bee's proceedings or bee officials' recollections clearly indicate that the word was indeed spelled correctly.

Homonym in a spelling round: An appeal claiming that the speller's elimination was unfair because the speller's word is a homonym should be denied unless the pronouncer failed to define the word *and* the speller correctly spelled a homonym of the word.

Bee officials failed to correct a misunderstanding: An appeal claiming that the speller misspelled or incorrectly answered because the judges and/or pronouncer failed to correct the speller's mispronunciation of the word should be denied. It is sometimes impossible to detect a speller's mispronunciation or misunderstanding, and ultimately it is the responsibility of the speller to understand and correctly pronounce the word.

Disqualification request: An appeal seeking to dislodge another speller from the spelling bee should be denied.

## **Funding**

### School and intermediate level competitions

Funding will **NOT** be provided for school or intermediate level competitions. Any transport or supplies required at this level of competition is considered a necessary community contribution.

### District level competition

The MLSB will be supplying 300,000 Uganda Shillings to district education offices to facilitate the execution of the district level competition. This funding is intended to assist with the acquisition/rental of required items (tables, chairs, audio equipment, stationary, etc.) and labor required for setup and teardown. Additional funding will not be supplied.

The MLSB will **NOT** be supplying transport, per diem, lodging, or facilitation to competitors, guardians, teachers, officials, or any other party for the district level competition.

### National/Language Region level competition

The MLSB will be supplying transport and per diem to the 5 champions from each district. The Teacher, Head Teacher, and one family member for each champion will also be provided transport and per diem for the National/language region level competitions. Transport and per diem amounts will be released at a future date.

### Language Champions

Language champions will receive a 2 night celebration trip to Kampala. This will include travel, lodging, per diem, and a celebration diner for the champion pupil, 2 family members, and a school representative. Transport and per diem amounts will be released at a future date.

## MOES Endorsement

Telegram: "EDUCATION"  
Telephone: 234451/8  
E-mail: [www.education.go.ug](http://www.education.go.ug)  
Fax: 234920



Ministry of Education & Sports  
Embassy House  
P.O. Box 7063  
Kampala, Uganda

In any correspondence on ADM/298/311/01

3<sup>rd</sup> April, 2014

TO: DEOs, Principals, CADs,  
Head Teachers, P3  
Teachers, Language Boards

RE: MY LANGUAGE SPELLING BEE

The Ministry of Education and Sports in Partnership with Peace Corps Uganda will be launching the *My Language Spelling Bee* (MLSB) during the second and third terms of the 2014 school year. The MLSB is a spelling competition for Primary Three pupils attending schools in the following language regions: Luganda, Ateso, Runyankore-Rukiga, Leblango, Lumasaba, Runyoro-Rutoro, Acholi, and Lugbarti.

The goal of the MLSB is to promote local language literacy, the 5 big ideas of literacy, and a love of reading and writing. Spelling Bees are low cost, high impact activities with long term value in regard to preserving local language and promoting reading culture and are a good fit for the educational context here in Uganda. This activity supports lifelong learning and education, and pride in one's mother tongue.

As an educational leader and role model, your participation is critical to the success of this primary local language literacy activity. The Ministry of Education and Sports is drawing your attention on this for your involvement, promotion, and support of the MLSB by any means available to your person or position. All schools, offices, organizations and businesses which engage in the MLSB will receive a certificate commemorating their participation and service to Uganda.

All the District Education Offices (DEOs), in relevant districts, will be required to host spelling competitions, with the school level champions from there district, according to the rules and regulations of the MLSB. DEOs will work with Peace Corps to make available to the public word lists twice monthly. Word lists will be available in a timely manner, in hard or soft copy, distributed equitably to all who enquire. CPTCs and media outlets, including radio, television,

and social media will also be engaged to support the dissemination of word lists and promotion of the event.

The Headteachers should present the My Language Spelling Bee activity at the staff meeting, beginning Term 2, and support P3 Teachers implementation that complements the thematic curriculum. Primary three teachers will be responsible for leading the activity with their class. This includes presenting word lists to the pupils and conducting spelling instructional activities. Schools should conduct a spelling competition according to the rules and regulations of the MLSB. A manual providing spelling study techniques and activities, as well as guidelines on how to conduct a spelling bee, will be distributed to participating schools.

The Ministry of Education and Sports supports and endorses the *My Language Spelling Bee* and expects full cooperation by all parties necessary to the fulfillment of this event. Furthermore, I urge that all parties and institutions presented with this letter work with the directors of the MLSB in full faith and trust towards any and all actions necessary to realize this event in its fullest potential.

For further questions or concerns please contact the MLSB directors at [MyLanguageSBUganda@gmail.com](mailto:MyLanguageSBUganda@gmail.com), or call 0789418450 to find out more about getting your school reading to participate!



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For: **PERMANENT SECRETARY**