BASIC KISWAHILI SELF-STUDY NOTES

SALAMU ZA KAWAIDA *(GREETINGS)*

Utangulizi *(Introduction)*

Salamu ni msingi wa mawasiliano katika Kiswahili. Katika jamii ya Waswahili, ni muhimu kuanza mazungumzo kwa salamu kabla ya kuzungumzia jambo lolote.

(Greetings are the foundation of communication in Kiswahili. In Swahili culture, it is important to begin any conversation with greetings.)

Kwa wanafunzi wa vyuo vikuu, salamu hutumika katika:

- mawasiliano na wahadhiri *(communication with lecturers)*
- mazungumzo na wanafunzi wenzako *(spaking with peers)*
- mazingira ya kazi *(professional settings)*

Mifano ya Salamu *(Examples of Greetings)*

Jedwali la Salamu na majibu *(Table of greetings and responses)*

Kiswahili	**Kiingereza**	**Jibu (*Response*)**
Habari	Hello / How are you	Nzuri
Habari za asubuhi	Good morning	Nzuri
Habari za mchana	Good afternoon	Nzuri
Habari za jioni	Good evening	nzuri
Usiku mwema	Good night	Nawe pia
Hujambo?	Are you fine? (singular)	Sijambo
Hamjambo?	Are you all fine? (plural)	Hatujambo
Shikamoo	Greeting of respect	Marahaba
Vipi?	Whatsap?	Poa
U mzima?	Are you fine?	Ni mzima.
Jambo?	Hello?	Jambo

MANENO YA ADABU *(POLITE EXPRESSIONS)*

Katika Kiswahili, adabu ni muhimu sana katika mawasiliano ya kila siku na hasa katika mazingira ya kitaaluma na biashara. *(Politeness is very important in Kiswahili communication, especially in academic and professional settings)*

Jedwali la Maneno ya Adabu na majibu *(Table of Polite expressions and responses)*

Kiswahili	**Kiingereza**	**Jibu**
Hodi hodi	*Please, may I come in?*	Karibu
Tafadhali	*Please*	Naam
Asante	*Thank you*	Karibu
Samahani	*Sorry / Excuse me*	Naam
Karibu	*Welcome*	Asante
Pole	*Sorry (sympathy)*	Nishapoa
Kwaheri	*Bye bye*	Kwaheri ya kuonana

Matumizi ya Salamu na Adabu katika Chuo *(Use of greetings and polite expressions)*

Kwa mhadhiri *(To a lecturer)*

Katika mawasiliano na mhadhiri, mwanafunzi anapaswa kutumia lugha ya heshima na rasmi. Hii inaonyesha nidhamu na maadili ya kitaaluma. *(When communicating with a lecturer, a student should use polite and formal language. This shows discipline and professionalism.)*

Mifano ya Matumizi *(Examples)*

- *Shikamoo, mhadhiri → (Respectful greeting)*
- *Marahaba → (Response to respectful greeting)*
- *Habari za asubuhi, mhadhiri → (Good morning, lecturer)*
- *Habari za mchana, mhadhiri → (Good afternoon, lecturer)*
- *Samahani mhadhiri → (Excuse me, lecturer)*
- *Tafadhali naomba kuuliza swali → (Please, I would like to ask a question)*
- *Naomba ufafanuzi → (I request clarification)*

- *Asante kwa somo → (Thank you for the lesson)*

Mazungumzo Mafupi Darasani (Short Classroom Conversation)

Mwanafunzi: Shikamoo, mhadhiri. (*Respectful greeting)*

Mhadhiri: Marahaba. *(Response)*

Mwanafunzi: Samahani mhadhiri, naomba kuuliza swali. *(Excuse me lecturer, I would like to ask a question)*

Mhadhiri: Ndiyo, uliza. (*Yes, ask)*

Mwanafunzi: Naomba ufafanuzi kuhusu mada ya leo. *(I request clarification about today's topic)*

Mhadhiri: Sawa, nitaelezea tena. (*Okay, I will explain again)*

Mwanafunzi: Asante kwa msaada. (*Thank you for the help)*

Mhadhiri: Karibu. *(You are welcome.*

Kwa mwanafunzi mwenzako *(To a fellow student)*

Katika mazingira ya chuo, wanafunzi hutumia lugha rahisi, ya kirafiki lakini yenye heshima. Mawasiliano haya husaidia kujenga ushirikiano na urafiki. *(In a university setting, students use simple, friendly but respectful language. This helps build cooperation and friendships.)*

Mifano ya Matumizi *(Examples)*

- *Habari yako? → (How are you?)*
- *Nzuri, asante → (Fine, thank you)*
- *Na wewe je? → (And you?)*
- *Asante sana → (Thank you very much)*
- *Samahani → (Excuse me / sorry)*
- *Unaenda wapi? → (Where are you going?)*
- *Unasoma kozi gani? → (What course are you studying?)*
- *Tuonane baadaye → (See you later)*

Mazungumzo Mafupi ya Wanafunzi (Short Student Conversation)

Betty: Habari yako? (*How are you?)*

Paul: Nzuri, asante. Na wewe je? (*Fine, thank you. And you?)*

Betty: Nzuri pia. Unaenda darasani? (*Fine too. Are you going to class?)*

Paul: Ndiyo. Kipindi chetu cha biashara kinaanza sasa. (Yes. The our business class is starting now.)

Betty: Sawa, tuonane baadaye. *(Okay, see you later)*

Paul: Sawa, kwaheri ya kuonana. (*Okay, goodbye)*

Katika ofisi au biashara *(Office/Business setting)*

Katika mazingira ya ofisi au biashara, lugha ya Kiswahili inapaswa kuwa ya heshima, wazi, na ya kitaaluma. Maneno ya adabu hutumika sana ili kuonyesha huduma bora na mawasiliano mazuri.

(In office or business settings, Kiswahili should be polite, clear, and professional. Polite expressions are important for good customer care and communication.)

Mifano ya Matumizi *(Examples)*

- *Karibu ofisini → (Welcome to the office)*
- *Tafadhali, karibu kiti → (Please, have a seat)*
- *Tafadhali kaa chini → (Please sit down)*
- *Naweza kukusaidia? → (May I help you?)*
- *Unahitaji huduma gani? → (What service do you need?)*
- *Tafadhali subiri kidogo → (Please wait a moment)*
- *Samahani kwa kuchelewa → (Sorry for the delay)*
- *Asante kwa kufika → (Thank you for coming)*
- *Karibu tena → (You are welcome again / Please come again)*

Mazungumzo Mafupi Ofisini (Short Office Conversation)

Mhudumu: Karibu ofisini. (*Welcome to the office.)*

Mteja: Asante sana. (*Thank you very much.)*

Mhudumu: Tafadhali karibu kiti. Naweza kukusaidia? (*Please have a seat. May I help you?)*

Mteja: Ndiyo, ninahitaji taarifa kuhusu huduma zenu. *(Yes, I need information about your services.)*

Mhudumu: Sawa, tafadhali subiri kidogo. Nitakusaidia sasa hivi. *(Okay, please wait a moment. I will assist you shortly)*

Mteja: Asante. *(Thank you)*

UTAMBULISHO (SELF-INTRODUCTION)

Utambulisho ni hatua muhimu katika mawasiliano ya Kiswahili. Hutumika kuelezea wewe ni nani, unatoka wapi, na unafanya nini.

(Self-introduction is an important part of communication in Kiswahili. It is used to explain who you are, where you come from, and what you do.)

Katika mazingira ya chuo kikuu, utambulisho hutumika katika:

- darasani *(in class)*
- mikutano *(meetings)*
- mahojiano *(interviews)*
- mawasiliano ya kila siku *(daily interactions)*

Maswali ya Utambulisho *(Self-Introduction Questions)*

Haya ni maswali ya kawaida ambayo watu huuliza wakati wa kutambuliana. Maswali haya yatakusaidia kujibu kwa usahihi katika mazungumzo ya kila siku na mazingira ya chuo.

(These are common questions people ask during introductions. They help you respond correctly in daily and university interactions.)

Jedwali la Maswali ya Utambulisho

Kiswahili	Kiingereza
Jina lako ni nani?	*(What is your name?)*
Unatoka wapi?	*(Where are you from?)*
Unaishi wapi?	*(Where do you live?)*
Unasoma wapi?	*(Where do you study?)*
Unasoma kozi gani?	*(What course are you studying?)*
Wewe ni nani?	*(Who are you?)*
Rafiki yako ni nani?	*(Who is your friend?)*
Unafanya nini?	*(What do you do?)*
Uko mwaka wa ngapi?	*(Which year are you in?)*

Jedwali la maneno muhimu ya Utambulisho *(Table of Key Expressions in introduction)*

Kiswahili	Kiingereza
Jina langu ni…	*(My name is…)*
Mimi ni mwanafunzi	*(I am a student)*

Kiswahili	**Kiingereza**
Ninasoma…	*(I study…)*
Ninatoka…	*(I come from…)*
Ninaishi…	*(I live in…)*
Ninasoma katika…	*(I study at…)*
Ninafuraha kukutana na wewe	*(Nice to meet you)*
Na wewe je?	*(And you?)*

Utambulisho katika Mazingira ya Chuo

- Jina langu ni Amina → *(My name is Amina)*
- Ninasoma uanahabari → *(I study Journalism)*
- Mimi ni mwanafunzi wa mwaka wa kwanza → *(I am a first-year student)*
- Ninasomea katika chuo kikuu cha Kampala International → *(I study at KIU)*
- Mimi ni mwanafunzi wa biashara → *(I am a business student)*
- Nina uzoefu mdogo katika biashara → *(I have basic experience in business)*

Muundo wa Utambulisho *(Structure of Self-Introduction)*

Utambulisho rahisi hufuata mpangilio huu:

- Jina
- Kozi
- Mahali unapotoka
- Mahali unaposomea

(A simple introduction follows this order: name, course, origin, and place of study.)

Mfano wa Utambulisho Kamili *(Full Self-Introduction)*

Jina langu ni John. *(My name is John.)*

Mimi ni mwanafunzi katika Chuo Kikuu cha Kampala International. *(I am a student at Kampala International University.)*

Ninasoma kozi ya biashara. *(I study Business Administration.)*

Ninatoka Mbarara. *(I come from Mbarara.)*

Nimefuraha kukutana na wewe. *(Nice to meet you)*

Mazungumzo ya Utambulisho *(Introduction Dialogue – Campus Setting)*

A: Habari yako? *(How are you?)*

B: Nzuri, asante. Na wewe je? *(Fine, thank you. And you?)*

A: Nzuri pia. Jina langu ni Sarah. *(Fine too. My name is Sarah.)*

B: Namefurahi kukutana na wewe Sarah. Mimi naitwa David. *(Nice to meet you Sarah. My name is David.)*

A: Unasoma kozi gani? *(What course are you studying?)*

B: Ninasoma kozi ya sheria. Na wewe je? *(I study law, And you?)*

A: Mimi nasoma uanahabari. *(I study Journalism.)*

B: Vizuri sana. Unatoka wapi? *(Very nice. Where are you from?)*

A: Ninatoka Kampala. *(I come from Kampala.)*

B: Nami natoka Gulu. *(I also come from Gulu.)*

A: Sawa, tuonane darasani. *(Okay, see you in class.)*

B: Sawa, kwaheri. *(Okay, goodbye.)*

Alfabeti ya Kiswahili *(Kiswahili Alphabet)*

Irabu (*Vowels***)**

Kiswahili kina **irabu tano (5)**.
(Kiswahili has five vowels.)

Jedwali la Irabu

Irabu	**Mfano**	**Maana**
A	andika	*(write)*

Irabu	Mfano	Maana
E	embe	*(mango)*
I	imba	*(sing)*
O	ota	*(dream/ germinate)*
U	uma	*(bite)*

Matumizi ya Irabu katika Sentensi (*Use in Sentences)*

- Mwanafunzi anaandika notisi *(The student writes notes)*
- Mkulima analima embe *(The farmer grows mangoes)*
- Mtoto ameota *(The child has dreamed)*
- Mvulana anauma chakula *(The boy is biting food)*

Konsonanti (*Consonants***)**

Jedwali la Konsonanti

Konsonanti	Mfano	Maana
B	baba	*(father)*
CH	chai	*(tea)*
D	dada	*(sister)*
DH	dhahabu	*(gold)*
F	fedha	*(money)*
G	gari	*(car)*
GH	ghali	*(Expensive)*
H	habari	*(news)*
J	jua	*(sun)*
K	kuku	*(chicken)*
KH	kheri	*All the best*

Konsonanti	**Mfano**	**Maana**
L	lala	*(sleep)*
M	mama	*(mother)*
N	ndege	*(bird)*
NY	Nyanya	*Grandmother*
NG’	ng’ombe	*(cow)*
P	pesa	*(money)*
R	rafiki	*(friend)*
S	soko	*(market)*
SH	shamba	*(farm)*
T	tamu	*(sweet)*
TH	thamani	*(value)*
V	viazi	*(potatoes)*
W	wiki	*(week)*
Y	yeye	*(he/she)*
Z	zabibu	*(grapes)*

Muunganiko wa Herufi *(Combining Letters)*

Katika Kiswahili, herufi huunganishwa kuunda silabi na maneno.

(Letters combine to form syllables and words.)

Mifano

- ba, be, bi, bo, bu
- ma, me, mi, mo, mu

Vidokezo Muhimu *(Key Notes)*

Kila herufi huandikwa na kusomwa kama ilivyo *(Each letter is written and read as it is)*

Hakuna herufi zisizosomwa *(There are no silent letters)*

Irabu ni muhimu katika kuunda maneno *(Vowels are important in forming words)*

HESABU ZA KISWAHILI (*Counting)*

1. Kutoka 1 hadi 10 (From 1 to 10)

Kiswahili	**English**
Moja	*(One)*
Mbili	*(Two)*
Tatu	*(Three)*
Nne	*(Four)*
Tano	*(Five)*
Sita	*(Six)*
Saba	*(Seven)*
Nane	*(Eight)*
Tisa	*(Nine)*
Kumi	*(Ten)*

2. Makumi (Tens)

Kiswahili	**English**
Kumi	*(Ten)*
Ishirini	*(Twenty)*
Thelathini	*(Thirty)*
Arobaini	*(Forty)*
Hamsini	*(Fifty)*
Sitini	*(Sixty)*
Sabini	*(Seventy)*
Themanini	*(Eighty)*
Tisini	*(Ninety)*

Kiswahili English

Mia moja *(One hundred)*

MAANDALIZI YA MTIHANI WA MAZOEZI (*Preparation for Practical assessment)*

Maswali ya kawaida (Common Questions)

Swahili Question	**English Translation**	**Sample Answer (Kiswahili)**	**English Translation of Answer**
Jina lako ni nani?	*What is your name?*	Jina langu ni Johnpaul.	*My name is Johnpaul.*
Unatoka wapi?	*Where are you from?*	Ninatoka Namugongo.	*I am from Namugongo.*
Unasomea wapi?	*Where do you study?*	Ninasomea Chuo Kikuu cha Kiswahili.	*I study at Kiswahili University.*
Una miaka mingapi?	*How old are you?*	Nina miaka 29.	*I am 29 years old.*
Rafiki yako ni nani?	*Who is your friend?*	Rafiki yangu ni Caroline.	*My friend is Caroline.*
Unasoma kozi gani?	*Which course do you study?*	Ninasoma uanahabari.	*I study journalism.*
Unaishi wapi?	*Where do you live?*	Ninaishi Wakiso.	*I live in Wakiso.*
Je, una ndugu wangapi?	*How many siblings do you have?*	Nina ndugu wawili.	*I have two siblings.*
Unafundisha au unasoma?	*Do you teach or study?*	Ninasoma sasa hivi.	*I am currently studying.*
Unapenda kupumzika vipi?	*How do you like to relax?*	Napenda kusoma vitabu.	*I like reading books.*
Je, unafanya kazi?	*Do you work?*	Ndiyo, nafanya kazi ofisini.	*Yes, I work in an office.*
Unafanya kazi gani?	*What kind of work do you do?*	Mimi ni msaidizi wa ofisi.	*I am an office assistant.*

Swahili Question	**English Translation**	**Sample Answer (Kiswahili)**	**English Translation of Answer**
Unaandika barua pepe mara ngapi?	*How often do you write emails?*	Naandika barua pepe kila siku.	*I write emails every day.*
Je, unapenda somo gani?	*Which subject do you like?*	Napenda Kiswahili sana.	*I like Kiswahili very much.*
Unasoma darasa la saa ngapi kwa wiki?	*How many hours do you study per week?*	Ninasoma masaa kumi kwa wiki.	*I study ten hours per week.*
Je, unapenda shule au ofisi zaidi?	*Do you prefer school or office?*	Napenda shule zaidi.	*I prefer school more.*
Unapenda kufanya kazi kwa timu au peke yako?	*Do you prefer working in a team or alone?*	Napenda kufanya kazi kwa timu.	*I like working in a team.*
Je, unashiriki mashirika ya wanafunzi?	*Do you participate in student organizations?*	Ndiyo, mimi ni mwanachama wa klabu ya Kiswahili.	*Yes, I am a member of the Kiswahili club.*
Unapenda kukutana na wenzako lini?	*When do you like to meet your colleagues?*	Napenda kukutana baada ya masomo.	*I like to meet after classes.*

Ngeli za nomino (*Noun classifications)*

Ngeli ya m-wa (*Living things except trees and plants)*

Singular (Kiswahili)	**Plural (Kiswahili)**	**English Translation**
Mtu	Watu	Person / People
Mwalimu	Walimu	Teacher / Teachers
Mwanafunzi	Wanafunzi	Student / Students
Mganga	Waganga	Doctor / Doctors
Mchungaji	Wachungaji	Pastor / Pastors
Mtu wa biashara	Watu wa biashara	Business person / Business people
Mwandishi	Waandishi	Writer / Writers

Singular (Kiswahili)	Plural (Kiswahili)	English Translation
Msimamizi	Wasimamizi	Supervisor / Supervisors
Mpishi	Wapishi	Cook / Cooks

Sentensi

- Mchungaji anahubiri. *The pastor is preaching.*
- Mwalimu anafundisha. *The teacher is teaching.*
- Mwanafunzi anasoma kitabu. *The student is reading a book.*
- Rafiki yangu ni mwema. *My friend is kind.*
- Mtu huyu ni mzuri. *This person is good.*
- Mganga anasaidia wagonjwa**.** *The doctor is helping the patients.*

Wingi wa sentensi

- Wachungaji wanahubiri. *The pastors are preaching.*
- Walimu wanafundisha. *The teachers are teaching.*
- Wanafunzi wanasoma vitabu. *The students are reading books.*
- Marafiki zangu ni wema. *My friends are kind.*
- Watu hawa ni wazuri. *These people are good.*
- Waganga wanasadia wagonjwa. *The doctors are helping the patients.*

Ki-Vi Noun Class

Singular → Plural

Singular (Ki-)	Plural (Vi-)	English
Kiti	Viti	Chair
Kisu	Visu	Knife
Kitabu	Vitabu	Book
Kazi	Kazi	Work / Task
Kijiji	Vijiji	Village
Kifaru	Vifaru	Rhinoceros

Simple Sentences (Singular)

1. **Kiti hiki ni kizuri.**
   This chair is good.
2. **Kisu hiki kiko mezani.**
   This knife is on the table.

3. **Kitabu hiki kinasaidia mwanafunzi.**
   This book helps the student.
4. **Kazi hii ni muhimu.**
   This task is important.
5. **Kijiji hiki kiko mbali.**
   This village is far.
6. **Kifaru hiki kipo katika hifadhi.**
   This rhinoceros is in the sanctuary.

Plural Sentences (Vi-)

1. **Viti hivi ni vizuri.**
   These chairs are good.
2. **Visu hivi viko mezani.**
   These knives are on the table.
3. **Vitabu hivi vinasaidia wanafunzi.**
   These books help the students.
4. **Kazi hizi ni muhimu.**
   These tasks are important.
5. **Vijiji hivi viko mbali.**
   These villages are far.
6. **Vifaru hivi vipo katika hifadhi.**
   These rhinoceroses are in the sanctuary.

VITENZI (VERBS)

Vitenzi ni maneno yanayoonyesha kitendo kinachofanywa na mhusika katika sentensi. *(Verbs are words that show an action performed by the subject in a sentence)*

Katika Kiswahili, vitenzi hutumika sana katika:
• mawasiliano ya kila siku *(daily communication)*
• mazingira ya darasani *(classroom setting)*
• kazi na ofisi *(work and office environment)*

Jedwali la Vitenzi vya Kawaida *(Table of Common Verbs)*

Kitenzi (*Root Verb)*	**Kitenzi Jina (***Infinitive Form)*
Soma *(read/ study)*	Kusoma *(to read/ study)*
Fundisha *(teach)*	Kufundisha *(to teach)*
Andika *(write)*	Kuandika *(to write)*
Sikiliza *(listen)*	Kusikiliza *(to listen)*
Ongea *(speak)*	Kuongea *(to speak)*
Fanya *(do)*	Kufanya *(to do)*
Fanya kazi *(work)*	Kufanya kazi *(to work)*
Jifunze *(learn)*	Kujifunza *(to learn)*
Saidia *(help)*	Kusaidia *(to help)*
Uliza *(ask)*	Kuuliza *(to ask)*
Jibu *(answer)*	Kujibu *(to answer)*
Enda *(go)*	Kwenda *(to go)*
Rudi *(return)*	Kurudi *(to return)*
Kaa *(sit/ stay)*	Kukaa *(to sit/ stay)*
Subiri *(wait)*	Kusubiri *(to wait)*
Lala *(sleep)*	Kulala *(to sleep)*
Amka *(wake up)*	Kuamka *(to wake up)*
Kula *(eat)*	Kula *(to eat)*
Kunywa *(drink)*	Kunywa *(to drink)*
Tembea *(walk)*	Kutembea *(to walk)*
Nunua *(buy)*	Kununua *(to buy)*
Uza *(sell)*	Kuuza *(to sell)*
Penda *(like/ love)*	Kupenda *(to like/ love)*
Chukia *(hate)*	Kuchukia *(to hate)*

Kitenzi (*Root Verb)*	**Kitenzi Jina** (*Infinitive Form)*
Cheza *(play)*	Kucheza *(to play)*

Matumizi ya Vitenzi katika Sentensi *(Use of Verbs in Sentences)*

- Ninasoma kitabu. *(I am reading a book)*
- Mwalimu anafundisha darasani. *(The teacher is teaching in class)*
- Ninaandika barua pepe. *(I am writing an email)*
- Wanafunzi wanasikiliza mhadhiri. *(Students are listening to the lecturer)*
- Anaongea Kiswahili vizuri. *(He/She speaks Kiswahili well)*
- Ninafanya kazi ofisini. *(I am working in an office)*
- Tunajifunza Kiswahili. *(We are learning Kiswahili)*
- Anasaidia wanafunzi. *(He/She helps students)*
- Ninauliza swali. *(I ask a question)*
- Anajibu swali. *(He/She answers a question)*
- Ninaenda chuoni. *(I am going to campus)*
- Ninarudi nyumbani. *(I return home)*
- Anakaa darasani. *(He/She stays in class)*
- Tunasubiri mwalimu. *(We are waiting for the teacher)*

Shughuli *(Activity)*

Andika sentensi tano (5) kwa Kiswahili ukitumia vitenzi ulivyojifunza, kisha uzitafsiri kwa Kiingereza. *(Write five sentences in Kiswahili using the verbs you have learned, then translate them into English)*

UKANUSHI WA WAKATI ULIOPO -na-*(Negative Present Tense)*

Muundo wa Ukanushi *(Structure of Negative Form)*

Kiima cha ukanushi + mzizi wa kitenzi (kilichobadilishwa)
(Negative subject prefix + modified verb root)

Kanuni Muhimu *(Important Rule)*

👉 **Ikiwa kitenzi kinaishia na herufi "-a", herufi "a" hubadilika kuwa "-i" katika ukanushi.**
(If a verb ends in "-a", the final "a" changes to "-i" in the negative form.)

Mfano:

- Soma → Somi
- Fanya → Fanyi
- Andika → Andiki

- Sikiliza → Sikilizi
- Cheza → Chezi

Viambishi vya Ukanushi (*Negative Subject Prefixes)*

Kiima	**Kiambishi cha Ukanushi**	**Kiingereza**
Mimi	Si-	*(I am not)*
Wewe	Hu-	*(You are not)*
Yeye	Ha-	*(He/She is not)*
Sisi	Hatu-	*(We are not)*
Ninyi	Ham-	*(You are not)*
Wao	Hawa-	*(They are not)*

Mifano ya Sentensi za Ukanushi *(Negative Sentences)*

• Sisomi kitabu. *(I am not reading a book.)*
• Hufanyi kazi. *(You are not working.)*
• Haandiki barua. *(He/She is not writing a letter.)*
• Hatusomi Kiswahili. *(We are not studying Kiswahili.)*
• Hamsikilizi mwalimu. *(You (plural) are not listening to the teacher.)*
• Hawachezi mpira. *(They are not playing football.)*

Vidokezo Muhimu *(Key Notes)*

• Katika ukanushi, **-na- huondolewa.**
(In the negative, "-na-" is removed.)
• Ikiwa kitenzi kinaishia na **-a**, hubadilika kuwa **-i** katika ukanushi.
(If the verb ends with -a, it changes to -i in the negative.)

WAKATI UJAO -ta-*(FUTURE TENSE)*

Wakati ujao hutumika kuonyesha kitendo kitakachofanyika baadaye.
(Future tense is used to show an action that will happen later.)

MUUNDO WA WAKATI UJAO *(Positive Form Structure)*

Kiima + -ta- + mzizi wa kitenzi
(Subject prefix + -ta- + verb root)

VIAMBISHI VYA KIIMA (*SUBJECT PREFIXES)*

Kiima	**Kiambishi**	**Kiingereza**
Mimi	Ni-	*(I)*
Wewe	U-	*(You - singular)*
Yeye	A-	*(He/ She)*
Sisi	Tu-	*(We)*
Ninyi	M-	*(You - plural)*
Wao	Wa-	*(They)*

MIFANO YA UUNDWAJI *(Formation Examples)*

- Ni + ta + soma → **Nitasoma** *(I will read)*
- U + ta + fanya → **Utafanya** *(You will do)*
- A + ta + enda → **Ataenda** *(He/ She will go)*
- Tu + ta + jifunza → **Tutajifunza** *(We will learn)*

SENTENSI ZA WAKATI UJAO *(POSITIVE SENTENCES)*

- Nitasoma kesho. *(I will study tomorrow.)*
- Utaandika barua pepe. *(You will write an email.)*
- Atafundisha darasani. *(He/ She will teach in class.)*
- Tutajifunza Kiswahili. *(We will learn Kiswahili.)*
- Mtasikiliza mhadhiri. *(You (plural) will listen to the lecturer.)*
- Watafanya kazi ofisini. *(They will work in the office.)*

UKANUSHI WA WAKATI UJAO (NEGATIVE FUTURE TENSE)

Muundo wa Ukanushi *(Structure)*

Kiima cha ukanushi + -ta- + mzizi wa kitenzi
(Negative subject prefix + -ta- + verb root)

VIAMBISHI VYA UKANUSHI *(NEGATIVE SUBJECT PREFIXES)*

Kiima	**Kiambishi cha Ukanushi**	**Kiingereza**
Mimi	Si-	*(I will not)*
Wewe	Hu-	*(You will not)*
Yeye	Ha-	*(He/ She will not)*

Kiima	**Kiambishi cha Ukanushi**	**Kiingereza**
Sisi	Hatu-	*(We will not)*
Ninyi	Ham-	*(You will not)*
Wao	Hawa-	*(They will not)*

MIFANO YA SENTENSI ZA UKANUSHI *(NEGATIVE SENTENCES)*

• Sitasoma kesho. *(I will not study tomorrow.)*
• Hutaandika barua. *(You will not write a letter.)*
• Hataenda chuoni. *(He/She will not go to campus.)*
• Hatutajifunza leo. *(We will not learn today.)*
• Hamtasikiliza mwalimu. *(You (plural) will not listen to the teacher.)*
• Hawatafanya kazi kesho. *(They will not work tomorrow.)*

VIDOKEZO MUHIMU *(KEY NOTES)*

• Katika wakati ujao, tunatumia **-ta-** kuonyesha wakati wa baadaye.
(The marker -ta- shows future tense.)

• Katika ukanushi, **hakuna mabadiliko ya mwisho wa kitenzi (-a hubaki -a)** *(In the negative future, the final vowel does not change.)*

Mfano:

- Nitasoma → Sitasoma
- Atafanya → Hatafanya

WAKATI ULIOPITA -li-(PAST TENSE)

Utangulizi (Introduction)

Wakati uliopita hutumika kuonyesha kitendo kilichofanyika tayari. *(Past tense is used to show an action that has already happened.)*

MUUNDO WA WAKATI ULIOPITA (Positive Form Structure)

Kiima + -li- + mzizi wa kitenzi
(Subject prefix + -li- + verb root)

Mifano (Examples)

• Nilisoma *(I studied)*
• Uliandika *(You wrote)*

• Alikwenda *(He/She went)*
• Tulijifunza *(We learned)*

SENTENSI ZA WAKATI ULIOPITA (POSITIVE SENTENCES)

• Nilisoma jana. *(I studied yesterday.)*
• Uliandika barua. *(You wrote a letter.)*
• Alifundisha darasani. *(He/She taught in class.)*
• Tulijifunza Kiswahili. *(We learned Kiswahili.)*
• Mlisikiliza mhadhiri. *(You (plural) listened to the lecturer.)*
• Walisoma vitabu. *(They read books.)*

UKANUSHI WA WAKATI ULIOPITA (NEGATIVE PAST TENSE)

Muundo (Structure)

Kiima cha ukanushi + -ku- + mzizi wa kitenzi (HAUBADILIKI)
(Negative subject prefix + -ku- + verb root (NO change to the final vowel))

VIAMBISHI VYA UKANUSHI (NEGATIVE SUBJECT PREFIXES)

Kiima	**Kiambishi**	**Kiingereza**
Mimi	Si-	*(I did not)*
Wewe	Hu-	*(You did not)*
Yeye	Ha-	*(He/She did not)*
Sisi	Hatu-	*(We did not)*
Ninyi	Ham-	*(You did not)*
Wao	Hawa-	*(They did not)*

KANUNI SAHIHI (CORRECT RULE)

👉 **Katika ukanushi wa wakati uliopita, kitenzi HABADILIKI (hubaki na -a).**
(In negative past tense, the verb does NOT change; it keeps the final -a.)

MIFANO YA SENTENSI ZA UKANUSHI (NEGATIVE SENTENCES)

• **Sikusoma** jana. *(I did not study yesterday.)*
• **Hukuandika** barua. *(You did not write a letter.)*
• **Hakufundisha** darasani. *(He/She did not teach in class.)*
• **Hatukujifunza** Kiswahili. *(We did not learn Kiswahili.)*
• **Hamkusikiliza** mwalimu. *(You (plural) did not listen to the teacher.)*
• **Hawakucheza** mpira. *(They did not play football.)*

VIDOKEZO MUHIMU (KEY NOTES)

• **-li-** hutumika kwa sentensi chanya (positive)
(-li- is used in positive past tense)

• **-ku-** hutumika kwa ukanushi
(-ku- is used in negative past tense)

• **Hakuna mabadiliko ya mwisho wa kitenzi (-a hubaki -a)**
(No change in the final vowel; -a remains -a)

VIWAKILISHI NA MAJIBU YA MASWALI (*USING PRONOUNS IN RESPONSES)*

Swali: Unasoma? *(Are you studying?)*
Jibu: Ndiyo, **ninasoma**. *(Yes, I am studying.)*

Swali: Anaenda chuoni? *(Is he/she going to campus?)*
Jibu: Ndiyo, **anaenda**. *(Yes, he/she is going.)*

Swali: Mnafanya kazi? *(Are you (plural) working?)*
Jibu: Hapana, **hatufanyi kazi**. *(No, we are not working.)*

SHUGHULI (*PRACTICE ACTIVITY)*

Jaza nafasi kwa kutumia kiwakilishi sahihi. *(Fill in the blanks using the correct pronoun)*

1. ______ ninasoma Kiswahili. *(I am studying Kiswahili)*
2. ______ unaenda darasani. *(You are going to class)*
3. ______ anafundisha wanafunzi. *(He/She teaches students)*
4. ______ tunasoma pamoja. *(We study together)*
5. ______ wanafanya kazi ofisini. *(They work in an office)*

VIVUMISHI (ADJECTIVES)

Utangulizi (Introduction)

Vivumishi ni maneno yanayotumika kuelezea au kutoa sifa ya nomino. *(Adjectives are words used to describe nouns.)*

Vivumishi husaidia:
• kuelezea watu na vitu *(describe people and things)*
• kufanya sentensi iwe na maana zaidi *(make sentences more meaningful)*

MIFANO YA VIVUMISHI (COMMON ADJECTIVES)

Kiswahili Kiingereza

-zuri	*(good/ beautiful)*
-baya	*(bad)*
-kubwa	*(big)*
-dogo	*(small)*
-refu	*(tall/ long)*
-fupi	*(short)*
-haraka	*(fast)*
-pole	*(slow)*
-rahisi	*(easy)*
-gumu	*(difficult)*

KANUNI YA VIVUMISHI (AGREEMENT RULE)

👉 Vivumishi hubadilika kulingana na **ngeli ya nomino**.
(Adjectives change depending on the noun class.)

MIFANO YA MATUMIZI (USAGE EXAMPLES)

Ngeli ya M-WA (Watu)

- Mtu **mzuri**. *(A good person)*
- Watu **wazuri**. *(Good people)*

- Mwanafunzi **mdogo**. *(A small/ young student)*
- Wanafunzi **wadogo**. *(Young students)*

Ngeli ya KI-VI (Vitu)

- Kitabu **kizuri**. *(A good book)*
- Vitabu **vizuri**. *(Good books)*

- Kiti **kikubwa**. *(A big chair)*
- Viti **vikubwa**. *(Big chairs)*

SENTENSI ZA VIVUMISHI (SENTENCES WITH ADJECTIVES)

• Mwanafunzi mzuri anasoma kwa bidii. *(A good student studies hard.)*
• Walimu wazuri wanafundisha vizuri. *(Good teachers teach well.)*
• Kitabu hiki ni kizuri. *(This book is good.)*
• Viti hivi ni vikubwa. *(These chairs are big.)*
• Kazi hii ni ngumu. *(This work is difficult.)*

VIDOKEZO MUHIMU (*KEY NOTES)*

• Vivumishi vingi huanza na **-** (mfano: -zuri, -kubwa)
(Many adjectives have a root starting with a hyphen)

• Kiambishi hubadilika kulingana na ngeli
(The prefix changes depending on the noun class)

Mfano:

- mzuri / wazuri
- kizuri / vizuri

SHUGHULI (*PRACTICE ACTIVITY)*

Chagua kivumishi sahihi na ukamilishe sentensi. *(Choose the correct adjective and complete the sentence.)*

1. Mwanafunzi ______ anasoma sana. *(good)*
2. Kitabu hiki ni ______. *(big)*
3. Watu hawa ni ______. *(good)*
4. Kazi hii ni ______. *(difficult)*
5. Viti hivi ni ______. *(small)*

Maneno ya kuanzisha maswali (Question Words)

Kiswahili	**Kiingereza**
Nani?	Who?
Nini?	What?
Wapi?	Where?
Lini?	When?
Kwa nini?	Why?
Vipi?	How?

Kiswahili	Kiingereza
Gani?	Which / What kind?

Mifano ya Maswali ya Maelezo (Examples)

Kiswahili	Kiingereza
Nani anakusomesha?	Who teaches you?
Unaenda wapi?	Where are you going?
Unaamka lini?	When do you wake up?
Kwa nini unasoma sana?	Why do you study a lot?
Vipi unavyopika chakula?	How do you cook food?
Kazi gani unayofanya?	What kind of work are you doing?

MATUMIZI YA MASWALI KATIKA SENTENSI (QUESTIONS IN SENTENCES)

• Nani anafundisha Kiswahili? *(Who teaches Kiswahili?)*
• Unaenda darasani lini? *(When are you going to class?)*
• Je, unasoma vitabu kila siku? *(Do you read books every day?)*
• Kwa nini mtoto huyu ana furaha? *(Why is this child happy?)*
• Vipi tunaweza kusaidia? *(How can we help?)*

Mazoezi ya Tathmini ya Kiswahili *(Swahili Assessment Exercises)*

1. Salamu na Adabu (Greetings and Etiquette)
Umekwenda katika ofisi ya mhadhiri wako kumuuliza kuhusu mtihani. Andika mazungumzo yenu kuanzia unavyogonga mlango, unavyomsalimia, na unavyoomba msaada kwa kutumia maneno ya heshima.

2. Utambulisho (Self-Introduction)
Leo ni siku yako ya kwanza darasani na wanafunzi wenzako hawakujui. Simama na ujitambulishe kwao. Waambie jina lako, unakotoka, unachosoma, na mambo unayopenda kufanya.

3. Alfabeti, Irabu, na Konsonanti (Letters and Sounds)
Tazama vitu vilivyomo ndani ya darasa lako au ofisi yako. Andika majina ya vitu vitano (5) tofauti na utumie kila neno kutunga sentensi moja rahisi.

4. Vitenzi na Shughuli (Verbs and Activities)
Fikiria uko kazini au chuoni tangu asubuhi mpaka jioni. Eleza mambo

mbalimbali unayoyafanya hapo kwa kutumia vitenzi unavyovijua (mfano: kuandika, kusoma, kusaidia).

5. Nyakati (Tenses)
Eleza ratiba yako ya masomo au kazi. Andika mambo uliyofanya **jana**, unayofanya **sasa hivi**, na utakayofanya **kesho** asubuhi.

6. Ngeli za Nomino na Wingi (Noun Classes and Plurals)
Chagua watu watatu (mfano: mwalimu, mwanafunzi) na vitu vitatu (mfano: kiti, kitabu). Andika sentensi zinazoonyesha watu hao na vitu hivyo vikiwa katika hali ya wingi (zaidi ya mmoja).

7. Hesabu za Kiswahili (Counting)
Umepewa jukumu la kununua vifaa vya ofisi au darasa. Eleza kwa maneno (siyo namba) idadi ya vitu ulivyonunua na jumla ya pesa ulizotumia au idadi ya watu waliopo.

8. Mazungumzo Darasani na Ofisini (Professional Dialogue)
Mgeni amefika ofisini kwenu au darasani kwenu na anatafuta msaada. Andika mazungumzo yenu yakionyesha jinsi unavyomkaribisha na kumuelekeza jambo analohitaji kwa lugha sanifu.

9. Shughuli za Kila Siku (Daily Routine)
Andika hadithi fupi kuhusu maisha yako ya kila siku tangu unapoamka mpaka unapolala. Baada ya kuandika kwa Kiswahili, andika maana ya hadithi hiyo kwa Kiingereza.

"Remember that Kiswahili is not just a courseunit but our national language and a bridge to connect people. Use this skill to communicate respectfully, build understanding and advance in your studies and career. All the best, and continue promoting Kiswahili every day!"