**NAME: ...................................................................... ................ADM NO: ........................ CLASS: ...................**

**TRIAL 4**

**TERM 2-2024**

**ENGLISH**

**FORM 2**

**FUNCTIONAL WRITING (20 MARKS)**

You have completed your form four examination. You have read the following advert for a job in the Standard newspaper. Write a letter of application that can help you land an interview.

(20 marks).

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| **WANTED- OFFICE TRAINEE**School leaver (male or female) is required to act as a general messenger.Applicants must be well spoken and presentable, as duties will includeAnswering the telephone and conducting visitors.A good command of English is essential.Minimum education requirements-A mean grade B at KCSE with good passes in English, Maths and Business Education.Typing is an added advantage.Please, apply in writing to:-**Miss Mtendakazi, Personnel Manager,****Express Solutions Ltd.,****P.O Box 11563 00010 GPO****NAIROBI.** |