**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 include  Answering 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.** |