

**ENGLISH PP1 MS****(Functional Writing, Cloze Test, Oral Skills)****For Examiner's use only**

<b>Question</b>	<b>Maximum Score</b>	<b>Candidates Score</b>
1	20	
2	10	
3	30	
<b>Total Score</b>	<b>60</b>	

**1. FUNCTIONAL WRITING ( 20 MARKS)**

You are the Secretary of the Journalism Club in your school. The chairperson has asked you to send out a notice of the second meeting to review the previous year's club activities. During the meeting, you will need to discuss the Finances, Club Projects, the annual magazine and club membership. ( 20 marks)

- a) Write the notice of this meeting which you would send to the members of the Journalism Club ( 12 marks)

The Notice must:

Bear the label

NOTICE<sup>√<sup>1</sup></sup>\_\_\_\_\_

Have the name of the club issuing the notice at the top<sup>√<sup>1</sup></sup>\_\_\_\_\_

State that it is meant for the members of the named Club.  
<sup>√<sup>1</sup></sup>\_\_\_\_\_

State the date, day venue and time of the meeting. ( 2 marks)\_\_\_\_\_

Be written in formal, precise language\_\_\_\_\_

Bear the indication who issued the notice ie. Secretary (need not be signed) <sup>√<sup>2</sup></sup>\_\_\_\_\_

Have border for enhanced appearance.\_\_\_\_\_ ( 2 marks)

SECRETARY\_\_\_\_\_

JOURNALISM CLUB\_\_\_\_\_

language (3 marks)

- b) Write the Agenda that you would attach to the notice. ( 8 marks)

**The Agenda.**

Must be separate from the notice

Must have the heading of the Club

Must have the indication that it is on agenda

Must show evidence that this is a follow – up meeting ( 2<sup>nd</sup> meeting) by indicating there are minutes of the previous meeting.

AGENDA <sup>√<sup>1</sup></sup>

1. Preliminaries. ✓<sup>1/2</sup>
2. Confirmation of previous minutes ✓<sup>1/2</sup>
3. Matters arising. ✓<sup>1/2</sup>
4. Finances ✓<sup>1</sup>
5. Club projects ✓<sup>1</sup>
6. Annual magazine ✓<sup>1</sup>
7. Club membership ✓<sup>1</sup>
8. A.O.B ✓<sup>1/2</sup>
9. Secretary ✓<sup>1/2</sup>
10. Journalism Club ✓<sup>1/2</sup>

## 2. CLOZE TEST ( 10 MARKS)

In the world today some people are (1) dying of starvation while others are dying of disease brought (2) about by overeating. An understanding of nutrition is, therefore, important for ( 3 ) anyone who wants to see changes for the ( 4 ) better. Today, as never before, people are increasingly aware of the (5) fact that the world's food resources are limited. In fact, the problems of human welfare are (7) probably far greater than economic or political problems. It is not only the (8) quantity of food available in a given place that is important but also the quality of food. Indeed, the (9) challenges faced by nutritionists have never been greater (10) than they are today and the science of nutrition is a subject everyone should study.

(Adapted from *success in Nutrition* by Magnus Puke)

## 3. ORAL SKILLS

a) **How much wood would a woodchuck chuck if a woodchuck could chuck wood?**

i) Classify the genre above. ( 1 mark)

tongue twister ✓

ii) Identify any two features of style prominent in the genre above ( 4 marks)

alliteration ✓ - /w/ used widely ..... wood would a woodchuck ✓

consonance ✓ - /d/ wood would would ✓

b) For each of the following words provide another two in which the letter(s) in bold is pronounced the same way. ( 4 marks)

- |      |                   |                         |
|------|-------------------|-------------------------|
| i)   | <b>Monkey</b>     | Sun, dust, Money        |
| ii)  | <b>Chasm</b>      | character, chemist      |
| iii) | <b>During</b>     | dupe, duress, duplicate |
| iv)  | <b>Especially</b> | esteem, escape, excerpt |

**(any 2 words ½ = 1 x 4 = 4 marks)**

- c) The school choir is rehearsing a choral verse for the Music festival. The choir is making a presentation for the rest of the school so as to get some feedback. Give any three things that the listeners need to pay attention to and explain why.

( 6 mks)

- The presenters use of tonal variation;<sup>√</sup> this enables the choir appropriate expression of different sounds.<sup>√</sup>
- correct diction/pronunciation/language<sup>√</sup> this will enable effective delivery of intended message and to avoid distortion.<sup>√</sup>
- Voice projection<sup>√</sup> this will ensure the audience clearly hear and understand the presentation.<sup>√</sup>
- Use of appropriate gestures<sup>√</sup> – ensures delivery of the message and creates emphases.<sup>√</sup>
- Appropriate facial expressions<sup>√</sup> – to help capture the mood and hence add to the meaning of the verse<sup>√</sup>

( Must Explain) (Any 3, 2 marks each )

- d) You have been short – listed to attend an interview in a mult- national company for the job of company accountant. Outline how you would conduct yourself during the interview. ( 5 marks)

- 1) Knock gently at the door and once inside remain standing until offered a seat.
2. Warmly respond to greetings.
3. Maintain an upright sitting posture.
4. Maintain meaningful eye contact with the interviews.
5. Respond to questions confidently, taking time to think through answers where necessary.

6. If for some reason you don't know the answer, honestly say it without wasting time.
7. Finally, thank the interviewers at the end of the interview and shut the door gently.

( Any 5, 1 mark)

- e) State whether we have a falling or rising intonation in the following sentences. ( 4 marks)

- a) How did she travel to Dubai? **Falling**
- b) I have been working very hard for the coming examination. **Falling**
- c) Have you ever been to moon? **Rising.**
- d) What a horrible scene! **Falling.**

- f) Write another word with similar pronunciation as these: ( 6 mks)

i) Lean – lien

ii) Pale – pail

iii) Jibe – gibe

iv) Bawl – ball

v) Root – route

vi) Dual – duel