

**FUNCTIONAL WRITING UNMASKED.
THIS DOCUMENT EXPLORES
THROUGH THE INTRICACIES OF
FUNCTIONAL WRITING WITH
WRITING TIPS AND RELEVANT
EXAMPLES OF EACH GENRE.
RECOMMENDED FOR TEACHING AND
REVISION**

FUNCTIONAL WRITING

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CREDITS

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PREFACE

In 2006, the English syllabus was reorganized to address integration. English is taught through the 4 language skills namely:

- ❖ Listening
- ❖ Speaking
- ❖ Reading
- ❖ Writing.

The content for language and literature is therefore covered under these skills. Focus is therefore on skill and content. Listening and speaking, for example, is taught with resources from Oral Literature and Poetry as these two provide natural oral content. Reading is also taught because these genres have necessarily to be read in order to be studied.

The objective of this work is to focus on the KNEC and KIE English syllabuses' requirements for effective learning of Functional skills, and the assessment of the same through the English paper 1 (101/1).

By looking at the respective components of this paper, it is hoped that best practices for effective teaching of Functional Skills will emerge so that teachers are better equipped to prepare KCSE candidates excellent performance in Paper 101/1.

ENGLISH PAPER 101/1: FUNCTIONAL SKILLS

This is a paper that tests learners on the practical application of the functional skills taught/learned during the course. It is based on the four skills taught in English namely:

- Listening
- Speaking
- Writing
- Reading

The above skills are the cornerstone of the integrated English syllabus. In teaching one or two of the skills, it's inevitable that the other skill is also being applied though not over-emphasized at the given time.

Structure of the paper

The paper has three sections:

- Functional writing
- Cloze test
- Oral skills

Functional writing refers to those texts that we produce in order to achieve a specific purpose.

Pieces of functional writing are intended to fulfill specific needs, like applying for a job, registering to vote, keeping records or publicizing an event.

CHARACTERISTICS OF FUNCTIONAL WRITING

Although every type of functional writing is unique, there are common features shared by different types of functional writing. They include the following:

1. **Fixed format**—each type of functional writing has specific parts which are arranged in a specific order.
2. **Absolute economy**—a piece of writing should limit itself exclusively to giving the information required, in the fewest words possible.
3. **Abbreviations**—several standard abbreviations are allowed in functional writing.
4. **Conventional language**—the language of most samples of functional writing does not vary. The expressions used in functional writing are determined by common and regular usage.

Functional writing is the first question which carries 20 marks. Here the candidate is tested on how to write a given item following the correct format and appropriate register.

Format

Format refers to general arrangement; design or plan of the item you are writing. Each functional item has its own *distinct format*. This underscores the importance of using the correct format when writing a particular set item for you to be answering the question.

Wrong format therefore means you have not answered the question as required. At a glance an internal memo is quite distinct from a letter of application for a job.

Register

Register is the style of writing that is usually appropriate to the situation that it is used in. In this case we largely consider whether the item is based on a *formal* or *informal* situation; this will in turn determine whether the *language* to be adopted will be formal or informal. The candidate has also to narrow down to the specific item to decide on the *tone* to be used in the writing and the *mood* that should be conveyed in some instances.

For instance, when writing a recipe, the language should be imperative since one is giving directives while reports and minutes are written in the passive voice. In a message of condolence, a sorrowful tone and mood need to be expressed at the very beginning but later on end in a hopeful tone to show that all is not lost.

Once the correct format and register is applied, the candidate's overall linguistic competence is assessed.

The ability of a student to express the information flawlessly and precisely is of utmost importance. This means a good command of grammar. Correct tenses, proper punctuation, correct spellings, and apt vocabulary among other grammar aspects are also considered.

Having considered proper format and appropriate register, you should ensure *good presentation* of the information since this will endear your work to the examiner. This includes proper paragraphing and generally neat work. This shows that the candidate is confident and sure of what he/she is tackling.

The following is a guideline list of the items you need to revise on.

- **Letters**

These include letters of application, inquiry, apology, invitations, confidential letters/reports, letter to the editor, request letter

- **Institutional writing/documents**

These include reminders, minutes, internal memos, notification of a meeting, writing the agenda, Curriculum vitae

- **Personal/social writing**

These include shopping list, packing list, to do list, friendly letters, inventories, thank you notes, congratulatory notes, message of condolences, telegrams, emails, personal journal, diary, C.V's, biographies, autobiographies

- **Process writing**

These include giving and following directions e.g. Recipes, Autobiographies, Biographies, Speech writing, dialogue and conversations.

- **Report writing**

This includes investigative/survey report, newspaper reports and confidential report.

- **Public writing**

This entails designing posters, invitation cards

- **Study writing**

It includes book reviews, synopsis.

LIST OF FUNCTIONAL WRITINGS

1. PACKING LIST

(Excelling in Eng. Bkl P146)

When going back to school or even to a trip away from home, you need to ensure that you have packed the things that you will require.

It is therefore important to make a list of the items that you are going to pack to avoid leaving behind essential items.

Feature of a packing list

- ✓ **Title**— e.g. back to school Packing list.
Below your heading, you can have sub headings indicating the categories of items involved e.g. shoes, clothing, cosmetics e.t.c.
- ✓ **Quantity**—you should show clearly the specific number/quantity of items involved e.g. three shirts, one tube of 50g toothpaste, three pieces of soap and two towels.
- ✓ **Type of items** involved e.g. shirt—the cotton one or the blue and yellow striped one.
- ✓ You should also give a **description** of each item to help you distinguish it from the others.

Example of a packing list.

Packing list for a trip to Maasai Mara

SN. No. of item	Item	Type	Quantity	Description
1. 2	Clothes	a) Shirts	3	1. The new yellow one 2. the old blue one 3. the green short-sleeved one
		b) Trousers	2	1. The blue jeans 2. the black baggy corduroy
		c) Towels	1	The purple one
2.	Shoes	a) Rubber	2 pairs	1. The black and white ones 2. the brown ones
		b) Leather	2 pairs	1. The brown ones 2. the brown safari boots
		c) Slippers	1pairs	The blue ones
3.	Cosmetics	a) Body lotion	1 bottle	Vaseline
		b) Hair food	1 bottle	Pressol
4.	Comb	Plastic	1	The yellow one
5.	toothpaste	Colgate	1 tube	The 50g one
6.	Books	a) novel	1	The river and the source
		b) Poems	1	Boundless voices
7.	Bedding	a) Sheets	a pair	The pink ones
		b) Blankets	2	1. The heavy blue and striped one 2. the brown one

2. TO DO LIST

This is a list of activities that you are planning to do. We write this list to avoid forgetting.

Example of a To Do List

Wednesday 16th may 2015

- Iron clothes
- Do English assignment
- Watch a football match
- Visit my friend

3. SHOPPING LIST

Just like a packing list, you need to make a list of what you are planning to buy to avoid forgetting crucial items. You need to arrange the items in order of priority such that you buy important items first.

Features of a shopping list

- ✓ **Title**—e.g. my birthday shopping list
- ✓ **Quantity** of items that you are going to buy e.g. 2kg of sugar, 2 loaves of bread e.t.c.
- ✓ **Brand or type** of the item you are going to buy e.g. cooking fat—1kg of Kimbo, Toothpaste—50g of Colgate
- ✓ **Details of the items** to differentiate among the things you are going to buy e.g. Shirt—blue short sleeved
Pepper—green
- ✓ The **price** of each item to be bought
- ✓ The **total amount** required

Back to school shopping list

No. of item	Item	Type	Quantity	Description	Price	Total
1.	Clothes	a) Shirts	3	1. The new yellow one 2. the old blue one 3. the green short-sleeved one	200/=	1000/=
		b) Trousers	2	1. The blue jeans 2. The black baggy corduroy	800/=	1200/=
		c) Towels	1	The purple one	300/=	300/=
2.	Shoes	a) Rubber	2 pairs	1. The white ones 2. the brown ones	800/=	1400/=
		b) Leather	2 pairs	1. The brown ones 2. The brown safari boots	1200/=	2400
		c) Slippers	1pairs	The blue ones	200/=	200/=
3.	Cosmetics	a) Body lotion	1 bottle	Vaseline	100/=	100/=
		b) Hair food	1 bottle	Pressol	200/=	200/=
4.	Comb	Plastic	1	The yellow one	100/=	100/=
5.	toothpaste	Colgate	1 tube	The 50g one	100/=	100/=
6.	Books	a) novel	1	The river and the source	400/=	400/=
		b) Poems	1	Boundless voices	300/=	300/=
7.	Bedding	a) Sheets	a pair	The pink ones	400/=	400/=
GRAND TOTAL						8100/=

4. REMINDERS

These are short notes that we write so as to remember the activities that we are supposed to do. This is done to avoid forgetting important things because sometimes we become pre-occupied with many issues.

We therefore need to cultivate the habit of writing reminders to avoid missing out on important occasions or activities.

If you are a secretary of a group, you need to write notes to members to remind them of things they are supposed to do. Such notes are called reminders.

Examples of Reminders.

i)

Monday 28th January 2020

2.00 pm

Subject: Library Books

- Remember to return Library Books today

4.00pm

Subject: visiting a friend

- Remember to visit Joan at this time

ii)

UTUBORA DEBATING CLUB REMINDER

To: The chairperson
From: The secretary
Date: 30th March, 2020
Subject: Consultation with Patron

Please remember to consult the patron about the club's visit to Mwanza Girls' School for a Debating Session next term. You are expected to do this before the official's meeting on 10th April 2020.

(sign)
Kabere H.
Secretar

5. DIARIES

A diary is a private document in which you record activities, events and appointments that you want to remember. It acts as an aid to memory. It helps us to honour appointments, important occasions and useful dates as well as remember past events. The book for keeping such records is also called a diary. It contains a calendar for the whole year with a space for each day, week and month. The space is usually small so you need to be selective and brief by using short forms, notes or abbreviations that are meaningful to you.

Many diaries also contain spaces

where you can record personal information like your name, address, blood group and the person to be contacted in case of emergency.

There are two types of diaries:-

- a) Appointment diary
- b) Personal journal.

i) Appointment Diary

In this type of diary, we record appointments so as not to forget. It may not be written in complete sentences. It contains the date, time and the event of the appointment. An example is when a student writes a revision timetable for specific days and times so as not to forget.

Example of an appointment Diary

Day	Date	Time	Subject
Monday	24/03/2020	8.00— 10.00 pm	Literature
Tuesday	25/03/2020	7.00— 8.00 pm	Mathematics
Wednesday	26/03/2020	8.00— 9.00 pm	Physics
Thursday	27/03/2020	7.30— 8.00 pm	Chemistry
Friday	28/03/2020	9.00—10.00 pm	English Grammar

One may also write a diary on how he/she is planning to spend one of the weeks of a given holiday.

Day	Date	Time	Subject
Monday	24/08/2020	8.00 am— 11.00 am	Weeding the garden
Tuesday	25/08/2020	7.00 am— 4.00 pm	Going for shopping
Wednesday	26/08/2020	9.00 am— 6.00 pm	Doing assignment
Thursday	27/08/2020	7.30 am— 8.00 pm	Visiting Meshack
Friday	28/08/2020	9.00 am—2.00 pm	Washing clothes

An Appointment Diary may also be written using a different format. Look at the following entry.

Day& Date:	Monday 25/03/2014
Time:	2.00 pm.
Venue:	National Theatre
Event/Activity:	Watching a play “Betrayal In The City”
In-charge/speaker/presenter e.t.c:	Theatrix Arts Ensemble

ii) PERSONAL JOURNAL

(Test it and Fix it P.94)

A personal journal is a private record of events that made one happy, excited, angry, embarrassed or depressed during the day.

Although it is a personal document, one needs to observe the mechanics of good writing, including grammar, punctuation, spelling and sentence construction.

Unlike an appointment diary, a personal journal is written after an event has taken place and therefore it is written in past tense. It is also written in complete sentences giving one’s experiences and reflections.

A journal for each event is called an *entry*. It must have the day and date.

Example of a personal journal entry

Sunday 25th December, 2020

Today was the most shameful day of my life. I still can’t believe that I stooped too low to allow my friends to influence me to take alcohol. I should not have listened to that talk about Christmas happening only once a year. I hate to imagine what could have happened if I had got drunk... My God! Just what made me break my vow never to drink? I think I will have to change my friends in the New Year and also be more assertive.

6. POSTERS

These are enlarged write-ups that are strategically placed in an effort to inform people about a certain event. Posters seek to inform unlike advertisements which seek to persuade for profit. A lot of creativity is required to come up with a poster. Posters are found in many places such as:-

- Notice boards
- Bus stops
- Walls
- Vehicles
- On advertising boards e.t.c.

Features of an effective poster:-

- ✓ Use of attractive colours and graphics
- ✓ Must be clear enough for one to see from far.
- ✓ Must be brief so as to pass on the message to those quickly passing by.
- ✓ Must be well written out (grammatical) to look credible.
- ✓ Must be written in morally acceptable language.
- ✓ Must contain all relevant information so as not to mislead.

Example of a poster

Matata Secondary School

*Invites all to:
Our end of year*

Cultural Day!

Venue: Our school hall
Time: 9.00am – 5.30pm
Date: 30th October, 2020

**The guest artist will be:
*The Matata band.***

Come expecting to be Fully Entertained.

7. PUBLIC NOTICES

These are instructions or announcements or appeals intended for a large number of people. Notices can be put on notice boards, in the dailies or in areas where they will capture the attention of a large group of people.

A good public notice must contain the following:-

- ✓ It must indicate its source. It must be indicated that it is a public notice. It is meant for all.
- ✓ It should contain a heading that captures the message carried in the poster. The heading should either be underlined or in bold. It should be eye-catching.
- ✓ The message should be kept as brief as possible but it should also capture the intended message.
- ✓ A notice should be signed at the bottom either by the person sending it out or the participating partners.

Example of a public notice

UZALENDO HIGH SCHOOL

toNOTICE

There will be a staff meeting
On 3rd May, 2020
In the School Library
Starting at 8.00 am.

PLEASE BE PUNCTUAL

Yours,
Gisoi Kepha.
(Principal)

8. ADVERTISEMENT

Advertising is the process of communicating about a product or service to as many potential customers in the target market as possible.

An advertisement is a picture, a set of words or a short film intended to persuade people to buy a product or use a service. It can also give information about a job.

Aims of advertising

- To inform consumers about the product (so as to boost sales /for promotion services)
- To persuade consumers buy the product.
- To counter competition from similar products or services.
- To make consumers aware of any improvement made on the products.

There are AIDA Principles of Advertisement that capture the aims of advertising. i.e.

A – Attention: No message about a product can be delivered to customers without gaining their attention.

I – Interest: The advertisement must maintain the interest of the customers for the message to be delivered.

D – Desire: It creates a level of desire for the product. This will lead to the customer's positive action.

A – Action: A successful advertisement will lead the customer into buying the product and not going for the alternative.

Advertising media

These are means in which advertisements are delivered to intended customers i.e.

- Television
- Radio
- Newspapers
- Magazines
- Posters
- Billboards
- Direct mails
- Internet e.t.c.

Features of a good advert

- ✓ It must catch the consumer's attention by using catchy words.
- ✓ Interesting
- ✓ It should have a vivid description of the product.
- ✓ It should be clear and easy to understand.

- ✓ It should mention how the reader or listener will benefit from the product should he/she buy it e.g. having offers attached to buying it.
- ✓ It should be brief and appealing to the eye.
- ✓ It should indicate where to find the product.
- ✓ It should include a picture to help in catching the readers' or listeners' attention.
- ✓ A price tag is usually included. It may indicate that the price has been slashed (e.g. was 120/= now 100/=)
- ✓ Exclamation marks are commonly used to show that the one advertising is wondering why the customer has not taken action.

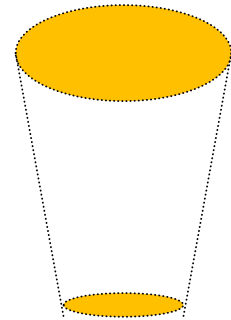
Example of an advertisement

CHANGE YOUR TASTE!

With

ELIBU

COOKING FAT



And win yourself fabulous prizes!

August - December 2020

**CHECK UNDER THE LID FOR INSTANT PRIZES. COLLECT THEM AT
OUR MAIN OFFICES AT UHURU TOWERS, 2ND FLOOR.
EVERYONE IS ELIGIBLE.**

GET VALUE FOR YOUR MONEY

9. INVENTORY

An inventory is a detailed list of all items or goods in a place such as an office, a classroom, a church, shop, a clinic and so on.

This document gives details of the quantity and condition of whatever is available in a place.

An inventory contains columns that show;-

- ✓ Date when the record was entered
- ✓ Date of delivery of an item.
- ✓ Quantity of item.
- ✓ Description of a particular item.
- ✓ Date of issue
- ✓ Signature of the person being issued with an item.
- ✓ Items remaining after issue.

Below is an example of a stock card from a library inventory of Ikonge Secondary School.

IKONGE SECONDARY SCHOOL LIBRARY INVENTORY CARD						
Date of record	Delivery date	Quantity	Description	Date of issue	sign	Balance
05/06/06	04/06/06	50	Macmillan Bk.4 Eng texts	10/06/06		32
11/06/06	11/06/06	20	Reams of foolscaps	15/06/06		15

10. LETTERS

These are written forms of communication. They are broadly categorized into *informal* and *formal* letters. Each category has its unique features that students need to study closely. There are two acceptable patterns of organizing formal and informal letters;-

- Block
- Indented

BLOCK FORMAT

*Miti Mirefu Secondary School,
P.O BOX 483270-00100,
Nairobi.*

17th August 2013

INDENTENT FORMAT

*Miti Mirefu Secondary School,
P.O. Box 483270-00100,
Nairobi.*

17th August 2013

i) INFORMAL LETTERS

These are letters to friends, parents, relatives and acquaintances. Unlike formal letters, the recipient will, in most cases be well known to the writer. The language used is therefore informal, though the degree of informality varies. One cannot use the same language for example, to address parents and friends.

The language used should also be grammatical and other writing conventions such as punctuation, spelling and paragraphing should be observed.

Feature of an informal letter

- ✓ Writer's address (without the sender's name)
- ✓ Date
- ✓ Salutation
- ✓ Main body
- ✓ Complimentary close
- ✓ Sender's name.

Example of an informal letter

Ngurumo High School
P.o Box 49380-80900,
Lamu.

10th August 2020.

Dear Ron,

Receive my regards. How are you fairing on since we left each other when schools were reopened? How are the other family members?

This is to just let you know that I arrived in school safely after the half term break. Please bro, could you get me some money for the upcoming school trip in October? I am dying to visit Uganda and yet I know Mum and Dad may not be able to afford the five thousand shillings required for the trip at the moment.

Love,
Cynthia.

ii) FORMAL LETTERS

Formal letters include all official letters for example letters of inquiry, application, apology, request e.t.c.

An important point to remember is that, unlike informal letters, the information in the letter is conveyed to people we do not know or those with whom we have a formal relationship. The language in these letters therefore needs to be formal, clear and concise.

Features of a formal letter

- ✓ Writer's address (without the sender's name). This is not written when the letter is typed on a letterhead.
- ✓ Date- this is written after skipping one line from the writer's address.
- ✓ The recipient's address that is written below the writer's address but at the left hand side of the page.
- ✓ Salutation e.g. Dear Sir or Dear Madam or Dear Mr/Mrs Fulani
- ✓ The subject or reference that indicates the purpose in brief for which the letter is written.
- ✓ Main body that needs to have at most three paragraphs
- ✓ Complimentary close—this ends the letter with the words like (Yours Sincerely)
- ✓ The writer's signature and full name.

- ✓ If there are documents accompanying the letter, it is required that you mention them under the title “Enclosure”. If there is more than one enclosure, write the number in brackets)
- ✓ If the same letter is being sent to more than one person, then write “CC” below the enclosure and the name(s) of the recipient(s)

Example of a formal letter

P.O BOX 483270-00100,
Nairobi.

17th August 2020

The Bank Manager,
Mavuno Bank of Kenya,
P.O BOX 5743-00200
Nairobi.

Dear Sir/ Madam,

RE: APPLICATION FOR THE POSITION OF CASHIER TRAINEE

I am writing to apply for the position of Cashier Trainee as advertised in the Daily News newspaper of 13th August 2020.

I am a form four student preparing to sit for Kenya Certificate of Secondary Examination in October this year. I have consistently performed well in Mathematics and Languages as attested by my attached Mock Examination results.

I am the chairperson of the school’s Young Entrepreneurs Club. I have also worked with the Accounts Department in my school as part of my school fees waiver contributory program. I am therefore interested in being recruited as a cashier trainee.

Please find enclosed a copy of my Curriculum Vitae.

Yours Sincerely,
(Sign)
Amina Mpenda Biashara.

Encl.: Curriculum Vitae

11. MINUTES

Minutes are a formal record of the proceedings of a meeting. They are written using a specific format and register.

While writing minutes, you should include the following:-

- a) ***Title or Heading:*** - this is written in capital letters and underlined. Include aspects such as the name of the group that is meeting, the date, the venue and time of the meeting.
- b) ***Record of attendance:*** - This will include those present. Those absent with apology, those absent without apology and any non-member who has been invited to attend (in attendance)
- c) ***The preliminaries:*** - here, you should note the formalities that introduce a meeting such as the chair calling the meeting to order, saying a prayer, noting any apologies and the chairperson's welcoming remarks.
- d) ***Confirmation of minutes of the previous meeting:*** - the secretary reads the minutes and one member proposes and then another one seconds. Then the secretary and the chairperson sign the minutes.
- e) ***Matters arising:*** - these are issues that arise from the minutes of the previous meeting, which are discussed in the current meeting.
- f) ***Business of the day:*** - this involves the agenda for the meeting.
- g) ***Any other business:*** - these are any other issues that are discussed that were not listed on the agenda.
- h) ***Adjournment:*** - this brings the meeting to a close. The time when the meeting ends is indicated here.
- i) ***Date of the next meeting:*** - this is mentioned, and preferably information on venue and time should be given.
- j) ***Space for the chairperson and the secretary to sign*** after the confirmation of the minutes.

N/B: Each item on the agenda should be numbered as a separate minute.

Sample minutes

MINUTES OF A MEETING OF SHINERS SCHOOL ENVIRONMENT CLUB OFFICIALS HELD IN THE DINING HALL ON 26TH MAY 2020 AT 4.00 P.M.

Present

- | | |
|-----------------------|-------------|
| 1. Wangui Muchemi | Chairperson |
| 2. Katoo Ole Tangwa | Treasurer |
| 3. Nafula Wanjala | Secretary |
| 4. Odhiambo Okiega | Member |
| 5. Mureithi Wang'ombe | Member |

Absent with apology

- | | |
|------------------|--------|
| 1. Kimiri Wagura | Member |
|------------------|--------|

Absent without apology

- | | |
|--------------------|--------|
| 2. Emmanuel Mutiso | Member |
|--------------------|--------|

Min 38/12: Preliminaries

The chairperson called the meeting to order at 4.05p.m and welcomed all members.

Min 39/12: Confirmation of Minutes of the Previous Meeting

The secretary read the minutes of the previous meeting. They were proposed by Odhiambo, okiega and seconded by Mureithi wang'ombe as a true record of the meeting's proceedings. The chairperson and the secretary then signed the minutes.

Min 40/12: Matters arising from the previous meeting

The treasurer reported that the recruitment of new members in the previous term had resulted in an increased availability of finances to run the club activities.

The secretary reported that a list of all schools with environment clubs, which had been requested for in the previous meeting was now available.

Min 41/12: Environment Day

Members discussed the activities that the club would undertake on the world environment day planned for 5th June 2020. The meeting also proposed that the chairperson requests the club patron to invite an environmentalist to address the students on the importance of reducing noise pollution.

Min 42/12: Elections

- a) The chairperson informed the members that the club elections were due in July before the beginning of mock examinations. The members resolved that the elections be held on July 14th 2020.
- b) The secretary was requested to inform all club members about the elections and to ensure that ballot papers are prepared in time.

Min 43/12: AOB

- a) A member informed the meeting that the Ministry of Education was planning an essay-writing competition on the environment. The secretary promised to find out more about the competition and to brief the members in the next meeting.
- b) Members resolve that the chairperson requests the patron to be in attendance in the next meeting in order to address some of the issues raised about the Environment Day.

Min 45/12: Adjournment

There being no other business, the meeting adjourned at 5.30 p.m.

Min 45/12: Next meeting

The next meeting would be held on 2nd June 2020 at the same venue a 4.00 p.m.

Confirmation of the minutes

Chairperson:.....**Date:**

Secretary:.....**Date:**

REPORTS

A report is a description containing information on an investigation or a task. It is written using the active voice and should be clear and concise.

The purpose of the report is to give information on a particular issue to enable others to take necessary action. Different types of reports vary in length depending on the subject.

Reports include:-

- a) Annual reports for companies
- b) Reports on expenditure in an organization
- c) Report of an investigation into an issue.

There are two main types of reports:-

- Informal reports
- Formal reports

INFORMAL REPORTS

Informal reports include newspaper and magazine reports, reports on events, accidents, incidents e.t.c

12. NEWSPAPER REPORTS

(int. eng bk.4 p.147)

In Newspaper reports, the name of the writer is written below the heading. The heading needs not to be grammatical. E.g.

Mps fight in Parliament

By Juma Njuguna

- A newspaper report is written in continuous prose and it must be brief.
- It must use formal language.
- It must be objective; i.e. no showing of emotions or opinions
- It does not have signing off.

Example of a newspaper report

Pedestrian hit and killed as sister watches

By Moses Gitau

A middle-aged man died on the spot when he was hit by a speeding vehicle as he crossed the busy Nairobi's Waiyaki highway yesterday. Moments later nine passengers were injured when a matatu rolled after a collusion with a university bus on the opposite side of the dual carriage way.

The pedestrian was accompanied by his sister, who watched helplessly as his brother was hit as he crossed the road at Waruku. She said she opted to wait for the traffic to clear as her brother opted to cross the highway. In the other accident, an International United States University bus taking students to Naivasha rammed the matatu as the driver tried to avoid a lorry.

The bus driver said he suspected the lorry driver was distracted by the first accident.

REPORTS ON EVENTS, ACCIDENTS, INCIDENTS E.T.C

They must have a title e.g. **“Report on.....”**

The first paragraph has introductory remarks on what the report is about. E.g.

Recently our school held a parents’ day; the following is a report of what took place. The Guest of Honor was....

They are written in prose and have no sub-titles.

They require to be written in passive voice as much as possible.

Use of objective language is necessary

They have an ending i.e.

Report written by

(Signature)

Name

13. REPORTS ON CLUB ACTIVITIES

Normally at the end of a year, clubs/ organizations issue a report on the activities of the club for the year that has ended. It can also be a report on the finances of the club and how they were spent. Such reports are written by the secretary and given to the members of the club.

Example of a club report.

IKONGE AGRICULTURAL CLUB

REPORT ON THE CLUB ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2020

The club undertook various activities last year. Some of them required huge amounts of money which the club members were able to raise.

A. Sources of Funds

We managed to raise 200,000/= that was required to begin a poultry farm through contributions by members and aids from well-wishers. The farm which we initiated is now a reliable source of funds to the club.

B. Club Registration

We were able to register our club with “THE AGRICULTURAL SOCIETY OF KENYA”. Because of that our club was recognized and we got ten new members.

C. Agricultural Visits

We were able to visit various Agricultural Shows from where we gathered useful information on the modern methods of farming.

D. Account Opening

The club opened an account and proposed that each member to contribute 500/= per month. Up to the end of the year we were able to raise 456,000/= to the account.

This is the report for our club for the year ended 31st Dec, 2020

Report compiled by,

(sign)

Mr. Shilingi Mfukoni.

(Secretary)

FORMAL REPORTS

These include reports on investigations, confidential reports, reports in form of programs, e.t.c

14. INVESTIGATIVE REPORT

A good report should be:-

- Carefully researched on.
- Objective—consider other people’s views as much as possible.
- Concise and well written
- Well organized

An investigation report has the following features: -

- ✓ Title
- ✓ Introduction/Terms of Reference
- ✓ Collection of information/ methods of data collection
- ✓ Findings
- ✓ Conclusion
- ✓ Recommendations.
- ✓ Ending

➤ Title.

This tells us what the report is about. It is written in capital letters and underlined E.g.

A REPORT ON THE POST-ELECTION VIOLENCE IN KENYA

➤ **Introduction/Terms of Reference**

Here, the writer identifies himself and states whom the report is written for i.e. who requested for the report. It also indicates when the report is expected. If a committee was appointed, then a list of the members is written here. The purpose of the report and also the task of the committee i.e. to “*investigate and recommend....*”

➤ **Collection of information/ methods of data collection**

The methods used to collect data are mentioned here. The common methods include: -

- a) Observation
- b) Interviews
- c) Questionnaires
- d) Sampling e.t.c.

No personal opinion should be included here.

➤ **Findings**

In the findings, you state what was observed and noted after analyzing the information. Include views of those interviewed.

➤ **Conclusion**

This should be based on the observation. The outcome/result of the research is given in a summarized way. No new information should be added.

➤ **Recommendations**

These should be based on the findings and the conclusion. This part is written in note form/numbered. The specific actions to be taken to resolve the problem researched on are given.

➤ **Signing off**

This includes the ending clause, signature, name and designation of the writer. E.g.

*Report compiled by,
Gisoi Kepha
(Secretary)*

Sample investigation report

A REPORT ON THE PROBLEMS FACING KAMENI BOYS' SCHOOL

Introduction/Terms of Reference

The principal of the school asked some students to survey the school and establish the major problems facing it. The aim of the investigation was to come up with the recommendations that would assist the administration to look for ways of curbing the problems. The report was to be submitted in two weeks' time. The following were selected as the committee members:-

Kamau Kariuki --- Chairperson

Boru Chach ---- Secretary

Abraham Hussein --- Member

William James --- Member

Henry Martin -- Member

Collection of data

The committee members collected data by interviewing the students, the cooks and the teaching staff. They also observed and asked some members to fill questionnaires.

Findings

1. Teaching Staff

It was noted that the school is understaffed in the mathematics and sciences departments. The shortage in these areas had led to poor results I KCSE for the last three years.

2. Non-teaching staff

It was observed that school workers were not in school uniform. Consequently, it is not possible to differentiate them from strangers. Some of the workers are very untidy.

3. Dining hall

It was discovered that the dining hall has only a few tables and benches which are not enough for the entire student population. As a result, most students take their lunch while standing.

4. Enrolment

Although the school is registered as three streams, it has four streams. Most classrooms have over fifty students. This has put a strain on the available resources. Teachers cannot effectively guide the learners since they are too many.

Conclusion

These problems have compromised the standards of education leading to poor performance. Urgent solutions are therefore needed to remedy the situation

Recommendations

The committee recommended the following to solve the problems: -

- a) The principal to request the Teachers' Service Commission for more teachers to curb the problem of shortage of teachers.
- b) All school workers should be given uniforms and soaps to ensure their cleanliness.
- c) The dining hall should be well furnished.
- d) The school authority should apply for registration of the school as four streams to reflect the increased number of students.
- e) The students in every stream should also be trimmed to a maximum of forty.

Report Compiled by;
Boru Chach
Secretary.

15. CONFIDENTIAL REPORTS

These are reports written to comment on the suitability of a person for a job/task/admission. It is also an assessment of the suitability of someone or something for a given task/activity.

- ✓ They are not meant for public readership but for the person requesting for them
- ✓ It is written in form of a formal letter (this is optional)
- ✓ The weaknesses as well as the strengths of the person are mentioned truly
- ✓ It must focus on the aspects that are relevant to the job applied for.

Example of a confidential report

Mashamba Flowers.
P.O. Box 54765-000100,
Nairobi.

15th July, 2020.

The Human Resource Manager,
Landscaping Enterprises,
P.O. Box, 122-00100,
Nairobi.

Dear Sir/Madam,

RE: RECOMMENDATION FOR MR JAMES KAPULE

I have known Mr. Kapule for the last six years. During this time, he worked as a gardener in our flower farm where we grow flowers of all types for export. While working for the company, he attended short courses both locally and overseas and obtained a diploma in flower growing and landscaping.

Mr. Kapule is an innovative person who is quite adventurous. He in fact introduced a number of exotic flowers in the farm, which saw our sales soar. He is hardworking and needs no supervision. I therefore recommend him with full confidence that he will not disappoint you. If you need further information, do not hesitate to write.

Yours sincerely,

Sandra Salome
(sign)
Personnel Manager.

Reports in form of programs should identify the event e.g. wedding ceremony between Susan and Musyoka. It indicates time against the events that will take place.

16.RECIPES

A recipe is a set of instructions on how to prepare or cook some food. Some instructions include:-

- ✓ The ingredients to be used
- ✓ The Ingredients
- ✓ The method of cooking
- ✓ For cakes and several other foods, the recipe also indicates the temperature at which the food should be prepared and for how long.

Recipes are written using active verbs and the instructions should be clear and concise.

Features of a recipe

- **Title** -- It is normally written in capital letters and underlined. It also indicates the number of people to be served e.g.

A RECIPE ON HOW TO PREPARE A LEMON COCONUT CAKE FOR FIVE

- **Introduction** -- this gives the nutritional value of the food to be prepared. It also includes the nutrients present in the food/dish .
- **Ingredients** -- these are the components required to prepare the food and also their quantity.
- **Method/procedure** of preparation.

Example of a recipe

A RECIPE FOR PREPARATION OF COOKIES FOR TEN PEOPLE

Introduction.

Cookies provide the body with the energy required for metabolism.

Ingredients

- 4 cups of self-raising flour
- 2 cups of margarine
- 2 cups of sugar
- 2 eggs
- 2 tablespoons of milk or water
- A pinch of salt

Procedure

- Beat the eggs into a cup. Add the milk or water.
- Sift sugar, flour and salt altogether
- Rub the margarine into the mixture prepared in two above.
- Add the egg and milk mixture to the flour mixture and knead into a dough.
- Roll the dough onto the pastry board.
- Cut the dough into the desired shape for the cookies.
- Place the cookies onto the prepared baking pan.
- Place the baking tin in the oven on the upper shelf and bake at 90⁰C.
- Remove from the oven after 15 minutes and place on a cooling rack.
- Serve when cool with tea or juice.

17. MEMORANDA (MEMO)

A memorandum (memo) is a formal communication among people working within the same organization. A memo is supposed to be brief and concise and is written in formal language. The main purposes of a memo are to;-

- a) Inform readers on specific issues
- b) Influence others to take action.
- c) Give feedback on an issue.

Memos are convenient ways of communication. Writing a memo requires one to first plan or decide on an outline of what will be in the memo.

Features of a memo.

- ✓ Name of institution/organization
- ✓ The title. “internal memo” Must be underlined.
- ✓ Reference number of the communication memorandum (Ref)
- ✓ Name and position of the sender (From)
- ✓ Name and position of the one to whom the memo is addressed (To)
- ✓ Name and position of any other person who needs to know about this communication (CC)
- ✓ Date of communication
- ✓ The subject of the memorandum (Subject)
- ✓ Content –Should be brief and very direct
- ✓ Closing tag

Example of a memo.

FURAHA SECONDARY SCHOOL **Internal Memo**

Ref. No: FSS/OF/11/10

To: All Club Leaders

From: Chairperson, Debating Club

CC. The Principal

Date: 14th August, 2020

SUBJECT: DEBATING SESSION ON SATURDAY 18TH AUGUST 2013

This is to remind you that the debating club will be holding a debating session in the school dining hall on Saturday 18th August, 2020 from 2.00pm to 4.00pm.

Please do not schedule any activity to take place in the dining hall on the specified date and time.

Alphonso Kinyanjui

Club Secretary

18. ELECTRONIC MAILS (E-MAILS)

This is a fairly new way of communication. They are letters that are passed electronically through the use of computers and telephone. For one to send or receive an e-mail message he/she must possess an e-mail address (E.g. kebasoben@yahoo.com), a computer and a telephone line .

An email has the following:

From: Sender's Address

Date:

To: recipient's email address

Cc: The email addresses of any person you want the message copied to, separated with semicolons if more than one.

Bc: (Blind copy) the email address of the others sent the email but you don't want them to know who else was sent the email.

Subject: title of the email

Example of an e-mail

From: wshiro@hotmail.com
To: mkoko3@yahoo.com
CC: zabznene@gmail.com
Date: 25th March, 2020, 9.00am.

Subject: visit cancellation

I am sorry that I will not visit you this coming Sunday as we agreed earlier on. Nzambanene, our friend, has invited me for a literature set books symposium at their school on the same day.

He, however has promised that we will visit you next Sunday but one

All the best

Wanjiru Shiro.

In an exam situation, you may be told to write for example an application letter and send it via e-mail. In that case you need not to write the addresses but the e-mail addresses because the letter is not passing through the post office.

Example:

From: wshiro@hotmail.com
To: mkoko3@yahoo.com
CC: zabznene@gmail.com
Date: 25th march, 2014, 9.00am.

Dear Sir,

RE: APPLICATION FOR EMPLOYMENT

19. FAXES

Like e-mails, faxes are also a form of communication but they are getting replaced by the recent forms like e-mail and SMS. The differences between a fax and an e-mail are minimal. The only advantage of a fax to an e-mail is that it can be transmitted even without computers. They are therefore useful in office situations.

To be able to send and receive a fax, one needs a fax machine and a telephone line. Though the addresses are written, what is important is the fax numbers or the phone numbers of the correspondents.

Should have:

- **To:** Receiver's organization
- **Fax No:** Receiver's fax number
- **Number of pages**
- **Attention of:** Receiver's name
- **From:** Sender's name
- **Date**
- **Sender's organization**
- **Sender's fax address**
- **Subject/title**

Example of a fax

To: Lungu Consultants

Fax No: 24-97736

Number of pages: 1

Attention of: Mr. Alphonso

From: Asman Osman

Date: 17th January, 2021

School: Uzalendo School

Fax no: 234-68734

Subject: Talk on performance of English Paper One

Thank you for the fax in which you expressed your desire to come and talk with the candidates on how to improve their performance in English Paper 1.

I am glad to inform you that the principal has received your proposal. I write to confirm that you come at any time convenient to you.

Please write to say when exactly you would like to come so that we can make the necessary arrangements.

Thank you.

Asman Osman

20. TELEGRAMS

This is one of the ways of sending messages through the post office. In order to send a telegram, you go to the post office, write out your message like a short letter and hand it to the postal clerk. He/she will then send your message by electronic signals to the post office address which you indicated. The post office staff on the other end will rewrite your message and pass it to the person whom you want to contact.

Points to note when writing a telegram

- Use the fewest words possible, since sending a telegram is expensive, as the cost is calculated per word. You do not have to write complete sentences. Still you must give all essential information, including the address of the person to whom you are sending the telegram. Basic polite forms, such as titles and 'please' must also be observed. Your name must be included in the telegram as part of the message.
- Telegraphic messages are normally written on specially printed forms, which you get from the telegraphic counter at the post office. Follow the instructions on the form. Remember to write neatly and clearly on the form. We normally use CAPITAL LETTERS in writing out telegraphic messages. There is a section on the back of the form where you are required to write your signature and your address. These do not form part of your message and you are not charged for them.
- It is advisable to count the words in your message and work out how much you will be charged for the telegram. The post office normally has a standard charge for the first ten words of the message, for example, Kshs. 50. If there are more than ten words in your message, you are charged a certain amount e.g. Kshs. 5 for every extra word.

Example of a telegram

MRS MARY MACOLLO
BOX 675489 NAIROBI
ARRIVING TUESDAY SIX PM ARUSHA BUS. PLEASE WAIT.
ACHIENG

21. CURRICULUM VITAE (C.V) RESUME

Curriculum vitae is a record of personal information, educational background, working experience and any other useful information that may help one to secure employment, scholarship or admission to any institution of learning.

Details of a C.V

➤ Personal information/Bio-data

This includes the name, date of birth, nationality, postal address, telephone/mobile number, religion, marital status, e-mail address e.t.c.

➤ Career objective

This captures your professional goal and vision.

➤ Educational background

This involves academic qualification starting with the latest with the earliest

➤ Work experience

This also includes the places you have worked and the position starting from the latest to the earliest.

➤ Skills

This are practical abilities such and typing and driving skills.

➤ Achievements

These are any special awards that you may have received.

➤ Hobbies and interests

These are activities you are involved in during your free time.

➤ Referees

These are people who can be contacted to give assessment about you. They must be people who know you well.

Example of a C.V.

CURRICULUM VITAE

PERSONAL DATA

Name: Cleophas Awinja
Date of Birth: 12th June, 1995
Nationality: Kenyan
Sex: Male
Marital status: Single
Religion: Christian
Address: P.O. Box 23-40501, Shamakhokho
Mobile no.: 0723-334-559

EDUCATIONAL BACKGROUND

2013 – 2017: Egerton University-Njoro Campus
Bachelor of Education (Arts)
(English and Literature)
2nd class Honours, Upper Division

2009 – 2012: Uzalendo High School- Baringo
K.C.S.E.
Mean Grade: B+ (plus)

2001 – 2008: Excel Academy
K.C.P.E.
380 marks out of 500

WORK EXPERIENCE

January –November 2018: Kapsabet Girls' High School

Responsibilities:

- Teaching
- Class teacher
- Head of Subject – English

May 2019 – To date: Sacho High School

- Teaching
- H.O.D Languages
- Drama and Music Patron

INTERESTS

- Reading novels
- Listening to music
- Debating
- Watching movies

REFEREES

- i. Mrs. Cynthia Zawadi
Principal
Kapsabet Girls' High School
P.O. Box. 200
Kapsabet
0712 xxx xxx
- ii. Dr. Joseph Walunywa
Senior Lecturer
Egerton University
Literature department
0724 xxx xxx

22. FILLING FORMS

A form is a document that contains questions and spaces provided to fill in the answers. Forms are filled for specific purposes e.g.

- ✓ Job application
- ✓ Bursary award
- ✓ Loan application
- ✓ Joining a learning institution e.t.c.

Guidelines on filling forms.

- Filling in forms requires accuracy. Hence one is expected to use legible hand writing, so that the information filled is understood. In many cases, one is expected to use capital letters.
- Go through the entire form before filling any blank space.
- Read the instructions carefully.
- If an item does not apply to you, write N/A (not applicable)
- Do not fill unauthorized sections that read *For Official Use only*.

- Many forms ask for signatures. Ensure that you sign.
- Make a photocopy of the complete form for your records.
- You must fill the form in the specified order e.g. some forms will specify that you fill the month before you fill the year.
-

A form must be filled neatly and honestly. In many cases you are given only one form and therefore you have only one chance to fill the form. So you must not make any mistakes. If possible and even unspecified, fill the form in capital letters. Remember a filled form is your first contact with your institution and will give a general impression of you.

Example of a form

APPLICATION FORM FOR MEMBERSHIP INTO THE SCHOOL CHOIR

i) PERSONAL INFORMATION

1. Surname:First name:Middle name.....
2. Sex: Male: Female:
3. Date of Birth:
4. Home Address:
5. Form and Stream:

ii) GENERAL INFORMATION

1. Have you ever sang in a choir before? Yes No If so, state the name of the choir.....
2. How long have you been a choir member?
3. Which voices can you sing? Soprano Alto Tenor Bass

iii) FOR OFFICIAL USE ONLY

Vetting results:

Interviewing panel decision: Approved Not approved

General remarks:

.....
.....
.....

Official i)sign:Date:.....

Official ii)Sign:Date:.....

23. INSTRUCTIONS

Instructions are step-by-step guidelines on how to do something. They can be about how to operate a gadget or how to maintain one. They can also be how to find your way to a given place.

In order to write good instructions, bear the following in mind;-

- ✓ Write simply and clearly.
- ✓ Have a thorough understanding of the procedure in detail.
- ✓ Use the language level appropriate for the reader.
- ✓ Make sure the person to whom you are writing is familiar with the topic you are writing instructions on. This minimizes misinterpretation.
- ✓ Make good use of headings especially when there are sub-tasks.
- ✓ Make good use of lists especially when you are giving instructions on things to be purchased.
- ✓ Use graphics to illustrate any key actions, objects or places.
- ✓ Ensure that the instructions are accessible, especially if you cannot hand the instructions directly to the reader. In case you are leaving instructions for a family member, you can pin them on the first door the person will open or in the kitchen table e.t.c. Ensure that they are conspicuous and they can be found easily.

Example of instructions

15th April, 2020

Hi mike,

Sorry that I shall be home late. Kindly do the following for me.

1. Go to the bedroom.
2. Open the door using the spare key which is kept under the mat just in front of the door.
3. Once you have opened the door, close the windows and draw the curtains in that room.
4. Lock the door behind you and return the key to where you
5. found it.

See you later.

Thank you.

Nivera.

24. DIRECTIONS

Directions are step-by-step guidelines on how to do something. They can also be how to find your way to a given place.

In order to write good directions, bear the following in mind;-

- ✓ They should be simple and clear.
- ✓ They should be concise and precise
- ✓ Use the language level appropriate for the reader.
- ✓ Present them in steps and in the correct order or sequence.
- ✓ They should be able to indicate or refer to landmarks such as schools, market centres e.t.c. that can serve as guides. They should also include distances and sides such as left and right.
- ✓ Never approximate distance in terms of time because you cannot know the speed in which a vehicle travels or the pace in which a person walks.
- ✓ They should always begin from the starting point to the destination.

Example of directions from Kisii town to Ikonge P.A.G Girls' Sec. School

Take a matatu at the bus terminal that operates from Kisii town to Kericho along Kisii—Chemosit Road up to Ikonge. Alight at the stage where you will find Ikonge Market. Turn left to Magwagwa route, and walk until you find a primary school called Ikonge Primary. From the gate of that school, walk ahead for about 20 metres until you find a junction turning right. At the junction you will see a sign post labeled Ikonge P.A.G. Girls' Sec. School. Walk along that road for about 120 metres until you reach the gate of the school

25. DIALOGUE

A dialogue is a conversation between two or more people over an issue. The people who take part in a dialogue are called interlocutors. When writing a dialogue, take note of the following:-

- ✓ A dialogue is written in direct speech.
- ✓ Speech marks/quotation marks are not used, but all other punctuation marks are kept.
- ✓ The speaker's name is written on the left hand side of the book.
- ✓ A colon is placed immediately after the speaker's name.
- ✓ Each time the speaker talks, his/her name is written on the left hand side of the book and his or her exact words are written down.
- ✓ Contracted forms of words e.g. *"I'll"* instead of *"I will"* are allowed.
- ✓ Explanations of moods or actions of the speakers are written in brackets and in italics. They are called *stage directions*.

Example of a dialogue

- Daughter:** (*shortly having arrived home from school*) Good afternoon, Daddy
- Father:** (*Sitting complacently in the sofa, reading a newspaper. Looking up*) Good afternoon (*Resumes reading*)
- Daughter:** (*Holding out her school report form*) Daddy, I'm excited. My teacher said I was the best improved. I was.....
- Father:** Oh, you were? Me, I used to be number one. I was absolutely unbeatable.
- Daughter:** Chemistry has been a particular headache (*now looking at the report form which she thought her father would want to see*), but this time.....
- Father:** (*Stretching his arms, looking preoccupied*) Chemistry for me was particular easy. I never scored anything less than 90%
- Daughter:** Dad, I was going to tell you that this time.....
- Father:** (*Absent minded*) by the way, where is your mum?
- Daughter:** Mum is in the garden picking vegetables. But dad, you're not listening to my story. I was telling you about Chemistry
- Father:** You mean you have a story about chemistry? Chemistry is not about stories. It is hard science.
- Daughter:** It's about my improvement.....
- Father:** (*laughing*) me, it wasn't matter of improvement. I was always at the top of the class
- Daughter:** Daddy, I give up. You're not listening
- Father:** (*looking surprised*) Listening? I heard you: you were talking about improvement in chemistry, weren't you?
- Daughter:** Anyway, Dad. Thank you for paying attention. Enjoy your newspaper.
- Father:** Oh yes, I'm reading an interesting story about politics

26. TELEPHONE MESSAGES

Sometimes in offices, the one to whom the message is intended may not be present at a particular time to take the message or he/she may be busy doing something else. Someone else (normally a secretary) takes the message and gives it to the owner when he comes back.

When taking a telephone message;-

- Listen keenly as the caller gives the message. If the caller does not speak clearly, seek clarification but avoid interrupting as the message is being given to you.
- Jot the message down clearly.
- Indicate the full name of the caller, his/her place of work or residence, the time and date of the call and any other important details.
- Messages should be passed on to their owners as quick as possible. Urgent messages should be conveyed with urgency.

When you give a telephone message;-

- Try to be clear and brief
- Always remember to give your name and place of work or residence as well as the telephone number.
- As you give the message, indicate whether the message is personal/official and whether it should be treated with urgency

Example of a Telephone Message.

For: Billy Mwaniki

From: Mr. Mwendwa

Message: Mr. Mwendwa of Goodwork Kenya Limited called, he would like to talk to you in connection with the orders for newly published English Books.

Message taken by: Geoffrey Muli

Date: 8th February, 2021

Time: 10.00 a.m.

27. INVITATIONS

Invitations are usually issued in the form of a letter, except for very formal occasions. Invitations may be for a funeral, wedding, formal dinner, birthday party and fundraising.

There are informal and formal invitations

The degree of formality will very necessary depend on:-

- i) Who the invitation is being issued to.
- ii) The actual function of the invitation.

Informal Invitations

Informal invitations are often done verbally when you meet the person you wish to invite face to face or over the phone. At times, such invitations are made through notes which are designed in an informal manner.

Example of an informal invitation letter

Ikonge P.A.G Girls' Se. School,
P.O. Box 60- 40501,
Ikonge.

23rd May, 2020.

Dear Mr. Kabito,

Our daughter, Cynthia, has successfully completed her Masters Degree course in Marine Engineering. We are inviting you to her celebratory graduation party on the 14th of September, 2020 at the Grand Regency Hotel. The festivities will begin at 6.00pm.

We would consider it a great honour if you were able to attend.

Yours sincerely,
Mr. and Mrs. Giso.

FORMAL INVITATIONS

Formal invitations usually take the format of a formal letter.

Reference should read something like:

RE: INVITATION TO ...or any other combination that denotes it is an invitation.

INVITATION CARDS

An invitation can also come in form of cards. The card has all the information that the person being invited needs to know. It answers the following questions;-

- Who is inviting you?
- What are you being invited for?
- Where will the function be held?
- What date will it take place?
- What time shall it start?
- Who will be the Guest of Honour?
- Whether the person needs to carry the card with him to the function?
- Address of the host

Example of a formal invitation



MINISTRY OF INFORMATION AND BROADCASTING THE KENYA INSTITUTE OF MASS COMMUNICATION

The Principal, Staff and Students of
Kenya Institute of Mass and Communication
Requests the pleasure of the company of

On the occasion of their 8th Graduation Ceremony

To be held on
Friday 5th December, 2020, starting at 10.00 a.m

The Guest of Honour will be

Hon. Johnstone Makau, E.G.H.

Minister of Information and Broadcasting

R.S.V.P.
Principal, KIMC
P.O. BOX 231-00100
NAIROBI-KENYA

Guests are requested to
be seated by 9.30 a.m

Please bring this card with you

28. AGENDA AND NOTIFICATION OF A MEETING

Agenda refers to issues to be discussed in a meeting. It is good to notify members of a group or an organization of a meeting that is to take place so that they can prepare themselves to attend. Information of the time, venue and what to be discussed is also necessary.

A notification is therefore sent to members in advance before the meeting takes place. The agenda is given such that the members prepare on what to contribute during the meeting to avoid wasting time in the meeting.

How to set an agenda for a meeting.

- Determine the type of the meeting, whether formal or informal and its length.
- Determine the matter or matters that need to be discussed in relation to the group objectives and annual calendar in the case of a club.
- Decide whether the matter needs to be discussed or whether it is a mere announcement. A matter needing discussion has several sides to be considered before a decision is reached at. Announcements can be pinned on notice boards or be made orally at assemblies. The number of items to be discussed should be numbered in the order in which they will be discussed.
- Items for discussion must be in statements for easy understanding, e.g. Election of officials.
- The agenda items should be clearly stated.

Example of agenda

UKULIMA SELF HELP GROUP

AGENDA

The following items of agenda will be discussed at the meeting of Ukulima Self Help Group to be held on 14th March, 2020. The meeting will begin at 10.00am in the group's boardroom. Please come prepared to discuss the following;-

1. Preliminaries
2. Confirmation of minutes from the previous meeting
3. Matters arising.
4. Report on poultry farm project
5. Preparation for the Annual General Meeting
6. Any other Business

Mr. Okumu.
Secretary

NOTIFICATION OF A MEETING

It is an official announcement about a meeting scheduled to happen. It passes information about an upcoming meeting.

The notification of a meeting should therefore answer the following questions;-

- a) Date of writing the notice
- b) Date and time for the meeting
- c) Name of the group meeting
- d) Agenda of the meeting
- e) Sender and designation

Example of a notification of a meeting.

MAZAO FARMERS CO-OPERATIVE SOCIETY **NOTICE OF MEETING**

Date: 24th April 2020.

To: All club members

There will be a meeting for Ikonge Farmers' Co-operative Society at Ikonge Community Hall on 7th May, 2020 as from 2.00pm.

Please come prepared to discuss the following agenda;-

1. Reading and confirmation of previous minutes.
2. Matters arising.
3. Adoption of the financial report
4. The milk storage facility proposal
5. The agriculture minister's visit
6. AOB

All club members are asked to attend.

Francis Mureithi
Club Secretary.

Formal/Business Letters

These are letters that are normally sent for official purposes. Formal letters include all official letters for example letters of inquiry, application, apology, request e.t.c. An important point to remember is that, unlike informal letters, the information in the letter is conveyed to people we do not know on those with whom we have a formal relationship. The language in these letters therefore needs to be formal, clear and concise.

Features of a formal letter

- ✓ **Writer's address** (without the sender's name). This is not written when the letter is typed on a letterhead.
- ✓ **Date**- this is written after skipping one line from the writer's address.
- ✓ **The recipient's address** that is written below the writer's address but at the left hand side of the page.
- ✓ **Through address.** If the letter is written through a **third party**, the address should come after the recipient's address beginning with the word: **Through**
- ✓ **Salutation** e.g. Dear Sir or Dear Madam or Dear Mr/Mrs Fulani
- ✓ **The subject or reference** that indicates the purpose in brief for which the letter is written.
- ✓ **Main body** that needs to have at most three paragraphs
- ✓ **Complimentary close**—this ends the letter with the words like (Yours Sincerely) followed by the writer's signature and full name.
- ✓ If there are documents accompanying the letter, it is required that you mention them under the title "Enclosure". If there is more than one enclosure, write the number in brackets)
- ✓ If the same letter is being sent to more than one person, then write "CC" below the enclosure and the name(s) of the recipient(s)

29. Letters of Application

These are formal letters written to request for employment, scholarship e.t.c.

- Application letters can result from advertisements in the dailies or be on one's request.
- When applying for an advertised position, make sure that you indicate the source of the information e.g. the Daily Nation of 15th June 2014.
- Application letters must be brief, clear and concise.
- The letter must be correctly punctuated.

Example of an application letter

St. Bridget's School,
P.O. Box 60 – 40501,
Kitale.

17th April, 2020.

The Human Resource Manager,
Youth Development Company,
P.O. Box 796 – 00100
Nairobi.

Dear Sir/Madam,

RE: APPLICATION FOR THE POSITION OF COMMUNICATION OFFICER.

I am applying for the above mentioned post advertised in *The Daily Mail* of Wednesday, 16th March, 2020.

I have successfully completed my Bachelor's degree in Mass Communication at the university of Nairobi. During my study, I did a lot of communication related work that included three separate internships at leading organizations.

Currently, I am working as a volunteer with Kula Waya communications agency where I assist in the communication department, which is relevant to this job. If given the chance, I will work to the attainment of your organization's mission and vision.

Kindly consider my application.

Yours Faithfully,
(sign)
Theodore Mwendu.

30. LETTERS OF INQUIRY

Letters of inquiry are written to seek information about something one would be interested in. The purpose is to gather information and details regarding something or a situation one is interested in. For example, a student could write to a college inquiring about the kind of courses they offer. The student may go further and inquire about the semester dates and even the fee structure.

Letters of inquiry, like any other formal letters, should be brief and precise about what one wants. It is important to indicate why and when you must have the information. Another example is when a principal of a school may write to a publisher to inquire if the books for the new syllabus are in stock and if they would be able to supply them to the school.

State what the respondent should do and state how beneficial the information being sought will be of help to the one inquiring.

Example of a letter of inquiry

Wasomi High School,
P.O. Box 574 – 00100,
Mombasa.

20th January, 2020.

The Director,
Longhorn Publishers,
P.O. Box 685 – 00100,
Nairobi.

Dear Sir/Madam,

RE: SUPPLY OF TEXT BOOKS.

Please let me know if the recommended textbooks for the new syllabus are available and whether you are in a position to supply them to our school.

I would appreciate hearing from you within the next two weeks so that we can commence our learning.

Yours faithfully,
(sign)
Mrs. R.M. Kubosea.
Principal.

31. LETTERS OF APOLOGY

These are letters written to apologize over a wrong committed or inconvenience caused to someone in some way. In these letters, the writer admits blame and expresses regret for what happened. The tone of the language must therefore reflect this. They should be short and to the point and should not be used as an opportunity to excuse your conduct.

They are formal documents that can even be filed for future reference. If you wrong your friend, parents or desk-mate, all you need to do is to say sorry to them or if they are far, send them a note apologizing.

Whenever you decide to write an apology letter, it is because you have a formal relationship with the person to whom you are writing.

Example of an apology letter

Uhuru High School,
P.O Box 1234 – 00700,
Nairobi.

29th August, 2019.

The Managing Director,
Nation Media LTD,
P.O. Box 786 – 0800,
Nairobi.

Dear Madam,

RE: APOLOGY FOR MISBEHAVIOUR

I must say that I am utterly sorry for my poor conduct during the tour of your firm last Monday.

It was wrong for me to disregard the time you had taken from your busy schedule to grant us audience. I realize now that some of the questions I asked were totally embarrassing and demeaning to you. I know that I may have jeopardized the chances of for other students who might want to learn from firms such as yours.

Please, accept my sincere apology. I assure you that, granted another chance, such misconduct on my part will never be portrayed.

Yours sincerely,
(sign)
Winnie Arunga
Journalism Club Patron

32. LETTERS OF REQUEST

- These are formal letters written to request for another person's services or assistance of any way.
- When writing, give the reason why you are writing then present the reason why you seek the assistance.
- For example, a football club may write a request letter to the principal of a school requesting for permission to use the school's football field for their tournament match.

Example of a letter of request

Mwanga Secondary School,
P.o. Box 567 – 07506,
Kisumu.

22nd March, 2020.

The Patron,
Junior Achievements Club,
Mulango Girls' School,
P.O. Box. 35000 – 02200
Kisumu.

Dear Sir/Madam,

RE: REQUEST TO USE YOUR SCHOOLS' HALL.

We, at Mwanga School have formed a junior achievement Club. We request you to allow us use your school hall for its launch due in three weeks as our school hall is under renovation. We would also appreciate very much if your club members would join us.

Please let us know soon if the hall is available so that we can start planning for the day.

Yours faithfully,
(sign)
Bernadette Aporoko.
Chairlady

33. LETTER OF COMPLAINT

This is a letter sent to show dissatisfaction of a service offered to you or any wrong done to you by somebody.

Example of a letter of Complain

Baringo High School,
P.O. Box 60 – 40501,
Eldama Ravine.

28th March, 2020.

The Games Teacher,
Solian Girls' High School,
P.O. Box 34 -3207,
Eldama Ravine.

Dear Madam,

RE: MISBEHAVIOUR OF YOUR FOOTBALL TEAM.

I write this letter to you to complain about the misbehavior of your girls' football team during the Regional Ball Games that were held in our school on 16th March 2020. They became unruly and could not follow the rules that were to govern the matches. One girl also made away with our ball on the same day.

May you advise them about the same to avoid disciplinary measures against the team which may lead to disqualification from participating in the matches for over two years.

Also, do investigation on who has that ball so that we can get it back.

Yours sincerely,
(sign)
Job Omwoyo,
Games Teacher.

NOTE: In some cases, you may be told to send a letter through another person. In such a case, you write three addresses. The address of the one the letter is sent through is written below the recipient's address.

Example: You may be told to send the above letter through the Principal.

Baringo High School,
P.O. Box 60 – 40501,
Eldama Ravine.

28th March, 2020.

To The Games Teacher,
Solian Girls' High School,
P.O. Box 34 -3207,
Eldama Ravine.

Through,
The Principal,
Baringo High School,
P.O. Box 60 – 40501,
Eldama Ravine.

Dear Madam,

RE: MISBEHAVIOUR OF YOUR FOOTBALL TEAM.

I write this letter to you to complain about the misbehavior of your girls' football team during the Regional Ball Games that were held in our school on 16th March 2020. They became unruly and could not follow the rules that were to govern the matches. One girl also made away with our ball on the same day.

May you advise them about the same to avoid disciplinary measures against the team which may lead to disqualification from participating in the matches for over two years.

Also, do investigation on who has that ball so that we can get it back.

Yours faithfully,
(sign)
Job omwoyo,
Games Teacher

34. LETTER of RECOMMENDATION

- This is a formal letter written to commend a person for a given job, task or for any assistance that he/she may require. Recommendation letters are normally written by employers recommending their employees for promotion or when they want to transfer to other organizations.
- It is the same as a reference letter/confidential report. The difference is that a reference letter is written on **request by a prospective employer** of the person being recommended while a letter of recommendation is not requested but written on will.
- A **recommendation letter** tends to contain only **the strengths of the person** whereas a **reference letter** has both **strengths and weaknesses** of the person.
- Also, the person about whom the letter is written in a reference letter does not become aware of it i.e. it is confidentially sent to the person requesting for it but a recommendation letter is written and given to the person being recommended.

Example of a letter of Recommendation

Mashamba Flowers.
P.O. Box 54765-000100,
Nairobi.

15th July, 2020.

The Human Resource Manager,
Landscaping Enterprises,
P.o. Box, 122-00100,
Nairobi.

Dear Sir/Madam,

RE: RECOMMENDATION FOR MR JAMES KAPULE

I have known Mr. Kapule for the last six years. During this time, he worked as a gardener in our flower farm where we grow flowers of all types for export. While working for the company, he attended short courses both locally and overseas and obtained a diploma in flower growing and landscaping.

Mr. Kapule is an innovative person who is quite adventurous. He in fact introduced a number of exotic flowers in the farm, which saw our sales soar. He is hardworking and needs no supervision. I therefore recommend him with full confidence that he will not disappoint you. If you need further information, do not hesitate to write.

Yours sincerely,

(sign)

Jesse Gitobu

Personnel Manager.

35. LETTER TO THE EDITOR

This is a formal letter sent to the editor of a given newspaper about information which one feels the public should be made aware of. For example, a person may wish people to be enlightened on the dangers of drug abuse among the youth on the basis of what he has seen happening in his village.

In the letter he will include the information he wishes to be published.

Example of a letter to the editor

Good People Mission School,
P.O BOX 483270-00100,
Nairobi.

17th August, 2020.

The Editor,
Daily Nation Newspaper,
P.O BOX 5743-00200
Nairobi.

Dear Sir/ Madam,

RE: ITEM TO BE CONSIDERED FOR PUBLICATION

I am writing this letter to propose to you to publish an article on the dangers of drug abuse among the youth in our country on the basis of what is happening in my village.

Many youths in my village are out of schools and have resorted to abusing drugs. The effect is that because most of them have no funds to purchase the drugs, they have formed gangs that steal from people.

I feel that they need seminars on the effects of drug abuse and the importance of going to school because with education they will be good citizens with good lives in future. Without this, I feel that our future generation is threatened.

Please consider this item for publication.
Thank you.

Yours faithfully,
(sign)
John Maina,
Embu District Resident.

NOTES

These are short messages sent to people for specific purposes e.g. after doing something outstanding (e.g. Excelling in Exams), receiving assistance or after the passing away of a close relative e.g. a family member. A note should be framed.

They include: -

- ✓ Thank you note
- ✓ Congratulatory note
- ✓ Condolence note

36. Thank YOU NOTE

(Golden tips p. 191)

(New int eng. Bk 3 p 130.)

As the name suggests, this note is written to show appreciation for a good or a favour done to a person. It is in order to thank a person who has assisted you in any way or who have been helpful to us in one way or another. This encourages them to offer hospitality to others. It also reflects what kind of a person you are.

It should be brief and precise. It should also be immediate. For example, you may send your friend who lives abroad a thank you note for sending you a lovely gift on your birthday.

Example of a Thank You Note

P.o Box 10-7534,
Mombasa.

27th February, 2020.

Dear Leah,

Thank you so much for the painting you gave me last week for my birthday party.

It was so thoughtful of you to send me such a beautiful painting. I will have it framed and then hang it in my bedroom.

Thank you very much

Yours loving friend,
Margaret.

37. CONGRATULATORY NOTE

(Golden Tips p. 192)
(New Int Eng. Bk 3 p 157.)

- These are notes meant to congratulate a person for an achievement made in their lives e.g passing of exams, winning a race e.t.c.
- State the particular achievement.
- Convey the feelings of joy and excitement in the achievement.

Example of a Congratulatory Note

P.o Box 132,
Oyugis.

27th February, 2020.

Dear Andrew,

I was delighted to hear of your stunning performance in your K.C.S.E. exams. My mother told me you scored straight A's.

You certainly deserved it after four years of dedication and determination.

Congratulations Andrew and I wish you all the best as you further your education.

Yours sincerely,
Sheila Jones.

38. CONDOLENCE NOTE.

These are notes meant to express compassion to a grieving person or the bereaved. A condolence note should be written immediately you receive the bad news, otherwise it may lack relevance. It should be brief and sincere.

The feelings we convey in condolences are those of pain, sadness, shock, sorrow, grief and hope.

The choice of words is governed by the relationship between the sender and the recipient.

Messages of condolence should;-

- Express sorrow at the loss of the departed. E.g. *I have learnt with deep sorrow of the untimely demise of your dear mother.*
- Appreciate the value of the life of the departed. *E.g. Your late mother was a source of inspiration to us all.*
- Encourage and give hope to the bereaved. E.g. *May God give you the fortitude to bear the loss.*

Example of a Condolence Note

P.o Box 132,
Oyugis.

27th February, 2020.

Dear Ruth,

I am really saddened by the tragic news of your uncle's demise. He was a loving person and all of us who knew him are sharing the loss with you.

I am very sorry and I pray that God gives you the strength to bear the pain. Should you need any assistance from me, please do not hesitate to ask; I will gladly support you.

Please accept my sincere condolences.

Kind regards,
Annete

39. SYNOPSIS

- A synopsis is a summary of a work of art such as a novel, a play, a short story, a biography or autobiography.
- When you tell someone the plot of the story of a book you have read, you are summarizing. In essence, your summary is a synopsis.
- It outlines the plot of the text, giving accurately the main idea to create interest in the potential reader.
- It uses the simple present tense.

Example of a synopsis.

The following is a synopsis of the short story “*When the Sun Goes Down*”

The story is set in Kenya. Steve, who is a dynamic character in the short story states that he was a matatu driver plying between Murang’a and Kangema: towns in the central region of Kenya. Kanja is his wakini, meaning age-mate. The story is set in a modern society as depicted by AIDS— the central theme in the short story.

We meet Steve who is feeling the heart of hypocrisy in the society on people suffering from AIDS. In his village, people cannot mind their own businesses. He is eagerly looking for a real, genuine friend to share his predicament with. There is no real friend when you are infected. He is full of anger about the rumours that are going around the village. He is planning to marry Maureen though they have already been living together and blessed with a son, Kimotho.

The highlight of the story is when Maureen spills the beans to Kanja and reveals that she is the one who brought the big disease to Steve. She passed it on to the man she loves. She narrates how she got it from her former unfaithful husband, who was a soldier and kept a mistress, and how she got to know she was a victim after attending an antenatal clinic, she is weak, physically and spiritually, a walking corpse! Stigma is killing her. Her attitude and behaviour have tinted the possible future. She lives in denial, does not eat, or take drugs as she is depressed of death staring at her every second. She lacks the will and repeatedly wishes to ‘rest’.

Maureen regrets having been faithful to her ex-husband and being rewarded with an incurable disease. To add to her disappointments, she doesn’t live long to enjoy life with her only true love. She suffers a deep-seated sense of guilt— being responsible for Steve’s illness. She is going to leave her young son and father soon. Steve on the other hand, has the will to live positively. He has the guts to face the unknown and condemnation of the villagers.

40. BOOK REVIEW

This is a summarized information of what a book is about without necessarily reading the whole book.

When writing a book review, include the following;-

-To **review a book** is to **analyse/ examine/ evaluate a text** in order to **determine its suitability/ relevance to the reader, background information** and for **publicity**.

It should have the following features:

- ✓ Correct **format**.
- ✓ **Synopsis/ brief summary** on **striking content** of the book
- ✓ **Main theme(s)**,
- ✓ **Main styles, major characters** and **main setting**.
- ✓ Provide **precise strengths** and **weaknesses** of the text.
- ✓ Give own **opinion/ assessment** about the text; **whether successful or not** – must provide **valid reasons**.
- ✓ Use **simple present tense** to make it live and timeless.

Response:

- ✓ Must have a **format/ layout** of review

(i) **Format:**

Heading – Book, review, title author, publisher, year of publication, reviewer

(ii) **Body:**

- The candidate should be able to at least capture the **main character(s)** – as he /she brings out the **plot** and **thematic concern(s)** in the novel.
- The candidate should bring out some **styles** used in the novel.
- The candidate should show the **strength** and **weaknesses** of the work of art
- The candidate should conclude by **encouraging** the form threes to read the novel since it is one of the examinable text.

Example of a book review

BOOK REVIEW

Title: *A Doll's House*

Author: Henrik Ibsen

Publisher: East African Educational Publishers Limited

Year of Publication: 2017

Price: Ksh.500

Number of pages: 120

Availability: All bookshops

Reviewer: CK Ben.

A Doll's House is one of the most outstanding plays by Henrik Ibsen. It is a three-act family drama that focuses on the trials and tribulations that face women in a patriarchal society. *The play* explores not only the status of women, but how they are victims of social injustices.

The play revolves around Nora who is the protagonist. She obtains a loan secretly through forgery in order to save her husband's life. When the secret is out she expects that her husband, Torvald, will stand with her only for the contrary to happen.

Torvald chooses his reputation over her. Nora realizes that she has been living under a false illusion of love. She decides to undertake a difficult step. Against the social norms, she decides to walk out of her marriage to go find her true self, identity and independence.

Through the twists and turns, the playwright underscores the themes of self-sacrifice, love, determination which are in sharp contrast with the themes of deception, betrayal, male chauvinism, blackmail, maintaining appearances and reputation.

Nora, the protagonist symbolizes the intelligent, responsible, caring and selfless women who are breaking the misogynistic norms that undermine women to curve out their own path to independence. Torvald, the antagonist, represents a cadre of men who are concerned with appearances and reputation and would trade it for anything, including family.

The major styles used to flavor the text include symbolism, imagery, irony, foreshadow and the hyperbole.

The fact that the text criticizes the patriarchal law that undermine the place of women in the society is a major strength. One weakness I find in this play is in its resolution of conflict. The play ends with Nora walking out of a marriage, it seems to advocate for the disintegration of family.

Generally speaking, the play is a master piece that oozes incredible relevance to life as it is today. I strongly recommend it to be read, not just because it will be tested in national examination but also for personal enjoyment.

41. BIOGRAPHY

A biography is a non-fiction text that gives information about the life of a real person. Usually a biography will tell the important events in the life of the person, describe his/her achievements and the events that influenced the person's life.

To be able to write a biography, or biographical sketch, you need to gather a lot of information about the subject. The best way to gather such information is by interviewing the person.

Example of a Biography.

A BIOGRAPHY OF NELSON MANDELA

Former South African president, Rolihlahla Mandela, was born on 18th July 1918 in a small village in the Transkei called Mvezo. Later he was sent to school in the small town of Qunu where a teacher gave him the name 'Nelson'.

Although of royal lineage, Mandela was the only member of his family to receive formal education, and so, from a very young age, he started to unwittingly prepare himself for the great task that lay ahead.

In 1939, he enrolled at Fort Hare (the only black university in South Africa at the time) where he forged lifelong friendships with many of those who fought the struggle for freedom with him. He was expelled from university a year later for his political activities but later completed his studies through UNISA.

From 1942 onwards he became increasingly active within the African National Congress whilst working as an apprentice at a legal firm in Johannesburg and furthering his studies. He later started the first black legal firm, Mandela and Tambo, with friend and fellow activist Oliver Tambo in 1952.

During this time, Mandela's natural authority and strategic mind saw him start to emerge as one of the party's leaders and a proponent of the armed struggle, a role that led to several arrests and brushes with the law during the 1950s Defiance Campaign. But Mandela's luck finally ran out on August 5th in 1962 when he was arrested outside the town of Howick in KwaZulu-Natal, disguised as a chauffeur, after having paid a secret visit to ANC President Chief Albert Luthuli who was living in Groutville under house arrest.

Mandela had been on the run for 17 months and had just returned from a trip through Africa where he had received military training and to London where he went to seek support for the ANC.

This arrest was the start of what was to become a 27-year incarceration during which he would become the most famous political prisoner in the world and emerge as the future president of South Africa.

Initially, he was sentenced for five years for leaving the country illegally and incitement but then came the Rivonia Trial during which he was sentenced to life, starting his incarceration on Robben Island on June 13 in 1964.

At the closing of the Rivonia trial, Nelson Mandela uttered these famous words on behalf of his co-accused: "During my lifetime I have dedicated myself to this struggle of the African people. I have fought against white domination, and I have fought against black domination. I have cherished the ideal of a democratic and free society in which all persons live together in harmony and with equal opportunities. It is an ideal which I hope to live for and to achieve. But if needs be, it is an ideal for which I am prepared to die."

And when he emerged from prison in 1990, his most remarkable feat was that he was able to lead the country without bitterness about the past whilst living out his ideal of creating a non-racial country where everybody was treated with the same dignity. And that is why, decades after South Africa's first democratic election, and even after his death, every South African and every freedom lover around the world will continue to hold Nelson Mandela, or Madiba (his clan name), in the highest regard

42. AUTOBIOGRAPHY

Autobiography is a non-fiction text that a person gives information about his/her life. It is therefore a written account of one's life by himself/herself.

When writing an autobiography, a person will tell the important events in his/her life, describe his/her achievements and the events that influenced the person's life.

The body of the autobiography deals with the life history of the person place in a creative setting to bring out the following

- Your brief description in terms of name, nickname, character and physical traits
- Your date of birth and environment of your childhood
- Your home area, ethnicity nationality and general citizenship
- Your family background, religion and languages spoken in relation to your childhood
- Your educational background in relation to your strength, weaknesses, role
- Models and your aspirations.
- Your major accomplishment in life, employment history and hobbies

It must be in first person singular narration and be packed in what looks like a story.

Example of an Autobiography.

[Written by a student in the Labour Studies program, used with permission]

My name is Carlo, and I was born in June, 1958, in Italy. Our family, made up of my mother, father, and a brother, emigrated to Noranda, Quebec, when I was five years old. I encountered my first, but not last, taste of racism when kids in the neighborhood laughed at my poor command of English. As fast as I could I learned not only English, but French as well. I became trilingual, speaking fluent French and English, as well as Italian. In the process, I made new friends from a lot of different cultural backgrounds.

We then moved to Toronto, Ontario, where my Dad got work in a rubber factory. From my earliest days, I knew our family had to struggle for every penny. My Mom baked pizza which my brother sold by the slice, door to door. I caddied at the local golf courses and brought home all the money that I made. I hated it when other kids made fun of working people, like garbage collectors, who cleaned up trash for a living.

When I was in grade six, I was ill in hospital for two months with a kidney infection, and it changed my whole life. I seriously took up playing guitar. I began to do photography, and joined the audiovisual club. I discovered I was artistic with an interest in graphic art, although I didn't always agree with the kind of art assignments the teacher gave us.

However, I had no idea what to do after high school graduation. Thinking electronics was the wave of the future, I enrolled in and graduated with a diploma from George Brown College in Instrumentation Technology. I was hired on by Ontario Hydro as an apprentice.

Life was magical for a single guy in Toronto at this time. I made quite a bit of money. I enjoyed meeting and socializing with many new friends from a variety of different cultures. During this time, I met and married my wife, Valerie, a Registered Nurses' Assistant, and soon we had two wonderful children, a daughter, Carla and a son, Nicholas. With new family responsibilities, I felt there was not enough opportunity for advancement at work. My wife and I thought of places we would like to live such as the east coast. But there were no jobs there. We finally decided to move to northern B.C. when I was offered a job with a forestry company.

Because of the children's activities, I soon became involved in the community coaching children's hockey and soccer, and being a scout leader. At work, I joined the Pulp Mill Recreation Club, eventually becoming president. There were a lot of things that needed changing. I decided I wanted our company to start a wellness program and researched to prove to them that healthy employees tremendously reduced absenteeism and health costs to the company. I wanted the company to reward those who kept themselves fit and began to lobby for this through our union.

I soon became elected as union safety captain, then later became a shop steward. I began to run for executive positions rising through the ranks from financial secretary to environmental vice president, chief shop steward, first vice president, and finally becoming president, a position I held for two years.

In my trade, I constantly must upgrade my skills, so I took advantage of many learning opportunities to do so through the company. This helped our union come into the 21st century, because I insisted we buy computers and subscribe to e-mail, connecting our members to other locals throughout the province. I also edited the union newsletter, keeping the members informed of all aspects of the local's business. I used desktop publishing to produce our newsletter before anyone in Head Office knew what it was. Using my background in art and photography, I brought our publication from a crude photocopied rag to a sophisticated communication tool. For my efforts, I won two Canadian Association of Labour Media Awards, one for the best cartoon in Canada, depicting flexibility in the workplace, and one for the best editorial story of less than 500 words for a Union Newsletter. I also use my desktop publishing abilities for community fund raising activities.

I lost an opportunity to be union president for a third year because of an unpopular decision our local executive made in connection with implementing a contract that upheld the recognition of seniority rights. Reflecting back, I would not do anything differently. We took the task at hand, looked at the contract, discussed among the executive, asked for the opinions of our area rep, the Western Region Vice President, and our lawyer. Then we made our decision and stood by it, even though it meant I lost the presidency by nine votes. Now, two and a half years later, we are being proven right through the labour board.

Because of this event, I found myself with extra time on my hands. This opportunity made it possible for me to concentrate on pursuing university studies and my social work for unions. I enrolled at AU in the Labour Studies program. I continue with the newsletter, putting forth social and political issues that organized labour is facing today. I support the unions in the community and am involved in organizing them as they have never been organized before. I am even more committed to fighting for social justice than I have been all along, and am keen to move along this route in the future.

43. SPEECH

A speech is an oral presentation where a presenter gives a formal message to an audience. For a speech to be effective, it must be well written.

What to consider when writing a speech;-

- ✓ Be clear about the topic you would like to address.
- ✓ The audience you are dealing with.- this will determine your language use.
- ✓ Acknowledge all those present in order of seniority starting from the highest e.g. the Guest of Honour, other distinguished guests, and ladies and gentlemen.
- ✓ Write your speech in a logical sequence starting either with the most prominent to the least prominent or vice-versa.
- ✓

A speech, like any other composition must contain three parts:-

• Introduction.

Your introduction should capture the attention of the audience. To begin a speech, you can do the following.

- Introduce yourself (if you have not been introduced before by anyone else.)
- Thank the audience for the opportunity to address them.
- You can introduce your speech ;
 - ✓ By giving statistics e.g. *are you aware that HIV and AIDS kill about seven hundred people daily in this country?*
 - ✓ With a quotation. E.g. *a famous American President once said: ask what you can do for your country and not what your country can do for you.*
 - ✓ *With short anecdote (a light-hearted remarks) that must be relevant to your topic.*

• The Body.

This should be marked with points and issues. You can explain a process, describe a condition, argue your case, or tell your story in a logical sequence.

• Conclusion

Your conclusion should sum up the whole speech and it should be brief. You can conclude by including a restatement of your ideas, a call to action or a final emphasis on a key statement. For example if you were discussing ways of avoiding HIV and

AIDS, you can conclude by saying, *“Ladies and Gentlemen, one sure way of curbing the disease is by self discipline, abstinence and being focused to our goals”*

Example of a speech

The Deputy Director of Education North Eastern province, the Quality Assurance Officer, the Principal of Al Eilly Education Centre, parents, teachers, students and all other guests, good afternoon.

When I was requesting the principal to talk about discipline, I remembered that in secondary school, I was once found sneaking out through the fence and my nether parts got stuck. I couldn't free myself and was caught red-handed, or as teenagers say these days, I was busted.

I was not only embarrassed, but also had to clean all school toilets for a whole week after I had been severely caned by my class teacher. Of course, back then, there was no such thing as children's rights and we could be caned until we forget the chairs exist for a reason. That was our society's ways of disciplining us.

However, I doubt that trying to instill discipline in a person always works miracles. If it did, we could not have truancy in our schools as is the case. If it did, we would not have society engaging in risky sexual behavior. If disciplining others were the only way, my audience, we would not have motorists behave discourteously on our roads. My line of thought this day is that discipline must come from within a person. Self-discipline is virtuous because you do not wait for someone to ring the bell but you do it yourself. You employ your God-given conscience and move a step back. You feel that something is not right and refrain. You do not worry that someone may be watching. You strut about without a tinge of guilt.

Even when things are not to your liking, you students need to employ self-discipline. How many times have we had strikes in our schools, probably because the meal was not well prepared, or such other reason! Whatever the reason, is striking the best way to solve a problem? Often parents have to pay for damages simply because students didn't refrain. In extreme cases, students have been harmed, even fatally by others. The weak ones are bullied, and for them, school becomes a place of torture. Which one of us does not know that that is wrong? Individually, we know that it is wrong and yet we employ mob psychology! Let me tell you today: anyone yielding to peer pressure has no self-discipline! A self-disciplined person does what is right. If something does not please you, for example, if the food is not well cooked, walk to the person concerned and let them know.

Ladies and gentlemen, self-discipline is important to everyone. Without self-discipline, we would all ruin our lives. For example, if you do not wake up early to get to work, you would certainly lose your job. If you go to watch a premier league and you feel too lazy to check on your scientific experiment, we would lose that HIV vaccine breakthrough you were working on. If the nurse didn't sacrifice her cushy bed, the patient would die. And you could be that patient.

If students do not set apart their time for study, the result is everyone's guess. With self-discipline, the opposite is true. We have what we have today because someone had self-discipline enough to intently work on it. You do not get in trouble if you are self-disciplined.

As I conclude, I will go back to my anecdote about my red letter day: the day I was busted sneaking out of school. Being a senior student, cleaning the toilet for a whole week was more painful than all the severe caning I had received. From that day, I had no face to show. The embarrassment was too much. I had to hide and keep a low profile till I left the school. I still feel uneasy going back there. I resolved never to do the wrong thing ever again. I resolved to be self-disciplined. When I took back on those events, I am thankful that I learnt a vital lesson early in life. That lesson has seen me to what I am today. I would never have been a Provincial Education Officer if I had not learnt the importance of self-discipline early enough. Ladies and gentlemen, self-discipline pays. Thank you for giving me audience.

44. QUESTIONNAIRE

A questionnaire is a set of questions designed to correct information. A questionnaire assists in collecting data for a research or even assist in learning.

- The questions should be clear and easy to understand.
- They should be detailed so as to collect as much information as one could gather.
- The questions should be logically written. You should arrange them in a way that one question leads to another.
- Start from simple to complex but avoid ambiguity.

Example of a Questionnaire.

Questionnaire

A visit to Nairobi International Show on 5th October 2020.

1. THE POULTRY STAND: KENYA POULTRY COMPANY.

a) What sort of poultry do you rear?

b) What products do you market?

c) What type of diseases are the birds prone to?

d) How do you treat such diseases?

e) What measures have you taken to reassure your customers about the quality of your produce?

2. THE DAIRY STAND.

a) What type of cows do you herd?

b) Do you zero graze?

c) How many litres of milk do you produce per year?

d) How can one ensure that a cow produces a lot of milk?

e) What do you do to prevent diseases?

KCSE FUNCTIONAL WRITING QUESTIONS

Modified and compiled by J. M. Wangwe

2006

(20 marks)

1. You are the chairperson of your school's Wildlife Conservation Association (WICA). Your group has just come back from a visit to a national park in a neighboring country.

Write a report to the patron of WICA about the trip. In your report indicate what you accomplished, the problems you experienced and what cautionary measures you would take during trips.

2007

(20 marks)

2. You are the chairperson of the creative Writing Club in your school. The club would like assistance in publishing the winning entry in a recent competition. Write a letter to a publisher asking them to consider the book for publication. Remember to write through the head teacher.

In your letter, include the following

- ❖ The title of the book and name of author
- ❖ A brief description of what the book is about
- ❖ Why it is important for the book to be published.

2008

(20 marks)

You are secretary of the drama club in your school. The chairperson has asked you send out a notice of the second meeting to plan the staging of Henrik Ibsen's play, *A Doll's House*. During the meeting, you will need to appoint the director of the play, set up a date for selecting the cast, discuss the budget for the play, and the dates of rehearsals and the final performance.

- a) Write the notice of this meeting which you would send to the members of the drama club.
- b) Write the agenda that you would attach to the notice.

2009

(20 marks)

You are waiting to join college after you K.C.S.E examination. While reading newspaper, you see an advertisement for a volunteer worker at a children's home. Write a letter of inquiry to the manager. Express your interest and inquire if they will pay any allowances and whether they can provide accommodation. Remember to quote the reference number of the advertisement.

2010

(20 marks)

You are the Chairperson of the Environmental Club which has just been newly introduced in your school. There is going to be an official launching of the club. Write a brief speech that you will deliver at the launch. Your speech should include the following: introduction, club officials, the objectives (aims) of the club, the activities to be carried out, conditions for membership, enrolment and any other relevant information.

2011

(20 marks)

Your Drama Club is organizing to stage a performance of Henrik Ibsen's play, *A Doll's House*. You are inviting neighboring schools and the general public to the event.

(a) Write the notice announcing the event and inviting other schools and the public to attend.

(8 marks)

(b) In not more than 200 words, write a **synopsis** of the play to accompany the notice. (12 marks)

2012

(20 marks)

The electorate commission is currently seeking to recruit 800 clerical officers, who will work closely with the commission for two months to register voters in preparation for elections. The clerks will be expected to prepare a voter register. Applicants must be:

- Citizens of Kenya
- In possession of a KCSE. Grade C- and above
- 18 years and above
- In possession of a national ID
- Fluent in English and Kiswahili
- Computer literate
- Able to work with minimum supervision.

Interested candidates are required to send their applications to the following address so as to reach the commission by 30th November 2015.

The Chief Executive Officer, Electoral Commission, P.O. Box 679439 – 010 NAIROBI.

- a) Write an application letter in response to the advertisement 10 marks
- b) Write an accompanying Curriculum Vitae (CV) 10 marks.

2013

(20 marks)

Imagine that you are the caretaker of Fahari Children’s Home in Bahati. There is a heavy storm one evening. After the storm, you discover one of the children is missing. The child is hearing impaired (deaf).

- a) Write a notice appealing to the public to help trace the child. 10 marks.
- b) three days later, you receive a call from the local police station informing you that the child has been found. Write a Thank you note to the person who found and brought the child to the police station, giving details of how he/she will receive the reward. 10 marks.

2014

(20 marks)

You have recently visited a schoolmate during the holidays and thoroughly enjoyed yourself. Write a letter to the schoolmate thanking him or her for the invitation. Describe the experiences that made your stay memorable. 20 marks.

2015

(20 marks)

You are the secretary of Young Farmers Club in your school. The club has just held its meeting. The patron of the club and eight of its ten members attended. The deputy principal also attended. During the meeting the issue of starting a fish pond was revisited. Members also discussed the following issues: club's financial status, members' annual trip and sale of club's produce.

Write down the minutes of the meeting.

2016

(20 marks)

The Ministry of Health is seeking to recruit Form Four graduates to serve in a campaign in creating awareness among young people on the importance of health eating.

Applicants must be:

- Citizens of Kenya
- 16 years and above
- In possession of a national identification card
- Fluent in English and Kiswahili
- Able to demonstrate knowledge and experience in issues of health eating
- Creative and innovative.

Interested persons are required to send their application to the following by 30th November, 2016.

The Principal Secretary

Ministry of Health

P.O. Box 6789 – 001000

NAIROBI

- a) Write a letter of application in response to the advertisement. 12 marks
- b) Write a Curriculum Vitae to accompany your application letter. 8 marks.

2017

(20 marks)

Imagine you are a former drug addict who has recovered after spending three months in a rehabilitation center. You have been invited to a youth forum to talk about ways of preventing drug and substance abuse among youths.

Write down the speech you would deliver during the occasion. Students, the County Director of Education, teachers and some principals will attend. 20 marks.

2018

(20 marks)

A traveling theatre group is staging a performance of one of the literature set books in the local sub-county hall. Members of the drama club, the form three students and the form four students would want to watch the performance. As the secretary of the drama club, write a letter to the principal asking for formal permission. In your letter, give details on who will attend, the date and time of the performance and the cost. You should also explain why the performance is important. 20 marks

2019

(20

marks)

Imagine you have recently transferred to another school. Write a letter to your best friend in your former school persuading him or her to transfer to your new school. In your letter, give at least three reasons why this school is better than your former school.

SAMPLE QUESTIONS

1. Write an **E-mail** to your favorite musician **inviting** him or her to a charity concert to be held in your school. Indicate the purpose of the concert and any other information you consider important. (20mks)

2. Imagine you are the Managing Director of Nairobi Water Company. The Managing Director Nakuru Water Company had asked to write a confidential report on one of your former employees, Mr. Peter Maina who is to be promoted as a supervisor in Nairobi area.

(i) Write a **confidential report** to the Director about Mr. Peter Maina. (10mks)

(ii) Write a **letter to Mr. Peter Maina requesting him** to attend water reed project seminar on your behalf before he reports to Nakuru. (10mks)

3. Your school item has qualified for the national music festival to be held in Mombasa for one week.

(i) Write a **packing list** of the personal items you will carry. (10mks)

(ii) Assuming you are the leader of the school Drama Club, write a **congratulatory note** to the team. (10mks)

4. Imagine you have just collected your form four national examination results. You have passed very well in all the subjects.
- (i) Write a **thank you note** to your teachers and thank them for their support. (10mks)
- (ii) **Fax** the results of your exam to your uncle in Mombasa who sponsored your secondary education. (10mks)
5. Your friend has been bereaved, her mother has died in a road accident, and she has requested you to send a telegram to his brother who is in Mombasa.
- (i) Write a **telegram** to his brother (5mks)
- (ii) Send your friend a **condolence note**. (15mks)
6. You are the principal of your school and the local Member of Parliament has invited the Deputy Principal and the school captain to a luncheon at a atop class hotel in town. This is as a result of good K.C.S.E performance in your school.
- i) Write a **memo** to the concerned groups informing them of the same. (10mks)
- ii) Give them **directions** to the location of the Imperial Hotel where the occasion will take place. (10mks)
7. You are the secretary of the youth group in your community. You are required to take **minutes** of the proceedings of the meeting. The following information should be included in the minutes.
- (a) Six members have attended but two cannot and left the apologies. The youth officer in the area was invited. Three members did not attend.
- (b) The previous minutes were read through and the dates of the constituency Youth parliament are discussed as matters arising.
- (c) Agenda included-registration of the new members, club elections and projects.
- (d) A.O.B include: invitation of guest speaker and end year party. (20mks)
8. You are the secretary of the Social Welfare Club that has been asked to **investigate** and recommend the best ways in which to spend a donation to your school. The club has observed the following needs.
- (i) Improve library facilities.
- (ii) Expand recreational facilities
- (iii) Start a school farm
- Taking these needs into account, write a **report** to the principal making recommendations. (20mks)
9. You are a dormitory prefect in your school; one of the school rules is that you should not keep food in the dormitory. There has been a search and several food items were confiscated from your dormitory.
- (a) Write a **reminder** to the members of your dormitory reminding them not to break school rules. (10mks)
- (b) Write an **apology letter** to the Deputy Principal apologizing for the incident. (10mks)

10. Imagine you are the new director of a soap manufacturing company. You wish to employ some more workers and advertise the company's new brand of soap **CLEANEX SOAP**.

(a) Write an advertisement to advertise the bathing soap. (10mks)

(b) Construct a form that the applicants will fill in including all the selections asking for information and the type of employees you will need. (10mks)

11. Imagine you are the chairperson of school Journalism Club. Recently, you witnessed students rescuing a school mate from a burning dormitory, two students burnt to death and others were seriously injured. The journalist from a local newspaper has asked you to report the incident since they were not around the vicinity of the school.

(a) Write a short **newspaper** report on the disaster. (10mks)

(b) Write a **letter to the editor** of the watchman, column in Nation Newspaper requesting schools to enlighten students on fire disaster management. (10mks)

12. You are waiting to join a college after your K.C.S.E examination while reading a newspaper you see an advertisement for a volunteer worker at a children home.

(a) Write a **letter of inquiry** to the Managing Director. Express your interest and inquire if they will pay any allowances and whether they can provide accommodation. (10mks)

(b) Write a five-day dairy of events you plan to undertake during the first week at the children's home. (10mks)

13. You are the secretary of young Farmers Club in your school; you are to hold the end year meeting.

(i) Write **notification** of meeting to inform members about the end year meeting. (10mks)

(ii) Write a **report** on the club activities for the year 2012. (10mks)

14. Imagine you have two thousand five hundred (kshs.2, 500) and hosting a birthday party in your house for five friends.

(i) Make a **shopping list** for the things you will need for the party. (5mks)

(ii) Write a **recipe** for your favorite dish you would like to cook in the Birthday Party. (15mks)

15. You are in school and your brother at home has called you and told you to give him instructions on how to repair a bicycle tire puncture. Write a letter to him instructing him on how to mend the bicycle. (20mks)

16. You are the chairperson of the school **Straight Talk Club**, you intend to tour Kibera slum and collect information about drug abuse.

(i) Design a **questionnaire** on Drug and substance abuse that you will give to the respondents during the collection of the information. (10mks)

(ii) Write a three-day **personal journal** about the tour of Kibera slum. (10mks)

17. Margaret Ogola is visiting your school to give a talk about the novel *The River and The Source*.

(i) Write a **public notice** to invite neighbouring schools. (10mks)

(ii) Write a book review of this novel “*The River and The Source*” (10mks)

18. Imagine you are the managing director of Bethwell Agencies a company that deal in selling computer hardware parts. You intend to partner with a friend who also owns a computer agency.

(i) Write a **business letter** requesting him to form a business partnership with him. (10mks)

(ii) Write an **inventory** for the computer hardware that your company possesses. (10mks)

19. You scored a mean grade of A plain in K.C.S.E examination. You have won a scholarship in Harvard University. The university has requested you to write your **autobiography** and **e-mail** it to the director of studies. Write an autobiography and e-mail it to this e-mail address, kenyfan@gmail.com. (20mks)

20. Your Drama Club is organizing to stage a performance of Henrik Ibsen’s play, *An Enemy of the People*. You are inviting neighbouring schools and the general public to the event.

(i) Design a **poster** announcing the event and inviting other schools and public to attend. (8mks)

(ii) In not more than **200** words, write a **synopsis** of the play to accompany the notice. (12mks)

21. Imagine that you are Akoko write a **letter of complaint** to the District Commissioner complaining about Atieno Kembo who has by force taken over the chieftancy and force fully trying to grab her wealth (20mks)

22. You are a speaker in a seminar “Youth and Drug Abuse” prepare a **speech** you would deliver. (20mks)

23. Imagine you are Kinuthia, Waiyaki’s friend. Waiyaki has become a hero in the Agikuyu community. Write a **biography** about him. (20mks)

24. Imagine you are a secretary of St. John’s Academy. The Director of Education has called wishing to speak to the principal but he was not in the office. He requests you to inform the principal that he would be coming to school on Wednesday at four and he would like to be picked from the airport. Write the **telephone message**. (10mks)

25. Imagine you are one of the Daily Nation Columnists. The Chief Editor of the

paper requests you to write a book review of Margaret Ogola. “The River and The Source” and E-mail it to him for publication. Write it out. (20 mks)

26. You are the chairperson of the creative Writing Club in your school. The club would like assistance in publishing the winning entry in a recent competition. Write a **letter to a publisher** asking them to consider the book for publication. Remember to write through the head teacher.

In your letter, include the following

- ❖ The title of the book and name of author
- ❖ A brief description of what the book is about
- ❖ Why it is important for the book to be published. (20 mks)

27. You are waiting to join college after you K.C.S.E examination. While reading a Newspaper, you see an advertisement for a volunteer worker at a children’s home. Write a **letter of inquiry** to the manager. Express your interest and inquire if they will pay any allowances and whether they can provide accommodation. **Remember to quote the reference number of the advertisement.** (20 mks)

28. Write an E-mail to your pen friend living in Norway. In your E-mail, highlight the following to him or her.

- Details about you and your family
- Your locality and country
- Places of interest in your country
- Your hobbies and interests (20 Mks)

29. While reading the obituaries column in a local daily newspaper, you come across the untimely demise announcement of a friend. You wish to console the parents of the deceased. Email your condolences to the parents of the deceased. (20 Mks)

30. You are the Human Resource manager, Tsavo Inn. The Manager of Kilanguni lodge has asked you to write a confidential report on one of your former employees, Mr. Mutuku Mutinda who is seeking a transfer to Kilanguni lodge as a cheff. Write a confidential report to the manager on Mutuku Mutinda. (20 marks)

31. Imagine you are a resident of Makutano junction market centre and of late you have noted, with a lot of concern, an increased number of stray dogs and cats in the market. Write a letter to the editor of a local daily newspaper on the problem, calling upon the authorities concerned to come to your rescue and eradicate the menace once and for all. (20mrks)

32. Imagine you are the teacher in charge of examinations in your school. Write an Internal Memorandum to teachers informing them about the date of submission of the raw exams for typing, the date of starting the exam, the quality expected of the exam to be set, serious and thorough invigilation, how to deal with exam malpractices by candidates, marking and preparing report forms. A copy of the internal memo should be sent to the District examination co-coordinator; Masinga. (20 mks)

33. Imagine that it is your first day in a new school. Write an entry in your journal indicating the things that surprised you, those that scared you and those that made your happy. (20mks)

34. 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 accompanied with a C.V** that can help you land an interview for the job. (20 mks)

SITUATION!! SITUATIONS!!
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 Mutheru, Personnel Manager, Fierce & Striving Ltd.
P.O Box 12345 00100 GPO Nairobi

35. You have been invited by your best friend, who attained an aggregate mean grade of A, to a party to celebrate his/her good performance in last year's KCSE. Your friend has also asked you to assist in preparing a one course meal for ten guests.

(a) Write a **congratulatory note** that you will give to your friend. (5mks)

(b) Write a **recipe** that your friend will use to prepare the meal to be eaten that day.

(15mks)

36. Last year, you read a thrilling novel. You surely wish that your friend would read it. Write a **synopsis** that you wish to send to your friend so that he/she may be persuaded to read it. (20 marks)

37. You did your KCSE last year and scored A, emerging the best in your school and division. Your former principal has invited you for a prize giving ceremony and asked you to deliver a speech to the students. Write the **speech** you are going to give. (20mks)

38. Imagine that you sat for your K.C.S.E exams two years ago and passed well, you have done some training in a professional course. The other day you read an advertisement in the Daily Nation of a position you qualify for. **Apply for it and attach your functional curriculum vitae (C.V)** (20mks)

39. You are the principal of Baraka Teachers Training College and one of your graduates Mr. Christopher Lipwoni has applied for employment as a teacher at Lihanda boarding primary school. The head teacher of that primary school has send you an email requesting you to avail more information about Mr. Christopher Lipwoni to enable the school decide whether to employ him or not. In the space provided below, **write a sample report that you intend to email to the head teacher.** Remember to copy the report to the DEO Kakamega East District (20mks)

40. You are invited to give a speech on the role of the youth in fostering peace in your country by a friend overseas. You are unable to travel due to unforeseen circumstances. **E-mail your speech** to your friend to present it on your behalf. (20mks)

41. Imagine you live in Mumias, an average town in Western Kenya. The National Music Festivals are set to be held in this town **for five days.** Your friend who lives in Webuye town intends to come over.

a) Give them **clear directions** to Nabongo cultural centre in Mumias town. Make your instructions as precise (one page) and clear as possible – you could use land marks, well known means of transport, show distance in kilometers e.t.c. (15mks)

b) Also prepare a **packing list** for your friend to facilitate their stay in Mumias town for the duration of the festivals (5mks)

42. You are the proprietor of a newly opened hotel. Write an **advertisement** describing the services it offers, the menu, hours of business and **give directions** to the location of this new hotel. (20mks)