



KCSE 2006 - 2018 FUNCTIONAL WRITING SKILLS

2006 – Report

2007 - Letter to the Publisher

2008 – Notice and agenda

2009 – Letter of inquiry

2010 – Speech

2011 – Notice + Synopsis

2012 – Application Letter + CV

2013 – Notice + Thank you note

2014 – Friendly letter + Personal Journal

2015 – Minutes

2016 - Application Letter + CV

2017 – Speech

2018 – Letter of Request

2019 - ?

1. 2006 Q1 P1

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 neighbouring 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. (20marks)

2. 2007 Q1 P1

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.



3. 2008 Q1 P1

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 shake spear's play, *The Merchant of Venice*.

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. (20marks)

- 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.

4. 2009 Q1 P1

You are waiting to join college after your KCSE examination. While reading a newspaper, you see an advertisement of volunteer worker at 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 (20marks)

5. 2010 Q1 P1

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. (20 marks)

6. 2011 Q1 P1

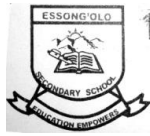
Your Drama Club is organizing to stage a performance of Henrik Ibsen's play, *An Enemy of the People*. You are inviting neighbouring schools and the general public to the event.

- 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)

7. 2012 Q1 P1

Read the advertisement below and answer the questions that follow:

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 election. The clerks will be expected to prepare a voters register.



Essong'olo Secondary School

Compiled by:
Department of Languages

Applicants must be:

- Citizens of Kenya
- 18 years and above
- In possession of a national
- Fluent in English and Kiswahili
- In Possession of a KCSE grade C- and above
- Computer literate
- Able to work with little or no supervision

Interested candidates are required to send their application to the following address so as to reach the Commission by 30th November 2015. The Chief Executive Officer, Electoral Commission, Po. 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)

8. 2013 Q1 P1

- (a) 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 that one of the children is missing. The child is hearing impaired (deaf). Write a **notice** appealing to the public for help to trace the child. There will be a handsome reward for information that will help locate the child. (10 marks)
- (b) Three days later, you receive a telephone 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)

9. 2014 Q1 P1

- 1 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)

10. 2015 Q1 P1

You are the secretary of Young Farmer's 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 farm produce.

Write down the **minutes** of the meeting. (20 marks)

11. 2016 Q1 P1

Read the advertisement below and answer the questions that follow.

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



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Department of Languages

- 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)**

12. 2017 Q1 P1

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

Write down the **speech** you would deliver during the occasion. Students, the County Director of Education, teachers and some school principals will attend. **(20 mks)**

13. 2018

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 about who will attend, the date and time of the performance and the cost. You should also explain why the performance is important. **(20 marks)**

14. 2019 Q1 P1 ?