

INTRODUCTIO

Paper 101/1 is intended to test the candidates ability to communicate in writing

communication established at different levels of intelligibility, correctness, accuracy, fluency, pleasantness and originality within the constraints set by each question, it is the linguistic competence shown by the candidate that should carry most of the marks. In a factual essay, attention must also be given to the format, tone and ability to follow instructions.

Examiners should not hesitate to use the full range of marks for each essay. In a two essay paper, it is the final total mark that counts. It is important to determine FIRST how essay communicates and in which category A, B, C or D its fits.

D CLASS The candidate does not communicate at all. His/ her language ability is so minimal that the examiner practically has to guess what the candidate wants to say. The candidate fails to fit English words he/ she knows into meaningful sentences. The subject is glanced at or distorted. Practically no punctuation. All kinds of errors . Broken English is evident.

D- 01- 02 Chaotic. Little meaning whatsoever. Questions paper or words from it simply copied.

D 03 Flow of thought almost impossible to follow. The

errors are continuous.

- D+ 04-05 although the English is often broken and the essay is full of errors of all types, we can at least guess what the candidate wants to say.
- C CLASS The candidate communicates understandably but only more or less clearly. He/ she is not confident with his language. The subject is often undeveloped. There may be some digressions. Unnecessary repetitions are frequent. The arrangement is weak and the flow jerky. There is no economy of language. Mother tongue influence is felt.
- C-06 – 07 The candidate obviously finds it difficult to communicate his ideas. He/she is seriously hampered by his/ her very limited knowledge of structure and vocabulary. This results in many gross errors of agreement, spelling, misuse of prepositions, tenses, verb agreement and sentence construction.
- C+09-10 The candidate communicates but not with consistent clarity. His/ her linguistic abilities being very limited, he/she cannot avoid frequent errors in sentence structure. There is little variety or originality. Very bookish English links are weak, incorrect and repeated at times.

- C + 09- 10 The candidate communicates clearly but in a flat and uncertain manner. Simply concepts sentence forms are often strained. There may be an overuse of clichés, unsuitable idioms. Proverbs are misquoted or misinterpreted. The flow is still jerky. There are some errors of agreement, tenses, spelling.
- B CLASS This class is characterized by greater fluency and ease of expression. The candidate demonstrates that he/ she can use English as a normal way of expressing himself/ herself. Sentence are varied and usually well constructed. Some candidate become ambitious and even over- ambitious. There may be items of merit of the one word or one expression type. Many essays in this category may be just clean and unassuming, but they still show that the candidate is at ease with the language.
- B- 11- 12 The candidate communicate fairly and with some fluency. There may be little variety in sentence structure. Gross errors are still found occasionally.
- B 13 The sentences are varied but rather simple. Straightforward. The candidate does not strain himself in an effort to impress. There is a fair range of vocabulary and idiom. Natural and effortless. Some items of merit. Economy of language.

- B+ 14-15 The candidate communicates his ideas pleasantly and without strain. There are errors and slips. Tenses, spelling and punctuation are quite good. A number of items of merit of the “whole sentence” or the “whole expression” type.
- A CLASS The candidate communicates not only fluently, but attractively, with originality and efficiency. He/she has the ability to make us share his/ her deep feelings, emotions, enthusiasms. He/ she expresses himself/ herself freely and without any visible constraint. The script gives evidence of maturity, good planning and often humour. Many items of merit which indicate that the candidate has complete command of the language. There is no strain, just pleasantness, clever arrangement, felicity of expression.
- A – 16 – 17 The candidate shows competence and fluency in using the language. He. She may lack imagination or originality which usually provides the “spark” in such essays. Vocabulary, idiom, sentence structure, links, variety are impressive. Gross errors are very rare.
- A 18 Positive ability. A few errors that are felt to be slips. The story or argument has a definite impact. No grammar problem. Variety of structures. A definite spark Many margin ticks.
- A+ 19-20 The candidate communicates not only

information and meaning, but also and especially the candidate's whole self: his / her feelings, tastes, points of view, youth, culture . This ability to communicate his/ her deep self may express itself in many ways, wide range of effective vocabulary, original approach, vivid sustained account in the case of a narrative, well developed and ordered argument in the case of a debate or discussion. Errors and slips should not deprive the candidate of the a very definite spark.

SPEECH WRITING

- Speech can be described as a formal talk communicated to an audience (a group of people) about a particular subject. This could be in a private or public forum (occasion). Only one person can address a gathering at a given time. It is advisable to have a written speech to avoid forgetting important points. Accurate and grammatically correct tenses are a must.

Features of a speech

Speech like any other composition has three different segments:- Introduction, body and conclusion.

Introduction

Introduction sets the mood at a gathering. It is important to choose appropriate words to capture the listeners' attention. It opens with

salutation or acknowledgement of the presence of those in attendance.

Body

The body of a speech should reflect detailed agenda for gathering and this should be presented in an organized and interesting way. Depending on the occasion, the person presenting the speech can introduce occasional humour and use connectors like: however, nevertheless, otherwise, in addition, in spite of, finally, hence, as a result, therefore, etc.

Conclusion

Final sentences in a speech are very vital as they summarize the whole speech while highlighting the most important issues in the speech.

Example **1. SPEECH**

Imagine that you were the top KCSE student last year 2012. You have been invited to address the National Kenya Secondary Schools Heads Association (KSSHA) this year in Mombasa. In your **speech** outline the contribution made by the school, teachers, fellow students and any other party towards your success. Remember to mention some of the shortcomings. (14mks)

Design an invitation card that you might have received, inviting you to the function. (6mks)

FORMART TO

Title (1 mk)

Salutation	(1 mk)
Body	(10 mks)
Conclusion	(1 MRK)

a)

SPEECH DELIVERED BY JP WILLIAMSON DURING THE ANNUAL CONFERENCE OF KENYA SECONDARY SCHOOLS HEADS ASSOCIATION HELD IN MOMBASA ON 20TH JUNE 2013.

The National Chairman Mr. J. Awiti, Secretary, Treasurer, all Principals present, other distinguished guests, ladies and gentlemen. Good afternoon. It gives me great pleasure to stand before you this afternoon, to thank all those who contributed to my success last year.

The school provided an enabling environment for me to study. Its good and well equipped laboratories and a well stocked library made us use our extra time effectively and wisely. The school also has a high level of discipline which contributes to it producing a wholesome and all round students.

My teachers also greatly contributed. They were always available at any hour of the day. They sacrificed their time to enable us complete the syllabus in good time hence having ample time for revision.

My fellow students also deserve special mention. We formed study groups in all subjects; had several presentations under the guidance of our teachers. I can openly confess that peer learning is a very effective learning method.

Lastly but by no means the least, I thank all the non-teaching staff. The secretaries who typed our many test papers, the cooks who prepared tasty meals and the watchmen who provided security day and night.

It would not be right to assume that all was fine. We faced a lot of challenges, the constant black-outs and water shortages made things very hard. Without power preps could not be done.

In conclusion, allow me to register my appreciation to you all for inviting me to this function. Thank you very much and may the Almighty God bless you abundantly.

(FORMART FOR SPEECH)

POINTS OF INTERPRETATION + MARKING SCHEME

The title – should contain the Event, Date and Venue.(1 mk)

Salutation – Protocol / hierarchy should be observed. (1 mk)

School – Must have a topic sentence

Outline at least one contribution. (2 mks)

Teachers – Must have a topic sentence

Outline at least one contribution. (2 mks)

Students – Must have a topic sentence

Outline at least one contribution. (2 mks)

Others expect any ranging from individual to a group within the school. (2 mks)

Short comings / challenge. (2 mks)

Conclusion – Must have the words 'Thank you.' (1 mk)

Title (1 mk)

Salutation (1 mk)

Body (10 mks)

Conclusion (1 mk) **Total** **13 Marks**

NB: Grammar / Spelling mistakes deduct 1 mark.

b) THE KENYA SECONDARY SCHOOLS HEADS ASSOCIATION (1 mk)

Cordially invites:

Prof./Dr./Mr./Mrs./Miss. J. P. WILLIAMSON (1 mk)

to attend the Annual Conference to be held in Mombasa, starting from 17th to 22nd June 2013; at Aga Khan Hall. The daily programme starts at 8.30 a.m. (1 mk)

The Chief Guest will be the Cabinet Secretary for Education Prof. Maji Marefu EBS.(1 mk)

NB:

Your presentation will be on 20th June at 1.00 p.m. (1 mk)

RSVP (1 mk)

National Chairman

KSSHA

P.O. Box 30152 – 00100

Nairobi Phone 0722431594

**Name of Host (1 mk)
Honour (1 mk)**

Guest Speaker /

Name of the invited guest (1 mk)
information (1 mk)
Function, date and venue (1 mk)
Frame (1 mk) Total = 7 marks

additional
RSVP (1 mk)

2.

1. Imagine you are the Journalism Club secretary and a meeting has been called slated for next week for a review of last year's club's activities. Write a report that you are required to present before the members informing them on the following:
- (i) Finances
 - (ii) Trips
 - (iii) Club projects
 - (iv) The annual magazine
 - (v) The club membership

Points of interpretation

- Must be a report if not deduct 04marks AD
- Must be official /formal tone if not deduct 02marks AD
- Must be an ordinary report, if investigative report deduct 04marks AD

FORMAT

Format

4 marks

- 1.Heading- 1mark**
 - 2.Introduction- ½mk**
 - 3.The body/ Club Activities- ½mk**
 - 4.Conclusion- ½mk**
- marks for the sub-headings**

award

5.Recommendation- ½mk

6.Signed - 1mk (deduct ½ mk for any missing item)

Content

12 marks

i) Introduction (2marks)

Expect a brief description of the club and its objectives

ii) The body / Club activities for the year 2012

a) Finances (2marks)

- membership subscriptions
- club's expenditure and income and total amount in the club account

b) Trips (2marks)

- number of trips
- places visited
- reason(s) for such trips

c) Club Projects (2marks)

- any viable project and reasons for such project

d) The annual magazine (1mark)

- name of the magazine

e) The club membership (1mark)

- how many members in total

i) Conclusion (1 mark)

- Summary of the mentioned points
- Improvements expected in the areas of weaknesses
- What the club was unable to achieve

ii) Recommendations (1mark)

What the club needs to do to perform better

SAMPLE

A REPORT ON THE JOURNALISM CLUB'S ACTIVITIES FOR THE YEAR 2012

Introduction

Journalism Club is a vibrant club that motivates the students to write articles on issues that touch on their day-to-day lives. It is meant to provide both information and entertainment. Last year the club was very active and managed to meet most of its objectives as highlighted below.

Club activities for 2012

a. Finances

Since the club had 9 members, it realised ksh.4500 in membership contribution for termly contributions, thus the club had a total of ksh.27,000 in the whole year. In the sale of the annual magazines, ksh.150,000 was made. The expenditure on the trips and other projects was ksh.80,000. The account now has ksh.101,500.

b. Trips

The club made three trips to three different places: The National Assembly in Nairobi, Baringo Lodges and Nature Park and The Standard Media Group offices in Nairobi. These visits were meant to make the members informed on various issues in the society and for leisure drives, which improves their socialisation process.

c. Club projects

The club members planted trees and wrote articles where they generated funds for the smooth running of the club. The club also has put up a notice board called "Bunge la Wananchi" to update the school on current issues.

d. The annual magazine.

This magazine is called 'The Informative Parrot' which touches on all spheres of life that are relevant to students. These areas include; sports, education, emerging issues in school and nationally.

e. The club membership

There were 90 members in the club who were very active and supportive in the smooth running of the club. The

members were also noted for their discipline in the school.

Conclusion

Generally, the club activities ran smoothly. Members are urged to continue promoting the club activities.

Recommendations

The club should also have innings and set a Writer's Day in the school. The club members should purchase a camera and a tablet for recording events in school.

Report compiled and written by:

Signature

Jane Doe

Secretary, Journalism Club

Answers

1. unless
 2. looms
 3. regime/government/administration
 4. However
 5. their
 6. large
 7. with
 8. as
 9. lowering
 10. mandate/role
-
1. This year your country experienced a severe famine caused by drought. A commission was set up to investigate ways of preventing a similar calamity in future. As secretary to the commission, compile a report of the findings and recommendations.
(20Marks)
1. HEADING: REPORT ON METHODS OF PREVENTING FAMINE IN FUTURE
 - i) INTRODUCTION
This year our (the) country experienced a severe famine

caused by drought. A commission was set to investigate ways of preventing a similar calamity in future. The committee members were as follows:

Joseph W. Kiuna - Chairman
Sandra Wanjiku - Vice chairman
Francis Etiang - Secretary
Charles Monde - Treasurer

The members discussed and came up with the following

ii) FINDINGS.

Causes of famine - It was found out that famine was caused by the following anomalies:

- Inappropriate farming techniques
- Lack of storage facilities for grains
- Incompetent co-operative societies
- Poor infrastructure

iii) RECOMMENDATIONS.

- a) Irrigation - The commission suggested that farmers would need appropriate skills to enable them to carry out irrigation on their farms
- b) Proper feeds - The commission felt that farmers should be sensitized on the need to purchase proper seeds from recommended dealers
- c) Co-operative societies - These should enroll as many members as possible from the farming fraternity. Proper records should be kept and farmers assisted in acquiring low interest loans to enable them to improve their farming.
- d) Storage facilities - The government should provide silos for grain storage in areas where such crops are realized in high yields. Such silos should be manned by properly trained personnel to avoid incidents of poisoning or theft
- e) Unscrupulous sales - It was suggested that no middle man would purchase any crops directly from the farmers. This would enable only legally mandated co-operative societies to operate efficiently in liaison with the farmers.

f) Poor infrastructure - The government should recarpet all feeder roads to facilitate access to farmers

iv) CONCLUSION

The commission suggested that the government should train a team of agricultural inspectors to oversee the effective implementation of the recommendations in the entire country.

Report compiled by Etiang.F. - Secretary

SAMPLE 2

1. Functional Writing (20marks)

You are the Medical Officer of Health of the town in Ibsen's *An Enemy of the People*. There is an outbreak of a strange illness in town. The county Governor has requested you, together with members of the town's Public Health committee, to carry out an investigation and present a report to him. Your investigation should unearth the nature, causes and effects of the disease. You should also recommend necessary preventive measures that should be undertaken to mitigate the ailment. Write the report you would present to the Governor.

Format (8mks)

Title, introduction, terms of reference, investigators, procedure, findings, recommendation, content (12mks).

Introduction - 3mks (background to the problem, members of panel terms of reference)

Procedure - 2mks (questionnaire, interview schedule, document analysis etc)

Findings - 3ks

Conclusion - 2mks (deductions from data. Not new information.

Recommendation -2mks

What a sporting weekend it's been for Kenya! From Hong Kong where Kenya reached the semi-finals in the IRB Sevens World Series Circuit, to Poland where the cross country team scooped more than half of the gold medals on offer; and Calabar, Nigeria, where Harambee Stars defied all odds to hold the mighty African champions to a 1-1n draw in a 2014 World Cup qualifier, Kenyans had every reason to celebrate.

This wonderful sporting weekend comes 3 against a **backdrop** of heightened political polarization following the March General Election in which the outcome of the presidential poll remains hold **pending** determination by the Supreme Court.

It was therefore, refreshing and immediately gratifying to see the whole country, regardless of race, tribe and sex **burst** into wild celebrations as Francis Kahata delivered his sublime free kick with surgical **precision** to give Harambee Stars the lead in Calabar.

In Hong Kong, Dennis Ombachi's sprint from his own half, while raiding a myriad of tackles to **convert** that crucial try against France in the final pool match was an exhilarating **experience**.

And yesterday in Bydgoszcz, Poland, Faith Kipyego , Emily Chebet and Japhet Korir overcame stiff competition to lead Kenya to win three of the four individual gold medals on offer and five of the eight gold overall to cap a triumphant journey to the World Cross Country Championships.

Our wishes are that the spirit displayed during Kenya's successful sporting weekend be extended to other aspects of our national lives.

SAMPLE 3

2. Imagine you are the Journalism Club secretary and a meeting has been called slated for next week for a review of last year's club's activities. Write a report that you are required to present before the members informing them on the following: (20 marks)

(vi) Finances

- (vii) Trips
- (viii) Club projects
- (ix) The annual magazine
- (x) The club membership

]

Points of interpretation

- Must be a report if not deduct 04marks AD
- Must be official /formal tone if not deduct 02marks AD
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Format

4 marks

Heading- 1mark

Introduction- ½mk

The body/ Club Activities- ½mk

Conclusion- ½mk

headings

Recommendation- ½mk

Signed - 1mk (deduct ½ mk for any missing item)

award marks for the sub-

Content

12 marks

i) Introduction (2marks)

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f) Finances (2marks)

-membership subscriptions

-club's expenditure and income and total amount in the club account

g) Trips (2marks)

-number of trips

-places visited

-reason(s) for such trips

h) Club Projects (2marks)

-any viable project and reasons for such project

i) The annual magazine (1mark)

-name of the magazine

j) The club membership (1mark)

-how many members in total

iii) Conclusion (1 mark)

-Summary of the mentioned points

- Improvements expected in the areas of weaknesses
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iv) Recommendations (1mark)

What the club needs to do to perform better

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were meant to make the members informed on various issues in the society and for leisure drives, which improves their socialisation process.

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Report compiled and written by:

Signature

Jane Doe

Secretary, Journalism Club

1. DIALOGUE

(20marks)

Imagine you have gone to a shopping centre where you meet a friend who, four years ago, used to be very close to you in secondary school. Write out the dialogue you hold from the time you meet to the time you part.

i. Points of interpretation

Must be a dialogue, if not deduct up to 4 marks AD for wrong format. The dialogue may be set out in “play form,” or in the “narrative form” using well managed “Direct speech”

If the punctuation and speech tags in the latter case are not well managed as to cause confusion deduct up to 4 AD. The friend must be named. If she / he is just referred to as ‘Friend’ deduct 1 AD

The candidate, once having selected either formant should keep to it. i.e. they should not mix the conventions e.g by using speech marks in the “play form”

Deduct up to 4 AD if the two conventions are mixed. If directions are in the past tense accept.

E.MAIL

1. Your friend who stays in Kabarnet has sent you an **e-mail** informing you that he/she is expecting four guests at his graduation party. He has requested you to send him/her a recipe for a dish he/she can prepare for his/her guests. Write a reply to the mail and include the recipe.

(20marks)

Format -

To: (e- mail address of the recipient)

Date:

Time:

From: (e- mail address of the sender)

Subject

Salutation (Dear ...)

Body (prose)

Recipe title (Name of the dish)

Ingredients

Methods (note form)

valediction (yours)

Name.

Body - 10 mks

- Evidence of replying
- Graduation party
- Exact measurements of ingredients
- Correct procedure
- Serving - state and accompaniments
- **Language -4 MKS**

MINUTES

Minutes are a record of important issues discussed and agreed upon in a meeting. **Secretary** is the name of the person who records and files the minutes. It is important for every student to know how to record minutes since in the future he or she might be called upon to do so.

Minutes are classified as formal (official), therefore any informal (friendly) language should be avoided. Personal names are rarely used in minutes.

The best way to record

- i) It was reported that.....
- ii) The people discussed and agreed that.....
- iii) It was noted that.....
- iv) The issue was raised and unanimously agreed.....
- v) The matter was discussed at length.....

Minutes should be brief and to the point. The secretary should record only decisions and resolutions arrived at. It is important to note that they should be accurate and showing a true record of what was discussed and resolutions reached.

AGENDA

These are points to be discussed in a meeting. They help in guiding the person chairing the meeting to systematically arrange the time for discussing each point in order of priority. Agenda are supposed to be distributed to the members present before the meeting.

SAMPLE 1

1. Imagine you are the secretary of Akili Mali Youth Club. The club has just held its Annual General Meeting (AGM) in which some of the following issues were discussed.
 - Reading and confirmation of the previous meeting.
 - Treasurer's report.
 - Date of election of sub-committee.
 - Community work.
 - AOB.During the meeting, all officials except the assistant secretary were present. The club patron was

also present. Three members sent apologies while two did not. There were eight members present. **Write the minutes of the meeting.**

(20 marks)

Format

- **Title** must include the name of club $\frac{1}{2}$, **date** $\frac{1}{2}$, **time** $\frac{1}{2}$ and **venue** $\frac{1}{2}$. ($\frac{1}{2} \times 4 = 2\text{mks}$)
 - **List of those present.** ¹
 - List of those **absent with apologies.** ¹
 - **Absent** ¹
 - **In attendance** ¹
 - **Preliminaries** ¹
 - **Confirmation of minutes** ¹
 - **Matters arising** ¹
 - **Actual minutes Business of the day.**
 - **Treasurer's report** ¹
 - **Date of election of sub-committee** ¹
 - **Community work** ¹
 - **A.O.B** ¹
 - **Adjournment** ¹
 - **Unsigned ending If signed, don't score.**
 - **Secretary's slot** ¹ and **chair's slot** ¹
- NOTE THE Language accuracy.**

SAMPLE 2

(Functional Skills)

1. You are the secretary of Drama club in your school. The chairperson has convened a meeting to discuss the following items on the agenda: club's finances, launching the Drama club magazine in school and organising a meeting with the Windsor Traveling Theatre Group (WTTG) at the National Theatre.
Members wonder whether the chairman had discussed with patron the issue of staging their play in the neighbouring

schools as earlier agreed.

Twelve members attended the meeting with the exception of the vice chair who has sent apologies and two members whose whereabouts are unknown.

The patron and the Director of WTTG have attended. Members also discuss the possibility of enrolling new members.

- (a) Write the proceedings.
(20 marks)

FORMAT OF MINUTES

Q1 Minutes writing

The answer must be minutes, if not deduct (4 marks)

Points of interpretation;

- (i) The heading/title – must have the following:

Name of the group meeting (½ mark) Date (½) Venue (½ mark) Time (½ mark) (Total 2 marks)

Example:

**MINUTES OF DRAMA CLUB MEETING HELD ON 1ST JULY
2013 IN THE ASSEMBLY HALL
AT 4.00P.M**

(NB: Heading must be in capital letters and underlined)

- (ii) Attendance:

Members present (12) (½ mark)

Absent with apology/apologies 24(vice chair) (½ mark) (3)

Absent without apology/Absent (2) (½ mark)

In attendance: (Patron, Director WTTG) (½ mark)

(NB) The candidate might or might not indicate the agenda.

- (iii) Min 1/2013 Preliminaries (½ mark)

Meeting being called to order by chair, opening prayers. (1 mark)

Min 2/2013 Reading and Confirmation of previous minutes.

(½ mark)

Read through, proposed by and seconded by.

Min 3/2012 Matters arising (½ mark)

Min 6/2012 Club staging their play in the neighbouring school. (1 mark)

Min 4/2013 Club's finances (½ mark)

Min 5/2013 Club's magazine (½ mark)

Launching the club's magazine in school (1 mark)

Min 6/2013 Meeting with WTTG (½ mark)

Organise a meeting to the National Theatre. (1 mark)

Min 7/2013 A.O.B

Enrolment (1 mark)

Min 8/2013 Adjournment (½ mark)

Time the meeting ended (1 mark)

Time and date for next meeting.

Signing off: Confirmed: (½ mark)

_____	_____	
	Chairperson (1 mark)	Date
_____		_____
	Secretary	Date

PERSONAL

QUESTION 1

Imagine that you were one of the beneficiaries of a youth based NGO sponsored tour of Nairobi city.

You toured the following places: Mathare slums, Kencom

bus terminus, Gikomba market and the Parliament.

Prepare a **personal journal** with four entries. Express your experiences, observations or feelings during the tour. Two entries should be unpleasant and two should be exciting.

(20

marks)

1. It must be a personal journal
2. It must contain the following information **FORMAT**
Date/ day
Time
Event
Thoughts, reflections or responses and resolutions
3. It must be written in prose (content)
4. It should be in past tense.
5. The tone should suggest privacy and honesty

BREAK DOWN

Title - A personal journal for a three day tour of Nairobi
 $\frac{1}{2}$ ($\frac{1}{2} + \frac{1}{2} = 1$ mk)

Title - A personal journal for a
three day tour of Nairobi $\frac{1}{2}$

($\frac{1}{2} + \frac{1}{2} = 1$ mk)

Format - Date/Day $\frac{1}{2}$

- Time $\frac{1}{2}$

- Venue $\frac{1}{2}$ (Any of the four in the instructions. If a new venue is used deny the $\frac{1}{2}$ mk.)

$1\frac{1}{2} \times 4$ entries = 6 mks

Content - Two exciting, two unpleasant entries.

- If only one type is provided do not consider more than two.

- Expect a reflection or resolution or response for each entry; if missing deduct $\frac{1}{2}$

4 entries x 2 = 8

Tone - Informal and relaxed 1 mk

Summary

Title - 1

Title - 1

Format - 6

Content - 8

Language - 4

Tone - 1

Total 20 marks

SAMPLE 2

Q1. FUNCTIONAL WRITING

Your class had been ranked by the school as the best overall in the examinations that were done last year. In this regard, the school then offered to take the class for a three day tour of interesting sites in the country to motivate you and boost your morale.

a) Write the personal journal that you kept. 16mks

b) Prepare the packing list that you also used.
4mks

MEMO (20mks)

- (i) Imagine you are the head of English Department in your school. **Write a Memo** to all members of staff in your department reminding them about the forthcoming mock examinations, setting and marking of continuous assessment tests, syllabus coverage and ask them to urgently collect the new literature set texts that were ordered from Theatrix Bookshop in Town.
- (ii) Write directions from your school to Theatrix Bookshop to

enable the teachers collect the new set books.

FORMAT

1. Must be a memo, if not deduct 2 AD.

Sample Marking Scheme

Morning Star High School $\sqrt{1/2}$ mk

Internal Memo $\frac{1}{2}$ mk

Ref. No: MS/1//2012 $\sqrt{1}$ mk

To: Members of English Department $\sqrt{1}$ mk

From: Head of Department $\sqrt{1/2}$ mk

Date: 15th June 2012 $\sqrt{1/2}$ mk

Subject: REMINDER TO THE MEMBERS OF ENGLISH DEPARTMENT $\sqrt{1/2}$ mk

I am writing to kindly remind you that the District mock exams $\sqrt{}$ (1mk) are starting on Monday 10th July 2012 $\sqrt{}$ (1mk) and that we need to intensify revision exercises in order to prepare the students well.

You are also required to set and prepare $\sqrt{}$ (1mk) the first continuous test. Teachers are also asked to submit a report on syllabus $\sqrt{}$ (2mks) coverage. Collect the new literature set texts $\sqrt{}$ (1mk) that were ordered not later than Thursday 19th July 2012 $\sqrt{}$ (1mk) at 2pm $\sqrt{}$ (1mk)

Signed: (1mk).....

Sigei M.

Designation HOD

F – 5

C – 8

L – 5

T – 2

Total – 20

Format

Content

Language

accuracy

Tone

Format

Name of institution

Internal

memo

Ref. No.

From

To

Date

Subject

Body

Signing

off

Content

Districts

mocks $\sqrt{}$

(1mk) and date of commencement√ (1mk).
Setting and marking√ (1mk) of CAT (Continuous Assessment Tests) √ 1mk)
Submission of syllabus coverage report. √(2mks)
Collection of set books and deadline. √ (2mks)

Directions

Format and Content

Directions should be:

Simple and clear

Given in a logical order

Refer to landmarks that serve as guides e.g. schools, churches. Give the distance to be covered e.g. from the bus stop walk about 200 metres.

In continuous prose. (5mks)

Tone

Must be formal

(1mk)

Language

(2mks)

LETTERS

There are two types : Formal and Informal.

1. FORMAL LETTERS

They are also known as official /business letters.

They should be neat and direct to the point.

FORMAT AND ARRANGEMENT.

The writer may use indented or block style when writing.

If the address is in the indented style , the paragraphs should start an inch from the margin.

In blocked style the paragraphs start at the margin but

separated by a line to show new paragraphs.

Writing a formal letter

L Address

The writer's address should appear on the **right-hand corner** of the page. After the address the date follows one line below. The receiver's address should always appear on the left hand side but one line below

2. • **Salutation** Different salutations are used in official letters depending on gender the date.

For example:-

General Manager (Male)Dear Sir,

Board of Directors (Males).....Dear Sirs,

Board of Directors (Females).....Dear Madam,

Manager (Female).....Dear madams,

If the writer is not sureDear sir/Madam,

3. **Reference** -The abbreviation of reference is 'Ref and is written at the left-hand coiner, two lines above the recipient's address to ease the filing and retrieving of the letter when required

4. **Regarding or subject (RE)**

RE is the short form **of regarding** and is written below salutation introduce the topic or title of the letter. This helps the reader recipient to have a general idea of the content.

5. *Body*

Formal letter's body is segmented into three parts.

- a) Introduction
- b) Reason
- c) Subscription or ending

i) Introduction

This is the first paragraph and it introduces the subject in the rest of the letter. It should be short and to the point.

ii) Reason

The subject matter should be to the point and its contents should be polite and official.

iii) Subscription or ending

This should be: Yours faithfully or sincerely followed signature and then the name of the writer.

Please note:

Yours faithfully is used when the salutation is: *Dear Sir or Madam*. *Yours*

INFORMAL LETTER

The above type of a letter is also known as personal or friendly letter. This is because the letter is usually written to a friend, a relative or a colleague. An informal letter gives an impression of a dialogue face-to-face communication between the writer and the recipient.

Features of an informal or friendly Letter

- i) It consists of only one address (of the sender) on the top right hand

side corner.

ii) Salutation may show the relationship between the sender and the recipient for example: Dear Jane, Dear Aunt Penky, Dear **dad**,
etc.

iii) No reference is required.

iv) The sender can write in detail and use expressions depending on the mood and purpose of the communication.

The Body of an informal letter

It consists of the following:-

1. Introduction This consists of greetings (first paragraph)

2.Reason Aim of writing and should start from second paragraph through to the last paragraph.

3.Regards This could be in form of greetings from or to other relatives and friends.

4. Ending : The ending like the salutation may be dictated by the sender's relationship with the recipient.

For example:

Dear Aunt Jane - Your loving nephew

Dear father - Your loving daughter

Dear Rose - Your sincere friend

- Yours sincerely

Note; If the sender is replying to an already received letter, it is important to answer all questions asked as clearly as possible; and if an invitation, to be sure to confirm about

the date, time, venue or any other relevant information.

sincerely is used when salutation is: *Dear Mr., Mrs, Miss,*

EXAMPLE OF A FORMAL LETTER

Imagine that you are Chege.

Write a **letter of complaint** to *Siriana Mission Centre* expressing the community's unhappiness about infiltration of the whitemen.

(20mks)

LAYOUT

- Must be a letter of complaint
- Two addresses (2mks)
- Reference (1mk)
- Salutation (1mk)
- Body (2mk)
- Signing of valediction (1mk)

CONTENTS

Introduction (2mks)

Register complaints

Body – Reason for complaint e.g. Interference with

cultural practices e.g. circumcision. (1mk)

- Introduction of Formal Education
(1mk)
- Emergence of Division because of Christianity
(1mk)
- Chege's personal opinion
(1mk)

Conclusion

(2mks) Total = 8 mks

L.A

(4mks)

Tense

Spelling

Punctuation

Gender agreement

Use of capital letters.

SAMPLE 2

Imagine that your elder brother is having a wedding during the August holiday at your rural home. Your cousin Tom, who was born and brought up in Mombasa wants to attend the wedding ceremony, but he has never been to your home. Write a letter to your cousin; giving him directions to enable him reach

your home.

1. Must be a friendly letter, with one address, salutation, body and valediction

The language should be appropriate i.e the level of formality should be appropriate to that of a friendly letter

Active voice is used to give directions

The directions should be clear and precise so as not to mislead

The directions should be sequential and logical

Approximation of distances and use of land marks should be employed as guides

NB;- The marks should be distributed as follows

Format-6

Language-6

Content- 8

(Give marks for content out of six depending on how accurate the directions are)

Language scale A-6

B-4-5

C-2-3

D-1-2

A candidate who does not use the format of an informal letter will forfeit the marks for format

Kcse Year 2007 english paper 1 question 1 they tested letter

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.

Important Points of interpretation

Must be a formal letter. The **format of the letter must include the following**

- ❖ Sender's address
- ❖ Addressee address
- ❖ Forwarding address (though head teacher)
- ❖ Date
- ❖ Salutation
- ❖ Reference/ topic/ subject
- ❖ Body
- ❖ Closure
- ❖ Signature/ name of writer
- ❖ Designation of writer (10 mks)

The body of the letter must have the following

- ❖ Mention of the title and name of author (2 mks)
- ❖ Synopsis of winning entry (book) (4 mks)
- ❖ Appeal for publication and formal request to publisher (4 mks)

NOTICE

Year 2008 eng paper 1 q1

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. (20mks)

Answer

a) Notice

Must be a notice. If not, deduct 2 marks

AD

Must bear the label NOTICE 1 mark

Must be on the logo/state the name of the club issuing the notice a the Head/top Heading must have name of the club
1mark

Must be state that it is meant for the members of the named club 1 mark

Must state the date (and day) and time of the meeting 1 mark ½ m for date and ½ for time

Must be written in forma, precise language

3mks

Write L at end essay mark against H

Must bear indication of who issued the notice, i.e. the secretary (need not be signed) if constantly and use capital letter

1mk

Borders/inset to give it enhanced/attractive appearance

1mk

Memo or letter 2 AD

If the notice and genda appear on one mark normally

SAMPLE

NOTICE

UPSTART DRAMA CLUB

Notice is hereby given of the second meeting of the Upstart Drama

members to be held on (Friday)the 26th of the October, 2008 in the school auditorium 4.30pm to consider the matters on the agenda attached herewith.

SECRETARY

(UDC)

AGENDA-TO be separate from notice

Must be an agenda. If not deduct 2 marks AD

Must have the heading of the club (see sample)
(1mk)

Must have an indication that it is an agenda
(1mk)

Must show evidence that this is a follow-up meeting (2nd meeting) by indicating there are minutes of the previous meeting

SAMPLE

UPSTART DRAMA CLUB

AGENDA

1. Preliminaries
2. Confirmation of previous minutes
3. Matters arising
4. Appointments of the play

5. Date of selection of cast/auditioning
6. Budget for the production of play
7. Dates for rehearsals
8. Date of final performance

SECRETARY

(UDC)

YEAR 2009 LETTER

1. 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.

(20 mks)

YEAR 2010

SPEECH

1. 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)

MARKING SCHEM

ENGLISH PAPER 1 Year 2010

I. POINTS OF INTERPRETATION

Must be a speech i.e must have the format of speech including Addressing the chairperson/master of ceremony and the official/ patron

*If no quotation marks used or not ignore.

*If not deduct 4 marks.A.D.

SAMPLE SPEECH

The Guest of Honour, (Name)

The principal, (Name of school)

The patron, Environmental club, (Name)- min 2 people

The official of the Environmental club

Fellow colleagues

The master of ceremonies, Sir / Accept master of ceremony

a) INTRODUCTION

*To show why or how or who started the club

-Must come before objectives

I wish to start by outlining briefly how the E.C idea was born. Three of us, ___ and I were watching TV one day and saw a programme showing how the youth in ___ were responding to the challenges of environmental degradation in their community. We were challenged and resolved to take the matter up with our Geography teacher, _____. He concurred with us and kindly accepted to be the patron of the club we formed to rally the students of this school willing to join us. On the 14th of _____ we held the first ad hoc meeting and resolved to form a club with the three of us as interim officials. Two other meetings followed before we officially held elections under the supervision of our patron. I was elected chairperson.

b) OFFICIAL OF THE CLUB-names/designations and functions must be there.

The following officials were elected to serve with me. Please stand up so that I may introduce you

_____ was elected Organising Secretary, unopposed

_____ was elected Secretary

_____ was elected Assistant Secretary, etc

Thank you. Please take your seats.

c) OBJECTIVES OF THE CLUB

The club was formed to undertake the following

a) To sensitize the members, and through them the entire school and community, on the need to conserve and protect our environment

b) To undertake to clean-up our environment

c) To undertake to restore the degraded environment, say by planting trees, garbage removal, prevention of malaria by disposal of ditches and cans where water could collect etc

d.) to promote organic production of vegetables in the school

farm for sale to staff and local community.

(e) To undertake environment clean up activities in the school and local market and community.

MEMBERSHIP

The club membership is open to all like minded students desiring to join and create an impact in the society, upon payment of non – refundable fee of Kshs 150

The master ceremony ;

The club in addition to the routine environmental clean up to organize and give talks to the environmental issues to the school community; to invite environmentalist to talk to the club members; to sponsor at least five members to the World Environmental day celebrations held at the provincial/county headquarters every year.

CONCLUTION – Look for indication of coming to an end – thank you God bless.

The master of ceremony ,

I wish to end by thanking the guest of Honour for coming to grace this occation, the principal for the support she has given us and the patron and last but not least the members of the environmental Club

Thank you!

Year 2011 notice

1 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)

POINTS OF INTERPRETATION Mixed format

- 1a) Notice — Must be at the top. Don't accept notification for meetings (can interchange with the name of the school) accept ✓
 - must be a notice if not distinct 2 marks;
 - advertisement must be clearly.

Sample Notice

NOTICE — Must be at the top

ST KUVITO HIGH SCHOOL, KERICHO

DRAMA! DRAMA! DRAMA!

WHAT: Presentation of Henrik Ibsen's play *An Enemy of the People*

WHERE: ST KUVITO HIGH SCHOOL HALL

WHEN: SATURDAY AND SUNDAY 22nd - 23rd

TIME: 3.00 pm - 5.00 pm both days

CHARGES: ABSOLUTELY FREE!!!

**COME AND EXPERIENCE GREAT ACTING, GREAT ENTERTAINMENT
GREAT TEACHING AND RIB CRACKING!**

A must watch for KCSE candidates.
 Members of the public are welcome.

YOU DO NOT WANT TO MISS! SEE YOU THERE!

**For a sneak preview, see the attached synopsis of the play.*

Secretary, St. Kuvito High School Drama Club

Contact Person

Mr. G. Kahiro (patron):
 Cellphone: 0922-464040

- Content — performing team 1/2
 — people invited —
 — charges — 1 c
 — Benefits — 1 c (entertainment/lesson learnt)

- Format
 Notice — 1/2
 Institution — 1/2
 What — 1/2

- F Format — 3 MKS
 C Content — 3 MKS
 L Language — 2 MKS

- Where — 1/2
 When — 1/2
 Who — 1/2

(3 marks)

2 — 8 MKS

— 1 AB (Mixed format)
 (Transferred to the grid cover)

1/3

b.) Must be a synopsis. Must be continuous prose. If not deduct 2 marks. A.D. Must be faithful to the text otherwise treat as irrelevant and penalize accordingly.

SAMPLE SYNOPSIS

Dr. Stockman the Medical Officer of Health having noticed an increase in the incidence of water born diseases among visitors coming to the medicinal spas in the city institutes a scientific investigation and discovers the water is contaminated by effluent from tannery nearby. He recommends to the municipal authorities he serves closure of the baths and relaying of the entire piping system. This sets him on a collision course with the municipal authorities who wish to down play the issues on account that publication of the issue would scare away the tourists and kill the economy of the city that was dependent on the Baths. Besides, they argued, closure and the works would take too long and would be too expensive for share holders.

This sets the stage for the confrontation between Dr. Stockmann who believes the safety of the populace and the tourist is paramount and the mayor who leads the political and business fraternity. The ensuing battle from the conflict in the play An enemy of the people. The mayor uses intimidation, sacks Dr stockman, distorts the information and blackmails the public into supporting him by claiming the taxpayers would have to foot the bill should Dr. stockman succeed. This makes the public to denounce Dr. Stockmann as the enemy of the people (204 words.)

Year 2012 C.V.

1 Read the advertisement below and answer the questions that follow.

The Electoral 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 voters register.

Applicants must be:

- citizens of Kenya
- 18 years and above
- in possession of a national identification card
- 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, 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)
-

1. POINTS OF INTERPRETATION WHICH WILL AFFECT CONTENT:

All prose letter - TL script

Mixed format - 1AD - CV application

If the letter is written through somebody deduct

1mk AD

a) Must be a letter - a formal letter.

If the format is correct but the content is irrelevant

Inviting people to the party

Give no mark (0)

Even for lg (0)

Letter Format (3marks) Underline the name and ignore

1. Senders Address - 1/2

2. Date 1/2

3. Recipient address 1/2

(it must be addressed to the CEO to earn a mark)

4. Salutation 1/2

5. Reference 1/2

6. Yours faithfully

name + signature - 1/2

Total = 3mks

If not a formal letter deny 1mks for tone = TL Script

Content 3mks

Language 4mks

b) Must be a curriculum vitae (CV)

CV Format

Bio -data 2mks

Academic history & qualifications 2mks

Experience 2mks

Interests 2 mks

References & contacts 2mks

10mks

The CV is prose from beginning end, get extract item then deduct

Content

1. Citizenship (C) 1/2 mks

2. Age (A) 1/2mks

3. Possession of ID	1/2 mks
4. Fluency in English & Kiswahili (F)	1/2mks
5. Possession KCSE grade (E) education	1/2mks
6. Computer Literate (IT)	1/2mks
7. Little or no supervision (s)	1/2 mks
TOTAL	6 mks

Year 2013 notice

- 1.(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)
- (a) Must be a **notice** if not deduct 2 marks.

Format (3 marks)

- Headings and subheadings - must be written clearly in catchy bold print to attract the attention of the reader.
- Overall presentation - attractive design, use of capital letters e.t.c.
- Include the following
 - Heading
 - Name of Institution
 - Subject
 - Format - name of a person/official designation
 - Border line
 - Date of notice

Language (3 marks)

- Language accuracy - should communicate clearly and accurately
- Use short clear phrases

Content (4 marks)

- Description of the child (2 marks)
e.g. - height
- Complexion

- age (mandatory)
- Clothing
- indicate child is deaf (mandatory)
- Offer a handsome amount of money for information that will help locate the child. (1 mark)
- Give contact details e.g. phone number. (1 mark)

(b) Expect an **informal letter** if not deduct 2 marks.

The letter need not be long, it is the sincerity of the tone that matters.

Format (3 marks)

- Senders address and date
- Salutation e.g. Dear Mr./ Mrs e.t.c
- Signing off e.g. yours sincerely e.t.c

Language (4 marks)

- Ability to communicate accurately
- proficient use of language structures
- coherency
- appropriate punctuation
- Tone - should adopt a relaxed formal tone since the addressee is not known by

the sender.

- Paragraphing

Content (3 marks)

- Sincere expression of thanks.
- Details of how the person who found the child will receive their reward.

(appreciation (1), reward (1), how, where and when (1))