

Kenya Certificate Of Secondary Education 2019



ENGLISH PAPER (FUNCTIONAL SKILLS)

END TERM 1 2019

MARKING SCHEME

QUESTION 1

(a) Reminder

Sample

HEKIMA HIGH SCHOOL✓1

TO: ✓½ THE DEAN✓½ OF STUDIES

FROM: ✓½ THE PRINCIPAL✓½

DATE: ✓½ 25TH MARCH 2015✓½

SUBJECT: ✓½ BENCH MARKING✓½

Please remember about our bench-marking✓½ visit to Masomo✓½ Bora High School starting on 1st April 2015 to 3rd April, 2015. ✓½ kindly inform the teachers✓½ and the students involved.

(Signature) ✓½

Msomi Halisi✓½

Principal. ✓½

F - 07

C - 02

L - 03

12

(b) Diary

Tuesday, 1st April, 2015

8.00a.m. - Departure (At least one entry - 1mk)

10.00a.m. - Arrival

10.15a.m. - 4.00 Attending lessons in classes

Wednesday, 2nd April, 2015

8.00a.m. - 4.00p.m. - Attending lessons

4.00p.m. - 5.00p.m. - Games (at least one entry - 1mk)

Thursday, 3rd April, 2015

8.00a.m. - 12.30pm - Lessons
 2.00p.m. - 3.00p.m. - Meeting in the Assembly Hall
 4.00p.m. - Departure (At least one entry)
 F - 03
 C - 03
 L - 02
 08

2. Cloze test

1. you
2. all
3. born
4. just
5. realize
6. start
7. equivalent
8. first
9. have
10. feeling

3. ORAL SKILLS

(30mks)

- a(i) I would pose/ask a question relevant to the story
 I would begin with an illustrative proverb or riddle
 I would sing a song related to the story
 I would begin with an opening formula of story, story, story come.
 I would beat a drum
 I would clap my hands
- ii) When the audience nods their heads
 Varying of the facial expression clapping of the hands
 Maintain meaningful eye contact with the narrator
 Stamping of the feet
 Laughing or expressing sadness where necessary.
- iii) I say the words with a steadily rising intonation I would wear a stern face.
 With the hand or finger making an outward sweeping motion.
 (One verbal and one non-verbal cue)
- b) N- Damn, Solemn, Condemn and any other correct
 G- Gnaw, Phlegm, Gnash and any other correct one
 H - Hour, Honest, Honour Heir any other correct one
 O - Leopard, Jeopardy
 W- Wrestle, Write and any other correct one.
- c) You should remember to say hello and introduce the company e.g. hello, this is Unga Safi company.√1
 Ask how you can assist the caller. √1

Inform the caller that the manager is not in the office. ✓1

Write down the message indicating the date, time, name and telephone number of the caller. ✓1

Thank the caller for calling and say goodbye. ✓1

d) I arrived late for the interview

I had not arranged my documents in order

I was not properly groomed

I was not dressed decently

I answered the questions rudely

I did not maintain eye contact with the panel

I answered questions without listening keenly

I was not audible enough

Any other relevant. All answers must be in the negative and have personal involvement (lmk).

Mark the first five answers only.

e) One should never touch anyone you do not know.

One should stand at least 4 feet away from a person unless you know him or her well.

One should not lean on someone because it makes one uncomfortable.

When you walk into an auditorium or theatre that isn't crowded, leave an extra seat between you and the next person

Never go through anyone else's personal belongings.

Don't fling your arms around someone's shoulder or slap someone at the back unless you know him or her.

Don't cut in front of people in a line/queue

Do not enter a room or an office without knocking the door.