EXAM 1

1. Since last year third term, your class, Form 4 Green's academic performance has been drastically going down. This has raised a lot of worries in the entire school, and it was one of the issues that came up during the release of the first examinations results of this term. After that meeting, the School Principal summoned you as the Class Prefect to his office and requested you to find out the reason for such a performance. Write a **report** that you would present to him in two weeks' time underlining the causes for this performance by your class and the recommendations that you suggested. **(20 marks)**

Format **(5 marks)**

- Heading: (eg. **A REPORT ON THE DECLINING PERFORMANCE OF FORM 4 GREEN**) **(1 mark)**
- Introduction **(½ mark)**
- Terms of reference **(½ mark)**
- Procedure/Methodology **(½ mark)**
- Findings (Causes for the Poor academic Performance) **(½ mark)**
- Conclusion **(½ mark)**
- Recommendations **(½ mark)**
- Signing Off (***Report compiled and written by***

  (Signature)

  ***Name** of the Report Writer,*

  ***Designation** of the Report Writer*) **(1 mark)**

Content

- **Introduction** (*the issue to be investigated, its prevalence the names of the committee members; the officer who has called for the report*) **(2 marks)**

  ****** must be in prose.***

  For example:

  For the past two terms, Form 4 Green has been tailing in the examinations done in the school. This is a departure from the excellent performance it had previously been posting. This necessitated the Principal to call the Class Prefect and requested him together with the other class leaders to go and find out the reasons for this. The committee members were:

1. *Kyengo Kaluma – Chairperson*
2. *Sandra Barbie - Secretary*
3. *Nikita Kiev – Member*
4. *Omu Shambulizi - Member*
5. *Priestly Elvis – Member.*

- **Terms of Reference** (*the duration that the investigation is to take, the area(s) the investigation is to be done*) **(1 marks)**

  For example:

  The report was to concentrate on the times the members of this class were in class and what they would do in their dormitories during private study time. It was to be presented in two weeks' time to the Principal.

- **Procedure** (*the methods that have been used for the collecting the information: interview, observation, questionnaire*) **(1 mark)**

  For example:

  The class members were interviewed individually by the committee members. A questionnaire was also given to the school prefects who are member of this class to give reasons for the deteriorating performance.

- **Findings** (**eg.** *noise making in class, insufficient assignment, poor reading culture, poor time management,* **etc**) **(3 marks)**

  ******must be subtitled and explanation written in prose in grammatically-correct sentences:***

  For example:

  1. ***NOISE MAKING IN CLASS***

  The committee members discovered/noticed/found out that the class members would make a lot of noise anytime there was no teacher in class.

  2. ***INSUFFICIENT ASSIGNMENT***

  It was noticed that the students had little work for the evening preps.

- **Conclusion** (*a comment on the necessity for quick/prompt action*) **(1 mark)**

  For example:

  CONCLUSION

  There is an urgent need for the school administration to take prompt action to salvage the class from further decline in performance as they have now been registered for the national examinations.

- **Recommendations** (**eg.** *silence in class, giving enough assignments,*) **(3 marks)**

  For example:

  1. ***The members recommended that the notorious noisemakers need to be suspended for a week from school.***

  Language **(4 marks)**

- It can be presented in the ***passive*** or from the *third person perspective.*
- It must be presented *in a formal language and tone.*
- *Tense mostly in the past and minimal use of the present and conditional tenses.*

2. Cloze Test

(i)	in	(vi)	have
(ii)	level	(vii)	areas
(iii)	past	(viii)	for
(iv)	higher/different	(ix)	What
(v)	benefit	(x)	not

3. (a) **Homophones**

   i) Coo

   ii) Broach

   iii) Mussel

   (b) **Intonation**

   i) Falling

ii) Rising

iii) Falling

(c) **Silent letter**

i) ,psalm, psychic, receipt, coup, corps.

ii). aisle, island, debris

iii). autumn, column, condemn, damn, hymn, solemn

(d) **Odd one out**

i) quay

ii) character

iii) sachet

(d) **Sentence stress**

i) Wafula – Nobody else but Wafula

ii) house – not any other place but the house (nowhere else but the house)

(e) (i) **Weaknesses of the speaker**

- The speaker is inaudible / has poor voice projection
- The speaker have taken too long
- The speaker may have digressed
- The speaker avoided eye contact with the audience
- Choice of language/words was beyond the students' ability
- Speaker had groomed inappropriately
- Speaker's posture was inappropriate

(ii) **Non-verbal cues**

- I would ask them to keep eye contact with the speaker.
- I would advise them to sit upright
- I would advise them to take notes as the lesson goes on
- I would ask them to avoid distractors

(f) i) I would ***capture attention*** by:

- Singing a song.
- Posing a riddle.
- Clapping my hands.
- Banging the table.
- Whistling. (**Any 3 suitable answers 1mk each**)

ii) I would ***sustain the interest*** by:

- Appropriate tonal variation
- Effective gestures
- Appropriate facial expression.
- Mimicry or imitation. **(Any 3 suitable answers 1mk each)**

iii) I would ***say the line*** by:

- Stressing the words 'don't like' because they are emphatic words.
- I would shake my head as I say them to show my dislike for what has been decided.
- I would raise my tone to emphasize the message. **(any 2 suitable answers 1mk each)**

(f) ***Telephone etiquette***

- He failed to identify himself at the beginning of the call
- Talks rudely to the secretary
- Talking too loudly/shouts
- He hangs up on the secretary
- Engages in an argument with the secretary

ii)

- She identifies herself at the beginning of the call
- She is patient and courteous
- She is polite and does not shout
- Holds her cool
- She is pleasant in the entire conversation

EXAM 2

Question 1: FUNCTIONAL WRITING

It must be a journal if not deduct 4 marks. (AD)

Must have

(1)A title e.g. Personal Journal /National Music Festivals held in Mombasa – 1mark

(2) Day and date of each day - 1 mark each

Total - 5 marks

If day or date is omitted deduct ½ mark

(3) Choral verse presentation – 2 marks

Visit to the beach	- 2 marks
Visit Fort Jesus	- 2 marks
Shopping	- 2 marks
Total	**- 8 marks**

Award 4 marks for language

Award 2 marks for journal tone e.g. use of We/I

Title - 1 mark
Sub-headings – 5 marks
Body - 8 marks
Language - 4 marks

Note all errors of tense, spelling, construction etc

A – 4 - Excellent
B – 3 - Good
C – 2 - Fair
D - 1 - Weak

Tone – 2 Marks

TOTAL 20 Marks

QUESTION 2: CLOZE TEST

1. prerequisite/requirement

2. caught
3. for
4. most
5. acquiring
6. impossible
7. concerned
8. should
9. this
10. get/acquire

QUESTION 3: ORAL SKILLS

(i)

- ✓ Conventional opening formula e.g.
- ✓ I am going tell you a story
- ✓ Take a story
- ✓ Relevant riddling
- ✓ Singing a relevant song (Mark any 2 = 2x1)

(ii)

- ✓ Voice/tonal variation
- ✓ Mimicry
- ✓ Appropriate facial expressions
- ✓ Appropriate gestures

(Let students give specific examples e.g. in gestures, demonstrate the pulling of the trees. A commanding voice from the king and the leader of the monkeys)
(Any two well illustrated point. 2 x 2)

(iii)

- ✓ Eye contact
- ✓ Nodding
- ✓ Appropriate facial expression
- ✓ Upright/forward leaning sitting posture
- ✓ Responding at the end of the story (4 x 1)

(b) (i)Rapport
(ii) Rendezvous
(iii) Poignat

(c) **Before**

-Failed to do some research about the company/firm that invited him
-Failed to rehearse
-Failed to keep time
-Grooming
-Failed to carry the required documents
(Accept any other relevant)

During
-Failed to treat all interviewers with respect
- Failed to be confident
-Failed to take time to understand questions
- Failed to be honest
(Accept any other relevant)

(d) (i)Gait
(ii)Foreward
(iii) Meddle
(iv) Suite

(e)

- ✓ Compass direction – e.g. east, west, north, south of
- ✓ Landmarks – buildings, trees, rivers, hills etc
- ✓ Approximate distance – in kilometers, meters e.t.c.
- ✓ Time taken – minutes, hours

(f) (i)

- ✓ Asking to relax
- ✓ Motioning him to a seat
- ✓ Addressing him by name
- ✓ Smiling at the student (any 2 points = 2 marks)

(ii) (a)

- ✓ Interrupting him politely (please relax)
- ✓ Being polite e.g. Calm down
- ✓ Allows turn taking
- ✓ Use of appropriate intonation
- ✓ Being appreciative (commendable) (Any 2 points = 2 marks)

(b)

- ✓ Appreciative (says thank you)
- ✓ Uses tone appropriately (raises when agitated, lowers when information is positive)
- ✓ Allows turn taking
- ✓ Composed /controlled later (Any 2 points = 2 marks)

(iii)

- ✓ He is impatient e.g. so then why …….
- ✓ He is rude e.g. Don't tell me …..
- ✓ Indisciplined – knocks the door loudly. Says I am told you called me.
- ✓ Suspicious/anxious e.g. don't tell me ……. (Any 2 points = 2 marks

EXAM 3

1. **REPORT WRITING**

FORMAT **(8MKS)**

- Title (1mk)
- (Report on the poor hygiene….etc)
- Introduction (1mk)
- Method (1mk)
- Findings (1mk)
- Summary and conclusion (1mk)
- Recommendations (1mk)
- Report complied by /etc (1mk)
- Sate (1mk)

CONTENT (8MKS)

- Who commissioned the report/why? (1mk)
- Constitution of investigating committee (1mk)
- Methods of gathering data (1mk)
- Findings – at least two well presented (2mks)
- Summary and conclusion (1mk)
- Recommendations – 2- to findings (2mks)
- (Must offer logical solutions to findings)
- Language (4mks) (tied to performance in the body and format)

2. CLOSE TEST

1. Shown
2. regularly
3. Revelation
4. Is
5. from
6. Negative
7. their
8. relative
9. them
10. lack

3. ORAL SKILLS

a) aabbccddeeff – The poem has a regular rhyme scheme.

b) Repetition – Make...make
I....I
I could not rest if...

Alliteration – make me ....(No mark without the underline)

Assonance – Rise Like...

Consonance - ...not rest...

c) – Nodding their heads

- Clapping
- Laughing or expressing sadness where necessary
- Stamping their feet

- Maintaining eye contact with the recitor (Any 2 x 1mk)

d) – I would use a falling intonation.

- I would stress the words rise, curse, trembling and air since they carry the meaning of the line.

(Any 1 x 2mks)

(The answer should begin with: I would....)

e) i) Falling

ii) Falling

iii) Falling

iv) Rising

f) Corps – p, s

Parliament – i

Leopard – 0

Fracas - s

g) i) Berry

ii) Clause

iii)Guessed

iv)Mail

h) i) It was the lady and not any other person.

ii) The dress was not of any other colour other than red.

iii) It was a purse and not any other thing.

i) i) Gate

ii) Shepherd

j) i) James is not a keen listener

ii) James does not respond to Muthomi's concerns. James is unconcerned with the dialogue.

EXAM 4

FORMAT

Should have 2 addresses ½

Date ½

Recipients address ½

Salutation ½

Reference ½

Closing tag 1/2 (total 3MKS)

CONTENT

Reason for writing 1mk

Date of the event 1mk

Time ½

Venue ½ mk

Expectations (ADDRESS/ INSPIRE/ MENTOR) 1mk

Conclusion 1mk

(TOTAL 5MKS)

LANGUAGE 4MKS (Tone must be formal)

CONGRATULATORY NOTE

Format

Date ½ , Boarder ½ ,Salutation 1/2, Closing tag ½ (2mks)

Content

Reason for writing 1mk

Reason for congratulation and the value of this 1mk

Complementary remarks 1mk (3mks)

Language 4mks

CLOZE TEST

1) of
2) in
3) urging
4) cases
5) expected
6) especially
7)advised
8)warm
9)such
10)dependent

ORAL POETRY

3 A

i) aabcdefc (1MK) Irreguar rhyme because the pattern is unpredictable (1Mk)

ii) The word only to emphasize that there's no other person that the persona loves.

iii) Facial expression- smile when saying 'you make me happy' gestures- point upwards as if pointing at the sun, Hold your chest with your hands to suggest love

Shake your head to suggest that you don't want the sunshine to be taken away.

3B)

i) It is a tongue-twister 1mk

ii) Allliteration 1mk – flea fly flew up in a flu 1mk

NB The sound must be underlined to score a mark.

3C

i) falling

ii)rising

iii)falling

3D

One person dominated the discussion

Abrupt and rude interruptions

Inaudibility

The students had not prepared adequately

3E

The age group

The gender

Education background

3F

Shows polished mannerisms/ courtesy

Enhances effective communication

Shows respect

Establishes good rapport with the audience

3G

Prepare the questionnaire

Pre-visit the center

Avail data recording equipment eg. Tape recorder and make sure it is working

Contact the person in charge of the center.

3H

Barren-baron

Lichen – liken

Fowl- foul

3 H ii

Con'duct

'process

Ex'port

'convict

'rebel

sub'ject

EXAM 5

1a) Points of interpretation

I) Must be memo if not deduct up to (4mks)

Format (4 marks)

- Name of the institution ½
- The term internal memo ½
- Name of the person the memo is being sent to ½
- Name of the person (title) sending out the memo. ½
- Date the memo is written. ½
- Reference number of the memo. ½
- Subject (No RE = 0mk)
- Body (1mk)
- Sender's signature, name and designation (1)

II) Content (4 marks)

- Information about the demise of the colleague worker through fatal accident when it occurred. (2 marks)

- Information on collection of funds to support funeral expenses and when the money should be handed in. (2 marks)

III) Language accuracy

A - 4

B - 3

C - 2

D - 1

b) i) Expect a condolence note, If not deduct up to. (4 marks)

- Salutation (If address present accept)

- Content - expression of your condolence

- say something positive/what made the deceased memorable to you.

- Express willingness to offer assistance towards burial expenses

- Closing tags.

ii) Language accuracy (4 marks)

A - 4

B - 3

C - 2

D - 1

2. CLOZE TEST

i) That

ii) can/could

iii) than

iv) age

v) just

vi) capacity/ability

vii) at

viii) which

ix) often/may

x) and

3a) low, blow

breast/nest

moon/soon

rest/nest

For each pair maximum (2mks)

ii) Mark any of the following styles if identified with a relevant illustration.

- Repetition - sweet and low, sleep and rest,
- Alliteration - wind/western, breath, blow, silver, sails
- Assonance - low, blow, rest, breast
- Consonance - rest breast
- Use of rhyme - low blow

Rest low sea soon

breast blow me moon

west

nest

iii) Lullaby (1mk) Any feature of a lullaby evident in the poem.

e.g - use of mono syllabic words, soothing words

- short

- repetitive

iv) Contain equal number of syllables (1mk) has a regular rhythm. (1mk)

v) By lowering the voice and using a soothing tune so as not to awaken the body. (1mk)

vi) Come, under (1 mk)

b) i) pours

ii) hill

iii) cause

iv) told (4 mks)

c)

- By being a good listener so as to observe pauses and prompts to speak.
- By letting others have their say so as not to dominate the conversation.
- By waiting for your turn to contribute instead of interrupting others. (3 mks)

d) i) I'm sorry - Excuse my clumsiness (2mks)

ii) Sorry, you were saying something/proceed please. (2 mks)

iii) I beg to differ/allow me to give a different opinion/what if we looked at it from this angle...../That's a good point, but ...../fair enough, but ..... (2mks)

e) i) challenge

ii) advice (2 mks)

f) Screeched

Screams (any four)

howls

banged

smashed (2 mks)

g)- The instructions were not clear and precise.

- Did not use appropriate distances.
- Did not use specific direction terms e.g left, right, north, west, east, south.
- Instructions were not systematic.
- He may have forgotten some instructions.
- He did not listen keenly. (Any 3) (3 marks)

EXAM 6

1. Report writing.

Format : (Total marks : 8 marks)

Title - 1 mark

(Report on the safety situation... etc.)

Introduction - 1 mark

Method - 1 mark

Findings - 1 mark

Summary & conclusion - 1 mark

Recommendations - 1 mark

Report compiled by / etc. - 1 mark

Date - 1 mark

Content : 8 marks.

i. Who commissioned the report / why 1 mark

ii. Constitution of investigating committee 1 mark

iii. Methods of gathering data 1 mark

iv. Findings - at least two well presented 2 marks

v. Summary & conclusion 1 mark

vi. Recommendations - 2, related to findings

(Must offer logical solutions to findings; be in order of appearance) : 2 marks

Language : 4 marks (tied too performance in body / format)

Language and tone

- Must be formal language

- Check for correct grammar etc.

(Total score 20 marks)

2. 1. More

2. Its

3. small

4. developing

5. protect

6. another

7. to

8. imports

9. services

10. foreign

3. (i) rhyme - afternoon / soft / night

Moon / aloft / invite

Assonance - soon ....moon

Misty .....will .... Swing

Wrap .....sable

Alliteration - waning ... whisper

O dawn, O dreaded dawn

Any 2 1 mark identification, 1 mark illustration.)

ii. - Use a soft gentle voice when saying ' O whisper, O my soul' - to capture the calm mood.

- Close my eyes / open them only slightly - to capture the mood of calmness / soothing spirit/ comfort

- Place my hand on my breast / chest to show that I am addressing my soul

(Expect all 3 points)

c.

(i) Ensured that everyone got a chance to participate.

(ii) Saw to it that nobody interrupted another when it was their turn to speak.

(iii) Ensured that all discussion / participation was through the chair.

(iv) Moderated the discussion so that it remained focused on the discussion topic.

(v) Concluded the discussion by summing up the points made / giving a summary / concluding remark.

(any IV points)

d. (i) furry

(ii) floor

(iii) peer

(iv) canal

e.

(i) The room is stuffy and / hot, hence uncomfortable.

(ii) There is noise around the venue / whispering / throwing notes, etc.

(iii) People are moving about / around you.

(iv) You have a pressing need to use the washroom / quench your thirst, etc. (biological need).

(v) You do not listen deliberately / let your mind wander / daydream, etc. any $4 \times 1 = 4$ marks)

f.

(i) She is rude e.g. Stop it! - Shouting at her mother.1 She needs to learn to use polite expressions and

control / moderate her temper. 1

(ii) She cuts in to her mother's speech / rudely interrupts e.g. if your grades.../ I knew it)1 She needs

to wait for her turn to speak or interrupt politely.

(iii) She is a selfish negotiator who wants to have her way and not honor her end of the bargain - she does not keep her promise to improve her grades 1. She must aim at creating a win-win situation where she honors her part of the deal.

(iv) She does not respect her mother's values 1— her mother attaches value to her education, but

Doreen does not respect that. She must establish what is of value to her mother and respect it so as to achieve a middle ground.

EXAM 7

EXAM 8

1. Report writing

sample guidelines

- must be a report (if not deduct up to AD4 marks)

  main heading - 1mk

  subheadings introduction - ½mark

  Findings - - ½mark

  Conclusion/recommendations - 1mk

  Signing out 1 Mk

Content- introduction - 2 mks

Body/findings - 10 mks

Language -4 mks

CLOZE TEST

1. expect
2. made
3. fulfilled
4. However
5. realize/attain
6. from
7. Efforts

8. besides

9. uphold

10. strive

3. a) I would introduce the story by conventional formula understood by my audience e.g

- I am going to tell you
- Take a story
- Story is coming (2 mks)

b) i) Voice/Tonal variation – I would try to differentiate the portions where the narrator speaks from the portions where the characters speak.

ii) Mimicry: I would use facial expression of the head monkey as he instructs them –"he feels wise," and also use it to show agreement on the part of the other monkeys.

iv) Gestures: I would show the way the monkeys pulled the trees before watering them.

v) Body movement: Imitating the way a monkey jumps about

(Mark any two of the above) (2 x 2 = 4 mks)

c) Indicators of attention in the audience:

- Eye contact with the narrator
- Body language e.g nodding, smiling, sitting posture that shows alertness.
- Appropriate emotional responses that shows alertness
- The general response at the end of the story

Mark any two of the above. (2 x 2 = 4 mks)

d) Paying close attention (listening carefully)

- Taking turns to allow one to make a point
- Interrupting and disagreeing politely
- Presenting facts and opinions precisely
- Asking for clarification politely#
- Making compromise work/ceiling/accommodating others views
- patience
- Firmness 5 x 1 = 5 mks

e) /ai/ /u:/ /ɔ:/

Night, write school, you oar, floor 3 x 1 = 3 mks

f) i) o

ii) b

iii) gh

iv) t 4 x 1 = 4 mks

g) i) Your excellency

ii) Your lordship

iii) Your Holiness

iv) Honourable MP 4 x ½ = 2 mks

h)

- Trembling hands
- Beads of sweat on the forehead
- Stammering and trembling lips
- Avoiding eye contact with audience
- Shaky paper or reading material he/she is holding Any 3 x 1 = 3 mks

How to overcome

- Taking a deep breath before presentation
- Organizing the presentation/points in a logical manner
- Looking over the student instead of direct look
- Rehearsing well before presentation Any 3 x 1 = 3mks

EXAM 9

1. (a) Notice (12 mks)

Must be a notice. If not, deduct 2 mks AD.

Format - 4 mks.

- Must bear the label 'NOTICE' (1 mk)
- Must have a logo / state the name of the club meeting at the head / top. Heading must have name of the club. (1 mk)
- Signing off
- Must mention name of who issued notice. 1/2 mk

- Must bear indication of designation e.g club secretary. 1/2 mks
- Must have a signature - 1/2 mk
- Must have a border line - 1/2 mk

Content - 5 mks

- Must state that it is meant for the members of the named club. (1 mk)
- Must an indication that it is the second meeting. (1 mk)
- Must state the date (and day) and time of the meeting.

  Date - 1/2 mk

  Time - 1/2 mk
- Must state the venue - 1 mk
- Must state that the purpose of the meeting. (1 mk)

Language - 3 mks

Should be formal and precise.

Sample

NOTICE√1

MASOMO DRAMA CLUB

Notice is hereby given of the second meeting of the Masomo Drama Members to be held on Saturday, 31st September, 2018 in the School Auditorium at 4.30 p.m to consider the matters on the agenda attached herewith.

James Mugendi

Club secretary.

(b) Agenda (8 mks)

- To be separate from notice.
- Must be an agenda. If not, deduct 2 mks AD

Format (2 mks)

- Must have the heading of the club.
- Must have an indication that it is an agenda. (1 mk)
- Must have validation. (signing off)

- Name - 1/2 mk

- Signature - 1/2 mk

Content - 6 mks

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

(1 mk)

- Must list down FIVE agenda. (each @ mk)

Sample.

MASOMO DRAMA CLUB

AGENDA

The following will be the agenda for the 2nd meeting:-

1. Preliminaries.
2. Confirmation of previous minutes.
3. Matters arising.
4. Appointments of the play.
5. Date of selection of cast / auditioning.
6. Date for rehearsals.
7. Date of final performance.

Please be punctual. Thank you

James Mugendi

Club secretary

2. Cloze test.

1. greatest / biggest
2. involve
3. and / but
4. a
5. towards / toward
6. away
7. continually / usually / frequently / often

8. others

9. terms

10. However

3. Oral skills.

(i) Rhyme scheme

- ab ab cd cd ef ef gg √1/2 mk

- Regular rhyme scheme √1/2 mk

- It brings musicality √1/2 mk

- It makes the poem memorable

(ii) Stressed words.

- Pressed, wall, dying, fighting back√1/2 mk

NB: Must mention all.

Explanation:-

- These are content words√1 mk They bring out the person's determination to fight on without giving up.

- The line summarises the argument of the poem.(1 mk)

NB: Must identify√ and explain.√

(iii)

- By use of repetition√1 mk - The poem repeats the line;√1 mk 'If we must die' to show how much they do not want to be killed by the enemy yet they have to.

- By use of assonance - dying but fighting back.

- Use of same line soft same length.

- Consonance

(b) Must have used:-

- Effective voice projection.

- A captivating introduction and conclusion.

- Effective tonal variation.

- Appropriate choice of words.

- Effective non-verbal cues.

- Had good mastery of his / her content.

- Been neat and composed.
- Involve students, for example, by asking questions at the end.(1 x 4 = 4 mks)

(c) col . league

re . gis . ter verb

ap . proach (1 x 3 = 3 mks)

(d)

plain	plane
bury	berry
you	ewe
father	further
see	sea
bread	bred each 1 mk x 4 = 4 mks

(e) In order to capture the audience attention. I would do the following:-

- Maintain eye contact.
- Adapt a posture that is authoritative because this might illicit a positive response.
- Begin with a surprising question.
- Clap or ring a bell.
- Start by telling a joke.
- Begin with a famous quotation or a proverb (1 x 4 = 4 mks)

(f) (i) Tongue twister.

(ii) - Loses the alliteration.1 mk

- The sound pattern is lost. 1 mk (1 x 1 = 1 mk)

(g) (i) Things that make Sheila an ineffective communicator.

- Sheila is rude she asks "What do you want"
- She is not a keen listener / she is a poor listener. She picks up the phone but goes on talking with someone else.
- She is impatient. She hangs up before Wanjala finishes talking.
- She does not introduce herself or even the organization she works for.
- She interrupts Wanjala at the end. (each @1 mk)

(ii) Things that one should observe if they are to communicate effectively over the phone. (3 mks)

- Use polite language.
- One should introduce his / herself.
- Greetings to help in creating rapport.
- Be keen so as to get the details by the other person.
- Observe turn - taking. (3 points 1 mk = 3 mks)

EXAM 10

Answers

1. a) format (4mrks)

senders address

date

recipient address

salutation

subject

ending

signature

name NB

b) content(5mrks)

- intro- state reason for writing. (I am writing to inquire about...)
- -evidence writer a for/not done kcse
- body – facts to support the inquiry i.e details to support your request for in the inquiry
- minimum requirements
- subjects useful for the course
- -fee per semester
- duration of course

c) language (3mrks)

A=4, B= 3, C= 2, D =1

(TOTAL=12 MARKS)

1 B

Address (1mark)

Date(1mark)

Salutation(1mark)

Convey gratitude 1mrks,

Why?Reason 2mrks

Signing off(1mark)

2. cloze test

1. forms/constitutes/is

2. Necessary /essential/ vital

3. Example/case

4. Into/to

5. Apparently/seemingly

6. Rendered/made

7. The

8. Achieve/attain/realize

9. Surplus

10. Maximum/optimum

3) challenge – 1st speech by challenger

acceptance -1st speech by audience

riddle - stating the riddle

guesses - attempts to solve the riddle

prize- request for a prize offer of Bulindo

solution - acceptance of Ggayaaza village and stating the solution

ii) Bulindo – shaking his head, frown, (Appropriate gesture)

- To show he doesn't like drunkards

Ggayaaza- nod head, smile, relaxed posture

- To show he would get a wife who would not return to her home.

iii) Verbal – pause (...) for necessary dramatic effect

- Put special emphasis on 'leaf' because the one symbolized by 'wife'

- Rising intonation.

Non verbal – smile to show happiness, gesture that suggest leaf of a tree

b)

i. l

ii. d

iii. a

iv. g

v. o

3. c (i) problem – 2 constants between 2 vowels –

(ii)Channel – double constants separating 2 – between the double cons

(iii)Spider – single cons between 2 vowels – b4 the consonance if 1st vowel long

(iv)'polish -single consonance between 2 vowels – b4 the consonance if 1st vowel short

(v) Tackle – word ends with kle preceded by a consonance - before the consonance

d) Placing orders she says want instead of please

- should have known the quantity they needed before calling
- 'of course' is rude – assumes the other person knows her preference
- Not specific – time of delivery
- Repeats number impatiently and shouting
- Speaks indistinctly when giving address
- End – should have said thank you/ welcome (4 marks)

e) Correct sitting posture - leaning forward

Maintain eye contact with the speaker

f)

i. jet gem stone

ii. psychologist cell

iii. chef shapes

g)

i. court

ii. full

EXAM 11

1. Functional composition – marked out of 20 marks.

It must be a

- - The candidate must include:

The name of

the National park visited. 1/2 mk

The group involved report.

Award marks for the following

- An appropriate heading (1mk)

  A relevant introduction 1/2 mk

  Who requested for the report 1/2 mk

  When the visiting took place 1/2 mk

- The body – accomplishments – subheading 1 mk

  Two accomplishments 2 mks

  Problems experienced – subheading 1mk

  Two problems mentioned 2 mks

  Cautionary measures – subheading 1 mk

  Two cautionary measures 2 mks

- Appropriate conclusion – 2 mks

- First person involvement – (we) 2 mks

- Language 4 A (maximum)

  3 B

  2 C

  1 D

2. CLOZE TEST (10 MKS)

1) speech

2) speaker

3) in

4) quality

5) cannot

6) written

7) and

8) writer's

9) on

10) greatly

3. (a)

i. I 1/2 mk and meditate 1/2 mk. They are content words and emphasize the seriousness of thoughts going on in the persona's mind.

ii. Through the use of rhyme 1mk e.g.

mediate/levitate 1mk.

Alliteration 1mk Wells with 1mk

Close Closeness

Assonance 1mk simplest digit 1mk

1 mark for identification

1 mark for illustration

Any two 2 x 2 = 4 marks

iii. Optimistic tone (1mk) the persona hopes that with love and closeness, the simplest digit can be transformed into a magnified seed of a mustard tree 1mk

1 mark for identification 1mark for explanation max 2 marks

iv. Falling intonation for finality.

Slowly and deliberately

Stress the content words Mustard and tree

Any 2 1 x 2 (max 2mks)

(b)

i. She listens attentively to Kebu without interrupting (6mks)

- She puts herself in Kebu's shoes and tries to understand his position
- Tries to lessen the tension by lowering Kebu's anger
- Explains clearly why she disagrees with Kebu and tries to tackle the problem soberly.
- Uses polite language "... I am sorry ..."

- Empathizes with Kebu "... I am sorry ..."
- Assures her all will be well

I am sure you will register a better grade next time.

ii. Interruption is welcome (3mks)

- When the speaker distorts facts
- When the listener wishes to seek for clarification.
- When the speaker digresses from the topic
- When the speaker is not audible
- If the speaker has missed a crucial part of the discussion.

(c)

i. Frequent (adjective) 1/2 mk

ii. Recruit (verb) 1/2 mk

iii. Display (noun) 1/2 mk

(d)

i. Chief 1/2 mk

ii. Bucket 1/2 mk

iii. Photograph 1/2 mk

(e)

Tourist: Hello, how are you?

Could you please help me?

You: Hello, am fine, thank you.

What can I do for you? (2mks)

Tourist: I am James Anden from England and this is my son Joe (2mks)

You: pleasure to meet you

Tourist: We would like to visit any park nearby to see wildlife (1mk)

You: There is Nairobi national park

Tourist: how much does a taxi charge? (1mk)

You: It will cost between Kshs.1500 and 2000.

Tourist: alright. That's okay. Is there any hotel nearby that is not too expensive (1mk)

You: Yes, the Ole Sereni

Tourist: thank you so much. That too kind of you (1mk)

You: You are welcome. Not at all.

EXAM 12

a) BIDII HIGH SCHOOL (½ MARK)
INTERNAL MEMO (1/2 MARK)
TO: …… (1/2MARK)
FROM: …… (1/2 MARK)
C.C: The Principal
The Deputy Principal (1 MARK)
DATE: …… (1/2 MARK)
SUBJECT: NOTIFICATION OF A MEETING (1/2 MARK)
BODY
CONTENT -Date, time and venue of the meeting (1 Mark)
-State of discipline in school (1 Mark)
-Responsibilities. (1mark)
-School routine (1 mark)
Ending: (Name, Signature and designation) [1 mark]

Format = 5 marks
Content= 4marks
Language= 2marks
Tone = 1marks
12 marks

b) **AGENDA** (1 mark)
Items
(i) Preliminaries (1/2 mark)
(ii) Reading and confirmation of the minutes of the previous meeting (1/2 mark)
(iii) Matters arising (1/2 mark)
(iv) Main agenda e.g. State of discipline in the school (1 mark)
-responsibilities (1mark)
-school routine (1 mark)
(v) Adjournment (½ mark)
Format = 6marks
Language = 2 marks
Total 8marks

2. **CLOZE TEST (10mks)**
1) Effects
2) Steps
3) Well
4) Contract
5) Such
6) Administered
7) Purposes
8) Reasons
9) Obtain
10) Practices

3. (a)
(i) a d c d e f g (1 mark) irregular scheme (1 mark)
(ii) The line would be said slowly and softly to signal the end of the day
-falling intonation to show finality (2 marks)

(iii) Popped
Blinked
Whirled
Clattered
Clicked Any 2=2 marks

(iv) Alliteration –e.g. sun, spun
Assonance –e.g. sun, spun Any 1 -1mark

b.)

I. Ask relevant question to audience

- sing an appropriate/related song
- Give an appropriate proverb, riddle etc. Any two- 2 marks

II. Tonal variation

-use of gestures
-Dramatization
-Pausing after the chameleon declaring that he won't praise himself.
-facial expressions
Any two- two marks

III. Eye contact

- nodding
- answer any question regarding the story posed by the narrator during narration.
- laughing
- respond to the narrator's use of tonal variation, gestures, facial expressions e.t.c Any two =2 marks

c.) (i) Revision
(ii)Travel (3mks)
(iii)Decide

d.) (i) t= listen, buffet, depot, sachet
(ii) w= write, wring
(iii) h= hour, honour, honest, heir (5mks)
(iv.) s =isle, aisle
(v.) n= hymn, solemn, damn

e.) i) prophet-profit
ii) sell-cell
iii) made-maid (5 marks)
iv) you-ewe
v) Know-no

f.) (i) Chair
(ii)Dough
(iii) Shepherd (4marks)
(v.) Gnaw

EXAM 13

Q 1 The report should consists of the following

1. TITLE

-should be plausible

REPORT ON THE INCIDENCES OF INSECURITY IN AMANI SECONDARY SCHOOL

2. Introduction (3 marks)

Introduce the topic and give background information

Writer's opinion is acceptable

Terms of reference

Duration

Members

3. Findings (4 marks)

Should be presented in points form Doors left open due to carelessness/negligence Collusion with support staff Poor fencing

Irresponsible security guards

Any four plausible observations @1 mark 4x1 = 4

4. Conclusion (2 Marks)

5. Recommendations; 4 plausible recommendations drawn from findings given

4x1 = 4 marks

Recommendations should be presented in POINTS FORM. If in prose deduct upto 50% of 4 marks

Marks distribution

Language - 4 marks

Format - 3 marks

i.e

- Headings ½ mark
- Sub-titles ½ marks
- Introduction ½ mark
- Findings ½ mark
- Conclusion ½ mark
- Recommendations ½ mark

1. of 6. some

2. discovery 7. going

3. and 8.exploitation

4. league 9. record

5. us 10. will

Q3 (a)

(i) -Use of gestures - demonstrate a tall, very muscular man ' 1 Dramatization - when walking

-Facial expression - anybody who saw him was infected by the disease

(ii) – Idiophone '' 1 - it makes the story interesting 1

(iii) - if they were nodding their heads

- if they ask questions

-if they participate in the story

ANY ONE - 1 MARK

3. b

Kernel

Guessed

Mail

Aural

Clique

3 (c)

i. Indictment

ii. Poignant

iii. Subpoena

iv. Enough

v. should

3 (d) (i) A proverb (1 mark)

(ii) Do not judge a book by its cover 2 marks Appearance can be deceptive /All that glitters is not gold

Any one proverb (2 marks)

(iii) Youth 1 mark

Reason - to warn them that they should not entirely rely on appearance to make choices or else they are likely to make mistakes 1 mark

3(e) (i) - Carry out research on the topic

- Rehearse before a mock audience

- Write short notes

- Prepare your visual aids -Think of length of time -Consider your audience

Any 3 points = 3 marks

(b) - use of verbal cues

Verbal

- Tonal variation
- being audible/voice projection -intonation/stress
- proper articulation 4 points Vi mark each

(f) a.

(i)He does not greet the secretary back.

(ii) He does not identify himself.

iii. He uses impolite language..."I want...."

iv. He behaves rudely –bangs the telephone receiver.

vi. He shouts at the secretary

vii. He displays impatience. (Any three)

(b) i. She responds to the caller by greeting him.."good morning"

ii. She introduces the name of the institution.

She remains calm

She asks if she may take a message.(Any three)

EXAM 14

FUNCTIONAL WRITING

Expect an email with a notification of a meeting either attached or embedded.
From: Carol@yahoo.com (½ mark)
To: Makau @gmail.com (½ mark)
CC……..(½ mark)
CC……..(½ mark)
CC……..(½ mark)
CC……..(½ mark)
(At least 4 addresses under CC)
SUBJECT NOTIFICATION OF A MEETING (1 mark)
MAMBO LEO YOUTH EMPOWERMENT GROUP (½ mark)
PO BOX 002-5011 KIU (½ MARK)
DATE…… (1MK)
Notice is hereby given that the second general meeting, will be held at ---------- (1mk) on----------(1mk) to transact the following businesses

1. Preliminaries (½ mark)
2. Confirmation (½ mark)
3. Matters arising (½ mark)
4. Income generating project (½ mark)

5. Election (½ mark)

6. Chairperson's report (1mk)
7. AOB (1mk)
8. Adjournment (1mk)

You are advised to communicate to the office if attendance will not be possible. Arrange to appoint a proxy (1mk) to the meeting who will vote on your behalf if you are unable to attend.
Signed (½ mark)
M/S Kaintai Rose (½ mark)
Group Secretary (½ mark)
Format (8mks)
Content (8mks)
Language (4mks)

CLOZE TEST

1. Girls
2. factored
3. pregnant
4. to
5. with
6. mothers
7. rolled
8. because
9. released
10. aged

3. ORAL SKILLS

I. Irregular rhyme ✓scheme - abcbdeef✓

II. Popped, blinked, whirled. Clattered, clocked. (any 2) 2 marks

III. Slowly and softly with a falling intonation to show finality.

IV. Alliteration sun spun

Assonance sun spun (2mks)

V. - Use of gestures

- Facial expressions
- Tonal variation
- Dramatization

Must illustrate where and when. any 3 (3mks

(b)
Few, photic
one, when
Kite, carrot
Unity, youth
Chief, shirt

(c)
Card, more, further, steal, fool (5mks)
(d)
p – Psychology, psyche, psalms
o – Lavatory button dormitory cotton } must underline the letter if not do not award

n- Condemn solemn column

4.
(i) - Greeting 'Hello Judy'
- Motioning her to sit
- Asking her to relax
- calling her by name (any one) (1mk)
(ii) - She is polite e.g. calm down
- Allows turn taking e.g. Reads the agitation in Judy
- Interrupts politely e.g. please relax. (2mks)
(iii) She is impatient e.g. so then, why
She is rude e.g. I will kill myself
Suspicious (anxious) e.g. don't tell me it's all over the school (Any two with illustration) (2mks)

EXAM 15

1. Functional skills .

Must be an email if not deduct (mks)

Points of interpretation:

To:

From:

Cc: - (should be left blank)

Bc:

Subject:

Date:

(4mks)

Content = (12mks)

i) a) Must describe the physics appearance of the drug peddles e.g class,height, face , any distinguishing mark .

ii) must give directions to the place where the peddlers gets the drugs.

Include : - name of the street/ building.

- Landmarks.

- Approximate distance of the place from school.

iii) b) Must give distinguish character attributes of the body

– Temperamental.

- Aggressive

(any three attributes – 3mrks)

Linguistics Ability – 4mrks

Content Linguistics mark

1-4 1

5-6 2

7-8 3

9-12 4

2. Cloze test.

1. alcoholics
2. their
3. estimated
4. likely
5. non-alcoholics/tetottlers
6. before
7. reason
8. very
9. rate
10. more

Question: Oral Skills

A i) abstract

ii) Abstract

B. i) refuse

ii) Refuse

C. i) further

ii) Paid

iii) Bead

D. i) one, two, three, four and five.

ii) The teacher called the students, "Jane, John, Peter, and Mary stand up.

iii) Who is the owner of the book?

E. –

Introduce with and anecdote – to move them emotionally .

Allow them to participate in discussion/ open forum.

Ask them rhetoric question.

Involve the audience in relevant demonstrations.

Give relevant examples/ statistics.

F.

i) Differently

ii) Differently

iii) Same

G. i) Beating

- Presentation of the message.

- Pleading with him to get to the policy.

ii) – Importance of being precise in message delivery.

-

iii)

Facial expression i.e raised eye brows, angry face.

Maintained eye contact with the speaker.

Fidgeting

Leaning forward/ craning necks.

H.

Both parties should be calm.

Aim at two parties getting something (win – win situation)

Take into account the feelings/ options of the two parties.

Explain why /how you arrived at your decision.

EXAM 16

1 a) Recipe

Must be a recipe - if not 4AD (Automatic Deduction)

Subheadings -
4mks

- Heading
- Ingredients
- Procedure
- Serving instructions

Body
(5mks)

- Mention of type of food and number of people.
(1mk)
- Ingredients : quantities (1mk)
- Other requirements: heat source, sauce pans etc.
(1mk)
- Procedure/preparation: systematic arrangement/steps.
(1mk)
- Conclusion - must mention the serving

(1mk)

Language accuracy
(3mks)

A - 3	F - 4
B - 2	C - 5
C - 1	L - 3

12mks

b)Thank you note

Address (senders) -½

Date -½

Salutation -½

2mks

Signing off -½

Body - 3mks

Language -3mks

Points of interpretation

- Must be a thank you note
- The tone should be appreciative and friendly.
- Should be brief and straight to the point.
- The note should have the following.
- The purpose of writing the note.
- The success of the ceremony.
- The ending.
- The signing off.

B) CLOZE TEST

1. loses
2. through
3. and
4. serious
5. to
6. is
7. trend
8. appliances/gadgets
9. have
10. at

C ORAL SKILLS

1.a) b (4mks)

b) j

c) gh

d) o (1 x 4 = 4mks)

2.a) dew (3mks)

b) profit

c) you (1 x 3 = 3mks)

3. a)

b)

c)

(1 x 3 = 3mks)

4. a) tongue twister (1mk) (1 x 1 =1mk)

b) alliteration /s/ see - sun ide-½ ill- ½

/s/ shall - surely

Consonance - sun - shine ide - ½ ill - ½

shine - soon

NB: The sound patterns i.e alliteration consonance and assonance the words must be in close proximity and should not be separated by a content word.

5 a) desert (4mks)

b) transfer

c) Perfect

d) subject (1 x 4 = 4mks)

6 a) Circumstances that may cause interruption. (3mks)

- If you didn't hear what the speaker said.
- When you strongly disagree with the speaker.
- When you strongly support the speaker.
- When you wish the speaker to clarify unclear issue.

- When you want to make an addition to the speakers point.
- When the speaker has misrepresented certain known facts.

b) Expressions of polite interruption. (2mks)

- pardons me, but.....
- do you mind.....
- excuse me please
- allow me to say
- may I ask .....(1 x 2 = 2mks)

7.- Paying close attention (listening carefully) (5mks)

- Taking turns to allow one to make a point
- Interrupting and disagreeing politely
- Presenting facts and opinions precisely
- Asking for clarification politely
- Making compromise work/accommodating other views.
- Patience
- Firmness
- Respect and appreciation of other people's views.

8.- Moving the lips when reading. (3mks)

- Vocalizing the words.
- Reading one word at a time.
- Pointing at the words with a finger as one reads.

EXAM 17

1. FUNCTIONAL WRITING

Name of the institution (2mks) in capital letters and underlined

INTERNAL MEMO (below the name of the institution) (1mk)

Below the words internal memo; the following should appear

To: All students ½ mk

From: school captain ½ mk

Date: ½ mk

Ref no: ½ mk

SUBJECT: e.g Discipline in the school: in capital letters and underlined (1/2mk)

Body: NB: should touch on students general behavior

i.e

- late coming therefore morning duties are not performed well
- school language policy
- civilian clothes
- warning/consequences for those who failed to change

NB/Each point 2mks 4

signing off: yours sincerely ½ mk

signature ½ mk

name/designation ½ mk

NB:

FORMAT 7MKS

BODY 8MKS

TONE 1 MK-Should be formal tone

LANGUAGE 4mks

2. CLOZE TEST

1. is
2. important/ necessary
3. example
4. into
5. termed
6. made
7. using
8. have
9. surplus
10. maximum

3. A)

i) rhyme scheme—abacdedefghgii

No mark for identification without illustration and no mark for illustration without identification.

An irregular scheme

ii) thought/sought

Sight/night

Friend/end

Flow/woe

NB/i)Any 3 pairs each 1mk

iii) Alliteration: sessions,sweet,silent /s/

loves,long /l/

grieve,grievances /g/

Consonance:

Sweet silent thought /t/

Precious friends dareless /s/

can drown an /n/

1 point each 2mks

1 mk for identification and 1 mk for illustration

iv) Sessions sweet silent (1mk)

Because they create rhythm/make poem musical

They are content words (1mk)

b

i) Proverb (1mk)

ii) When sensitizing young people to realize/appreciate their potential

iii) Use metaphor e.g chick meaning young people

Cock -grown up

Words are fixed

They are brief 2 points each 1 mk

iv) Target audience: young people/youth

c) When the member(s) keep quiet

By looking at their facial expressions for example raising the eye brow,gestures....this may signal you to speak in case a member pause a question to you

When a member calls out your name

Any 3 points each 1 mk.

a) failed to take notes

Might have given into distractors

Failed to ask questions for clarification

Failed to pay keen attention to the talk

Could have been day dreaming

Any 3 points each 1 mk(+ any other valid point)

b) prepare well by reading thoroughly on the topic of discussion to be confident on the stage take a deep breathe before she starts speaking maintain an appropriate(up right) posture on stage

3 points each 1 mk(+ any other valid point)

f)

i) Rising- It's a yes/no question

ii)falling – it's a statement

iii)falling – it's a wh-question

½ mk for identification,1/2 mk for the reason

c) i

u

r,i(if the 2 are not identified reject

EXAM 18

Must have a layout of a review.

(i) Format:
6marks

Heading – Book Review
(1mk)

Title

(1mk)

Author
(1mk)

Publisher
(1mk)

Year of publication
(1mk)

Reviewer
(1mk)

(ii) Body:
(10marks)

The candidate should be able to at least capture the main character(s) 1mark – he /she should be able to give an outline of the plot
(2marks)

Should be able to highlight the thematic concern(s) in the novel.
(1marks)

The candidate should show the strength/ quality and weaknesses of the work of art. Can the text arouse interest? Is it enjoyable? etc. Must bring out 2 or more strengths and a weakness + general comment on the text (NB: the strengths should be more)
(4marks)

What is the target audience?
(1mark)

The candidate should conclude by recommending it to the form threes, or encouraging them to read it, or giving an overall evaluation?
(1mark)

(ii) LANGUAGE

A 4

B 3

C 2

D 1

CLOZE TEST

1. from

2. different

3. and

4. behind

5. face

6. himself/herself

7. person

8. late

9. far

10. workaholic

ORAL SKILLS

A i) clearing your throat

Playing a drum

Clapping your hands

Using an appropriate saying/proverb

Making a joke

ii) Rising intonation

Gestures

Appropriate facial expression

iii) Use gestures in the story

Voice variation

Use of the costumes

Employ the use of songs

Body movements

iv) Upright posture

When they ask questions

When they nod

When they give meaningful eye contacts

B) I) Pick the odd word out from each of the sets of words owing to the pronunciation of the underlined letters

a) This

b) Bread

c) code

d) Shepherd

ii) Underline the stressed syllable in the following words

a) Tailor

b) Com.ment

c) Con tent

d) a.larm

C) Polite interrupting

Note taking

Having appropriate eye contact

Having an upright posture

Observing turn taking

Carrying out a research before the discussion

Polite disagreements

D) I) he interrupts rudely

He is disrespectful/rude

Inattentive/fails to listen to the person talking

Insensitive/fails to empathize with her friend.

(any two well illustrated points)

ii) He should observe turn taking

Should use polite language

He should mind what the other party is saying.

EXAM 19

Q1 . FUNCTIONAL WRITING.

a) Notice should have the following;

i)	Name of group or actors	1mk	
ii)	Title of the play	1mk	
iii)	Venue	1mk	
iv)	Time	½ mk	
v)	Date	1mk	
vi)	Charges	1mk	
vii)	Invitees (All schools and general public)	1mk	
viii)	Contact person (phone number)	1mk	
ix)	Border line	½ mk	**8mks**

Sample Notice.

Planet theatre ˅1mk

Play Caucasian chalk ˅1mk

Venue: ˅1mk

Time :˅ ½ mk
Date: ˅1mk

All schools and general public are invited.

Charges : Kshs 200

Contact person and number ˅1mk

b) Synopsis

A candidate should be able to highlight the following;

i) The conflict in the prologue. 2mks

- Mention who are involved in the conflict
- Mention the outcome of the conflict.

ii) The killings and the petitions of the citizen. 2mks

- Mention the killings of the governor
- Mention the petitions of the citizen
- Highlight Natella abandoning Michael.

iii) The flight as the Northern Mountains 2mks

- Rotten bridge
- Grunsha hitting the corporal
- Marriage to Jussup

iv) The story of the judge 2mks

- Azdak's installation as a judge
- Azdak's rulings in the various cases
- Mention The Chalk Circle ruling between Natella and Grusha.

Language = 4mks

Q2. CLOZE TEST

1. raided
2. those
3. and
4. The
5. where
6. into
7. round
8. latrines
9. with
10. senses

Q3.

a). (i).

– Mimicking the wolf's deep hoarse voice
- tonal vanation e.g. Are you carrying the basket to your grandmother's house?
- body movement – to show the wolf's disappearance to the woods e.g. short quick steps.
- appropriate gestures to demonstrate the shooting.

3x1= 3mks

ii) The girl- in a polite, softly, respectful-falling intonation
The wolf- in an enticing and cunning –rising intonation

2x1=2mks

iii). Master the content of the narrative by memorizing
-Read the story to myself or in front of a mock audience
-Practice pronouncing the words correctly
- Choose the correct costume.

2x1=2mks

b). (i). idol bridle grown
(ii) bier court wail/wale

c). (i) ɵ
(ii) ə
(iii) ɵ

d). (i). b
(ii) h
(iii) g

e). (i). falling
(ii) falling-rising
(iii) falling

e). –Clear your throat
- clap your hands
- bang the table
- ring the bell
- blow the whistle
-beat a drum
-sing a relevant song
- recite a poem.

4x1=4mks

f). –Excuse me please, May I come in? 1mk
-You know my mother is sick. 2mks
-Where is she? 2mks
Thank you very much. (*Must use courteous language* ***thank you*** *if not no mark*) 2mks

EXAM 20

1. Must have a layout of a review.

(i) Format:

Heading – Book Review (1mk)

Title
(1mk)

Author (1mk)

Publisher (1mk)

Year of publication
(1mk)

Reviewer (1mk)

(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.
(3mks)

The candidate should bring out some styles used in the poem (2 mks)

The candidate should show the strength and weaknesses of the work of art (2 mks)

The candidate should conclude by encouraging the form threes to read the novel since it is one of the examinable text.

(1mk)

(ii) Language
(5 mks)

2. CLOZE TEST.

1. Shown
2. regularly
3. revelation
4. is
5. From
6. negative
7. their
8. relative
9. them
10. lack.

3. ORAL SKILLS

a (i)

read the poem to myself to understand it.

recite the poem in front of a mirror

As my classmates to observe as I rehearse my performance.

Decide on the intonation I would use at what point.

Decide on when and where to use gestures.

Ask myself and decide on the pace of delivery (any 3 x1=4 mks)

ii) With a rising intonation – it is a yes / no question

iii) Went to wed

iv) a, bcccb – irregular rhyme

b) i) gate – gait

ii) bread – bred

iii) you – ewe

iv) rest – wrest

c)

Lateness

Lack of etiquette

Improper dressing

Poor research / preparedness

Lack of confidence / obvious show of nervousness

d)

Good listening skills

ability to quickly and accurately grasp the issues at stake

ability to comprehend the conflicting views of a matter

Capacity to assimilate, interpret and use figures and facts in a manner to support a given view.

determining the bottom line beyond which he couldn't go

Exercise patience and restraint

Ability to extract information without being offensive

Maintain confidentiality (5 x 1 =5 mks)

e) i) proverb
(1 mk)

ii) hurry hurry has no blessings,
(2 mks)

Proposition competition

iii)

Repetition – hurry hurry

Alliteration hurry hurry has

f) i) We went home early. (adverb)

The early bird catches the worm. (adjective)
(2 mks)

ii) It was a surprise that he came to my wedding. (noun)

I will surprise you one of these days, (verb) (2 mks)

EXAM 21

Email – format

From – (1mk)

To (1mk)

Date (1mk)

Cc (1mk)

Subject (1mk)

Content – Introduction 4

Body 6

Conclusion 3

Signing off- 2 (marks)

Signature

Name

2 1 Stops

2 Whom

3 Too

4 Through

5 Integrity

6 Broken

7 Pledges

8 Synonymous

9 Fabricating

10 With

NB Rules of must apply e.g realize on

a) Having two alternative answers

- Writing capital letters inappropriately

- Wrong spelling

3a) Rhyme –man …..gun

Onomatopoeia – quack, shot

Alliteration – he had, fire for

Repetition – make, make, drake,drake, mark, mark,

Award any 2

ii) Use of gestures appropriately

Appropriate facial expressions

Maintain eye contact

B (i) Refuse

(ii) Subject

(iii) Conduct

(iv) Present

b (ii) Berth – birth

Bough – bow

Nail – nale

Cede – seed

d (i) sit comfortably at a strategic place

maintain eye contact

write short notes

avoid destructions

(any other relevant answer)

E (i) Falling

(ii) Rising

(iii)Falling

(iv) Falling

f) (i) Heir h

(ii) Bomb b

(iii) Know k

(iv) Solve e

g) Excuse me Sir/Madam may I come in?

- How do you do
- Please, assist me with your copy of English text book (or any other relevant material)
- Thank you Sir/Madam.

EXAM 22

1 A).Must be a congratulatorynote 1 mk. If not deduct two mark

- must mention the name of being congratulated 1mk
- The name of the sender must be indicated in the signing off. 1mk
- the congratulatory note should e brief
- The achievement must be stated early in the message.
- The tone should be sincere.

NB: deduct one mark if the tone is insincere i.e. Sarcastic

Format 3

Brevity 1

Achievement 2

Language 2

TOTAL 8 Marks

B.) Must be a recipe. If not, deduct up to 3 marks

- Must have the title "Recipe" 1mk
- Must indicate the number of people the meal is prepared for. 2mks
- List of ingredients 2mks
- The procedure/method 2mks
- Serving the food 1 mk
- Language 4 mks

TOTAL 12 Marks

2. CLOZE TEST

1. troubled
2. justification
3. have
4. bitter
5. cheated
6. Nevertheless
7. and
8. somewhat
9. your
10. recede

3. A) NARRATIVE

(a) Clapping/ coughing/ clearing the throat /story! story!

(b) In a rising intonation; with the finger pointing the quiver.

(c) in a low bemused tone/in a hesitant voice that shows confusion/not convincing/the face probably frowning with worry

and anxiety.Nb 11/2 mark for correct tone and 1 ½ mark for facial expression.

(d) Rising and falling: one of utter dismay/disappointment/ contempt/disgust/

(e) tiak- ideophone

3.B) i) cymbal

ii) coo

iii) lamb

iv) mare

v) ware

C). i) emphazing walking not any other means

ii) Emphazinghospital not any other place

D). resign; diarrhea; sachet

E) - poor voice projection

- lack of proper/appropriate gestures

- failure to use facial expressions

- poor intonation

- wrong pronunciation/enunciation

- stage fright

- poor grooming

- wrong posturing

- failure to have eye contact

F) i) Njoroge diverts attention from the concerns of Odwak. He has his own concerns, and this demonstrates, he is selfish.

- Njoroge insensitively interrupts Odwak's speech. "So about my sister."

- Njoroge shows no empathy he makes no effort to put himself in the shoes of Odwak.

- There is complete breakdown in communication because of Njoroge's poor listening skills.

- Njoroge does not even realize he was not listening and that this has frustrated and offended Odwak. 6mks

ii) - Cough

- Note

EXAM 23

1. **INTERNAL MEMO**

NAME OF INSTITUTION (e.g. LOVER HIGH SCHOOL) INTERNAL MEMO REF NO. TO. FORM CC. DATE SUBJECT: WRITTEN IN CAPITAL LETTERS AND UNDERLINED
Signature NAME (in capital letters and underlined). Designation

POINTS OF INTERPRETAION

- ✓ Written clearly and grammatically.
- ✓ Use polite language.
- ✓ Length of memo depends on the information to be delivered. Relevant information. Be concise and precise. (3 marks)

Must be in the format of internal memo if not deduct.
(4 marks)

1. Name of institution ½ mark
2. Internal memo ½ mark
3. Reference No. ½ mark
4. Name of a person sending the memo ½ mark
5. Name of person being sent to ½ mark
6. Date ½ mark
7. The subject (if candidate writes Re (0) 1 mark
8. CC ½ mark
9. Sender's signature ½ mark
10. Sender's name ½ mark
11. Designation ½ mark

F = 06 L = 04

b) Advertisement

(i) Address should include:

- ✓ Physical address ½ mark
- ✓ Postal address ½ mark
- ✓ Telephone number ½ mark
- ✓ Email address ½ mark
- ✓ Date ½ mark

} Either can stand for physical and postal address. If a candidate chooses one of them award (1 mark)

CONTENT

(i) Description of products or services required: as stated in
(a) above (1 mark)
Dealership: Indicate that the company must be a wholesaler ½ mark
Mode of payment: the company should state whether by cheque or cash. ½ mark
Date: the institution should indicate when items are required ½ mark
Delivery: Inquire whether the company delivers the items or the school collects them. ½ mark
Inquire on condition of sale: Is the price fixed or there is a discount/offer on the items. ½ mark
Inquire on the warranty of goods or lack of it. (optional)

2.

1. high
2. some
3. to
4. allegedly
5. even
6. spreading

7. text
8. which
9. shocking
10. hoax (10 marks)

3. a (i) Use of sound related patters such as:
* Alliteration we, would
which, way
long, love
* Repetition of words
e.g Love
* Rhyme – use of Rhyming words
e.g. time, crime
way, day
side, tide
breast, rest (3 marks) (½ - 1D)- identification
(NB: No marks for identification without illustration). ½ Ill. - illustration

(ii) * Use of appropriate gestures e.g. point at the head when saying the words, ".....think which way." (Line 3)
* Use of relevant musical instruments.
* Use of appropriate décor and costumes.
* Employing appropriate body movement.
* Use of appropriate facial expression e.g. an expression that shows affection e.g. ".....Love you ten years".
* Employing appropriate posturing
* Use of appropriate voice variation e.g. pauses, where there are full stops, semi-colons and commas.
(Any 4 points 1 x 4) (4 marks)

(iii) * with a falling intonation
* Use a slow deliberate pace
* Place more stress on content words e.g. eyes, forehead, gaze hundred, adore breast.
* Use appropriate gestures e.g. point at my eyes, forehead
* Facial expressions should be employed appropriately such as open eyes wide to gaze.
(Any 3 points 1 x 3) (3 marks)

b)
- ✓ Thorough preparation on the subject matter through facts finding on current trends of drug Abuse.
- ✓ Write down salient points in an organized chronological manner for quick reference.
- ✓ Assume a mock audience prior to the presentation and rehearse the points.
- ✓ Personal psyching that the audience are ordinary that are not likely to judge you too harshly.
- ✓ Preparation on presentable personal appearance e.g. clean lines, smartness.
- ✓ Practice on proper punctuation and audibility.
- ✓ Practice on proper body posture
- ✓ Determine language. (6 marks((any 6)

c)

/ts/	/S/	/k/
Wretch	Chaise	Chaos
Chore	Sachet	Choreography
Chortle	Chamois	Chronological

(3 marks) (½ each)

d) Ir\relevant
Pictur\esque
Ambi\guity
Eco\nomic
Mountain\eer (5 marks)

e) (i) Greeting each other as preliminary introduction to the conversation is show of warmth and readiness to establish a rapport.
(ii)Use of polite words e.g. please, may I, sorry, thank you.
(iii) Speakers endeavour to give their identity to each other.

(iv) Simple, language and transparency in their manner of speaking.

(v) Secretary's readiness to offer assistance.
(vi) Biding each other goodbye (3 marks) (each ½ x 6 = 3 marks)

E (ii) Students may design a 'while you were away' message document'
Format varies but information is the same.

FROM:	½ mark
TO:	½ mark
MESSAGE: WHO/WHY	1 mark
TIME:	½ mark
SIGNATURE:	½ mark

OR
Simple write a message for the Principal in continuous prose.
It should also bear the same information as above. (3 marks)

EXAM 24

1. Functional writing

FORMAT (5 Marks)

Address: *only one*
(1mk)
Date: *in full*
(1mk)
Salutation: *Dear* (followed by the name of a specific member, e.g. **Dear Tom**) (1mk)
Subject matter: RE: NOTIFICATION OF A MEETING (1mk)
Valediction
(1mk)

Content
(9 marks)

The name of the group meeting, (The Drama Club) (1mk)
The purpose and nature of the meeting (Annual, Impromptu, Weekly) (2mks)
The date of the meeting,
(1mk)
The time of the meeting
(1mk)
The venue of the meeting
(1mk)
The agenda:

(i) Preliminaries
(ii) Confirmation of the Previous Meeting
(iii) Matters Arising
(iv) Rehearsals for the National Festival
(v) Date of Travel to Meru High School
(vi) A.o.B

(½ a mark @= 3marks)

Language (4marks)
Tone (2marks)
It must be a formal tone.

2. Cloze Test.

1. accurately
2. gave
3. However
4. perhaps
5. capacity

6. swathes/tracts

7. of

8. helplessness

9. that

10. property

3. Marking scheme

a) i) Identify the rhyme scheme of the poem? (2mks)

- ababcdcdefe✓1 - regular✓1

ii) Apart from rhyme, how else has rhythm been achieved? (2mks)

- Alliteration - like lazy less *(the sound l has to be underlined)*
- Onomatopoeia – whoosh
- Assonance – it is *(the sound I has to be underlined)*

iii) Identify four words with silent letters and underline the letters (2mks)

- Tom**b**, **k**nows, ha**l**f, **w**rite

i) Which words would you stress in the first line and why? (2mks)

- Believe, verse, time, come – content words *(must identify all of them to score full marks)*

b) Provide a word that is pronounced in the same way as the words provided below (4mks)

- Some - sum
- Be- bee
- Their- there
- Come - cum

c) You have been invited to an interview for a clerical job in your former primary school. List things that you will do before and during the interview so as to excel in the interview (4mks)

Before

- Put together appropriate documents
- Research on what the clerical job entails
- Groom appropriately

During

- Maintain eye contact with the panelists
- Respond audibly to the questions
- Answer questions in a precise and concise manner

(2marks for before and 2 marks for during)

d) Your teacher of English has asked you to present an oral narrative to your class during the English lesson. List two verbal techniques you will employ so as to make your narration interesting to the audience. (3mks)

- Mimicry
- Tonal variation
- Voice variation

e) i)How is the audience's attention captured before the riddling session in the riddle provided above? (1mk)

- Posing the question- Are you ready for it?

ii)Indicate whether the intonation used in the sentences provided below assume a falling or rising intonation (3mks)

I have a riddle. Are you ready for it? Rising

The waters of a stream – falling

The answer is the leaf of a tree – falling

f) i) What are the shortcomings of John's listening skills? (3mks)

- Fails to respond to the question being asked due to inattentiveness
- Fails to give appropriate directions

- He dwells on irrelevant details
  (focus is on etiquette)
  (the student must contextualize and do not accord marks for character traits)

ii) John did not succeed in giving directions clearly. What are the guidelines of giving directions? (4mks)

- Give approximate distance
- Landmarks
- Compass direction
- Give specific place

EXAM 25

1. Question 1

MINUTES OF THE STUDENT COUNCIL EXECUTIVE MEETING HELD ON (DATE) IN (VENUE) AT (TIME)

3. AGENDA

(i) Introduction

(ii) Election of members

(iii) Role of the council

(iv) Motivation of members

(v) Discipline of members

(vi) A.O.B

4. NUMBERING

MIN1/02/2018: INTRODUCTION

All the other minutes to follow a clear numbering system.

Deliberations and resolutions reached must be brought out under each minutes. They must be brief and clear.

Brief comment s by the Principal may appear.

5. A.O.B

Any other issue raised by the members will be here which may include the principal's guidance and remarks.

6. ADJOURNMENT

To show date of next meeting where possible . Time the meeting ends.

7. CLOSURE (SPACECTOR THE FOLLOWING)

Name of chairman signature, date Name of secretary

Heading- 1 mk

Members present- 1 mk

With apology- 1mk

Absent- 1 mk

In attendance- 1 mk

Preliminary- 1 mk

Confirmation- 1mk

Matters Arising- 1 mk

2 mks for every business of the day i.e iii),iv) and v)

A.O.B- 1 mk

Next meeting/ Adjournment- 1 mk

N/B No signature

Language- 1 mk

cloze test marking scheme

1. upgraded
2. remarkable
3. challenge
4. became
5. not
6. from
7. If
8. candidate
9. a
10. qualifying

Read the poem below and then answer the questions that follow.

When, in disgrace with Fortune and men's eyes,

I all alone beweep my outcast state,

And trouble deaf heaven with my bootless cries,

And look upon myself and curse my fate,

Wishing me like to one more rich in hope,

Featured like him, like him with friends possessed,

Desiring this man's art and that man's scope,

With what I most enjoy contented least,

Yet in these thoughts myself almost despising;

Haply I think on thee, and then my state,

(Like to the lark at the break of day arising)

From sullen earth sings hymns at heaven'ss gate,

For thy sweet love remembered such wealth brings

That then I scorn to change my state with kings.

(William Shakespeare's Sonnet 29)

Poetry: Answers

i) Identify any four pairs of words that rhyme in this poem. (2 marks)

a) Eyes cries

b) State fate

c) Hope scope

d) Despising arising

e) Brings kings

(ii) Give two instances of alliteration in this poem. (2 marks)

Line 14 scorn state /s/

Line12 hymns heavens /h/

iii) Imagine you are performing this poem to learners who are visually impaired. Explain four ways in which you would ensure that they get the message effectively. (4mks)

a) tonal variation

b) stress

c) dramatic pause

d) pitch, tempo

(each should be explained with illustration from the poem)

Identify any five pairs of homophones in the list below. (5 marks)

phloem mad heir

floors flaws berry

hair coarse flame

clause mud

course cause

close cloze

bold bald

floss air

phlegm bury

(i)……cloze…….. ……close…….

(ii)……berry…….……bury……..

(iii) ……phloem…… phlegm……..

(iv) ……floors…….. …flaws……..

(v)……coarse……. …course…….

Provide two words for each of the following sounds. (2 marks)

/a:/ /ʒ:/

III) barn I) bird

IV) bath II) world

The underlining indicates the stressed word in the sentences below.

Briefly explain what each sentence means. (3 mks)

Mary bought a present for John.

It is Mary, not any other person

Mary bought a present for John.

Mary performed the actionof buying in particular

Mary bought a present for John.

Mary bought a present for not any other person but John

Using a riddle of your choice , explain the riddling process. (6 marks)

Challenger: Introduces the riddle- riddle, riddle

Respondent: The acceptance by the audience- riddle come

Challenger: The challenge itself- I have a piece of meat with the skin on the

Respondent: Guesses- attempts by the audience to answer the riddle

Challenger: Demanding of prize and gives the answer of riddle as he receives the prize

Classify the following sub-genre. (2 marks)

Ken can can a can of curled kales

A tongue twister- has almost similar but confusing sounds (illustrate)

State two functions of the sub-genre. (2 mks)

a. Used for entertainment

b. For recreation purposes

c. Speech therapy

The following is a conversation between a father and his daughter.

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

Question

Identify four ways in which the father can improve his listening skills (4mks)

a. He should stick to the topic of discussion

b. Should interrupt when necessary

c. Should observe turn taking effectively

d. Should show interest in the conversation

(no illustration, award not)

EXAM 26

A. FUNCTIONAL WRITING

1. It must be a formal letter

Format (9mks)

a) Senders address (no name - (1mk)
b) Date – (1mk)
c) Recipient's address – (1mk)
d) Through address – (1mk)
e) Salutation – (1mk)
f) Subject – (1mk)
g) Signing off (1mk)
h) Signature – (1mk)
i) Senders name and title – (1mk)

Content (7mks)

Introduction (self) – (2mks)
Body – Opening line /source of information, relevant information, reason for writing, specific request – (4mks)
Conclusion – (1mk)

Language (4mks)

A – (4mks)
B – (3mks)
C – (2mks)
D – (1mk)

B. CLOZE TEST (10MKS)

1. adopted
2. hope/potential
3. which/that
4. by
5. equitable
6. for
7. marginalization
8. especially/particularly

9. results
10. These (capital T)

C. ORAL SKILLS

a) i) march before air yield done mine 4mks (any 4 pairs)
larch door bare field sun resign 4 mks

ii) a b a b c d c d ef ef – regular rhyme scheme. Its predictable (2mks)

iii) with a falling intonation verbal (2mks) verbal
Using a pleading tone (1mk)
Stress the words my sister any one point
Using imploring gestures – non verbal
Mark 1 verbal and I non verbal

b) i) Prophet
ii) Meddle
iii) Stile
iv) Cymbal
½ x 4 = 2mks)

c) The speaker cursed the day when he himself was born.
The speaker cursed the day he (another man) was born
(Must distinguish the two to earn the two marks)

d) i) o
ii) t
iii) w
(3mks)

e) i) Occasionally
ii) Hope
iii) So
(3mks)

f) i) Falling
ii) Falling
iii) Falling
(3mks)

g) –

i. - Failure to respect others suggestion by the chair e.g. when Ken gives suggestion the chair dismisses it so does John.
- Rude interruption e.g. Steve does not let Brian air his views.
- The chair does not allow the colleagues to suggest more places thus he has failed in setting the discussions free for al when he says " no more suggestions"
- The chair introduces a secret ballot which is not a good way of building consensus.
- Some e.g. Ken and Peter do not contribute to the discussion through the chair showing lack of respect and following rules (Any 3 illustrated answers 3 x 2 = 6)

ii) - I am sorry
- Thank you
- Excuse me
- Please (any 3 x 1 = 3mks)

EXAM 27

1. Must have a layout of a review.
   (i) **Format**:
   Heading – Book Review (1mk)
   Title (1mk)
   Author (1mk)
   Publisher (1mk)
   Year of publication (1mk)
   Reviewer (1mk)
   (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. (3mks)
   – The candidate should bring out some styles used in the poem (2 mks)
   – The candidate should show the strength and weaknesses of the work of art (2 mks)
   – The candidate should conclude by encouraging the form threes to read the novel since it is one of the examinable text.
   (1mk)
   (ii) Language (5 mks)
2. CLOZE TEST.
   1. Shown
   2. regularly
   3. revelation
   4. is
   5. From
   6. negative
   7. their
   8. relative
   9. them
   10. lack.
3. ORAL SKILLS
   a (i)
   – read the poem to myself to understand it.
   – recite the poem in front of a mirror
   – As my classmates to observe as I rehearse my performance.
   – Decide on the intonation I would use at what point.
   – Decide on when and where to use gestures.
   – Ask myself and decide on the pace of delivery (any 3 x1=4 mks)
   ii) With a rising intonation – it is a yes / no question
   iii) Went to wed
   iv) a, bcccb – irregular rhyme
   b) i) gate – gait
   ii) bread – bred
   iii) you – ewe

iv) rest – wrest

c)

- Lateness
- Lack of etiquette
- Improper dressing
- Poor research / preparedness
- Lack of confidence / obvious show of nervousness

d)

- Good listening skills
- ability to quickly and accurately grasp the issues at stake
- ability to comprehend the conflicting views of a matter
- Capacity to assimilate, interpret and use figures and facts in a manner to support a given view.
- determining the bottom line beyond which he couldn't go
- Exercise patience and restraint
- Ability to extract information without being offensive
- Maintain confidentiality (5 x 1 =5 mks)

e) i) proverb (1 mk)

ii) hurry hurry has no blessings, (2 mks)

Proposition competition

iii)

- Repetition – hurry hurry
- Alliteration hurry hurry has

f) i) We went home early. (adverb)

The early bird catches the worm. (adjective) (2 mks)

ii) It was a surprise that he came to my wedding. (noun)

I will surprise you one of these days, (verb) (2 mks)

EXAM 28

1. Functional Writing

a) Must be an email.

Format should include the following:

- From: sender's email address ($^1/_2$)
- To: recipients email address ($^1/_2$ *2)
- C.c: (1/2)
- Date: relevant dates($^1/_2$)
- Subject: (relevant subject related to invitation) (1)
- Closing tag: name – not full names ($^1/_2$)

Total 4 marks

Content

- Polite invitation (1 mark)
- Occasion (1 mark)
- Date, time, venue (2 marks)

Total 4 marks

Language

- Appropriate /correct language use.
- Appropriate tone Total 2 marks

b) Award a mark for each of the following:
- The heading-Directions to the venue
- Mention airport of origin
- Mention the destination airport
- Mention mode of transport (accept any mode of transport). E.g. by Kenya Airways bound for JKIA and Matatu Number 6 plying the Jogoo road route.
- Approx. distance/duration
- Permanent landmarks. Eg Bus stops or buildings. Don't award temporal landmarks.
- Turnings-turn right or left

Language (3 marks)
- Award for clear and precise instructions
- Award for appropriate register eg. Board a plane etc.
- Award for logical flow of directions

2. CLOZE TEST
1. obtaining
2. realise
3. often
4. send
5. rate
6. serious
7. imposed
8. Traffic
9. pedestrian
10. convicted

3. Narative

i. What would you do in order to capture the attention of the audience before you begin to tell this story? (2 marks)
Ask a relevant question to audience- who is faster between a donkey and a chameleon.
Sing an appropriate/ related song.
Give an appropriate proverb, riddle or puzzle.
Clap to attract attention
Clear your voice
Call the name of one of the people in the audience etc.

ii. Explain the verbal and non-verbal cues you would use to make a narration of the line indicated in bold effective. (4 marks)
1. Tonal variation – use an authoritative arrogant tone to show the donkey's confidence.
2. Voice projection- raise your voice towards the end of the sentence.
3. Gestures – Donkey can point at the chameleon threateningly
4. Facial expressions – Show a bright face of confidence arrogance etc.(Accept 2 verbal and 2 non-verbal appropriately illustrated)

iii. If you were part of the audience for this story, **explain two** things you would do to show that

you are participating in the performance. (4 marks)

- Maintain eye contact
- Nod In agreement
- Answer any question regarding the story by the narrator during narration
- Laugh at funny instances
- Respond to narrator's use of tonal variation, gestures, facial expressions etc.
- Ask questions at the end

a) For each of the following words write another that is pronounced the same. (3 marks)

quay	key
seed	cede
not	knot

b) There is need to light a night light on a light night like tonight.

i) Identify the above genre. (1 Mark)

Tongue twister

ii) Give two functions of the genre. (2 Marks)

i) Entertainment – cause humour and amusement because they are spoken rapidly

ii) Used to teach good pronunciation

iii) Trains in memory skills/develops one ability to recite

iv) Trains language skills i.e fluency as it requires a speaker to utter without hesitation or faltering the sentences provided

v) Educates on the society in question as images and items used reflect a particular community

(any 2 points 1 mark each)

c) For each of the following words, write two sentences to bring out two different meanings (4 Marks)

<u>polish</u>

i) The soldier was ordered to polish his boots.

ii) He used the wrong colour of polish because he had no otherwise. /She is <u>Polish</u>.(Adjective)

<u>intimate</u>

i) Jara has become an intimate friend

ii) Intimate to him that the guests will arrive early (1 mark each)

d) Imagine you have passed your K.C.S.E exams well and you are being interviewed for a scholarship abroad. Write **four** ways in which you would ensure your success in the interview. (4 Marks)

Consider 2 points before and during the interview

- be punctual
- be modestly/appropriately dressed
- be courteous
- answer politely even to rude questions/uncomfortable questions
- avoid exaggeration of courteous statements
- avoid pleading
- do not show tension (4 points 1 mark each)

f) Complete the following conversation

Trevor: Could I speak to Mr. Oketch, please?
Trevor: Tell him Delphine called in regard to …… (leave a number)
Trevor: The number is ……..(give number again)
Delphine: You mean …….(repeat number)
Delphine: Anything else?
Trevor: Goodbye

EXAM 29

1. Functional Writing

(a) Invitation Card

(i) Format 2mks
- Inset 1mk
- Letterhead 1mk
- Title ($^1/_2$ mk) and space for recipient's name ($^1/_2$ mk) 1mk
- Sader's address (R.S.V.P) 1mk

(ii) Tone – must be formal 1mk

(iii) Content 3mks
- Time ½ mk
- Venue 1mk
- Date ½ mk
- Chief guest 1mk

(iv) Language
- A – Script 4mks
- B – Script 3mks
- C – Script 2mks
- D – Script 1mk

(b) Congratulatory note
- Inset 1mk
- Date 1mk
- Salutation 1mk
- Writer 1mk

Tone
- Must be informal

Content
- Congratulation / or related word mentioned
- Reasons for congratulation
- Compliment remarks

2. CLOZE TEST

1. Ways
2. Volume
3. Consumed

4. To
5. More
6. During
7. As
8. Referring
9. Nervous
10. Alcohol

3. ORAL SKILLS

(a) (i) Rhyme scheme – ababcdcdefef – The rhyme scheme is regular

(ii) Line 1 crown thorns twined thorn Line 2 cross tree – They are content words

(iii) Alliteration: Stanza 2 Line 1 face flower
Stanza 3 Line 2 strong stirs sea

Assurance: Stanza 1 Line 8 his written (i)

Consonance: Stanza 1 Line 8 Rocks... his... words
Stanza 2 Line 3 Crown... thorn
Identification - 1 mk
Illustration – 1mk

(iv)

– Creation of rhythm / musicality
– Memorability
– Makes the poem enjoyable
– Creates mood (2 points = 2 mks)

(v) With a falling intonation use a gesture 1 point every tree

(b) (i) i
(ii) n
(iii) s

(c) (i) Falling
(ii) Rising
(iii) Falling
(iv) Rising

(d) (i) Not anyone else, but the subject mentioned (James)
(ii) Not made arrogant but humbled
(iii) It was the experience not any other thing

(e)

/ai/	/u:/	/Ɜ:/
Night	School	Floor
Write	You	Oar

– Involve the audience fully by asking them questions

- Vary the tone of voice
- Be properly groomed
- Use language that is of the level of the listeners
- Use gestures to emphasize on some points
- Be audible (Any 3 points x 1 = 3mks)

(f) The successful candidate must have done the following:
- Prepared adequately before coming for the interview
- Read something about the place or institution that he/she was being interviewed
- Was properly dressed/groomed
- Arrived in time for the interview
- Carried all the required documents
- Had documents that were genuine
- Demonstrated etiquette to the interviewers (Any 4 points x 1 = 4mks)

EXAM 20

FUNCTIONAL WRITING

FORMART 8marks

Heading: Minutes of Debating Club... must have purpose, venue, date and time @½ mk (2mks)

List of attendance; Present ½ mk
Apologies ½ mk
Absent ½ mk
In attendance ½ mk

Preliminaries 1mk
Matters arising 1mk
A.O.B ½ mk
Adjournment ½ mk
Signing off (the secretary and chairperson- must be left blank) 1mk

CONTENT 8marks

Matters arising- should mention 2 @1mk –(2mks)
Election –must have a list of officials 2mks
Income generating activities- at least 2 @1mk (2mks)
The great debate 2mks

LANGUAGE 4mks

A- 4

B- 3

C- 2

D- 1

CLOZE TEST

1. social

2. that

3. for
4. when/while
5. land
6. take
7. others
8. contributed
9. and
10. well

ORAL SKILLS

a). (i) the rhyme scheme is aa ab cc cb
It is regular and the next pattern is predictable.

(ii) Through use of
- Repetition of words/lines eg " why do you"
- rhyme eg white light bright
- alliteration eg why wear white
- assonance eg shine bright

NB. Any three: Identification ½ mk; illustration ½ mk

(iii) Falling intonation. It is a why- question

(iv) With a falling intonation to show finality (repeat a no verbal cue which should also be centralized or linked to the line) 1mk eg appropriate facial expression, body movement, use of gestures, tone variation etc

b). **Identify the silent letters in the following words**

i) Practically

ii) Ballet

iii) Bristle

iv) Guilt

v) Baguette

vi) Psychotic

c). Underline the stressed syllables in the following words. (3marks)

i) Palatial
ii) Rejuvenation
iii) Police

d). Underline the stressed syllable of the following words when used as verbs. (2marks)

i) Ridicule
ii) Suspect

e). You are going to attend an interview for your first job in a bank. You want to look presentable to create a good
impression. What would you do before and during the occasion to achieve this? 4mks

- Ensure all documents are in order
- Proper grooming
- Keep time- arrive in time
- Do a research on the institution
- Appropriate dressing
- Be audible
- Maintain meaningful eye contact
- Be calm
- Maintain an upright sitting posture

Use polite formal language
(Mark 2 points before and 2 points during)

f). Complete the telephone conversation below between a parent and a student acting as a receptionist at her school.
Mrs. Wanjau: Hallo. Is that Makutano High School?

Mrs. Wanjau: I am Mrs. Wanjau. Can I speak with the Principal?
Mrs. Wanjau: Who am I speaking with?
Mrs. Wanjau: You mean students are allowed to step in for the receptionist?
Mrs. Wanjau: That is good for you. When the Principal comes tell him I will call tomorrow.