101/1

(Functional skills)

MARKING SCHEME

ENGLISH
Paper 1

MARKING SCHEME
(CONFIDENTIAL)

POINTS OF INTERPRETATION (12 MKS)

1.

1. **Internal Memo**

Sample Memo

QUICK SAFARIS TRANSPORT COMPANY LTD **F ½**
Serve All, Serve Best. **F ½**

Internal Memo **F ½**
REF/NO: 651/3/2015 **F ½**
To : All the Drivers and Conductors **F ½**
From : The Manager **F ½**
CC : The Assistant Manager **F ½**
Date : 25th March, 2015 **F ½**

Subject : Discipline and Code of Ethics **F ½**

It has come to my attention that most drivers and conductors are of late displaying a lot of indiscipline.

Majority of these workers arrive late, **C-1** use foul language **C-2** to the passangers and lack courtesy **C-3** even among collegues.

Sadly, others have been caught giving bribe to the police, and receiving the same from our clients.

Overloading **C-4** , overspeeding and failure to wear uniform are all issues that are againstt our code of ethics.

You are therefore sternly warned **C-5** that failure to change your behaviour and attitude will lead to dire consequences.

Remember your company is your lifeline.

The Manager **F ½**

Format F = 4
Content C =5
Language = 3
12

1.

a) Internal memo
Language Interpretation

3 mks - The learner communicates with ease. No tense, or spelling errors.
- Subject- verb agreement rule observed
- -good paragraphing.
- Good use of sentence structures.
- A flawless writing.

2 mks - A few spelling and tense errors present. A few errors in sentence construction.
- Has a number of general errors but the student still communicates.

1 mk - Has all types of serious errors in tenses, spelling and poor paragraphing.
- The learner can't communicate and one has to gues what he means.

NB: Do not award 0 (zero) mark for language.

2. Sample Card

QUICK SAFARIS TRANSPORT COMPANY LTD
GUIDANCE COUNSELLING &DEPARTMENT **F ½**
Cordially invite, **F ½**

Mr/Mrs/Miss…… **F ½**

To a motivational C-½ talk that will be held on 28th March, 2015 C-½ in the Bidii Hall C-½ at 10.00am. C-½

The Guest Speaker will be:

B 1 Mr. Nicholas Buteti, C-½ the C.E.O, Keya Roads and Transport Authority.

The theme C-½ of the talk will be: Behaviour and Attitude change.

Kindly observe punctuality.

R.S.V.P

The Manager,
Quick Safaris Transport Co. Ltd,
P.O BOX 10000-111101
NAIROBI
TEL NO: 0727722700

OR

The Head of Department,
Guidance and Counselling
Quick Safaris Transport Co. Ltd,
P.O BOX 10000-111101
NAIROBI
MOBILE: 0700722727

F ½

Format F = 2
Content C =3
Tone T =1
Borders B = 1

7

2. Cloze test

1. becoming
2. but
3. posing
4. attempts/efforts
5. stamp
6. down
7. poaching
8. are
9. up
10. in

3.

a) i)

- nipples/ripples
- air/hair
- pressure/pleasure
- strong/long **(any 2 × ½) = 1mk**

ii) Alliteration **1 mk**

iii) sweet sensation sound/s/
sleep whispers softly **(2mks)**

iv) I would dramatize **1mk** by lowering **1mk** my tone. I would also say it in a slow pace, to create the onset **1mk** of the approaching sleep.

i.e Non-verbal (dramatize) **1mk**
Verbal (pace or tone) **1mk**
Effect **1mk**

b)

i. Maintain eye contact.
ii. Adopt a posture that is authoritative because this might elicit a positive response
iii. Do something unexpected like referring to a specific person by name, without embarassing them.
iv. Begin by clearing the throat.
v. Clap or ring a bell.
vi. Begin by telling a joke.
vii. Begin with a famous quotation or a proverb.

viii. Greet the audience.
ix. Sing a relevant chorus.

(Any 5 points × 1= 5mks)

c)

i. Riddle
ii. Personification **½ mk** (Identification)

iii.

i. To entertain
ii. To help the child in language acquisition.
iii. To help the child appreciate and learn about his/her environment.
iv. To sharpen the wit.

(Any 2pts ×1= 2mks)

d)

i. Suc.cess
ii. ad.vice
iii. chal.lenge
iv. ob.serve **(1mk × 4 = 4mks)**

e)

i. muscle – mussel
ii. worn - warn
iii. come- cum
iv. which- witch

f)

i. The father does not prepare to listen, i.e does not adopt a listening posture.
ii. He interrupts severally i.e does not adhere to the turn-taking rule.
iii. He is not emphathetic – he does not put himself in the shoes of his daughter in order appreciate where she is coming from.
iv. He is full of self-importance / self-praise. This prevents him from reaching out to his daughter.
v. He is absent-minded – he changes the topic abruptly thus interrupting the flow of the conversation.
vi. He has pre-conceived ideas about Chemistry. He doesn't give the daughter a chance to explain herself.
vii. He is unwilling to see his own shortcomings as far as listening skills are concernrd.
e.g he says, "I heard you" – he believes he was listening.
viii. He is insensitive – he does not realize he has hurt his daughter by not listening to her.

(Any 6 points ×1=6pnts)