

FORM 1; FUNCTIONAL WRITING

KCSE QUICK REVISION

*Compilation of Possible Questions in English & Literature
Likely to be examined in KCSE.*

*A Special Analysis of Prediction Questions that may be Tested in KCSE from this
Topic in Form 1.*

ENGLISH & LITERATURE

SERIES 1

For Marking Schemes

*Mr Isaboke **0746 222 000 / 0742 999 000***

MWALIMU CONSULTANCY

FUNCTIONAL WRITING

1. Imagine that you have completed secondary education. You have come across an advertisement in one of the daily newspaper that required clerical officers. The email address of the Company is [mwalimuconsultancy.com](mailto:mwalimuconsultancy@gmail.com). You are interested in the job. Write one page curriculum vitae (C.V) using the e-mail address of the company
(20 marks)
2. You are the Secretary of your School's Drama club. Your club is holding its second meeting of the year to discuss the following issues:-
 - (i) Tour to Nairobi
 - (ii) Awareness campaign
 - (iii) Strengthening of drama in the schoolTwo people have sent their apologies and a member from the writer's club has also attended the meeting. Write the minutes you could take at the meeting (20 marks)
3. Imagine you are the managing directors of Alroki industries Eldoret. You manufacture padlocks and of late, there has been a lot of bad press concerning your products. Write an internal memorandum to your operations manager and sales and marketing manager. Advise them on what should be done to counter the bad press, also recapture, and retain your market share.
(20 marks)
4. You have finished reading the play An Enemy of the people by Henric Ibsen and you would like to recommend it to your classmates. In about 350 words, write the book Review
(20 marks)

5. 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 lead a class committee to find out the reasons 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)**
6. Imagine that your class went on a five-day school trip to Mombasa. Write a personal journal that you kept for the five days.
7. Students in your school have raised concerns about poor hygiene in the school. In a bid to address these concerns, the principal appoints a four-member committee to investigate the health situation and give recommendations. You are the secretary of the committee, write down the report you will present to your principal. **(20mks)**
8. Imagine you are the secretary of the Drama Club in your school. The club is organizing an Annual Drama Club Party. The chairperson of the club the previous year was a candidate and performed exemplarily well in the KCSE and was admitted in one of the public universities in Kenya.
- (a) Write an official invitation letter inviting him/her as the chief guest. **(12mks)**
- (b) Write a congratulatory note to her or him to be presented on that day. **(8mks)**

9.

- a)** Your best friend has just been elected as the student's president in your school.

Write a congratulatory note to him or her. **(8mks)**

- b)** Write a recipe of a dish for about ten people who will grace his/her celebration party. **(12mks)**

10

- a)** Imagine that you are the chairperson of the Tendering Committee in your school.

Write a memo to all heads of department requesting them to attend a meeting to discuss how to acquire supply of goods such as stationery, students' uniform, food stuff, laboratory equipment, audio-visual materials and sports equipment for the school. Copy the memo to the head of the institution. **(12marks)**

- b)** Write an advertisement inviting various companies to tender their goods with your school. The company must be a wholesaler Company. It must indicate the mode of payment, and how the goods would be delivered to the school. Inform the company when the items are required in your institution. **(8 marks)**

For Marking Schemes/Answers

Contact Mr Isaboke

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OR

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FOR THE FOLLOWING;

- ✓ **ONLINE TUITION**
- ✓ **REVISION NOTES**
- ✓ **SCHEMES OF WORK**
- ✓ **SETBOOKS VIDEOS**
- ✓ **TERMLY EXAMS**
- ✓ **QUICK REVISION KITS**
- ✓ **KCSE TOPICALS**
- ✓ **KCSE PREMOCKS**
- ✓ **TOP SCHOOLS PREMOCKS**
- ✓ **JOINT PREMOCKS**
- ✓ **KCSE MOCKS**
- ✓ **TOP SCHOOLS MOCKS**
- ✓ **JOINT MOCKS**
- ✓ **KCSE POSTMOCKS**
- ✓ **TOP SCHOOLS PREDICTIONS**
- ✓ **KCSE PREDICTIONS**
- ✓ **KCSE REVEALED SETS**

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