

FORM 2; 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 2.*

ENGLISH & LITERATURE

SERIES 1

For Marking Schemes

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MWALIMU CONSULTANCY

FUNCTIONAL WRITING

1. You are the principal of Baraka Teachers Training College and one of your graduates Mr. Christopher Lipwoni has applied for employment as a teacher at Lirhanda boarding primary school. The head teacher of that primary school has send you an email requesting you to avail more information about Mr. Christopher Lipwoni to enable the school decide whether to employ him or not. In the space provided below, write a sample report that you intend to email to the head teacher. Remember to copy the report to the DEO Kakamega East District
2. Imagine that you have been put in charge of a farewell party for your classmates. Write a recipe for the meal you would prepare for the occasion.
3. Imagine that you are the library captain in your school. Write a memo to the class prefects asking them to ensure that students observe the library rules, especially regarding silence, prompt return of books, appropriate dressing and observing opening and closing time.
4. You are invited to give a speech on the role of the youth in fostering peace in your country by a friend overseas. You are unable to travel due to unforeseen circumstances. E-mail your speech to your friend to present it on your behalf.
5. You are the manager in Tala Fruits Company you sadly learn that one of the employees in your company has passed on in a fatal accident.
 - a) Write a memo to inform all the other employees of the news and remind them to contribute funds towards giving the deceased a good send off. **(12 marks)**
 - b) Write a condolence note to the spouse of the deceased. **(8 marks)**

6. Students in your school have raised concern about their safety. In a bid to address these concerns, the Principal appoints a four-member committee to investigate the state of student safety and recommendations. You are chosen the secretary of this committee. Write down the report that you will present to your Principal.

(20 marks)

7 You are the school captain in your school. The school has been performing dismally and you are asked to visit a top performing school for bench marking for three days. Write a report of your findings and give recommendations that would benefit the school.

(20MARKS)

8. You have been confirmed as the president of the student council. The Deputy Principal is away on official duties. Write a REPORT on the current situation on discipline in the school and what the student council membership is doing to enhance positive student conduct. Be sure to include:

- i) Class attendance
- ii) Time keeping
- iii) Student conduct in the Dining hall
- iv) Student conduct in the dormitories
- v) Noise levels

9. Imagine you are the Secretary of the Drama Club at Upendo High School. The National Drama Festival is scheduled to take place in three weeks' time. The Patron has informed you that you need to have a meeting with the other members of the cast who are also the club members to plan for the festival which will take place at Meru High School. Write a notification of meeting.

(20 marks)

10. There has been a changeover in the Administration of your school. The chairperson of the school Student Council Executive which comprises of eight members calls for a familiarization meeting with the Principal.

The Executive has the following members: The School Chair the Deputy, the Dining Hall Prefect, the Games Captain, the Medical Prefect and three Dorm Prefects.

The following issues were addressed in the meeting:

- (i)** Introduction of members
- (ii)** Election of Council Members
- (iii)** The Role of Council in School
- (iv)** Motivation of members
- (v)** Discipline of members
- (vi)** Any other Business

During the meeting, the Dining Hall prefect sends his apology due to an on-going exam, while two Dorm Prefects are away due to fees. As the Secretary of the Student Council Executive Committee, write the Minutes of your first meeting with the new Principal.

For Marking Schemes/Answers

Contact Mr Isaboke

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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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