

FORM 3; 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 3.*

ENGLISH & LITERATURE

SERIES 1

For Marking Schemes

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MWALIMU CONSULTANCY

FUNCTIONAL WRITING

1. You are revising with your friend over the **April holiday**. On reaching school in May, you realize that one of your books, **Top Mark English** is missing. Write a fax to your friend in a neighbouring school requesting for the book he had borrowed from you

2. You have just read a novel entitled **The Fathers of Nations** by a famous writer. You want to recommend it to a friend who has asked you to briefly tell him why you found the text interesting. Write with appropriate sub headings, a review of the text convincing your friend to read it.

3. Imagine you live in Kisii, an average town in Nyanza Kenya. The National Music Festivals are set to be held in this town for five days. Your friend who lives in Nyamira town intends to come over.
 - a) Give them clear directions to Kisii cultural centre in Kisii town. Make your
 - b) Instructions as precise (one page) and clear as possible – you could use land marks, well known means of transport, show distance in kilometers e.t.c.

4. Imagine you are the school captain, and the CDF committee wishes to set up a project in your school. The principal has asked you to organize with the prefects to collect students views on the most appropriate project. Write an internal memo to the concerned prefects. (20mks)

5. FUNCTIONAL SKILLS. (20 MARKS)

You are secretary of the drama club in your school. The chairperson has asked you to send out a notice of the second meeting to plan the staging of Francis Imbuga's play, Betrayal in the City. During the meeting, you will need to appoint the director of the play, set up a date for selecting the cast, discuss the budget for the play, and the dates of rehearsals and the final performance.

(a) Write the notice of this meeting which you would send to the members of the drama club. **(12 marks)**

(b) Write the agenda that you would attach to the notice. **(8 marks).**

6.(a) You are a Form 4 student at Rafiki High School. You would like to pursue a course in Computer Programming after the KCSE examination. You have heard about Imani Computer College which offers such a course. Write a letter of inquiry to the Principal, Imani Computer College inquiring on:

i) Minimum educational requirements

ii) Subjects useful for this course

iii) Fee per semester

iv) Duration of the course. **(13 marks)**

(b) One month later, you receive a reply to your inquiry from the Principal of Imani Computer College. Write a thank you note appreciating him for the effort he made to ensure that all your queries are answered. **(7 marks)**

7. You are the chairperson of the school's environment conservation association.

Your group has just come back from a visit to a national park in a neighboring country. Write a report to the patron about the trip. In your report indicate what you accomplished, the problems you experienced and what cautionary measures to take during future trips.

8a] You are the chairman of the student's council in your school. Write an internal memo to all council members notifying them of the meeting to discuss the state of discipline in the school responsibilities and school routine. Copy the memo to the principal and deputy principal. **(12mks)**

b) Attach the agenda of the meeting. **(8mks)**

9. Imagine you are the school captain of Amani Secondary School and students have been complaining of incidences of insecurity in the school. The Principal has asked you to carry out an investigation and come up with recommendations on how to curb insecurity in the school. Write a Report. **(20 marks)**

10. Functional writing (20mks)

You are the journalism club chairperson in your school. You have seen an advertisement in the newspaper about a Journalism Careers Day hosted by a media house. Unfortunately, it coincides with your school Annual Prize-Giving Day. The club members really wish to benefit from the information shared during the Journalism Careers Day. Write a letter of request to the managing director of the media house, through your principal, requesting that your club be hosted on a different day. **(20mks)**

11. "You have read the novel "The River and the Source" and really enjoyed and are now ready to tackle it in K.C.S.E. You overheard some of your friends in form three complaining that it should not be included as one of the texts to be done in K.C.S.E

Write a book review encouraging them to read since it will be examined in their year.

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- (a) Your brother who has been studying abroad is coming home and the family has organised a party. Write an e-mail inviting two of your friends; Sabina and Kioko and copy your brother who is organising. **(10 Marks)**
- (b) Your friend Sabina is flying into the country from Addis Ababa Airport- Ethiopia. Write clear directions on how she can come to your home. **(10 marks)**

13. Imagine that you are the Organizing Secretary of Virginia Mwende's Graduation Party. Mwende has graduated with a First Class Honours Degree from the University of Nairobi.

- a) Design an invitation card to be sent to the guests **(12mks)**
- b) Write a congratulatory note to Mwende to be presented on that day **(8mks)**

14. You are the secretary of Debating Club in your school, recently the club held a meeting and the following issues were discussed;

- Election of officials
- Income generating activities in the club
- Preparation for the great debate.

In the meeting, 8 members were present, 3 including the vice chairperson sent apologies and the whereabouts of 2 members were unknown. The club patron also attended the meeting. Apart from the main issues, members raised some issues from the previous meeting. Write down the minutes of the meeting.

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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