Name_____Index Number _____

ENGLISH Signature _____

PAPER 1 Date _____

(FUNCTIONAL SKILLS) Class_____

MARCH/APRIL EXAMS

TOP EVALUATION EXAMS
ENGLISH PAPER 1
TIME: 2 HOURS

For Examiners Use only

Question	Maximum Score	Candidates Score
1	20	
2	10	
3	30	
Total Score		

Paper consists of 4 printed pages. Candidates should check to ascertain that all pages are printed as indicated and that no questions are missing.

FUNCTIONAL SKILLS

1. **FUNCTIONAL WRITING** (**20MKS)**

Imagine you are the Human Resource Manager of Sarova Group of Hotels. The manager of Serena had asked you to write a confidential report of your former employee, Mr Sammy Kamau, who is seeking a transfer to the Serena Hotel as a chef. Write a confidential report to the manager about Sammy Kamau.

2. **Read the passage below and fill each blank space with an appropriate word. (10mks)**

Volume is the (1)_____ or softness of tone. (2) _____ some people have booming voices that carry long distances. (3) _____ are normally soft – spoken. People who speak (4) _____loudly run the risk of (5) _____ obnoxious or pushy, whereas people who speak too softly might appear (6) _____ and unsure of themselves. Regardless of their normal volume level, however, people also tend to (7) _____ their volume depending on the situation, the topic of discussion, and emotional (8) _____. For example, people talk loudly when they wish to be heard in (9) _____ settings. They may speak louder when they are angry and softer when they are being (10) _____ or loving.

Adapted from communicate! By Katheleen S. Verderber et al.wards worth (2010) Nelson Education, Ltd.

ORAL SKILLS

2. a) Read the poem below then answer the questions that follow.

The purple Cow
by Gelett Burgess

I never saw a Purple Cow,
I never hope to see one,
But I can tell you, anyhow,
I'd rather see than by one!

i) If you were to recite this poem, which words would you stress? (3 mks)

_____
_____
_____
_____

ii) What information would you use in each line? (2mks)

_____ Imagine you are the Human Resource Manager of Sarova Group of Hotels. The manager of

Serena had asked you to write a confidential report of your former employee, Mr Sammy Kamau, who is seeking a transfer to the Serena Hotel as a chef. Write a confidential report to the manager about Sammy Kamau.

_____
_____
_____
_____

iii) What devices does the poet use to make it musical? 4mks

_____
_____
_____
_____

3. b) For each of the following words write another that is pronounced the same way. (5mks)

Course_____
Lord_____
Horse_____
Time_____
Root_____

c) Break each of the following words into syllables and then underline the stressed one. (5mks)

i). Attire _____
ii). Communicate_____
iv) Manipulate_____
v) Visualize_____
vi) October_____
vii) Insecticide_____

d) Using three different words show that each of the following letters is pronounced in different ways (6mks)

o._____

_____

_____

t._____

_____

_____

e) You are the manager of a Sales Department. Your Secretary receives a phone call from a client that the latter complains about. You summon your secretary to the office and Advise her on how to handle phone calls. What advice will you give her? (5mks)

_____

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