

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)

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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)
