FUNCTION WRITING

1. Imagine that you are the organizing secretary of Mr. Lochampa Esekon's graduation ceremony. Mr.Lochampa has graduated with a First class Honours Degree from Nairobi University.
   (a) Design an invitation card to be sent to the guests (12 mks)
   (b) Write a congratulatory note to Mr. Lochampa to be presented on that day (8 mks)

2. Henrik Ibsen is a friend of yours living in Norway. He is interested in African dishes and has written to you an e-mail requesting for a recipe of your favourite meal. Write a response to his e-mail and in your mail, instruct him how to cook your favourite meal. Remember to include the ingredients, method of cooking and what the meal can be served with. The meal is intended to serve four people

3. Imagine that you are the careers teacher in your school. One of your students has performed well in his / her KCSE examination and wishes to study in a foreign university. The student intends to study Engineering and has asked for your assistance, in obtaining relevant information concerning the duration of the course, accommodation, travel services and the availability of a scholarship.

a. Write to him / her a congratulatory note.

b. Write a letter of inquiry.

4. You are the patron of the motivation talks club. You wish to recommend to the Principal three guest speakers you would wish to invite to speak to the students on different topics.
   a. Write an internal memo to the Principal giving details of the following:
   b. The three speakers you have recommended
   c. The reasons why each speaker has been identified
   d. The topic (s) that each speaker will cover
   e. The dates each speaker is to be invited

5. Imagine you are one of the passengers in Easy Coach Bus going to Kisumu. You alight in Nakuru and later realize that you picked another passenger’s luggage by mistake. Write a letter of apology to the person. Give him also the direction to your place to enable him pick the luggage.

6. You are the organizing secretary of the Environmental Club which will hold a function over the weekend. The club will want to evaluate the success of the day from many of those who will attend. Design a questionnaire which will be given to carry out the evaluation.