**GATITU MIXED SECONDARY SCHOOL**

**ENGLISH FORM 1 END TERM THREE CAT 1 2014**

GRAMMER

1. Rewrite each of the following sentences replacing the words in bold with a pronoun. 3mks
2. Awino shouted at mwangi but **Mwangi** did not react.
3. Muli advised his cousins but **the cousins** did not heed **Muli’s** advice.
4. Place the appropriate prepositions in the following sentences. 5mks
5. I will meet you there ………………………… six o’clock sharp.
6. The family is all gathering again………………………. Christmas.
7. We have had no rain now ………………………… three months.
8. He’s been living in the new house ……………….. last week.
9. This contract expires ……………………………… December 1st .
10. Change the following sentences into indirect speech. 3mks
11. “I often visit my parents,” Mary reported.
12. Karenge asked Grace, “What are you doing this evening?”
13. “I shall expect to see you next Wednesday,” the teacher told him.
14. Fill in **CLOZE TEST** the blanks with at, in or on. 10mks

Atieno is …………………………….home, but she is not …………………………… the

house. She is ……………………the swimming pool with her friends. Her brother Onyango is ………………..work and her mother is …………………………….the church. Atieno wants to go to Uganda and so she has to be ……………………….the agent’s office by 2.00 o’clock to do her booking. Since her mother is not in to drive her there, she will go ………………… foot. Her little brother is ………………………………the bedroom sleeping as he is unwell. Today he was not ……………………………. School. They ordered him to stay ……………………………………home and get some rest.

1. **Comprehension**

**The beauty of goods manners**

Last Thursday, a huge, tall man clad in a three –piece suit drove up to our school and parked his psh car outside the principal’s office. He got out of the car, strode into the office and announced his presence by shouting in a rough voice, “I want Shangusa.”

“ I beg your pardon, sir,” said Ms pertet,the school secretary. “Do you mean you would like to see Mr Shaguya?”

“Yeah!” bellowed the man.” I want to see shanguya, the boss.”

“I am sorry, sir,” said Ms Pertet,”but Mr Shanguya is holding a meeting with the staff. Would you like to wait, please, while I contact him?”

“I can’t wait,” said the man irritably.” I have no time.”

Before ms pertet could say anything else, the man brushed past her and flung open the door to the principal was there. But he was not. In fact, he was holding the meeting in the staffroom.

‘where is he?” asked the man, turning back to the secretary. Ms pertet was now totally disgusted with the man’s rudeness. She said to him coldly,” I’m sorry but I cannot be of any further assistance to you.” Then she turned back to her work.

The huge man glowered at her for some moments but there was little else he could do. He stormed out of the office and drove off.

In the story above, the man who wants to see the principal may be rich. He may be successful, as his elegant clothes and his expensive car suggest. But he is certainly not civilized or even educated, if we judge by his behavior.

The clearest mark of a truly educated is politeness or good manners. The essence of politeness is that you respect yourself and you respect other people. People who do not respect themselves and other people are impolite and ill- mannered. It is utterly disgusting having to deal with such rude people. Indeed, you can recognize them the moment they open their mouths, for language is the most obvious means of expressing politeness. In fact, everything we say in any situation shows other people whether we are polite or not. There are, especially, four little expressions which are the pillars of politeness. They are “excuse me”, “please”, “sorry” and “thank you”. These are the four wheels on which the vehicle of good manners moves. Anyone who wants to drive smoothly through life must make sure that these wheels of polite speech are firmly fixed on their car.

Yet it is surprising how often people forget to speak politely. Whether you are strong, rich or powerful, you are expected to address other people politely.

Acknowledge people by greeting them and calling them by their right titles. If you require something, do not demand it. The best way is to ask politely saying “thank you” for every service and every kind act is a regular habit of every true lady and gentleman. It is never embarrassing to apologize for our mistakes. Indeed, it is one of the noblest things a person can do. After all, it is human to make mistakes.

To return to our four wheels of politeness, “excuse me” is a form of attracting attention. If you want to ask for information or assistance from some one ,it is good to start by saying to them” excuse me…,” then you proceed with whatever you wish to say to them. We also use “excuse me” to ask people to be patient with us and not to be upset about interruptions in our dealings with them. If you sneeze or cough in the middle of a sentence, for example, you say “excuse me” to the person or persons listening to you. A person having to leave a room where they are meeting with other people will say “excuse me a minute” before going out.

“Please “is the most important word in asking for anything. Even when you are giving orders, please, remember to say “please”. If you are telling other people what to do, for example, it is important to say, “Sweep this house please, and wash those clothes in the laundry basket.”

Some rude and crude people often go to shops or restaurants and simply demand for services. They say things like “I want tea”, or “give me bread”. They think that it is not necessary for them to be polite because, after all, they are going to pay for the services. This is wrong. Although you are paying for goods and services you get, you must show respect to the person who serve you. Would it not be much better to say to the shopkeeper, “can I have a loaf of bread, please?” at a restaurant you can say to the waiter, “Give me a cup of tea and a samosa, please.”

“Sorry” is for conveying apologies. Of course it is necessary to apologize. “Sorry” is one little word which can get one out of a lot of trouble. If all people learnt to say “I am sorry” every time they made a mistake, a lot of conflicts would not arise. Yet a lot of people never want to apologize for their blunders. You feel sorry for them.

We also say “sorry” to people to show our sympathy with them over any inconvenience cased to them, whether by us or not. A shopkeeper may, for example, say, “I’m sorry the bread is finished.”The waiter at the restaurant may tell the customer,” I’m sorry we are closed today.” Some one may telephone and ask to speak to a person who is absent at that moment. If you pick up the telephone, you should politely say, “I’m sorry Mr Githinji is not here at the moment. Would you like to leave a message, please?”

Thank you very much for reading this passage. I really appreciate your effort and your attention. That is what the expression “thank you” for everything that anyone does for you.

The next time you alight from a matatu, will you please remember to say to the conductor, “thank you very much for the ride”? We will all be grateful for you politeness.

**Questions 16mks**

1. What shows us that the visitor to the school is a rich person? 2mks
2. How do the visitor’s first words show his rudeness? 2mks
3. Where is Mr shanguya when the visitor comes to the office? 1mk
4. What help does Ms Pertet offer to the visitor? 1mk
5. The essence of politeness is that 1mk
6. You drive a posh car.
7. You respect yourself and others.
8. You do not open your mouth.
9. You deal with rude people.
10. Mention the four expressions which the author calls the “pillars of politeness” 4mks
11. The writer suggests that if you want something 1mk
12. You demand for it.
13. You pay for it.
14. You take it by force.
15. You ask for it politely.
16. Do you think one should thank a matatu driver or conductors when one get off the vehicle? Why? 2mks

1. Complete the following sentences using the correct degree of the adjective. 4mks
2. Missing a lesson is ………………………………. than being punished. (bad)
3. Mombasa is a ……………………………….tourist destination then Nairobi. (attractive)
4. The woman is the …………………………. of the three of them.(slow)
5. Juliana is the ………………………………… student in our class.(faithful)