**PAPER ONE WRITING SKILLS – Kungu Gachui**

 **NANDI CENTRAL DISTRICT JOINT MOCK 2017**

**FUNCTIONAL WRITING (20mks)**

* 1. Imagine that your school has organized four main events to take place in the school this term. These are: Form Four Academic Day, Inter-class Competitions Day, Prize Giving Day and Visiting Day. Write a **personal journal** of four entries describing the events clearly, your responses and reflections. (14mks)
	2. During the Form Four Academic Day, the Principal organizes a tour for them to Maasai Mara Game Reserve. Prepare a **packing list** of the items you need for the tour.

**Marking Scheme**

* + 1. Each entry must bear a full date e.g. Monday, 25th February 2013. (day, date, month and year).

 Award 1mk for each full date (1 x 4 = 4mks)

 Award 1 mark for each entry for writer’s impressions / feelings. (1 x 4 = 4mks)

 Award for language ability = 5mks.

 **1 mark for past tense**.

 NB: A(5) Excellent B(4) Good C(2&3) Average D(1) Broken English (Total 14 marks)

* + 1. Must have:

1) A heading**: A PACKING LIST FOR ………….** (1mk)

2) At least 6 items @ ½ mark ( ½ x 6) (3mks)

3) Quantity indicated for number (1mk)

4) Description (i.e. clothing, bedding, toiletries (1mk)

 TOTAL (6mks)

 NB: Can be tabulated e.g.

 **A PACKING LIST FOR ……**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item | Quantity | Description  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
|  |  |  |  |

**NANDI SOUTH, NANDI EAST AND TINDIRET DISTRICTS JOINT MOCK 2017**

1. **FUNCTIONAL WRITING**  (20mks)
	* 1. Imagine you are the head of English Department in your school. Write a **Memo** to all members of staff in your department reminding them about the forthcoming mock examinations, setting and marking of continuous assessment tests, syllabus coverage and ask them to urgently collect the new literature set texts that were ordered from Theatrics Bookshop in Town.
		2. Write directions from your school to Theatrics Bookshop to enable the teachers collect the new set books.
2. **Must be a memo**, if not deduct 2 AD.

|  |
| --- |
| **Sample Marking Scheme**Morning Star High School √½ mk**Internal Memo ½ mk**Ref. No: MS/1//2012 √1mkTo: Members of English Department √1mkFrom: Head of Department √½ mkDate: 15th June 2012 √½ mk**Subject: REMINDER TO THE MEMBERS OF ENGLISH DEPARTMENT √½ mk**I am writing to kindly remind you that the District mock exams √ (1mk) are starting on Monday 10th July 2012 √(1mk) and that we need to intensify revision exercises in order to prepare the students well.You are also required to set and prepare √(1mk) the first continuous test. Teachers are also asked to submit a report on syllabus√ (2mks) coverage. Collect the new literature set texts√ (1mk) that were ordered not later than Thursday 19th July 2012 √(1mk) at 2pm √ (1mk) Signed: (1mk)………………….Sigei M.Designation HOD |

F – 5

C – 8

L – 5

T – 2

Total – 20

**Format**

Name of institution

Internal memo

Ref. No.

From

To

Date

Subject

Body

Signing off

**Content**

Districts mocks√ (1mk) and date of commencement√ (1mk).

Setting and marking√ (1mk) of CAT (Continuous Assessment Tests) √ 1mk)

Submission of syllabus coverage report.√(2mks)

Collection of set books and deadline.√ (2mks)

**Directions**

**Format and Content**

Directions should be:

Simple and clear

Given in a logical order

Refer to landmarks that serve as guides e.g. schools, churches. Give the distance to be covered e.g. from the bus stop walk about 200 metres.

In continuous prose. (5mks)

1. **KILUNGU DISTRICT JOINT EXAMINATION**
2. **Functional writing.**

 You are currently the Makueni County Representative and you have been requested to carry out a research on the problems facing the people of Makueni. Write a **report** on any four findings. In your report also include the purpose for the study, method(s) of study and suggest solutions to the problems found.

**Marking Scheme**

1. Must be a report

 Format 3 marks

* Heading ½ mark
* Introduction ½ mark
* Methods of study ½ mark
* Recommendations ½ mark
* Conclusion ½ mark
* Compiled by ½ mark ***3marks***

Tone – 2 marks

A good introduction – 1 mark

At least three problems two marks each 6 marks

Body

Mention methods 1 mark 11 marks

Recommendations 2 marks

Conclusion 1 mark

**MBOONI EAST DISTRICT FORM FOUR JOINT EXAMINATION 2017**

1. **101/1FUNCTIONAL WRITING**

You are a member of ‘Laikipia University Environmental Club’, you had a crucial meeting to map out strategies on how to improve your campus environment but the secretary was absent. The Dean of Students attended the meeting. Write the **proceedings of the meeting**.

**Minutes**

1. Points of interpretation

 Format

i. Heading (2 Marks)

ii. Record of attendance

 Present – ½

 Apologies – ½

 Absent – ½

 Intendance ½

iii. Preliminaries (½ mark)

iv. Reading and confirmation of previous minutes (½ mark)

v. Matter arising (1 mark)

vi Business of the day

 At least 3 agenda 3 x 2 = 6 marks

vii. AOB (½ mark)

viii.Adjournment (½)

ix. Signing (1 Mark)

x. Language (6 Marks)

**KASSU JET JOINT EXAMINATION**

1. **101/1** Imagine you are the Journalism Club secretary and a meeting has been called slated for next week for a review of last year’s club’s activities. Write a **report** that you are required to present before the members informing them on the following:
2. Finances
3. Trips
4. Club projects
5. The annual magazine
6. The club membership

**Points of interpretation**

* Must be a report if not deduct 04marks AD
* Must be official /formal tone if not deduct 02marks AD
* Must be an ordinary report, if investigative report deduct 04marks AD

**Format 4 marks**

Heading- 1mark

Introduction- ½mk

The body/ Club Activities- ½mk

Conclusion- ½mk award marks for the sub-headings

Recommendation- ½mk

Signed - 1mk (deduct ½ mk for any missing item)

 **Content 12 marks**

1. **Introduction (2marks)**

 Expect a brief description of the club and its objectives

1. **The body / Club activities for the year 2016**
2. Finances (2marks)

- membership subscriptions

- club’s expenditure and income and total amount in the club account

1. Trips (2marks)

- number of trips

- places visited

- reason(s) for such trips

1. Club Projects (2marks)

- any viable project and reasons for such project

1. The annual magazine (1mark)

- name of the magazine

1. The club membership (1mark)

- how many members in total

1. **Conclusion (1 mark)**

- Summary of the mentioned points

- Improvements expected in the areas of weaknesses

- What the club was unable to achieve

1. **Recommendations (1mark)**

 What the club needs to do to perform better

**SAMPLE**

**A REPORT ON THE JOURNALISM CLUB’S ACTIVITIES FOR THE YEAR 2017**

Introduction

Journalism Club is a vibrant club that motivates the students to write articles on issues that touch on their day-to-day lives. It is meant to provide both information and entertainment. Last year the club was very active and managed to meet most of its objectives as highlighted below.

Club activities for 2012

1. Finances

Since the club had 9 members, it realised ksh.4500 in membership contribution for termly contributions, thus the club had a total of ksh.27,000 in the whole year. In the sale of the annual magazines, ksh.150,000 was made. The expenditure on the trips and other projects was ksh.80,000. The account now has ksh.101,500.

1. Trips

 The club made three trips to three different places: The National Assembly in Nairobi, Baringo Lodges and Nature Park and The Standard Media Group offices in Nairobi. These visits were meant to make the members informed on various issues in the society and for leisure drives, which improves their socialisation process.

1. Club projects

 The club members planted trees and wrote articles where they generated funds for the smooth running of the club. The club also has put up a notice board called “Bunge la Wananchi” to update the school on current issues.

1. The annual magazine.

This magazine is called `The Informative Parrot’ which touches on all spheres of life that are relevant to students. These areas include; sports, education, emerging issues in school and nationally.

1. The club membership

There were 90 members in the club who were very active and supportive in the smooth running of the club. The members were also noted for their discipline in the school.

 Conclusion

 Generally, the club activities ran smoothly. Members are urged to continue promoting the club activities.

 Recommendations

 The club should also have innings and set a Writer’s Day in the school. The club members should purchase a camera and a tablet for recording events in school.

Report compiled and written by:

Signature

Jane Doe

Secretary, Journalism Club

**MOKASA JOINT EXAMINATION 2017**

**FUNCTIONAL WRITING**

1. 1. Imagine that it’s after KCSE and you have just been employed by Safaris, a leading tour company in the country. The first day involves a guided orientation trip to Mount Kenya National Park. Make **five** entries in your **personal journal** that show your first day’s experience in this kind of work
* **Format (6 marks)**

 All five entries must be distinct and define separate events on a single day

 Since entry is for a single day, time *must* be used to separate the entries

 Title [could include name of employer ] 2 mks…deny 1 mk if name only

 Tone, allow informal tone, past or present continuous tense 2 mks

 Arrangement; chronologically 2 mks

* **Content (10 marks)**
* Events must capture responses and reflections of the person
* Must be relevant to the employer’s areas of operations
* The interactions with employer or other employees
* Must show feelings at any point of the day ; attitude- \_\_\_\_\_\_ max 2mks per entry x5
* **Language (4 marks)**

 Language should capture the person’s emotions, anxiety, satisfaction etc as the they go through the orientation programme of the day.

 **Categories**

 A-4 marks

 B-3 marks

 C-2 marks

 D-1 marks

**1. POINTS OF INTERPRETATION.**

* Must be a **personal journal**; if not deduct 2 marks AD.
* It must contain:

 Date, Month, Year and time for each entry – 2mks

 Events – 2 marks for each entry 2 x 5 = 10mks

 (Award marks for one’s impressions and feelings for each event)

* Must be in the past tense (2mks)
* Tone (2mks)

 (Should suggest privacy and honesty in expression of feelings e.g. excitement, anger e.t.c.)

* Opening about what happens to the writer or others and what is observed (2mks)
* Language (4mks)

A – 4 very good

B – 3 Good

C – 2 Average

D – 1 Broken

**NANDI NORTH DISTRICT JOINT MOCK 2017**

* + - 1. **FUNCTIONAL WRITING**  (20mks)

Imagine that you are the Organizing Secretary of a Mr. Willy Mutai’s graduation party. Willy has graduated with a First Class Honours degree from Nairobi University.

a) Design an **invitation card** to be sent to guests. (12mks)

b) Write a **congratulatory note** to Willy to be presented on that day. (8mks)

 **MARKING SCHEME**

* + - 1. **Functional writing.** (20mks)

 a) Invitation card.

* Format (2mks)
* Inset (1mk)
* Letterhead (1mk)
* Title (½mk) and space for recipient’s name (½mk). (1mk)
* Sender’s address (R.S.V.P.) (1mk)
* Tone – must be formal (1mk).
* Content (3mks)
	+ Time (½mk)
	+ Venue (1mk)
	+ Date (½mk)
	+ Chief guest (1mk)
* Language –

A – Script (4mks)

 B – Script (3mks)

 C – Script (2mks)

 D – Script (1mk)

(b) Congratulatory note

* Format
	+ Inset (1mk)
	+ Date (1mk)
	+ Salutation (1mk)
	+ Writer (1mk)
* Tone
	+ Must be informal (1mk)
* Content
	+ Congratulation / or related word mentioned. (1mk)
	+ Reason for congratulation. (1mk)
	+ Complimentary remarks. (1mk)

**BARINGO NORTH TRIAL EXAMINATIONS**

**ENGLISH PAPER 1**

 This year your country experienced a severe famine caused by drought. A commission was set up to investigate ways of preventing a similar calamity in future. As secretary to the commission, **compile a report** of the findings and recommendations

1.**HEADING: REPORT ON METHODS OF PREVENTING FAMINE IN FUTURE**

**I INTRODUCTION**

This year our (the) country experienced a severe famine caused by drought. A commission was set to investigate ways of preventing a similar calamity in future. The committee members were as follows:

Joseph W. kiuna - Chairman

Sandra Wanjiku - Vice chairman

Francis Etiang - Secretary

Charles Monde - Treasurer

The members discussed and came up with the following

**ii) FINDINGS.**

 **Causes of famine** - It was found out that famine was caused by the following anomalies:

 - Inappropriate farming techniques

 - Lack of storage facilities for grains

 - Incompetent co-operative societies

 - Poor infrastructure

**iii) RECOMMENDATIONS.**

 a) **Irrigation**- The commission suggested that farmers would need appropriate skills to enable them to carry out irrigation on their farms

b) **Proper feeds** - The commission felt that farmers should be sensitized on the need to purchase proper seeds from recommended dealers

c) **Co-operative societies** - These should enroll as many members as possible from the farming fraternity. Proper records should be kept and farmers assisted in acquiring low interest loans to enable them to improve their farming.

 **Storage facilities** - The government should provide silos for grain storage in areas where such crops are realized in high yields. Such silos should be manned by properly trained personnel to avoid incidents of poising or theft

e) **Unscrupulous sales** - It was suggested that no middle man would purchase any crops directly from the farmers. This would enable only legally mandated co-operative societies to operate efficiently in liaison with the farmers.

 **Poor infrastructure** - The government should recarpet all feeder roads to facilitate access to farmers

 **CONCLUSION**

 The commission suggested that the government should train a team of agricultural inspectors to oversee the effective implementation of the recommendations in the entire country.

 Report compiled by Etiang.F. - Secretary

**ELDORET EAST INTER-SCHOOLS EXAMINATION - 2017**

Your friend who stays in Kabarnet has sent you an **e-mail** informing you that he/she is expecting four guests at his graduation party. He has requested you to send him/her a **recipe** for a dish he/she can prepare for his/her guests. Write a **reply to the mail** and include the recipe

.**MARKING SCHEME** **Format - 6 mks**

To: (e- mail address of the recipient)

Date:

Time:

From: (e- mail address of the sender)

Subject

Salutation ( Dear ...)

Body ( prose)

Recipe title (Name of the dish)

Ingredients

Methods ( note form)

valediction ( yours)

Name.

 **Body** - 10 mks

* Evidence of replying
* Graduation party
* Exact measurements of ingredients
* Correct procedure
* Serving - state and accompaniments
* **Language**  -4 MKS

**WESTERN ZONE JOINT EXAMINATION- 2017**

1. **FUNCTIONAL WRITING**

Imagine you are the chairperson of a committee set up to investigate the causes, nature and frequency of crime in your area of residence. Write a **report** recommending ways of dealing with the problem.

 Must be a report

 Format

* Title – 2mks
* Introduction – 1mk
* Sub titles – 2mks (if any sub title missing, subtract 1mk)
* Signing off – 1mk (Totals – 6mks)

2. **Body**

- Terms of reference – 2mks

- Findings – 2mks

- Conclusion – 2mks

- Recommendations – 2mks

3. **Language**

- Tone – passive – 2mks

- Language – 4mks Total = 6mks

**PENTAGON JOINT EXAMINATION - 2017**

**WARENG DISTRICT**

a) Imagine you are the principal of a school and you will be away from school for three days.

 Write **instructions** to the deputy Principal giving at least five things you would like done.

 One of them is that you call school depot - the supplier of school uniforms. (12marks)

 b) School Depot called back and communicated some of their concerns about form one uniforms due to be delivered. As the recipient of the call, write a clear **telephone message** for the principal.

**1. Written instructions**

**a) Format (3marks)**

* date✓1
* addressee✓1
* complimentary close✓1 \* must be Thank you Principal

 Name Mr/Mrs/MS

 **Content (5marks)**

 Any five activities that are relevant listed vertically downwards and numbered. One must be a call to school depot.

 Language 4marks A – 4 B – 3 C – 2 D – 1

* Element of courtesy e.g. please
* Use of simple imperative

 If these two are lacking award at most 2marks

 **N.B**

 There should be a border mark for the instructions. If not deduct 1 mark from total.

b) Telephone message = 8 marks

 Mr/Mrs…………………… (Person message intended for✓½ )

WHILE YOU WERE AWAY

 ½ mk 2 ½ marks

 Mr. ……………………………………….. (caller) ✓ ½ mk

 Of ……………………………………………. (institution / Firm caller works for) ✓ ½ mk

 Phone No…………………………………… (caller’s) √½

|  |  |  |  |
| --- | --- | --- | --- |
| Telephoned |  | Called to see you |  |
|  Will call again | √ | Will come |  |
| Please call |  |  |  |

Any 2 ticked for 2marks

 Left message ✓1mk

1. Prepare the order list

2. Indicate sizes at least 1 for 1mark. = 2marks

 Date√½……………………………………. Time√½ ……………… Intitial√½ ………… = 1 ½ marks

**KURIA EAST DISTRICT SECONDARY SCHOOLS JOINT EXAMINATIONS COUNCIL 2017 (KEDJEC)**

1. **FUNCTIONAL WRITING**

Your friend Robin lives far from your home area. Write an **electronic mail (e-mail)** inviting him to your 19th birthday party at your home. Since he has never been to your place, give him clear **directions** on how to get there from the nearest town.

**KIHARU/KAHURO DISTRICT JOINT EXAMINATION – 2013**

1. Imagine you are the secretary of Akili Mali Youth Club. The club has just held its Annual General Meeting (AGM) in which some of the following issues were discussed.

* Reading and confirmation of the previous meeting.
* Treasurer’s report.
* Date of election of sub-committee.
* Community work.
* AOB.

During the meeting, all officials except the assistant secretary were present. The club patron was

also present. Three members sent apologies while two did not. There were eight members present. Write the minutes of the meeting.

**Marking Scheme**

 Must be **minutes**; If not, treat as irrelevant and deduct – 4A.D.

 Award for the other items.

 Format

* Title must include the name of club🗸½, date🗸½, time 🗸½ and venue 🗸½. (½ x 4 = 2mks)
* List of those present. 🗸¹
* List of those absent with apologies. 🗸¹
* Absent 🗸¹
* In attendance 🗸¹
* Preliminaries 🗸¹
* Confirmation of minutes 🗸¹
* Matters arising 🗸¹
* Actual minutes Business of the day.

- Treasurer’s report 🗸¹

- Date of election of sub-committee 🗸¹

- Community work 🗸¹

* A.O.B 🗸¹
* Adjournment 🗸¹
* Unsigned endingIf signed, don’t score.
* Secretary’s slot 🗸¹ and chair’s clot 🗸¹

Language accuracy.

A – (4mks)

B – (3mks)

C – (2mks)

D – (1mk)

**KIKUYU DISTRICT INTERSCHOOLS EVALUATION**

1. Imagine you are the secretary of Young Leaders Club in your school. The Chairperson of the club has requested you to write a **notice of a meeting** to all members of the club about the second meeting of the club in the year. During the meeting, as the secretary, you are required to take down the minutes. Ten members have attended but five have not though three have informed the chairperson of their unavailability. The Area Youth Officer is present. The date of the County Young Leaders retreat is revisited and changed. Other issues discussed include Recruitment of new members, Young Leaders Seminar and Parliamentary visit. One of the members of the club comes up with the idea of holding an end of the year party.

a) Write the **notice of a meeting** that you would send the members of the club. (8 marks)

b) Write down the **minutes** of the meeting. (12 marks)

1 a) **Notice of a meeting**

 **Points of interpretation.**

* Must be a notice of a meeting. If not, consider irrelevant and award 00.
* Must bear the following items.
* Senders address and Date.
	+ Recipients’ address.
	+ Salutation.
	+ Title which must indicate the group, day/date, venue and time of the meeting.
	+ Agenda / Business to be transacted during the meeting.
	+ Signing off.

 **Format F -** 3 mks

 **Content C** - 3 mks

 **Language L** - 2 mks

 **Format**

* Senders address and Date ½ mark
* Recipients’ address ½ mark
* Salutation ½ mark
* Title which must indicate the group, day/date, venue and time of the meeting 1 mark
* Signing off ½ mark

 **Content - Agenda**

* Preliminaries, Reading and Confirmation of the previous minutes, Matters Arising, Recruitment of newmembers, Young Leaders Seminar, Parliamentary Visit, Any Other Business (A.O.B.), Adjournment, Date of next meeting.

 **Any six items ½**  mark each = 3 marks

 **Language**

 1 or 2 marks depending on the ability of the candidate to communicate effectively.

 b) **Minutes**

 **Points of interpretation**

* Must be a minutes of a meeting. If not, consider irrelevant and award 00.
* Must bear the following items:

(i) Title which must indicate the group, day/date, venue and time of the meeting.

(ii) List of attendance which must show Member present, Absent with apology, Absent and E official/ Inattendance.

 **Format F -**  5 mks

 **Content C** - 5 mks

 **Language L** - 2 mks

 **Format**

* Title 2 marks, Group Day/Date, Venue, Time each mark.
* Members present ½ mark.
* Absent with apology ½ mark.
* Absent ½ mark.
* Ex-officio/Inattendance½ mark.
* Signing off 1 mark.

 **Content - Agenda**

* Must indicate it is the second meeting, e.g. Min 09/13 not Min. 01/13
* Preliminaries, Reading and Confirmation of the previous minutes, Matters Arising, Recruitment of new members, Young Leaders Seminar, Parliamentary Visit, Any Other Business (A.O.B.), Adjournment, Date of next meeting.

 **Ten items ½**  mark each = 5 marks

 **Language**

 1 or 2 marks depending on the ability of the candidate to communicate effectively

**LAIKIPIA EVALUATION TEST**

*kenya certificate of secondary education*

**101/1**

**ENGLISH**

**PAPER 1**

**(Functional Skills)**

**QUESTION 1**

Imagine that you were one of the beneficiaries of a youth based NGO sponsored tour of Nairobi city. You toured the following places: Mathare slums, Kencom bus terminus, Gikomba market and the Parliament.

**Marking Scheme**

Prepare a personal journal with four entries. Express your experiences, observations or feelings during the tour. Two entries should be unpleasant and two should be exciting.

1. It must be a personal journal

2. It must contain the following information

 Date/ day

 Time

 Event

 Thoughts, reflections or responses and resolutions

3. It must be written in prose (content)

4. It should be in past tense.

5. The tone should suggest privacy and honesty

 BREAK DOWN

Title - A personal journal for a three day tour of Nairobi ½ (½+½= 1 mk)

Fomat - Date/Day ½

 - Time ½

 - Venue ½ (Any of the four in the instructions. If a new venue is used deny the ½mk.)

 1½x 4 entries = 6 mks

Content - Two exciting, two unpleasant entries.

 - If only one type is provided do not consider more than two.

 - Expect a reflection or resolution or response for each entry; if missing deduct1/2

 4 entries x 2 = 8

Language - Note all errors of tense, spelling, construction and others.

 Scale

 1 - weak

 2 - fair

 3 - good

 4 - excellent

 0 - 4 = 4 marks

 Tone - Informal and relaxed 1 mk

 Summary

 Title - 1

 Format - 6

 Content - 8

 Language - 4

 Tone - 1

 Total 20 marks

**SUBUKIA DISTRICT MOCK EXAMINATIONS 2013**

**1. Functional writing [20 mks]**

A friend of yours has invited you and five others to his eighteenth birthday party. He has also requested you to send him a **recipe** of a rare delicacy of your choice. Write an **e-mail** to him accepting the invitation and include a detailed recipe.

**Marking Scheme**

Must be an e-mail.if not deduct 4 mks from total.

Items of merit

To:(e-mail address of recipient) ½ mrk

From: (e-mail address of sender ½ mrk

Date ½ mrk

Subject: e.g. Recipe ½ mrk

Salutation: e.g Dear James ½ mrk

Introduction e.g greeting/acceptance of invitation ½ mrk

Signing off e.g your friend 1/2mrk

Name of sender ½ mk {total 4 mks}

 **THE RECIPE**

Name of dish 1 mk and number to serve, 1 mk. [2mks]

Ingredients 1mk, name 1mk, quantity 1mk [3mks]

Method- should be in a logical order [3mks]

How to serve e.g serve hot with rice ( 2mks)

Language – 4mks

N/B Give credit for use of proper vocabulary e.g chop, slice, simmer e.t.c (2mks)

 **Summary**

 Format [e-mail] (4mks)

 Recipe (10 mks)

 Use of culinary vocabulary [2mks]

 Language mark [4mks]

**GATUNDU SOUTH FORM 4 EVALUATION EXAM**

1. You are the secretary of Drama club in your school. The chairperson has convened a meeting to discuss the following items on the agenda: club’s finances, launching the Drama club magazine in school and orgranising a meeting with the Windsor Traveling Theatre Group (WTTG) at the National Theatre.

Members wonder whether the chairman had discussed with patron the issue of staging their play in the neighbouring schools as earlier agreed.

Twelve members attended the meeting with the exception of the vice chair who has sent apologies and two members whose whereabouts are unknown.

The patron and the Director of WTTG have attended. Members also discuss the possibility of enrolling new members.**Write the proceedings.**

**Marking Scheme**

**Points of interpretation;**

1. The heading/title – must have the following:

Name of the group meeting ( ½ mark) Date ( ½ ) Venue ( ½ mark) Time ( ½ mark)

**MINUTES OF DRAMA CLUB MEETING HELD ON 1ST JULY 2013 IN THE ASSEMBLY HALL AT 4.00P.M**

 (NB: Heading must be in capital letters and underlined)

1. Attendance:

Members present (12) ( ½ mark)

Absent with apology/apologies 24(vice chair) ( ½ mark) (3)

Absent without apology/Absent (2) ( ½ mark)

In attendance: (Patron, Director WTTG) ( ½ mark)

(NB) The candidate might or might not indicate the agenda.

(iii) Min 1/2013 Preliminaries ( ½ mark)

 Meeting being called to order by chair, opening prayers.( 1 mark)

Min 2/2013 Reading and Confirmation of previous minutes.( ½ mark)

Read through, proposed by and seconded by.

Min 3/2012 Matters arising ( ½ mark)

Min 6/2012 Club staging their play in the neighbouring school. ( 1 mark)

Min 4/2013 Club’s finances ( ½ mark)

Min 5/2013 Club’s magazine ( ½ mark)

Launching the club’s magazine in school (1 mark)

Min 6/2013 Meeting with WTTG ( ½ mark)

Organise a meeting to the National Theatre. (1 mark)

Min 7/2013 A.O.B

Enrolment (1 mark)

Min 8/2013 Adjournment ( ½ mark)

Time the meeting ended ( 1 mark)

Time and date for next meeting.

Signing off: Confirmed: ( ½ mark)

 Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_

 Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**LARI DISTRICT MOCK EXAMINATIONS 2013**

**(Functional Skills)**

**Q1**.Your school organized a three day seminar for induction of the Peer counseling club members. The seminar was a residential one in a popular centre offering conference facilities.

a) Write an **E-mail** that you intend to send to the centre where you were hosted for the seminar.

 Your E-mail should indicate gratitude for excellent accommodation ,meals and the inspiring speakers. (8mks)

b) In not more than 200 words, Write a **personal journal** that you kept for the three days.

**MARKING SCHEME**

E-MAIL

TO

FROM

DATE / TIME

SUBJECT

SALUTION…………..Dear

VALEDICTION……………….Yours sincerely ½ mk each = 3mks

CONTENT:

Should show gratitude for:

1. Accomodation (1mk)
2. Meals (1mk)
3. Inspiring Speakers (1mk)

Language accuracy (2 mks) TOTAL = 8MKS

**Personal Journal**

Format:

Day – ½ mk

 Date – ½ mk

Content:

 Experience ½ mk

 Feeling ½ mk

 Lesson learnt / impact -1mk TOTAL 3 X 3 DAYS =9 MKS

 Language Accuracy = 3 mks Total =12 mks

**KIRINYAGA CENTRAL DISTRICT JOINT EXAMINATION – 2013**

1. You have been invited by your cousin, who attained an aggregate of A to a party to celebrate his/hergood performance in last year’s KSCE exam. Your cousin has also asked you to assist in preparing a one course meal for ten guests.

(a) Write a **congratulatory note** that you will give to your cousin. (8mks)

1. Write a **recipe** that you and your cousin will use to prepare the meal to be eaten that day. (12mks)

1.

(a) The **congratulatory note** should have the following:

* + Salutation (if address present – accept) (1mk)
	+ Body. (1mk)
	+ Closing tag. (1mk)

 Total marks for format (3mks)

 Tone should be informal (2mks)

1. The **recipe** should be have the following:
* Heading. (1mk)
* Ingredients and quantities. (2mks)
* Instructions/method. (1mk)
* Total marks for format (3mks)
* Tone should be informal (1mk)
* Tone should be brought out through the use of imperatives. (1mk)
* For the content in the recipe expect clear steps on how the meal is prepared from beginning to end.
* Award a maximum of 3 marks depending on what the candidate has written.
* Language – Correct diction. (1mk)

**NYERI COUNTY FORM FOUR JOINT EXAMINATIONS** 2013

**ENGLISH**

**PAPER 1**

**(Functional Skills)**

1. One of your bestfriends has passed on. You feel indebted to send a condolence note to the family before joining them. You intend to stay with them for three days.

(a) Write a **condolence note** to the family. (10 marks)

(b) Write a **packing list** for the items you require to have in order to make your stay comfortable. (10 marks)

**KEIYO SOUTH DISTRICT JOINT EXAMINATION 2013**

***Kenya Certificate of Secondary Education***

**101/1**

**ENGLISH**

**(FUNCTIONAL SKILLS)**

**July/ August 2013**

**Time: 2 hours**

You are the principal in your school. Imani Radio has advertised for a newsreader’s job to encourage and motivate your journalists during the holiday. JabexOmondi, a student in your school has applied. Write a **confidential report** about him and send via e-mail to the productions manager, Imani Radio.

**ALLIANCE HIGHSCHOOL 2013**

*Kenya Certificate of Secondary Education*

**101/1**

**ENGLISH**

**Paper 1**

**(FUNCTIONAL SKILLS)**

**July/ August 2013**

**Time: 2 hours**

**1.** **Functional Writing**

 Imagine that you are the guest of honor during your school’s 100 years speech and prize giving day.Write the **speech**.

**YK KCSE EVALUATION TEST 2013**

*Kenya Certificate of Secondary Education*

**101/1**

**ENGLISH**

**Paper 1**

**(FUNCTIONAL SKILLS)**

**July/ August 2013**

**Time: 2 hours**

1. Your uncle lives abroad. He is expecting five visitors from Kenya and would like to prepare for them a meal. Write an **e–mail** to him, providing a **recipe** of one of the favourite Kenyan dish.

**EMBU COUNTY COMMON EVALUATION TEST - 2013**

*Kenya Certificate of Secondary Education*

**101/1**

**ENGLISH**

**Paper 1**

**(FUNCTIONAL SKILLS)**

**July/ August 2013**

**Time: 2 hours**

1. Young Farmers Club in your school plans to sell broiler chicken to the neighbouring schools and restaurants. Send the **advertisement** through e-mail stating the price, quality of the product and any other relevant information. Copy the **e-mail** to the club patron