**3KNT MARKING SCHEME**

**ENGLISH PAPER 1**

**FUNCTIONAL SKILLS – MARCH/APRIL 2017**

Question 1

Format (7mks)

1. Name of the school – ½ mk
2. The title Internal memo – ½ mk
3. Reference – ½ mk
4. To: (must mention all the H.O.DS) – ½ mk)
5. Cc: ½ mk
6. Date (must be written in full eg 7th July, 2014) – ½ mk
7. Subject – 1mk
8. Listing of Agenda – ½ mk
9. Closing tag (name of the sender – ½ mk and signature ½ mk)

Content 9 marks

1. Should be clear it is the second meeting – ½ mk
2. Date to be held – ½ mk
3. Venue of the meeting – ½ mk
4. Statement introducing the Agenda – ½ mk
5. Item in the Agenda – ½ mk
6. Preliminaries - 1mk
7. Confirmation of the previous minutes (1mk)
8. Matters arising from the previous minutes (1mk)
9. Improving the performance of languages – ½ mk
10. Preparation of the language day -1/2 mk
11. Debate programme for the candidate class – ½ mk
12. Any other business – 1mk

* Statement appealing for punctuality -1 mk
* Please observe time
* Signature
* John Njagi

Question 2 cloze test

1. Discharged
2. Lucky/Fortunate
3. Through
4. Swollen/bruised
5. Had
6. However
7. Then
8. Unable
9. Would
10. Fact/reality/truth

3. Oral skills

39a) Poem (Isotou died)

1. Died, pride

Knew, few, dew

Spread, said

Do,too

ii)Only five –They emphasize her tender age

ii) As a question, hence use a falling intonation.

-As a sad tone showing disappointment or regret

b)Poignant – g

Biscuits - u

Moisten –t

Plumb –b

Receipt – p

c) Col.league cn) Col

re.gister (v) re

ap.proach (n)proach

a.larm (n) larm

a.buse (n) buse

d. i) make an appointment with the D.P (interviewee)

- set the time for the interview

-Inform the interview and the listerners about the interview

-Set specific objective for the interviewee

-Read and understand more on terrorism and piracy.

-Set the interview questions systematically and in a clear manner.

ii) Begin the interview with introduction eg personal details

* Make the topic of the interview or clear
* Allocate & appropriate time to each event that would take place.
* Ask specific question of the interview
* Manage the time allocated

e) Proper/clear pronunciation of words

so as to get right message

* Right volume can be heard
* Correct tone of voice misreality word, come out
* Variation of tone
* Right gestures
* Body posture
* Eye contact
* Proper attire
* Co-ordination, uniformity/synchronize
* Facial expression
* Time
* Pause/stress
* Confidence