**ENGLISH 101/1**

**MARKING SCHEME**

**Question 1 (20 mks)**

1. Must be a formal or official letter.

Must include the following:

* Sender’s address ½ mk
* Addresses/Receipient’s Address ½ mk
* Date – ½ mk
* Salutation – ½ mk
* Reference – ½ mk
* Body – 12 mks
* Closure – ½ mk
* Signature/Name of writer – ½ mk each

NB: Language use (3 mks)

1. 1. Into

2. deal

3. impact

4. routines

5. planning

6. that

7. consistent

8. Reflect

9. about

10. learned (10 mks)

NB: Observe the use of capital and small letters.

1. (a) (i) gold hold day stay

leaf grief flower hour

(Any 2, 2 mks)

(ii) Rhyme – gold hold – 1 mk each (2 mks)

* Alliteration – her hardest hue to hold, dawn goes down to day.

Dawn and day (1 mk)

(iii) – To emphasise the idea of aging growing old.

* Dawn has grown (aged) into day. (1 mk)

(b) (i) Short form – proverb

- Being polite in life is a virtue and each one should strife for it; it does not harm. (2 mks)

(ii) To fellows who are snobbish/arrogant. Especially when seeking information from another person. (2 mks)

(iii) /p/ politeness for politeness 2 mks

(c) (i) Firs (5 mks)

(ii) Bails

(iii) Illicit

(iv) Yore

(v) Dissent

(ii) (i) Castle – e (2 mks)

(ii) Deafening – e

(iv) Rendezvous – z,s

(d) – Break monotony

- Allow listeners to fill in obvious but missing information

- Give the other party the opportunity to participate

- Allow the listeners anticipate what is to come.

(e) (i) He cannot relax.

- No focus in the interview

- He’s too much occupied with whether or not he get, a job; absent minded

- Avoids eye contact

(i) – Should have relaxed

* Established eye contact
* Shut out other thoughts
* Should have read the advertisement and formed some idea of what to expect
* Research on the company.

(f) (i) Decide on the purpose of the speech.

* Analyse your audience and speech situation
* Collect relevant information
* Organize your points systematically and logically
* Groom appropriately.

(ii) Eye contact (any 3 1mk each)

* Body movement
* Gestures
* Pause
* Facial expression
* Tonal variation