**ENGLISH PAPER 101/1**

**Marking Scheme**

**TERM 2 2021**

1. **Functional writing**
2. **Internal memo**

**Format - 5mks**

Institution name - 1mk

Words ‘Internal memo’ - ½ mk

Reference - ½ mk

To - ½ mk

From - ½ mk

Date - ½ mk

Subject - ½ mk

Signing off - 1 mk

**Body - 4mks**

Date, day, time, venue - 2mks

News - 1mk

Conclusion - 1mk

**Language - 3mks**

1. **Thank you note**

Date - ½ mk

Salutation - ½ mk

Personalizing the note: Think of one or two instances when you were helped by the person 3mks

Concluding the note. Say thank you again to the person. 1mk

Sign - 1mk

Language - 2 mks

1. Cloze test

1: in 2: forward 3: The 4: per/every 5: into 6: institution 7: standards 8: drinking 9: more 10: before

1. (a) (i) Repetion e.g Oh! It has dawned
* Ideophone ii ii ii
* Use of conversational style/direct address. The persona/ singer addresses the initiate “What do you need….”
* Use of short stanzas 2/3 lines

1X3=3mks

(ii) Use of appropriate gestures e.g spreading your hands out when asking “You asking for a loin cloth to take where?

* Falling intonation when exclaiming Oh!
* Showing disgust on the face when saying the words “Won’t you call your mother to plead for you? (3X1)

(iii) Rehearsing the lines

* Mock presentation before friends
* Preparing appropriate costume
* Taking a deep breath to dispel nervousness

(b) few, phloem

- cite, soil

- one, wore

- kite, cool

- chef, shoe

© Appropriate dressing. Formal outfit, moderate ornaments, neat hair, e.t.c

* Relaxed upright posture
* Eye contact with the interviewer
* Friendly but formal smile

(d)Circumstances that may cause interruption:-

* If you didn’t hear what the speaker said.
* When you strongly disagree with the speaker.
* When you wish the speaker to clarify an unclear issue.
* When you want to make an addition to the speaker’s point
* When the speaker has misrepresented certain known facts.

(e) Judge candidate’s answers to ensure that they tally with the flow of the dialogue resulting in coherence.

Sample responses

You: This is Mercy Mwaura, Form 4 East. May I speak to the Principal, please? (1mk)

You: I wanted to inform her that I am stranded at the stage. (1mk)

You: Mrs Mbau. (1mk)

You: Please can I speak to my house mistress, Mrs Muli?

You: Please teacher, I am stranded at the bus stage. Would you be so kind as to inform Mrs Mbau?

You: Thank you very much madam. Good afternoon.