**ENGLISH PAPER 101/1**

**FUNCTIONAL SKILLS.**

**ENGLISH FORM 4**

**Marking scheme**

**Question 1: FUNCTIONAL WRITING**

Format - 8 marks

Heading - 2 marks (must have purpose, venue, date and time.)

List of attendance:

 Present 1/2 mark

Apologies 1/2 mark

Absent 1/2 mark must be 4

In attendance 1/2 mark

Preliminaries - 1 mark

Matters arising - 1 mark

1. O.B - 1/2 mark

Adjournment - 1/2 mark

Signing off (Secretary and Chairperson - must be blank) - 1 mark

Content - 8 marks

Matters arising - should mention 2 at 1 mark - 2 marks

Election - must have a list of officials - 2 marks

Income generating activities at least 2 @ 1 mark

The great debate 2 marks

Language - 4 marks

A - 4

B - 3

C - 2

D-1

**Question 2: CLOZE TEST (10 MARKS)**

1. discrimination/disparity
2. widespread
3. rooted/embedded
4. Several / Many (capital letter)
5. primitive/irrational
6. Secondly (capital letter
7. Practices
8. abject/biting
9. deny
10. about/regarding

**Question 3: ORAL SKILLS**

1.
2. Banned
3. Flower
4. Heard
5. Cache
6.
7. fool
8. Wheat
9. Warm
10.
11. Indict
12. Numb

- prepare her documents to verify her copies during the interview

- prepare her dressing for the interview

- Plan on her response about personal information.

- rehearse on the etiquette of the job.

(Any 2x1)

- She should greet the panel to show composure/ friendliness.

- To ease her tension

- To have a way of starting the conversation.

(Any 2 x1)

- Lack of confidence in a voice

- stammering

- Incoherence in speech

- Being inaudible.

- hesitating and getting stack at mid statements.

Any 3x1

Thank you✓ for the opportunity to participate in the interview

(Capture gratitude for the chance) (2mks) (should be actual response and not reported)

1. Falling
2. Rising (1 mark each)
3. Falling
4. Falling

Words

Duties

Dogs

Loves

Cubs

Judges

(1/2 x 6 = 3)

1. Col.league (must underline the correct syllable x1)
2. Suc.ceed
3. Com.ment

**- E**xcuse me ✓(Sir/Madam/Mrs.../Mr…/miss…/)

My book is filled up. I kindly request✓ you to give me/issue me with another one.

Polite interruption ✓ 1 mk

Request ✓ 1 mk 2 marks