**MARKING SCHEME**

Q. 1. **Functional skills**

This should be a letter – business letter.

It should be formal.

**Format – 6 marks**

Features 7 marks

1. Senders ½ Address – no name of writer on address or =0.
2. Date ½
3. Recipient’s address.
* Must have officer receiving if not = 0
* No date on this address or = 0
* No name on this address or =0
1. The salutation
* Dear Sir
* Dear Madam
1. RE: In capitals, underlined.
2. Body.
3. Complementary close.

Yours faithfully,

Signature

Name - must be in full, not initials, not one name. All these must appear.

Designation - HOD not any other.

The order must be upheld or = 0

**Q. 2 Content 8 marks**

This should capture the following:

1. I, (we) ordered for books online as ref. materials for students, and teachers in the library.
2. Everything was done according to order.
3. The books were delivered, received by The Storekeeper for entry into the stores ledger.
* Then passed on to the librarian for processing, ready for the readers in the library.
1. A cheque was drawn/raised as payment.
2. However, when we went through them, we have discovered that the books have faults.
3. There’s a title with two missing pages.
4. The History text book has wrong facts e.g.it says Kibaki was president of Tanzania.
5. The binding is poor – the papers easily come off.
6. Therefore, we have decided to return the books to you (the sender).
7. We request you to sent corrected copies/without faults or
8. Can you refund the money we request you to refund the money.

**Language** 5 marks

Explore the full range of five names

Do not give zero unless candidate has not attempted the question.

**Cloze test**

1. e-mail
2. whether
3. an
4. experience
5. traditional
6. tone
7. however
8. avoid
9. up
10. sensitive/personal

3. (a)

1. Trickster narrative 1mk
2. Chameleon jumps on Bushbaby’s tail and emerges the winner of the race, by trick. 1mk
3. The candidate should identify features unique to oral narratives in this narrative.

e.g.

* It has opening formular - long time ago.
* It has fantasy – the animals organised a racing contest in the jungle.

(Any other relevant illustrations)

* It has fantasy – animals, organised a racing contest in the jungle.
* It has dialogue – the dialogue – the Chameleon and Bushbaby at the end of the narrative.
* It has closing formula - And there ends my story.
1. I would use facial expressions – smile 1mk as I say the statement.

I would raise my voice – as to be heard that I have won.

I would shout to warn/draw attention – I am already here.

I would use gesture – point a finger at Bushbaby.

Any 2 – identify and explain, each 1 mark.

(b) 1. Destroy (ii) Feet (iii) nun (iv) are (v) lean

 Joy beat none star mean

Any four pairs

(c) Comb

Would - would any one

 would

Pedal

Buffet

NB: Check underlining or over-underlining.

Yacht

D)

There is a river running across the park.

A big boy saw the bully beat the girl and reported the incident to the head boy.

The minister is a widely read man.

Your unkind words hurt my heart though not as much as the small hat hurt my head.

NB. The whole answer must be correct to score.

If there is a there is a wrong correction the whole answer is denied.

e) / / Shape

 English

 / / The

 That

Those

 /t/ Team

 Kept

NB: Allow any other correct answer for each of the sounds.

1. /a:/ Star

Are

Arm

Psalm etc.

NB: All any other correct answer for each of the sounds.

F)

1. “I am being punished.” Answered Njeri.
2. “I am being punished because I bullied a form 1 student.”
3. I am really sorry sir, I won’t do it again.”
4. Yes sir.

NB: Allow any acceptable responses. Ensure the correct punctuations i.e

Quotation marks.

Capitalization

Commas

Fulstop

Tenses

Even if there’s one error in a

response award = 0