**MURANGA EXTRA COUNTY SCHOOLS**

**FORM 4 END OF TERM 1 2023.**

**(KENYA CERTIFICATE OF SECONDARY EDUCATION)**

**MARKING SCHEME**

**FOR EXAMINERS USE ONLY**

**FUNCTIONAL WRITING.**

Imagine you are the secretary of The Journalism Club in your school. Your club is holding the third meeting of the year. During the meeting, 7 members are present, three have not though one has informed the chairperson of his unavailability. The club patron is present.

During the meeting, the following issues are discussed,

* A visit to K.B.C tv station.
* Election of new officials.

Write down the minutes. (20 marks)

**FORMAT 6 MARKS**

* TITLE – 1 MARK

-Name of group and school✓**½mk**

-Date

- Time ✓**½mk**

-Venue

NB**: If the word minute is missing award zero**.

* PRESENT.

-Must be 7 members✓ 1mk

* ABSENT WITH APOLOGY

-Must be 1 member✓mk

* ABSENT.

-Must be two members. ✓mk

* IN- ATTENDANCE

\_ Must be one name and designation. ✓mk

* CONFIRMATION
* Must be left blank. ✓mk

**CONTENT 8 MARKS**

* PRELIMINARIES.

The meeting being called to order.

The chairperson announced the apologies…

Opening prayer.

The chair thanked the members for attending the meeting.

**N/B: Mark any two @ ½ marks each.**

* READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES.

the minutes were read through by the secretary

The minutes are proposed and seconded. (the name of the proposer and seconder must be written.) as a true record of the previous meeting’s deliberations.

**1 mks**

* MATTERS ARISING

The minute number of the previous meeting.

The issue and how it was resolved.

**N/B: Award each 1mark each**.

* A VISIT TO K.B.C TV STATION.

Date of the visit.

Deadline of contribution towards the trip.

**1mark**

* ELECTION OF OFFICIALS.

When the elections were held. /How the elections were done.

Who were elected.

**N/B: Award any two @ 1/2 mark each.**

* A.O.B

A.O.B to be raised and not discussed.

**At least two A.O.B’S each 1/2 a mark each.**

* ADJOURNMENT.

The time the meeting ended.

The closing prayer.

Date of the next meeting.

**N/B: Any two items @ ½ a mark each**.

**PENALTIES.**

The word minute must appear for the title to score.

Wrong minute numbering, deduct 2mks.

**LINGUISTIC ABILITY 6 MARKs**

**QUESTION 2. CLOZE TEST.(10 marks)**

**Read the passage below carefully. Fill in each blank space with the most appropriate word.**

Minutes are a record of the ……***proceedings***…….at a meeting. Usually, Minutes…***are***…. Written while the meeting is …***in***…. progress and the secretary must make an attempt to…***listen***…….and write at the same time without missing …***out***… on any important points or jeopardizing the accuracy. Minutes are ..***formal***…..records for the sake of future reference……***hence***….they are written is correct grammar. Usually they are written in the ……***passive***…….voice so as to avoid mentioning…***people’s/member’s***…….. names because the decisions made at the meeting are …***considered***……. group decisions.

**QUESTION 3. ORAL SKILLS (30 MARKS.)**

**A BREAKTHROUGH**

When I reached the threshold

The gate was quickly locked

Though loud and long knocked

They left me in the cold.

I stood outside for long.

Wondering what was wrong.

Honour wouldn’t let me

A peeping Tom be

When night tiptoed behind

Me a stranded pilgrim

Ah, I made up my mind

To fight on for my dream

I crashed open the gate

Uncaring it was wrong

Wow, I was hugged with a song

A welcome initiate!

**QUESTIONS**

1. Describe the rhyme scheme of the first two stanzas of this poem. (3marks)

***aaaa bbcc.***

***The rhyme scheme is regular.***

1. Apart from rhyme, identify and illustrate two **other** ways in which rhythm has been achieved in the poem. (4marks)

***Alliteration- loud, long***

***Wondering, what, was***

***Made, my mind***

***Assonance -night, behind***

***What, was, wrong***

***Was, wrong***

***My, mind***

***Fight, my***

3.If you were to perform this poem live, why would it be important for you to face the audience?

(1 marks)

* ***To get feedback , tknow how the audience is reacting to the presentation and if need be adjust accordingly.***
* ***Enables you to use non-verbal cues such as facial expressions and gestures.***

4.How would you say the last line of this poem and why? (2 marks)

***With a falling intonation to bring out excitement at the persona’s achievement.***

***Smile to show the excitement and achievement.***

***(Accept any reasonable gesture)***

**a) Clearly identify the stressed syllable in the word in bold. (3 marks)**

i. Thein.**’tern** will soon get his reward from the doctor.

1. The death of his father made us con**.’sole** him.
2. Whose ‘**pre.**sent is this?

**b) Provide another word that is pronounced the same as each of the following.**

1. Pale- *pail*
2. Root- *route*
3. Bawl- *ball*

**c) Identify the intonation you would use in the following sentences. (5 marks)**

Nora: It is just what he is doing.  *Falling intonation*

Helmer: What? *falling intonation*

Do you know anything about it? *rising intonation*

Nora: He means to shut himself up and die. *falling intonation*

Helmer: My poor old friend! *falling intonation*

**d) You have been selected to welcome form ones to school and give them a talk. How would you ensure that your communication is effective.** (4 marks)

*I would be audible enough.*

*I would make use of appropriate gestures.*

*I would use meaningful tonal variation.*

*I would pronounce the words correctly.*

*I would maintain meaningful eye contact.*

***N/B: All the answers must start with ‘ I would…’***

**e) complete the telephone conversation below with appropriate responses. (5 marks)**

You: *Excuse me sir, may I come in?* (1 mark)

Teacher: Yes, you may come in. How can I help you, Maria?

You: Sorry to bother you, sir. Could you please show me Mr. Karanja’s desk?

Teacher: *Sure. He must have sent you.* (1 mark)

You: He has sent me to pick a Geography textbook from his desk and to ask you to assist us with a pair of binoculars.

Teacher: The desk is over there. The book should just be on the table.

You: *Excuse me sir, I cannot see the book on the table*. (1 mark)

Teacher: It was there a while ago. Could it have fallen?

You: Oh here it is. You were right, It must have fallen from the desk.

Teacher: Now hurry up, The lesson is almost over and the teacher must be waiting for the book.

You: *Yes sir, but you have not given me the binoculars yet*. (1 mark)

Teacher: Oh, sorry. Here is the binoculars. Be careful as you handle since its casting is broken.

You: *I will sir, thank you.* ( 1 mark)

Teacher: You are welcome.