1. Functional writing

FORMAT (5 Marks)
Address: only one (1mk)
Date: in full (1mk)
Salutation: Dear (followed by the name of a specific member, e.g. Dear Tom) (1mk) or dear member/s
Subject matter: RE: NOTIFICATION OF A MEETING (1mk)
Valediction (1mk)

## Content (9 marks)

The name of the group meeting, (The Drama Club) (1mk)
The purpose and nature of the meeting (Annual, Impromptu, Weekly) ( 2 mks )
The date of the meeting, (1mk)
The time of the meeting ( 1 mk )
The venue of the meeting (1mk)
The agenda:
(i) Preliminaries
(ii) Confirmation of the Previous Meeting
(iii) Matters Arising ( $1 / 2$ a mark @ $=3$ marks )
(iv) Rehearsals for the National Festival
(v) Date of Travel to Meru High School
(vi) A.o.B

Language (4marks)
Tone (2marks)
It must be a formal tone.

## Cloze Test.

1. accurately
2. gave
3. However
4. perhaps
5. capacity
6. swathes/tracts
7. of
8. helplessness
9. that
10. property

## 3. Marking scheme

a) i) Identify the rhyme scheme of the poem?

- ababcdcdef $\sqrt{ } 1$ - regular $\sqrt{ } 1$
ii) Apart from rhyme, how else has rhythm been achieved?
- Alliteration - like lazy less (the sound l has to be underlined)
- Onomatopoeia - whoosh
- Assonance - it is (the sound lhawn toad this underlined) ${ }^{\text {and }}$ FREE revision materials from https://teacher.co.ke/notes
iii) Identify four words with silent letters and underline the letters
- Tomb, knows, half, write
iv) Which words would you stress in the first line and why?
- Believe, verse, time, come - content words (must identify all of them to score full marks)
b) Provide a word that is pronounced in the same way as the words provided below ( 4 mks )
- Some - sum
- Be- bee
- Their- there
- Come - calm
c) You have been invited to an interview for a clerical job in your former primary that you will do before and during the interview so as to excel in the interview


## Before

- Put together appropriate documents
- Research on what the clerical job entails
- Groom appropriately

During

- Maintain eye contact with the panelists
- Respond audibly to the questions/ be audible
- Answer questions in a precise and concise manner/ not going out of topic

Your teacher of English has asked you to present an oral narrative to your class during the English lesson. List two verbal techniques you will employ so as to make your narration interesting to the audience.

- Mimicry
- Tonal variation
- Voice variation

How is the audience's attention captured before the riddling session in the riddle provided above? (1mk)

- Posing the question- Are you ready for it?
i) Indicate whether the intonation used in the sentences provided below assume a falling or rising intonation

I have a riddle. Are you ready for it? Rising
The waters of a stream - falling
The answer is the leaf of a tree - falling
f) i) What are the shortcomings of John's listening skills?

- Fails to respond to the question being asked due to inattentiveness
- Fails to give appropriate directions
- He dwells on irrelevant details
(focus is on etiquette)
(the student must contextualize and do not accord marks for character traits)
ii) John did not succeed in giving directions clearly. What are the guidelines of giving directions?
(4mks)
- Give approximate distance
- Landmarks
- Compass direction
- Give specific place


