

## **END OF TERM ONE**

### **MARKING SCHEME(ENGLISH)**

#### **CONFIDENTIAL**

#### **1(a)FUNCTIONAL WRITING**

1. Must be an invitation card(framed)if not deduct 2AD.
2. The day ,time and venue must be mentioned to earn full mark.
3. The name, designation and contact must be mentioned to earn full mark.

**FORMAT-4 MARKS**

**CONTENT-3MARKS**

**LANGUAGE-1MARK**

**TOTAL 8MARKS**

#### **(b)INTERNAL MEMO**

Must be a memo if not deduct 2AD

Format (5 MARKS)

Name of the group.  $\frac{1}{2}$ mk

Heading.  $\frac{1}{2}$ mk

From.  $\frac{1}{2}$ mk

To.  $\frac{1}{2}$ mk

Reference Number.  $\frac{1}{2}$ mk

Date.  $\frac{1}{2}$ mk

Subject.  $\frac{1}{2}$ mk

Signing off.  $\frac{1}{2}$ mk

Name and signature.  $\frac{1}{2}$ mk

Designation.  $\frac{1}{2}$ mk

#### **CONTENT-3 MARKS**

The candidate must mention these

-The group being in a financial crisis

-Organization for a funds drive

-Meeting to plan for the event

**TOTAL 3 MARKS**

**LANGUAGE 4 MARKS**

## SAMPLE INVITATION CARD

### UZALENDO YOUTH GROUP CORDIALLY INVITES

***Prof/Dr/Rev/Mr and Mrs/Miss/Mr...John Baraka...***

***To a funds drive that will help raise funds for peace reconciliation initiatives across the country. The funds drive will be held on Saturday 15<sup>th</sup> April, 2016 at 10.30 am in the organization's main hall.***

***The guest of Honour will be His Excellency Joseph Ndathi Governor -Kirinyaga County. Only photographers accredited by the organization are permitted in the hall.***

RSVP(Regrets only)  
The Seretary  
Uzalendo Youth Group  
P.O.BOX 32115-00100  
NAIROBI, KENYA  
Tel.020-44000  
Email uzalendo@yahoo.com.

## SAMPLE INTERNAL MEMO

### UZALENDO YOUTH GROUP

#### INTERNAL MEMO

To: All Members

Date: 4<sup>th</sup> April, 2016

From: The Secretary

Reference Number: MM/CAP/05/016

This is to inform you that there will be a funds drive planning meeting which will be held on 7<sup>th</sup> April, 2016 at 2.00PM in the Boardroom. As you are all aware that the group is in a financial crises, this meeting, therefore, is in preparation for the funds drive that will be held to raise money for the reconciliation initiatives. Please be punctual

Kamau Njoroge  
Secretary

## [2] CLOZE TEST

### Answers

1. Have
2. Although/Though(Must start with a capital letter if not deny the mark)
3. Up
4. Kept
5. Find
6. The
7. Pauses
8. Writers
9. About
10. Over

- 3(i)It is repetitive hence memorable e.g what shall I do
- Involvement of the audience through refrain
- It is simplistic-there is the use of short stanzas –this makes it easy for the audience to participate in the performance by joining in.
- Focuses on an immediate occurrence which is death this makes it easy to remember the main message.
- Antiphonal

Any 3 (3 marks)

(ii)

- ☐ Prior recitation before the day of performance/ rehearse to master the content
- ☐ Have prior information about the audience
- ☐ Consult an expert for advice
- ☐ Look for appropriate costumes and accompaniments.
- ☐ Stage a mock recitation before an imaginary audience
- ☐ Ensure good grooming
- ☐ Think of conventional ways of attracting the attention of the audience e.g. Clapping of hands, clearing throat
- ☐ Practice on the use of facial expressions, tonal variation and gestures
- ☐ Know the time when you are to perform.
- ☐ Practice on proper timing.

**(Any four point's 1mark each.) (4 marks)**

(iii)-Say today with a rising intonation signifying that something else is coming,  
-The rest of the line I will say it with a falling intonation to give a sense of finality.

3marks

- (b) Heel  
Ilicit  
Beech  
More

- (c) -The directions are precise and clear.  
- appropriate distance is given.  
- Permanent land marks given.  
- Systematic (logical flow) any 2 (2 marks)

(d) When a question is asked by the chairperson

- When a speaker repeats oneself
- When you are following order and you are the next
- When you have asked or appointed to speak
- When the chair uses facial expressions and gestures to you e.g raising his/her eyebrows looking at you.
- When you feel you have a point of urgency or a question you interrupt courteously.
- Long pause at the end of the sentence.

(e)(i)Proverb (1 mark)

(ii)Dress making.....presence of the word cloth-The candidate must describe. (2 marks)

(iii)Highlighting over ambition, living beyond one's means.(accept any relevant situation)(2 marks)

(iv)**Functions of proverbs**

- To summarize message
- To warn, teach, caution. (any 1)
- To express wisdom and experience of a community.

**Characteristics**

- Brief
- Has total parts-proposition and completion (any 1)
- Use of imagery
- Use of wisdom and expressions of a community.(2 marks)

(f)You: I am sorry sir I didn't mean to offend you.(1mk)

You: No sir it was just an oversight (1mk)

You: N-no.....(must show hesitation)(1 mk)

You: Sir, please deal with me yourself .Don't take me the discipline master,s office.(1 mk)

You: Please sir I promise never to repeat that mistake .Forgive me please (1 mark)

You: Thank you sir (1 mark)

**NB**

Note the use of courteous/polite language, precise and clear answers in relation to the previous utterances .Do not award if the utterances do not correspond.