

ENGLISH 101/1
END OF TERM 3 EXAMINATION
PAPER 1 MARKING SCHEME (CONFIDENTIAL)

FUNCTIONAL WRITING QUESTION 1
MARKING GUIDELINES.

Format (6mks)-title 1mk

- Introduction ½ mk
- terms of reference (1mk
- procure (1mk
- findings (1mk
- conclusion (½ mk
- recommendations (1mk

Ensure each of these items are present. If missing deny the individual mark

LANGUAGE (6 MKS)

A – (6 mks) A clean letter, flawless, full of spark. No spelling errors, correct tenses. Very good.

B – (4 – 5) A little spark, very few spelling and tense errors. Good

C – (3 mks) A number of spelling and tense errors. A few construction errors. Fair

(2mks) Many grammatical errors in spellings, tenses and subj. verb agreement. Poor paragraphing, poor punctuation

D – (1 Mk) All types of errors present

- The student has difficulties in communication. The examiner has to guess what the student intends to say. very poor

1. Heading-(content – 9mks)

- Should be underlined.
- Should be in capital letters.

- (a) Should have the phrase: a report on
 - (b) Name of the school
 - (c) What the report is about.
- } 1mk

Deduct 1 mark if any of the points has been left out.

2. Introduction

- Should include the following
- (a) Who authorized.
- (b) Why (1/2mk)

3. Terms of Reference.

- What should the committee members do?
- Names of the committee members (they should be six Chairperson's inclusive.
- the findings, the recommendations are to be presented to the principal (2mks)

4. Procedure/Methods of investigation

The candidate must have at least 2 methods. (1mks)

5. Findings

The candidate must have at least three findings. (1mk) expect a minimum of 2 findings (each 1/2mk)

6. Conclusion

The candidate must conclude.(1/2 mk

7. Recommendations

The candidate must give at least three recommendations. (2mks)

8. Signing Off(1mk

The report should be signed and the name of the city or town from where the report was written indicated. The name and the designation of the Chairperson should be given. (2mks)

9. **NB:** The language of the report is formal. The sentences should be complete and grammatically correct. Passive sentences are also used If not deny(1mk

SAMPLE REPORT

REPORT ON THE CAUSES OF SNEAKING (INDISCIPLINE) AT NDUMBERI SECONDARY SCHOOL

INTRODUCTION

On 10th of June, 2016, the Principal asked Ben Ombati the President of the school to co-opt senior prefects into a committee that was going to look into the causes of sneaking of some of the students. The report was to be presented to the Principal by 17th June, 2016.

TERMS OF REFERENCE

The committee was formed by Ben Ombati.

The terms of reference were.

- (i) That the committee looks into the causes of sneaking among some of the students.
- (ii) That the committee comprises of
 - (a) Ben Ombati–Chairperson
 - (b) Joshua Njoroge –Secretary
 - (c) Janet Wanjiku-Member
 - (d) Allan Inyundo –Member
 - (e) Kevin Aseka –Member

(f) Sophia Njoroge –Member

- (iii) That the committee presents its findings, conclusions and recommendations on how to curb sneaking.

PROCEDURE/METHODS OF INVESTIGATIONS.

- (I) The committee developed a questionnaire which was used to gather information from the students.
- (II) The students were also sampled and interviews were conducted by the committee.

FINDINGS

After analyzing the information the committee found that:-

1. The students complained of a poor diet that was not balanced. They were also not given a fruit and they argued that their school was located in an agriculturally productive area.
2. They also complained that second term had been prolonged and they had not been consulted.
3. Peer influence was also noted to be a major cause of sneaking since most of the students wanted to ape what the others did.
4. The students also complained that the waking up hours were awkward since according to the school rules they should wake up at 3.00a.m in the morning.
5. There was also conflict between the administration and students since the students felt their grievances forwarded to the administration through the suggestion box were not being handled.

CONCLUSION

The committee concluded that some of the reasons given for sneaking were genuine and others were not.

RECOMMENDATIONS

The committee came up with the following recommendations.

1. The school was urged to prepare a better balanced meal and provide a banana which was plenty in the region.
2. The committee also recommend that the guidance and counseling department provide counseling sessions to students on ways of handling conflict.
3. An adjustment of the waking up time was recommended by the committee to be either 4.30am or 5.00pm so that the students sleep for enough hours.

Kerugoya Town
17th June, 2016

Ben Ombati
Chairperson.

2. CLOZE TEXT (ANSWERS)

1. made
2. in
3. scored
4. ever
5. he
6. grace

7. county/area
8. burning
9. dropped
10. but

SECTION C (ORAL SKILLS)

(A) ANSWERS.

- (i) ab cd ef gh (1mk)
Regular rhyme scheme.(1mk)
- (ii) the line would be said slowly and softly to mark the end of the day.(1mk)
-it will also be said with a falling
Intonation –to show finality.(1mk)
Total (2mks)
- (iii) popped, blinked, whirled, clattered, clicked (any 2) (2mks)
- (iv) Alliteration Sun Spun
Sound /s/is repeated.(1mk)
Assonance Sun Spun sound/ʌ /
- (v) Use of gestures –use your fingers to show blinking.
-Facial expressions –Open your eyes wide and shut them to quickly show the neon lights popping.
- a high tone at the beginning when the sun sets and a low tone when time expires and it is the end of the day.
Dramatization –dramatize the tossing of a coin and whirling.

Any 3 1mk must be illustrated do not award if there is no illustration. (Total 3mks)

- | | |
|--------------|--------------------------------|
| (B) Idol | ii) -Bier |
| Bridel | -Court |
| Grown (3mks) | -Wail/Wale (3mks) (Total 6mks) |

- (C)–Falling
-Falling
-Rising (3mks)

- (D) -Start by greeting them
- Clap or ring the bell.
- Clear your throat.
- Use an anecdote or a joke.
-Use of appropriate gestures.
-Use of appropriate facial expressions e.g. smile at them.
(Accept any other relevant answer) any 4 (4mks)

- (E) (i) Hurry hurry has no blessings.(1mk)
(ii) Things done in haste have little benefit.(1mk)
(iii) Patience pays.

Slow but sure wins the race.
(Consider any other appropriate proverb)

- (F) -The Chairperson is authoritative he doesn't take note of members contributions.
- He overrules everybody.
 - Members interrupt one another at will. This makes the discussion disorderly and chaotic.
 - The Chairperson lacks control causing pandemonium in fact no discussion goes on.
 - The Chairperson loses his temper and tries to make others shut up.
 - The Chairperson cuts the discussion short he says discussion over.
 - In an attempt to bring control, the chairperson takes it upon himself to make his contribution then stops the discussion altogether.
 - Members suggestions are ignored .e.g. Teddy suggests the need for a secretary but is ignored
- Accept any 3.