

101/1

(Functional skills)

MARKING SCHEME

TERM 3 2019

ENGLISH

Paper 1

MARKING SCHEME

(CONFIDENTIAL)

POINTS OF INTERPRETATION

(12 MKS)

1.

1. Internal Memo

Sample Memo

QUICK SAFARIS TRANSPORT COMPANY LTD	<u>F ½</u>
Serve All, Serve Best.	<u>F ½</u>
<u>Internal Memo</u>	<u>F ½</u>
REF/NO: 651/3/2015	<u>F ½</u>
To : All the Drivers and Conductors	<u>F ½</u>
From : The Manager	<u>F ½</u>
CC : The Assistant Manager	<u>F ½</u>
Date : 25 th March, 2015	<u>F ½</u>
Subject : Discipline and Code of Ethics	<u>F ½</u>
It has come to my attention that most drivers and conductors are of late displaying a lot of indiscipline.	
Majority of these workers arrive <u>late</u> , ^{C-1} use <u>foul language</u> ^{C-2} to the passengers and <u>lack courtesy</u> ^{C-3} even among colleagues.	
Sadly, others have been caught giving bribe to the police, and receiving the same from our clients.	
<u>Overloading</u> ^{C-4} , overspeeding and failure to wear uniform are all issues that are againstt our code of ethics.	
You are therefore <u>sternly warned</u> ^{C-5} that failure to change your behaviour and attitude will lead to dire consequences.	
Remember your company is your lifeline.	
The Manager	<u>F ½</u>

Format F = 4

Content C = 5

Language = 3
12

1.

- a) Internal memo
Language Interpretation

3 mks - The learner communicates with ease. No tense, or spelling errors.

- Subject- verb agreement rule observed
- -good paragraphing.
- Good use of sentence structures.
- A flawless writing.

2 mks - A few spelling and tense errors present. A few errors in sentence construction.

- Has a number of general errors but the student still communicates.

1 mk - Has all types of serious errors in tenses, spelling and poor paragraphing.

- The learner can't communicate and one has to guess what he means.

NB: Do not award 0 (zero) mark for language.

2. Sample Card

	QUICK SAFARIS TRANSPORT COMPANY LTD	
	GUIDANCE COUNSELLING & DEPARTMENT	<u>F ½</u>
	Cordially invite,	<u>F ½</u>
	Mr/Mrs/Miss.....	<u>F ½</u>
	To a <u>motivational</u> ^{C-½} talk that will be held on <u>28th March, 2015</u> ^{C-½} in <u>the Bidii Hall</u> ^{C-½}	
	at <u>10.00am.</u> ^{C-½}	
	The Guest Speaker will be:	
B 1	<u>Mr. Nicholas Buteti,</u> ^{C-½} the C.E.O, Keya Roads and Transport Authority.	
	The <u>theme</u> ^{C-½} of the talk will be: Behaviour and Attitude change.	
	Kindly observe punctuality.	
	R.S.V.P	
	The Manager,	
	Quick Safaris Transport Co. Ltd, OR	
	P.O BOX 10000-111101	
	NAIROBI	
	TEL NO: 0727722700	
	The Head of Department,	
	Guidance and Counselling	
	Quick Safaris Transport Co. Ltd,	
	P.O BOX 10000-111101	
	NAIROBI	<u>F ½</u>
	MOBILE: 0700722727	

Format F = 2

Content C = 3

Tone T = 1

Borders B = 1

2. Cloze test

1. becoming
2. but
3. posing
4. attempts/efforts
5. stamp
6. down
7. poaching
8. are
9. up
10. in

3.

a) i)

- nipples/ripples
- air/hair
- pressure/pleasure
- strong/long (**any 2 × ½ = 1mk**)

ii) Alliteration **1 mk**

iii) sweet sensation sound/s/
sleep whispers softly (**2mks**)

iv) I would dramatize **1mk** by lowering **1mk** my tone. I would also say it in a slow pace, to create the onset **1mk** of the approaching sleep.

i.e Non-verbal (dramatize) **1mk**

Verbal (pace or tone) **1mk**

Effect **1mk**

b)

- i. Maintain eye contact.
- ii. Adopt a posture that is authoritative because this might elicit a positive response
- iii. Do something unexpected like referring to a specific person by name, without embarrassing them.
- iv. Begin by clearing the throat.
- v. Clap or ring a bell.

- vi. Begin by telling a joke.
- vii. Begin with a famous quotation or a proverb.
- viii. Greet the audience.
- ix. Sing a relevant chorus.

(Any 5 points × 1 = 5mks)

c)

- i. Riddle
- ii. Personification ½ **mk** (Identification)
- iii.
 - i. To entertain
 - ii. To help the child in language acquisition.
 - iii. To help the child appreciate and learn about his/her environment.
 - iv. To sharpen the wit.

(Any 2pts × 1 = 2mks)

d)

- i. Suc.cess
- ii. ad.vice
- iii. chal.lenge
- iv. ob.serve

(1mk × 4 = 4mks)

e)

- i. muscle – mussel
- ii. worn - warn
- iii. come- cum
- iv. which- witch

f)

- i. The father does not prepare to listen, i.e does not adopt a listening posture.
- ii. He interrupts severally i.e does not adhere to the turn-taking rule.
- iii. He is not empathetic – he does not put himself in the shoes of his daughter in order appreciate where she is coming from.
- iv. He is full of self-importance / self-praise. This prevents him from reaching out to his daughter.
- v. He is absent-minded – he changes the topic abruptly thus interrupting the flow of the conversation.
- vi. He has pre-conceived ideas about Chemistry. He doesn't give the daughter a chance to explain herself.
- vii. He is unwilling to see his own shortcomings as far as listening skills are concernrd.
e.g he says, "I heard you" – he believes he was listening.
- viii. He is insensitive – he does not realize he has hurt his daughter by not listening to her.

(Any 6 points × 1 = 6pnts)