

ENGLISH PP1

FORM 2

END TERM 3 EXAMS 2019

MARKING SCHEME.

FUNCTIONAL WRITING

FORMAT (6 marks)

- i. Senders address; 1 mk
- ii. Date; 1 mk
- iii. Receiver address; 1 mk
- iv. Salutation; 1 mk
- v. REF (RE); 1 mk
- vi. Signing off; 1 mk

CONTENT (12 marks)

- i. Acknowledge source of information
- ii. Form four leaver
- iii. Mention- General messenger/good command of English
- iv. Mean grade
- v. Typing skills
- vi. Concluding paragraph/ enclosed CV

LANGUAGE (2 marks)

- i. Polite expression
- ii. Official tone
- iii. Sentence structure