

NAME: ADM NO: CLASS:
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ENGLISH PP1

FORM 2 END OF YEAR EXAM2016

FUNCTIONAL WRITING (20 MARKS)

You have completed your form four examination. You have read the following advert for a job in the Standard newspaper. Write a letter of application that can help you land an interview.

(20
marks).

WANTED- OFFICE TRAINEE

School leaver (male or female) is required to act as a general messenger.

Applicants must be well spoken and presentable, as duties will include

Answering the telephone and conducting visitors.

A good command of English is essential.

Minimum education requirements-

A mean grade B at KCSE with good passes in English, Maths and Business Education.

Typing is an added advantage.

Please, apply in writing to:-

**Miss Mtendakazi, Personnel Manager,
Express Solutions Ltd.,
P.O Box 11563 00010 GPO
NAIROBI.**