

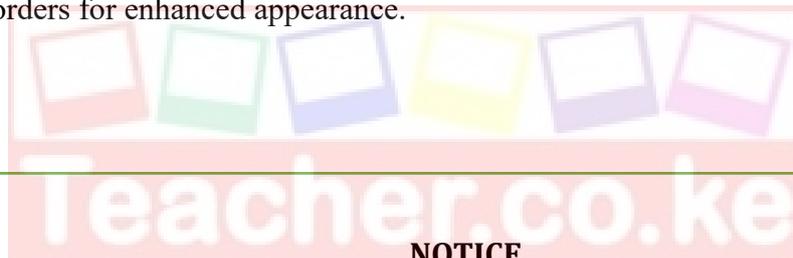
**Term 2 - 2023  
ENGLISH  
PAPER 1 (101/1)  
FORM FOUR (4)**

**MARKING SCHEME**

**1. a. The notice should have the following key areas:**

- ✓ Must bear the label 'NOTICE' **1Mark**
- ✓ Have the name of the club issuing the notice at the top. **Eg. Bidii High** **1Mark**
- ✓ Indicate that it is the second meeting of the club. **1 Mark**
- ✓ State that it is meant for members of the named club. **E.g. To All Wildlife** **1 Mark**
- ✓ State the date, day, venue and time of the meeting. **The day such Monday** **1 Mark,**  
**28<sup>th</sup> November 2023** **1 Mark,**  
**Time e.g. 4:30 pm** **1 Mark,**  
**Venue e.g. dining Hall** **1 Mark**
- ✓ Be written in formal, precise language.
- ✓ Bear an indication of who issued the notice i.e. the secretary. (need not be signed) **1 Mark**
- ✓ Have borders for enhanced appearance. **1Mark**

**Sample**



**NOTICE  
BIDII HIGH SCHOOL WILDLIFE CLUB**

To All Wildlife Members

Notice is hereby given of the second meeting of the Bidii High School Wildlife Club members to be held on Monday, 28th November 2023 in the school dining hall at 4:30 pm to discuss the matters of the agenda attached here.

Vard Thn

Wildlife Club

**b. The agenda must:**

- i. Must be separate from the notice.
- ii. Must have the heading of the club.
- iii. Must indicate that it is an agenda

- iv. Must show the evidence that this is a follow-up meeting (2<sup>nd</sup> Meeting).

## BIDII HIGH SCHOOL WILDLIFE CLUB

### AGENDA

The following items on the agenda will be discussed during our second meeting scheduled for Monday, 28<sup>th</sup> November 2023.

1. Preliminaries
2. Confirmation of the previous Minutes.
3. Matters Arising.
4. Appoint the Event Coordinator.
5. Set date for tree planting.
6. Decide on the T-shirt to be bought.
7. Discuss the budget for the event.
8. Any other business.
9. Adjournment.

Secretary

Gregory Jeremy

Wildlife Club

### QUESTION 2. CLOZE TEST. (10 marks)

Read the passage below carefully. Fill in each blank space with the most appropriate word.

Minutes are a record of the *proceedings* at a meeting. Usually, minutes *are* written while the meeting is *in* progress and the secretary must make an attempt to *listen* and write at the same time without missing *out* on any important points or jeopardizing the accuracy. Minutes are *formal* records for the sake of future reference *hence* they are written in correct grammar. Usually they are written in the *passive* voice so as to avoid mentioning *people's/members'* names because the decisions made at the meeting are *considered* group decisions.

### Q3. ORAL SKILLS

30 Marks

a) i. - Drumming

- Clapping loudly
- Clear your throat noisily
- Blow a whistle
- Tap on a surface
- Give an anecdote

ii. I would use verbal cue varying my tonal variation shouting to show anger

I would use appropriate non-verbal cue gesturing by pointing at the child when saying  
 `...throw you out.`

iii.

- Effective tonal variation
- Effective use of gestures
- Effective use of facial expressions

b) i. b

ii. i

iii. o

v. g

(Student must underline the silent letter to score)

c.i . It was a lady in a red dress not any other person that lost her purse.

ii. It was only the lady in a red dress not any other who lost her purse

iii. It was only the purse that was lost nothing else.

d. i. Falling ↘

ii. Rising ↗

iii. Falling ↘

(Student must use arrows to score)

e.) i ) Tongue twister

ii) alliteration-...great Greek grape growers.....

Assonance-.....great.....grape

f) i) How has Martha portrayed good telephone etiquette in the above conversation?

(3 marks)

- Martha uses polite language for example “May I ask who is calling please?”
- Martha introduces herself “I am Martha, Eric’s cousin”
- Martha politely asks Maina if he can leave a message “Would you like to leave a message or call...”
- Martha thanks the caller “Alright Maina, thank you for calling. Bye.”

ii) Identify three instances of Peter’s lack of telephone conversation etiquette in the above conversation.

(3 marks)

- Maina fails to use polite language, “I want to talk to him.”

- Maina rudely interrupts Martha, “Would you like to leave a message or call...”
- Maina clicks to express his disappointment, “Peter: (clicking)”
- Maina hangs up “(Peter hangs up the phone)

