**2020 FORM 4 TERM 1 ENTRY EXAMS**

**ENGLISH Paper 1**

**101/1**

**(Functional skills)**

**MARKING SCHEME**

**POINTS OF INTERPRETATION (12 MKS)**

1. **Internal Memo**

Sample Memo

C 1

QUICK SAFARIS TRANSPORT COMPANY LTD **F ½**

Serve All, Serve Best **½**

Internal Memo **F ½**

REF/NO: 651/3/2015**F ½**

To : All the Drivers and Conductors **F ½**

From : The Manager **F ½**

CC :The Assistant Manager **F ½**

Date : 25th March, 2015 **F ½**

Subject : Discipline and Code of Ethics **F ½**

It has come to my attention that most drivers and conductors are of late displaying a lot of indiscipline.

Majority of these workers arrive late**,C-1**use foul language**C-2**to the passengers and lack courtesy **C-3**even among colleagues.

Sadly, others have been caught giving bribe to the police, and receiving the same from our clients.

Overloading**C-4**, over speeding and failure to wear uniform are all issues that are against our code of ethics.

You are therefore sternly warned **C-5**that failure to change your behavior and attitude will lead to dire consequences.

Remember your company is your lifeline.

Signed

John Omondi

The Manager **F ½**

Format F = 4

Content C =5

Language = 3

12

1. 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 gues what he means.

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

1. Sample Card

QUICK SAFARIS TRANSPORT COMPANY LTD

GUIDANCE COUNSELLING &DEPARTMENT **F ½**

Cordially invite **½**

Mr/Mrs/Miss………………………………………………………………… **F ½**

To a motivational**C-½** talk that will be held on 28th March, 2015**C-½** in the Bidii Hall**C-½**at10.00am.**C-½**

The Guest Speaker will be:

Mr. Nicholas Buteti,**C-½** the C.E.O, Keya Roads and Transport Authority.

The theme**C-½** of the talk will be:Behaviour and Attitude change.

Kindly observe punctuality.

**Format -2**

**Content 3**

**Language 3**

**Total 8**

R.S.V.P **F ½**

B 1

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

MOBILE: 0700722727

Format F = 2

Content C =3

Tone T =1

Borders B = 1

**7**

1. Cloze test
2. requirement/requisite
3. caught
4. For
5. most
6. Acquiring
7. impossible
8. concerned
9. should
10. this
11. get/acquire
12. 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**

1. floor
2. two
3. canal
4. chores
5. peer

**( 5 × 1= 5mks)**

1. Riddle
2. Personification **½ mk** (Identification)
3. To entertain
4. To help the child in language acquisition.
5. To help the child appreciate and learn about his/her environment.
6. To sharpen the wit. **(Any 2pts ×1= 2mks)**
7. Suc.cess
8. ad.vice
9. chal.lenge
10. ob.serve**(1mk × 4 = 4mks)**
11. muscle – mussel
12. worn - warn
13. come- cum
14. which- witch

* The father does not prepare to listen, i.e does not adopt a listening posture.
* He interrupts severally i.e does not adhere to the turn-taking rule.
* He is not emphathetic – he does not put himself in the shoes of his daughter in order appreciate where she is coming from.
* He is full of self-importance / self-praise. This prevents him from reaching out to his daughter.
* He is absent-minded – he changes the topic abruptly thus interrupting the flow of the conversation.
* He has pre-conceived ideas about Chemistry. He doesn’t give the daughter a chance to explain herself.
* 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.
* He is insensitive – he does not realize he has hurt his daughter by not listening to her.

**(Any 6 points ×1=6pnts)**