**EXAM 1**

1. **FUNCTIONAL WRITTING**

Since last year third term, your class form 4 Green’s academic performance has been drastically going down. This has raised a lot of worries in the entire school, and it was one of the issues that came up during the release of the first examinations results of this term. After that meeting, the School Principal summoned you as the Class Prefect to his office and requested you to lead a class committee to find out the reasons for such a performance. Write a report that you would present to him in two weeks’ time underlining the causes for this performance by your class and the recommendations that you suggested. **(20 marks)**

1. **CLOZE TEST**

***Fill in the blank with the most appropriate word (10 marks)***

It is undeniable that our education system.1……………. Kenya has done a lot for students. Our literacy 2……………………. has risen tremendously over the 3..…………….thirty years. More youths are leaving school for the work force at 4…………………… educational levels. The majority of Kenyans have had the 5…………… of primary education, something most of our grandparents do not 6……………………

However, there are still 7…………………which need improvement in our educational system. There is need for enough space experimentation 8……………the cultivation of genuine interest. .….9…….is required is a real understanding and appreciation of the subject,10…………merely high marks.

1. **ORAL SKILLS**

a) i) Provide homophones for the following words (3marks)

1. Coup ………………………………………………………...
2. Brooch ………………………………………………………
3. Muscle ………………………………………………………

b) Assign intonation to the following sentences. (3 marks)

1. I think we are completely lost …………………………………………
2. We will be able to go, won’t we? ……………………………………..
3. She bought a house ……………………………………………………

c) Write down a word with a silent letter as indicated. (3marks)

1. …………………………………………. **p**
2. …………………………………………..**s**
3. …………………………………………..**n**
4. Identify the odd one out based on the pronunciation of the underlined letter(s). 3 marks
5. Quay, quaint, quack, quality .................................................................................................
6. Chain, Character, Flinch, Champion .....................................................................................
7. Sachet, Packet, Ticket, Thicket .............................................................................................
8. Explain the different meanings of the sentence below when different words are stressed as indicated: *Wafula saw the thieves enter the house.* 2 mks
9. Wafula House ......................................................................................................................................................

d) i) Your class had invited a former student, now employed by a top company to give a talk on ‘succeeding in the corporate world’. However, during the talk, you realize that most of your classmates are not concentrating. List four things on the part of the **speaker** that contributed to this. (4marks)

ii) Suggest two non-verbal cues you would advise the speaker to employ to enhance the delivery of the message (2marks) ...

1. ***Read the narrative below and answer the questions that follow.***

**WHY THE OWL IS NOT KING OF THE BIRDS**: **INDIANTALE**

WHY is it that Crows torment the Owls as they sleep in the daytime? For the same reason that the Owls try to kill the Crows while they sleep at night

Listen to a tale of long ago and then you will see why.

Once upon a time, the people who lived together when the world was young took a certain man for their king. The four-footed animals also took one of their numbers for their king. The fish in the ocean chose a king to rule over them. Then the birds gathered together on a great flat rock, crying:

"Among men there is a king, and among the beasts, and the fish have one, too; but we bird have none. We ought to have a king. Let us choose one now."

And so the birds talked the matter over and at last they all said, "Let us have the Owl for our king."

No, not all, for one old Crow rose up and said, "For my part, I don't want the Owl to be our king. Look at him now while you are all crying that you want him for your king. See how sour he looks right now. If that's the cross look he wears when he is happy, how will he look when he is angry? I, for one, want no such sour-looking king!"

Then the Crow flew up into the air crying, "I don't like it! I don't like it!" The Owl rose and followed him. From that time on the Crows and the Owls have been enemies. The birds chose a Turtle Dove to be their king, and then flew to their homes.

1. You have been asked to narrate the above story to a group of young people. What **four** things would you do to attract their attention? (2marks)
2. If you were narrating the above story to young children, how do you ensure you sustain their attention for the entire course of the narration? (2marks)
3. How would you say the line “I don't like it! I don't like it!"? (2marks)
4. ***Read the following telephone conversation and answer the questions that follow.***

**Secretary**: (Phone rings) Hello, Purpose Drive Secondary school, may I help you?

**Caller:** I want to speak to the principal.

**Secretary:** May I know who is calling please?

**Caller**: (Impatient and irritated) I have said I want to speak to the principal, period

**Secretary:** Excuse me I am sorry He is in a meeting with the board of management, could you please call later, Sir?

**Caller:** (Shouting) are you stopping me from talking to your boss, do you know who I am? Had you even heard of the supplier of your stationery?

**Secretary:** (Politely) Oh, Mr. Erickson? I am sorry you cannot talk to him now call after an hour or may I take a message to him please?

**Caller:** (Bangs the receiver)

1. Identify two instances that show the caller lack of telephone etiquette.(2 marks)
2. How can you tell that the secretary observes professional conversational skills in the above telephone conversation? (2 marks)

**EXAM 2**

**1. FUNCTIONAL WRITING** (20 Marks)

Imagine that your class went on a five-day school trip to Mombasa. Write a personal journal that you kept for the five days.

**2: CLOZE TEST (10 Marks)**

***Fill in each blank space in the passage with the most appropriate word.***

The issue of birth certificates as a (1) ………………………………..for registration of candidates has ignited a lot of concern for parents with students sitting for this year’s examinations. Whereas we are concerned about the issue of foreigners in this country, this directive has (2) ………………………….. many parents and students alike unprepared (3) ………………………………… instance, most students sitting this year’s K.C.S.E. were born in the late 90s and if they happen not to have even birth certificates, which is (4) …………………………… likely, it also means that they don’t have even their birth notification cards. (5) …………………………………… birth certificates under these circumstances, and within the given time frame, is (6) …………………………………………….. . The authorities (7) …………………………….. with the issuance of these documents (8) ………………………………….. process them urgently. (9) ……………………..is a serious matter. Candidates have been given a very short time to (10) …………………………… these documents.

**3: ORAL SKILLS(30 MARKS)**

***(a) Read the oral narrative below and answer the questions that follow. (10 marks)***

**The Stupid Monkey**

Once upon a time, a tribe of monkeys made their home in their pleasure garden of the king. On a certain holiday when the drum was beaten to call the people together, the King’s gardener, hearing the drum, said to himself, “Even though it is a holiday, the garden must be watered. Accordingly I will ask the Monkeys to water the garden for me, so that I can be off to enjoy myself and the holiday with the rest.” So he called the Monkeys and asked them to water the garden. When the monkeys had promised to water all the young trees faithfully, the gardener gave them the water skins and the wooden pot with which to perform the task.

After the gardener had gone, the Monkeys took up the water skins and the watering pot and began to water the young trees. But the leader of the monkeys stopped them. “Wait,” he said, we must be careful not to waste water. Before you water them, you must first pull up each tree and look at the size of the roots. Then you must give plenty of water to those which have long, deep roots, but less to those with short roots. For when this water is finished, we shall have to work to get any more.

“To be sure,” said the other monkey, “that is what we must do.” So they pulled up all the trees just as their leader had told them to do and all the young trees died.

***Question***

1. What feature of oral narratives would you use to prepare your audience to listen to the above story? ( 2 marks)
2. What **two** devices of performance would you use in narrating this story effectively? ( 4 marks)
3. Which **three** things would indicate to you that the audience is following the narration? ( 3 marks)

 (b)**Underline** the silent letters in the following words: (5 marks)

1. Rapport
2. Rendezvous
3. Poignant

c) Your friend attended an interview but was not successful. Mention **four** things that he/she may have

failed to do before and during the interview. (4 marks)

**Before**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………During**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………………………………**

d) Give a homophone for each of the following words. (2marks)

1. Gate ………………………………………………………………..
2. Forward …………………………………………………………………
3. Medal …………………………………………………………………
4. Sweet …………………………………………………………………

e) State the **four** points to consider when giving instructions to a person about how to get from

one point to the other. (4 marks)

f) ***Read the conversation below between a student and a teacher and then answer that***

***questions that follow.***(8 marks)

Student: (*knocking the door loudly and getting in)* I am told you called me.

Teacher: *(motioning him to seat)* please have a seat Rono and don’t be anxious.

Student: *(still standing).* Don’t tell me you have sum…

Teacher: *(interrupting).* Please relax. It is not an indiscipline issue again. No cause for alarm.

Student: So then, why do you want to see me?

Teacher: Calm down Rono. On the contrary, it is a positive note.

Student: *(looking a bit controlled and sliding into a seat*). Sorry sir, May I know what it is about.

Teacher: *(Smiling broadly).* That’s better. I called you to discuss your progress in academics lately.

Student: *(With a lightened up face and more reassured).*Yes sir.

Teacher: Looking at your trend of performance especially in languages and mathematics, I am very impressed. (Pointing *at Maths and English columns)* See, from D+ to B in Maths and D to C+ in English is commendable!

Student: *(Rubbing his hands and slightly smiling)* Thanks sir. I am grateful for your kind guidance.

Teacher: *(In affirmative note)* Yes. This is the result of change of attitude, obedience and determination.

Student: (Sighs) Thank you once more for your concern. I will be able to face my dad courageously now.

Teacher: Yes, that’s how it should be. Always work to impress your parents. Never look back again. Forward ever.

Student: Thanks Sir. I promise never to let you and my parents down ever again.

Teacher: Good. You can now go back to class.

Student: *(Stands up and shakes hands with the teacher).* Thanks once more and good day sir.

**Questions**

1. How does the teacher establish good rapport with the student? (2mrks)
2. What good conversational skills are displayed by:
3. The teacher? (2 marks)
4. The student? (2 marks).
5. Identify **two** shortcomings in the student’s speech. (2 marks)

**EXAM 3**

1. **FUNCTIONAL WRITING**

Students in your school have raised concerns about poor hygiene in the school. In a bid to address these concerns, the principal appoints a four-member committee to investigate the health situation and give recommendations. You are the secretary of the committee, write down the report you will present to your principal. (20mks)

1. **CLOZE TEST (10MKS)**

***Fill in the blank spaces with the most appropriate words.***

A new research title “Underage drinking in Kenya”, has …………………1……………….that nearly one third of form four students aged below 18 years take alcohol …………………2………………. As our society ponders this sad ………………3……………………….., the urgent message to children who are taking alcohol …………………………4……………. do not drink another sip. Advice to those children is to strongly say “no”. ………………5…………………irresponsible behaviour, to alcoholism, there are many………………6………………effects of alcohol. It is wrong and illegal for children to drinkalcohol.

This report also states that 46 percent of the children received ………………7…………….first pint from friends and …………………8…………………. Do you offer alcohol to a child? As a parent or guardian, do you nurture …………………9…………….? How much time do you spend with them?Notably, ………………………10……………of guidance and supervision are stimuli to underage drinking.

1. **ORAL SKILLS (30MKS)**

***Read the poem below and answer the questions that follow***

Make me a grave where’er you will,

In a lowly plain, or a lofty hill;

Make it among earth’s humblest graves,

But not in a land where men are slaves.

I could not rest if around my grave

I heard the steps of a trembling slave;

His shadow above my silent tomb

Would make it a place of fearful gloom

I could not rest if I heard the tread

Of a coffle going to the shambles led,

And the mother’s shriek of wild despair

Rise like a curse on the trembling air

(by Frances Ellen Watkins Harper)

**Questions**

1. Describe the rhyme scheme of the poem above. (2mks)
2. Apart from rhyme, mention two other ways they have achieved rhythm(4mks)
3. Mention two ways in which you would know that your audience is fully participating during the recitation of the poem above. (2mks)
4. How would you say the last line of the poem? (2mks)
5. Indicate whether the following items have a falling or a rising intonation. (4mks)
6. Get out now! …………………………………………………
7. The man was accused of theft. ……………………………………
8. How did you find the English exam? ………………………………
9. Could he have left? …………………………………..
10. Underline the silent letters in the following words. (4mks)
11. Corps
12. Parliament
13. Leopard
14. Fracas
15. Provide a homophone for each of the following words. (4mks)
16. Bury …………………………………..
17. Claws ………………………………..
18. Guest …………………………………
19. Male ………………………………….
20. The underlining indicates the stressed word in the sentences below. Briefly explain what each sentence mean (3mks)
21. The lady in a red dress lost her purse
22. The lady in a red dress lost her purses
23. The lady in a red dress lost her purse.
24. Identify the odd word out according to the pronunciation of the underlined sound.

 (2mks)

1. Said Head Gate Led
2. Face Phrase Shepherd Phase
3. ***Below is a dialogue between Muthomi and James who are candidates. Read it and answer the questions that follow***.

**Muthomi:** James, I’m worried about my performance in English. It’s not encouraging.

**James:**  Ah! I’m happy with mine in Biology. I got an A in the last exam.

**Muthomi**: I really don’t know what to do about English, maybe…

**James:**  I don’t like History and P.E teacher. He thinks he is the only one who can a pick-up truck. My mum told me she would be buying one soon.

**Muthomi:** (Trying to bring him back to the topic) Tell me James, how do you revise English?

**James:** Oh! Is that Betty? She promised to bring me a movie. (Calling out) Betty! Betty! (The runs after her)

1. Identify the shortcomings in the dialogue above (3mks)

**EXAM 4**

1. **FUNCTIONAL WRITING**

Imagine you are the secretary of the Drama Club in your school. The club is organizing an Annual Drama Club Party. The chairperson of the club the previous year was a candidate and performed exemplarily well in the KCSE and was admitted in one of the public universities in Kenya.

1. Write an official invitation letter inviting him/her as the chief guest. (12mks)
2. Write a congratulatory note to her or him to be presented on that day. (8mks)

**2. CLOZE TEST**  (10 Mks)

During this month, the meteorological department has warned (1)................................

respiratory diseases (2)............................. Nairobi, Central Highlands and counties such as

 Kericho, Uasin Gishu and Trans Nzoia, (3)................................. children and the elderly to dress

warmly. “(4)....................................... of respiratory diseases like asthma, pneumonia and

 common cold (flu) are expected to be on the increase due to the (5)........................................

 cold and chilly conditions. The general public, (6).................................. the young and elderly

members of the society are (7)............................................ to adopt (8)............................. dress

code to avoid contracting (9)..................................... diseases.” The 10)...............................said.

3. **ORAL SKILLS** (30mks)

a) Read the poem below and answer the questions that follow.

 You are my sunshine

 My only sunshine

 You make me happy

 When skies are grey

 You never know dear

 How much I love you

 Please don’t take

 My sunshine away

1. Describe the rhyme scheme of the above poem. (2mks)
2. Which word would you stress in line two and why? (2mks)
3. State two ways you will make the performance of the above poem interesting. (2mks)

b)

***A flea and a fly flew up in a flue***

***Said the flea, “Let us fly!”***

***Said the fly “Let us flee.”***

***So they flew through a flaw in the flue.***

1. i. Identify the genre above. (1mk)
2. ii. Identify and illustrate the dominant sound pattern in the genre above. (2mks)

c) Indicate the intonation in the following sentences. (3mks)

* 1. How often do you visit your mother? ..................................................
	2. Have you lost your way? ......................................................................
	3. Andrew, come here at once! ...............................................................

d) Your teacher of English has asked you to discuss a question on ‘The Caucasian Chalk Circle’. Three minutes into the discussion, most of the students lose concentration. *Give the possible reasons why this happened.* (3mks)

e) You are invited as a motivational speaker to give a talk to a group of people.

1. State two factors about the audience that you must consider before giving the speech. (2mks)
2. Mention two things the listener ought to observe in order to gain from the speech. (2mks)

f) List two effects of using courteous language. (2mks)

g) Your class is visiting a cultural center for field work. State how you would prepare to ensure that you collect objective information during the visit.(3mks)

h) Provide a word that is pronounced the same way for each of the words below. (3mks)

 i. Barren ................................................................................................

 ii. Lichen ...............................................................................................

 iii. Fowl .................................................................................................

i) ***In the paragraph below, underline the correctly stressed word***.(3mks)

The warden said they wanted to (‘conduct, con’duct) a search at the port of Mombasa. In the (‘process, pro’cess) of doing so, they found the consignment meant for (‘export, ex’port) in a go-down. The main (‘convict, con’vict) was Kaelo. Since he had been a (‘rebel, re’bel) in his native country for many years, the judge had no option but to (‘subject, sub’ject) him to many years in prison.

**EXAM 5**

**1. FUNCTIONAL WRITING**

You are the manager in Tala Fruits Company you sadly learn that one of the employees in your company has passed on in a fatal accident.

1. Write a memo to inform all the other employees of the news and remind them to contribute funds towards giving the deceased a good send off. (12 marks)
2. Write a condolence note to the spouse of the deceased. (8 marks)

**2. CLOZE TEST**

***Read the passage below and fill in the blank spaces with an appropriate word. (10mks)***

Most parents innocently believe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(i) parental guidance with regard to television watching means making sure that your child does not sit too close to the set. They believe that sitting close to the TV \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(ii) hurt their eyes. Unfortunately, the harmful effects of electronic media go much deeper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(iii) just the physiological damage of x-rays on the brain and eyes. This is especially so with children under the \_\_\_\_\_\_\_\_\_\_(iv)

 of seven, whose senses are only \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(v) beginning to develop. Electronic media has been discovered to hamper young children’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(vi) to create their own inner pictures - which is the foundation of all creativity.Imitation is the key \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(vii) this early age. A child can only to be truly human from human beings themselves; not from electronic gadgets, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(viii) do faithfully represent humanness. Studies show consistently how watching TV slants creative play in young children. Nightmares \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(ix) ensue from the violent scenes watched.Television anaesthetizes our higher brain function \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(x) disrupts the balance and interaction between left and right hemispheres.

**3. ORAL SKILLS**

1.***a) Read the poem below and then answer the questions that follow: -***

 **SWEET AND LOW**

 Sweet and low, sweet and low,

 Wind of the western sea.,

 Low, low, breath and blow,

 Wind of the western sea!

 Over the rolling waters go,

 Come from the dying moon, and blow,

 Blow him again to me;

 While my little one, while my pretty one, sleeps.

 Sleep and rest, sleep and rest,

 Father will come to thee soon;

 Rest, rest on mother’s breast;

 Father will come to thee soon;

 Father will come to his babe n the nest,

 Silver sails all out of the west

 Under the silver moon;

 Sleep my little one, sleep, my pretty one, sleep. (Alfred lord Tennyson)

**Questions**

1. State any two pairs of rhyming words from the poem above. (2 marks)
2. Apart from rhyme, with illustrations from the poem, identify any other two techniques that have been used by the poet to create rhythm in this poem.

(2 marks)

1. If you were to classify the above poem as a song, in which category would you place it and (2 marks)
2. Comment on the number of syllables used in the last line of each stanza. What does this tell you about rhythm of this poem? (2 marks)
3. If you were to recite this poem to its target audience, how would you recite the last line of the last stanza. (1 mark)
4. From the poem, identify any two words containing the vowel sound / ^/ (1 mark)

**b)** ***For each of the following set of words, underline the odd one out***.

(4 marks)

 i) Pose paws pores pours

 ii) Heel hill heal he’ll

 iii) core corps cause

 iv) told toed towed toad

c)Assume you are taking part in a group discussion. Explain how you would ensure you observe the rules of turn-taking. (3 marks)

d) ***Study the following situations and write down what you would say in each case. (6 marks)***

* 1. When walking along a corridor, you accidentally bump into somebody out of your own clumsiness.
	2. You are engaging in a conversation and you catch yourself interrupting the other person.
	3. You want to introduce a point during a discussion which contradicts what the other person has said.

e) In the words given below, underline the part that should be stress.(2 marks)

 i) challenge

 ii) advice

f) Identify four examples of onomatopoeia in this text. 2 marks)

The car screeched to a sudden stop. This was followed by screams and howls as the passengers banged their heads against their seats in front of them or smashed through the windscreen.

g) Rodgers was to attend a graduation ceremony for his daughter in Mombasa. Being his first time in the city, he asked Mark his son-in-law who lives in Mombasa for directions to the graduation venue. But it turned out that Rodgers never reached his destination. Give any possible reason for this. (3 marks)

**EXAM 6**

1. **FUNCTIONAL WRITING**

Students in your school have raised concern about their safety. In a bid to address these concerns, the Principal appoints a four-member committee to investigate the state of student safety and recommendations. You are chosen the secretary of this committee. Write down the report that you will present to your Principal. (20 marks)

1. **CLOZE TEXT**

***Read the passage below and fill in each blank space with an appropriate word.***

Nothing has changed the face of the global economy (1) than the expansion of international trade. (2) impact has been decisive on large and (3) economies alike. Most global trade is among industrialized countries, but (4) countries are gaining an increasing share of world trade.

However, globalization is not without its problems. Many countries seek to (5) local industries from increased competition. Inevitably, one country’s exports are (6) country’s imports, but whereas expanding export markets are seen as beneficial (7) economic growth, increasing openness to (8) is often seen, by both governments and ordinary people, as threatening the goods and (9) produced in the home country.

 Governments shield local industries from (10) competition through such measures as putting tariffs on imports and subsidizing production.

 ***Adapted from: The Knowledge Book, National Geographic, Washington D.C. 2008.***

**3. ORAL SKILLS**

***a. Read the poem below and answer the questions that follow:***

 O whisper, O my soul! The afternoon

 Is waning into evening, whisper soft!

 Peace, O my rebel heart! For soon the moon

 From out its misty veil will swing aloft!

 Be patient, weary body, soon the night

 Will wrap thee gently in her sable sheet,

 And with a leaden sigh thou wilt invite

 To rest thy tired hands and aching feet.

 The wretched day was theirs, the night is mine;

 Come tender sleep, and fold me to thy breast.

 But what steals out the gray clouds like red wine?

 O dawn! O dreaded dawn! O let me rest

 Weary my veins, my brain, my life ! Have pity!

 No! Once again the harsh, the ugly city! By Claude McKay

1. Explain how the poet achieves rhythm in the poem above. (4 marks)
2. Briefly explain how you would perform the first two lines in this poem. (3 marks)

b. The following sentences contain a highlighted word. In each sentence underline the part of the word that is stressed to convey the meaning intended.

 i. The county assembly agreed that the country’s pro.duce will be marketed locally.

 ii. The citizens re.ject the proposal to divide them along tribal lines.

 iii. Why didn't you re.cord the speech for me?

 iv. The sur.vey revealed that most unemployed youth have skills that can be gainfully used.

c. You have been appointed to chair a class discussion on M. Ogallo, ’The River and the Source’. After the discussion, your classmates comment that you steered the discussion very well. Write down four things you did right. (4 marks)

d. Underline the word that is said differently from the sets of words given below: (5 marks)

 (i) fairy ferry furry

 (ii) floor flower flour

 (iii) toe two tow

 (iv) pear pare peer

 (v) canal kernel colonel

e. You attend a talk on ‘Peer Pressure’ organized by your school. The speaker is audible and interesting, but you find it difficult to concentrate fully. What factors could have led to your inattention? (4 marks)

f***. The following is a dialogue between Doreen and her mother. Read it carefully and answer the questions that follow***:

 Doreen : Mom, what did you decide about my camp?

 Mom : What camp, Doreen?

 Doreen : Oh mom, you mean its not important to you? I already told you about the

 St. John’s club camp that our school is organizing.

 Mom : Oh, that one? Remember we discussed it. But remember we also agreed that would pay for it only if your grades…

 Doreen : I knew it! You always use my poor grades as an excuse not to do anything for me.

 Mom : That is not true, Doreen. You know I do a lot for…

 Doreen : Stop it! You don't love me! That is why…

 Mom : I will not allow you to speak to me like that, Doreen.

***Identify three weaknesses in Doreen’s negotiation skills, and explain briefly how she can address them. (6 marks)***

**EXAM 7**

1. **FUNCTIONAL WRITING** (20MARKS)

You are the school captain in your school. The school has been performing dismally and you are asked to visit a top performing school for bench marking for three days. Write a report of your findings and give recommendations that would benefit the school.

2. **CLOZE TEST (10 MARKS**)

Read the passage below and fill in each blank space with an appropriate word.

Gender 1. …against the African woman is not 2 ….very widespread but also deeply embedded in African Societies. Several factors combine to 3. …..the African woman. First, we have primitive and irrational 4……about the natural inferiority of the woman. 5. ……, many negative cultural practices, female genital 6.…, bride price and confinement to specified spaces, injure, humiliate and 7. …..the person of the woman. Thirdly , the abject poverty and abysmal ignorance prevailing in many 8. …..societies deny the African woman the means, the knowledge and the power to make 9. ………..decisions about her life.

Last but not 10. ……., the African man’s chauvinistic greed for power and insensitivity to the needs of his mother, daughter, sister and companion is a regrettable hindrance to female emancipation.

3. **ORAL SKILLS**  (30MARKS)

***a) The Bride***

Why do you wear that dress so white?

Why do you wear the veil so light?

Why do your young eyes shine so bright?

Is it your wedding?

I wear the dress and veil to show

That gladly to my love I go

My young eyes shine because I know

It is my wedding.

1. Using illustrations, show how rhythm has been achieved in the poem (4 marks)
2. How would you perform to distinguish stanza I from stanza 2? (2marks)
3. What is the rhyme scheme of this poem? (2marks)
4. Describe the tone you would use in performing the last line of the song. (2marks)

b) Give another word pronounced the same as the following. (5marks)

* 1. Heal –
	2. Elicit –
	3. Beach –
	4. Moor –
	5. Shagreen –

c) Explain the emphatic stress on the underlined words in the following sentences. (4marks)

* 1. Jim slapped Jane yesterday.
	2. Jim slapped Jane yesterday.
	3. Jim slapped Jane yesterday.
	4. Jim slapped Jane yesterday.

d) Identify the odd one out in each of the following sets. (5marks)

i. Enough, staff, dough, graph

ii. Depot, rapport, report, debut

iii. Watched, wanted, laughed, rushed

iv. Wept, debt, receipt, doubt

v. Machine, chef, chess, machete

e) You are stranded at a bus stop. You decide to ring your principal to report that you cannot arrive in school in time for class. Below is a part of the telephone conversation. Fill the other part. (6marks)

You: ------------------------------------------------------------------------------------------------------ (1mark)

School secretary: I’m sorry the principal is in a meeting and cannot speak to you at the moment.

You --------------------------------------------------------------------------------------------------------- (1mark)

School secretary: May I know your class teacher please?

You: …………………………………………………………………………………………………………(1mark)

School secretary: Oh I’m sorry Mrs. Mwangi is already in class. Can you please leave a message?

You: ------------------------------------------------------------------------------------------------------------------------ (1mark)

School secretary: Oh Mrs, Muli’s is your house mistress? Just hold on as I connect you to her.

Mrs. Muli: Hello, what can I do for you?

You:-------------------------------------------------------------------------------------------------------------- (1mark)

Mrs. Muli: Sorry, I’ll inform your class teacher about your predicament. Bye for now.

You: ------------------------------------------------------------------------------------------------------ (1mark)

**EXAM 8**

1. **FUNCTIONAL WRITING** (20 MARKS)

You have been confirmed as the president of the student council. The Deputy Principal is away on official duties. Write a REPORT on the current situation on discipline in the school and what the student council membership is doing to enhance positive student conduct. Be sure to include:

* + - 1. Class attendance
			2. Time keeping
			3. Student conduct in the Dining hall
			4. Student conduct in the dormitories
			5. Noise levels

**2. CLOZE TEST (10 MARKS)**

Read the passage below and fill in each blank space with an appropriate word

Kenyans (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a lot from the newly elected government. All the promises (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during campaigns ought to be (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it is quite unrealistic to expect a lot out of nothing. We all need to work extra hard in our respective activities so as to (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on dreams. Things will never fall (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ above. (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of all of us are needed to realize vision (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meeting our basic needs. Above all that, we must (9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ national unity and (10) \_\_\_\_\_\_\_\_\_\_\_ for the progress of all.

**3. ORAL SKILLLS**

Read the narrative below and answer the questions that follow.

**THE STUPID MONKEY**

Once upon a time, a tribe of monkeys made their home in the pleasure garden of the king. In certain holiday when the drum was beaten to call the people together, the King's gardener, hearing the drum, said to himself, "Even though it is holiday, the garden must be watered. Accordingly, I will ask the monkeys to water the garden for me so that I can be off to enjoy myself and keep holiday with the rest." So he called the monkeys and asked them to water the garden. When the monkeys had promised to water all the young trees faithfully, the gardener gave them water skins and the wooden pot with which to perform the task.

After the gardener had gone, the monkeys took up the water skins and the watering pot and began to water the young trees. But the leader of the monkeys stopped them. "Wait," he said," we must be careful not to waste water. Before you water them, you must first pull up each tree and look at the size of the roots. Then you must give plenty of water to those which have long, deep root. For when this water is finished, we shall have hard work to get any more.

"To be sure," said the other monkeys," that is what we must do." So, they pulled up all the trees just as their leader had told them to do and all the young trees died.

QUESTIONS

a) What would you do to prepare your audience to listen to the above story? (2 mks)

b) What two oral devices would you use in narrating this story effectively? (4 mks)

c) What two things would indicate that your audience is following the story? (4 mks)

d) You are one of the students chosen to negotiate in a dispute involving members of your class and another class. What negotiation skills will you employ to ensure an amicable resolution is reached. (5mks)

e) Put the words below in correct column according to pronunciation of the vowel sounds.

school, floor, you, write, oar, night

/ai/ /u:/ /Ɔ:/ (3 mks)

f) Identify the silent letters in the following words. (4 mks)

i) Boutique \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii) Plumber \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii) Bough \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iv) Bouquet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g) Indicate how you would address each of the following officials to express courtesy. (2 mks)

i) President -

ii) Judge -

iii) Pope -

iv) MP -

h) You are attending a debate club competition in your neighbouring school. When a student from your school takes the podium, you notice that he/she is afraid. Write down three indicators that would tell you that the student is afraid and suggest how to overcome them. (6 mks)

**EXAM 9**

**1. FUNCTIONAL SKILLS. (20 MARKS)**

You are secretary of the drama club in your school. The chairperson has asked you to send out a notice of the second meeting to plan the staging of Francis Imbuga’s play, Betrayal in the City. During the meeting, you will need to appoint the director of the play, set up a date for selecting the cast, discuss the budget for the play, and the dates of rehearsals and the final performance.

(a) Write the notice of this meeting which you would send to the members of the drama club. (12 marks)

(b) Write the agenda that you would attach to the notice. (8 marks).

**2. CLOZE TEST.**  (10 marks)

***Fill each blank space in the following passage with the most appropriate word.***

By far the (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ obstacle to success, in my view, is a poor understanding of people. Most careers (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ working with other people. You can have great academic intelligence (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ still lack social intelligence - the ability to be (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ good listener, to be sensitive (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ others, to give and take criticism well.

If people do not like you, they may help you fail. On the other hand, you can get (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with serious mistakes if you are socially intelligent. How are you when it comes to working with people? Are you genuine and authentic, or do you (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ put up a front? Do you listen to (8) \_\_\_\_\_\_\_\_\_\_\_\_, or do you do most of the talking? Do you expect everyone else to confirm to your wishes, your schedule and your agenda, or do you look for ways to meet people on their (9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? If you haven’t learnt to get along with people, you will always be fighting a battle to succeed. (10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, making people - skills a strength will take you farther than any other skill you develop.

3. **ORAL SKILLS.** (30 marks)

.

 If we Must Die - Claude Mckay.

 If we must die - let it not be like hogs.

 Haunted and penned in an inglorious spot

 While round us bark the mad and hungry dogs.

 Making their mock at our accursed lot,

 If we must die - oh let us nobly die

 So that our precious blood may not be shed

 In vain; then even the monsters we defy

 Shall be constrained to honour us through dead!

 Oh Kinsmen! We must meet the common foe;

 Though far outnumbered, let us show us brave

 And for their thousand blows deal one deathblow

 What though before us lies the open grave?

 Like men we’ll face the murderous, cowardly pack

 Pressed to the wall, dying, but fighting back!

**Questions.**

1. Describe the rhyme scheme of this poem. (2 marks)
2. Which words would you stress in the last line of this poem and why? (3 marks
3. Apart from rhyme, how else has the poem achieved rhythm? (2 marks)

(b) Your former school has invited you as a guest speaker to give a talk on discipline. At the end of the speech, the students comment that the talk was well delivered. Suggest reasons why they commented so.(4 marks)

(c) For each of the following words, underline the part that is stress. (3 marks)

 col - league

 re . gis . ter (verb)

 ap . proach (noun

(d) Identify and number any four pairs of words that are pronounced the same. (4 marks)

 plain mourn plane mad berry mud

 burrow cat bred cut bury you

 pool ewe pull father fool farther

 bread moan full sea further see

(e) Suppose you were asked to make a speech at a friend’s graduation party. What would you do to capture the audience attention? (4 marks)

(f) ***Study the following item of oral literature and answer the questions that follow. (2 marks)***

 Kot took Kot’s coat, Kot went to court, the court told Kot to return Kot’s coat to Kot.

 **Questions.**

1. Identify the above genre. (1 mark)
2. If the above genre was to be translated to another language, what would be the effect of translation? (1 mark)

(g) ***Read the telephone conversation below and answer the questions that follow. (6 marks)***

**Wanjala:** Hello, is that Chaka Limited.

**Sheila:** (Picking the phone) Those shoes fit well. Hello, is anybody on this line?

**Wanjala:** Hallo, is that Chaka Limited?

**Sheila:** What do you want?

**Wanjala:** Please confirm for me whether I called the right place, Chaka Limited?

**Sheila:** (Shouting) Which other company has a similar phone number as this?

**Wanjala:** May I then speak to the Managing Director?

**Sheila:** I prefer the red shoes ... (on phone). What do you say? Oh, the Managing director can’t talk to you.

**Wanjala:** Can I then leave a message which you can pass to him.

**Sheila:** Why can’t you call him on his personal line ... (away from the receiver) go for the red ones.

**Wanjala:** (Surprised) Hello, excuse me madam. I am Wanjala Nicholas and I’m requesting to talk to the Managing Director over an important matter concerning one of your employee...

**Sheila:** I told you Managing Director is not in. (hangs up)

**Questions.**

1. Explain three things that make Sheila an ineffective communicator. (3 marks)
2. Explain three things that one should observe if they are to communicate effectively over the phone. (3 marks)

**EXAM 10**

**1. FUNCTIONAL SKILLS**

(a) You are a Form 4 student at Rafiki High School. You would like to pursue a course in Computer Programming after the KCSE examination. You have heard about Imani Computer College which offers such a course.

Write a letter of inquiry to the Principal, Imani Computer College inquiring on:

1. Minimum educational requirements
2. Subjects useful for this course
3. Fee per semester
4. Duration of the course. (13 marks)

(b) One month later, you receive a reply to your inquiry from the Principal of Imani Computer College. Write a thank you note appreciating him for the effort he made to ensure that all your queries are answered. (7 marks)

**2. CLOZE TEST**

***Read the passage below and fill each blank space with the most appropriate word. (10 marks)***

It is an indisputable fact that agriculture (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the backbone of the economy. It is therefore (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that we stop over-relying on the rain-fed agriculture. Israel is a classic (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of a country that has reclaimed its deserts and put them

(4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ use. Land which was (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ‘useless’ has been turned around and (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ useful. Egypt which solely depends on (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ River Nile is a leading exporter of fruits and cereals. For our country to (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ self-sufficiency in food production and to get a (9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for export, land should be utilized to the (10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This is only possible with irrigation.

**3. ORAL SKILLS**

***(a) Consider the following riddle and then answer the questions that follow.***

Challenger : I have a riddle; I have a riddle!

Audience : State it. We accept it.

Challenger : I have a wife. She never returns where she came from.

Audience : The water of a stream.

Challenger : No.

Audience : Rain.

Challenger : No.

Audience : A child from the womb.

Challenger : No.

Audience : We cannot get it.

Challenger : Give me a village so that I tell you the answer.

Audience : We give you Bulindo.

Challenger : Oh no! That little village is miserable. It is dry and infertile. And it is full of drunkards. I don’t want it.

Audience : We give you Ggayaaza.

Challenger : Fine! So, then, I would settle there in my Ggayaaza, and I would fully relax there. And I would fully relax there, be ruler of even the girls’ high school. And I would see for you that wife of mine who never returns to where she came from…. It is the leaf of a tree!

(***Adapted from Oral Literature by Austin Bukenya et.al. Nairobi: Longhorn Publishers, 2004)***

**Questions**

1. Identify the different parts of this riddle. (3 marks)
2. Mention the non-verbal cues the challenger would separately use in response to the offer of the two villages, Bulindo and Ggayaaza and say why in each case. (4 marks)
3. If you were the challenger, how would you deliver the solution statement? (1 mark)

(b) Identify the letter that is not pronounced in each of the following words. (5 marks)

 (i) Could- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ii) Sachet- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (iii) Sword- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (iv) Assign – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (v) Lesson- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) Underline the part that would be stressed in each of the following words. (5 marks)

 (i) pro.blem

 (ii) cha.nnel

 (iii) spi.der

 (iv) po.lish

 (v) ta.ckle

(d) ***Read the telephone conversation below and then answer the questions that follow.***

Wanjiru: (Dialing a number) Is that Wananchi Wholesalers?

Voice 1: Sorry, wrong number.

Wanjiru: (Tries several other numbers unsuccessfully and eventually gets it right) Is that Wananchi Wholesalers?

Voice 2: Yes, it is. Can I help you?

Wanjiru: I want to order maize flour.

Voice 2: How many bales, Madam?

 Wanjiru: Just a minute. (Turns from the phone and asks her husband how many

 bags they need.) Ten bales

 Voice 2: Any preference in the brand?

 Wanjiru: Of course! Everybody goes for Jaza.

 Voice 2: Anything else, Madam?

Wanjiru: No. But I want them delivered.

Voice 2: When and to what address?

 Wanjiru: Before too long to shop number eighnifi, Keriko Shopping Centre.

Voice 2: Pardon, what was the number again?

Wanjiru: (Impatiently and shouting) 8-9-5

Voice 2: We will deliver them in an hour’s time. Thank you, Madam. It has been a pleasure doing business with you.

***Identify any four shortcomings of Wanjiru’s telephone skills in this conversation. (4 marks)***

(e) You are attending a seminar with your friend. Halfway through the presentation by the speaker, your friend tells you she can

hardly concentrate. Explain any THREE strategies you would advise her to employ so as to continue listening to the talk. (3 marks)

(f) In each of the sentences below, identify a pair of words that begin with the same consonant sound. (3 marks)

* + 1. The jet transporting gemstones and garments has arrived.
		2. A psychologist visited her in the cold cell.
		3. The chief chef shapes cake beautifully.

(g) In each of the sentences below, underline another word with the same vowel sound as the italicized one. (2 marks)

(i) They were charged in a court of law for conning me.

(ii) Don’t talk with your mouth full of food, you fool.

**EXAM 11**

**1. FUNCTIONAL WRITING (20 MARKS)**

You are the chairperson of the school’s environment conservation association. Your group has just come back from a visit to a national park in a neighboring country. Write a report to the patron about the trip. In your report indicate what you accomplished, the problems you experienced and what cautionary measures to take during future trips.

**2. CLOZE TEST** (10mks)

***Read the passage below then fill in each blank space with the most appropriate word.***

Stress, intonation and pronunciation are invaluable aspects of 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for any fluent 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the English language. Any handicap 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ these three areas adversely affects the 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of one’s speech. One 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hope to achieve competence in both spoken and 6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ English if one has not mastered stress, intonation 7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pronunciation. In this book, the 8.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have endeavoured to guide the reader to see the possibilities of working 9.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ their effective use of the English language.

With the rising popularity and usage, the correct use of the English language has been 10.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ compromised.

**3. ORAL SKILLS**

***a) Read the poem below and answer the questions that follow. (10 marks)***

As I meditate

And levitate

In human state

No one can see

How the internal sea

Wells up with hope

But let’s hope

Life so dear

With love so near

And closeness so close

Will bring home

The thing that we hope

Means to transform

Even the simplest digit

Into a magnified seed

Of a mustard tree.

* 1. Which words would you stress in line one of the poem and why? (2mks)
	2. How has rhythm been achieved in this poem? (4mks)
	3. What tone of voice would be appropriate in recitation of this poem? (2mks)
	4. How would you say the last line of this poem? (2mks)

b***) Read the conversation below between two students from Masomo Mazuri High School and then answer the questions that follow:***

**WAKONYO:**(Shortly after attending an English symposium)

Good morning, Kebu. How are you fairing on with your academic work?

**KEBU:**Good morning, I don’t even wish to talk about my performance. I din’t get the score I had promised.

**WAKONYO:** come on, Kebu, you are taking your failure too much to heart. I know it is a great disappointment to score a grade below what you expected in the pre-mocks and I sympathize with you but you must not allow it to make you so unhappy.

**KEBU:**(Looks sullen) it is all very well for a lucky lass like you, Wakonyo. You have passed and you would not feel cheerful if you were in my place.

**WAKONYO:**(Leaning forward) I know, but you must pull yourself together, and wake your mind up. You will pass next time. Remember the old saying, “if at first you don’t succeed, try, try, try again!

**KEBU:**I think the other version of the saying has more sense to it. “If at first you don’t succeed, quit, quit, quit at once!

**WAKONYO:**(Nodding her head encouragingly) Mmm……………

**KEBU:**I should just give up

**WAKONYO:**Oh nonsense! You’ll never do anything if you don’t persevere. Now why do you think you failed?

**KEBU:**last term had been very challenging for me. I was down with malaria for three weeks and I could not prepare

properly.

**WAKONYO:**well, you did have bad luck, I am sorry. But I am sure you will do well in the mocks and National Exams, so you must make your mind to win through.

**KEBU:**I wish I had your will power. Still, I will take your advice and put more effort.

**WAKONYO:**that’s the way forward! And I am sure you will register a better grade next time.

* + - * 1. Identify and explain three strengths in Wakonyo’s speaking and listening skills. (6mks)
				2. Although interrupting a speaker is often taken to be impolite, there are times when such interruption would be welcome. Cite three such instances (3mks)

c) Underline the part you would stress in these words.

i. Frequent (adjective) (1/2 mk)

ii. Recruit (verb) (1/2 mk)

iii. Display (noun) (1/2 mk)

d) Identify the odd one out, considering the underlined letters

i. Chef Chief Sachet (1/2 mk)

ii. Bucket Burry Berry (1/2 mk)

iii. Pornography Photograph Shepherd (1/2 mk)

e) Read the following conversation between a tourist and yourself. The former tries to get direction to the local tourists’ attraction site. Complete it with a suitable response (8mks)

Tourist: Hello, how are you? Could you please help me?

You: …………………………………………………………………………….. (2mks)

Tourist: I am James Anden from England and this is my son Joe

You: …………………………………………………………………………….. (2mks)

Tourist: We would like to visit any park nearby to see wildlife.

You: …………………………………………………………………………….. (1mks)

Tourist: How much does a taxi charge?

You: …………………………………………………………………………….. (1mks)

Tourist: Alright. That’s okay. Is there any hotel nearby that is not expensive?

You: …………………………………………………………………………….. (1mks)

Tourist: Thank you so much. That is very kind of you.

You: …………………………………………………………………………….. (1mks)

**EXAM 12**

**1) FUNCTIONAL WRITING**  [20 marks].

a] You are the chairman of the student’s council in your school. Write an internal memo to all council members notifying them of the meeting to discuss the state of discipline in the school responsibilities and school routine. Copy the memo to the principal and deputy principal. (12mks)

b) Attach the agenda of the meeting. (8mks)

**2. CLOZE TEST**

***Read the passage below and fill in the blanks with the most appropriate word.***

The food we eat seems to have profound i]…………………………………….on our health. Although science has made enormous ii] ………………………………………..in making food more fit to eat, it has, at the same time, made mercy foods unfit to eat. Somme research had shown that perhaps 80% of all human illness are related to diet and 40% of cancer is related to the diet as iii] ……………………………………..especially cancer of the colon. Different culture are more prone to iv]……………………………………certain illness because of the food that is characteristic in these cultures v]………………………………….. food related to illness not a new discovery. In 1945, government researchers realized that nitrates and nitrites, commonly used to preserve colour cancer. Yet, these carcinogenic additives remain in our food and it becomes more difficult all the times to know which things on the packaging label of processed food are helpful or harmful. The additives which we eat, are not all so direct. Farmers often give penicillin to beef or poultry. And because of this, penicillin has been found in the milk of treated cows. Sometimes similar drugs are vi]………………………………………to animals not for medicinal vii] ………………………………………… but for financial viii] …………………………………… the farmers are simply trying to father the animal in order to ix]………………………………. a higher price on the market. Although the food and drug administration (FDA) tried repeatedly to control these procedures, the x]……………………continue.

**3. ORAL SKILLS (30MKS)**

***a) Read the following poem and answer the questions that follow.***

**Sunset**

The sun spin like

A tossed coin.

It whirled on the azure sky,

It clattered into the horizon,

It clicked in the slot,

And neon light, popped

And blinked ‘time expired.’

As on a parking meter.

(Oswald mbuyiseni mtshali)

Questions

i. Describe the rhyme scheme of this poem. (2mks)

ii. How would you say the last line of this poem? (2mks)

iii. State any two onomatopoeic words in the poem. (2mks)

iv. Identify any other sound pattern used in the poem. (1mk)

b) ***Read the oral narrative below and answer the questions that follow.(6mks)***

one day the chameleon and the donkey were arguing as to who could run faster than the other. The donkey said, “ you chameleon, you are very old. You can’t compete with me in a race.”

The chameleon replied, “ don’t blow your own trumpet. I am not going to praise myself, but is know you can’t defeat me in a race. We shall be equal.

The race began an the chameleon jumped on the donkey’s tail. They ran, until the donkey was so tired that he stopped to rest. As soon as the donkey stopped, the chameleon jumped from the donkey’s tail and said, “now my friend donkey, are you any faster than I?” “no, now I know that you are a man.”

**Questions**

1. What would you do in order to capture the audience’s attention before you begin to tell this story? (2mks)
2. Outline two ways you would we to make narration of line 4 and 5 of the story effective. (2mks)
3. If you were part of the audience for this story, mention two things you would do to show that you are participating in the performance. (2mks)

c) Underline the stressed syllable in the following words. (3mks)

1. Revision
2. Travel
3. Decide

d) Provide a word in which the following letters are silent. (5mks)

1. t –
2. w –
3. h –
4. s –
5. n –

e) Provide another word which is pronounced the same as the following. (5mks)

1. Prophet –
2. Sell –
3. Made –
4. You –
5. Know –

f) Identify the odd one out. (4mks)

i) charade

 chair

 machine

 niche

ii) rough

 tough

 dough

 laugh

iii) phonetics

 physics

 shepherd

 phloem

iv) gnaw

 ignore

 graph

 goat

**EXAM 13**

1. **FUNCTIONAL WRITING**

Imagine you are the school captain of Amani Secondary School and students have been complaining of incidences of insecurity in the school. The Principal has asked you to carry out an investigation and come up with recommendations on how to curb insecurity in the school. Write a Report.

 (20 marks)

1. **CLOZE TEST (10 marks)**

***Read the passage below and fill in each space with an appropriate word***

We are on the verge 1………….an economic renewal if we consider the recent 2 ……of

mineral resources in several parts of the country. There have been discoveries of titanium in

Kwale, oil and water in Turkana,3 coal in Kitui. Kenya has joined the 4 of other countries in Africa endowed with natural resources.

These discoveries should provoke 5 to consider 6 questions: How well are the

resources 7 to be managed? What mechanisms are we putting in place to

promote accountability and transparency in the 8 of these resources? Given ourtrack 9 in managing public funds, how 10 we assure the citizens of

accountability by properly managing the natural resources?

**3. ORAL SKILLS**

***(a) Read the story below and then answer the questions that follow: (5mks)***

Long time ago I was told a story about a tall, very muscular man. He used to walk only at night and he used to carry a collection of all kinds of metals “Sufulia, ruyungu, bikhule nu rundirundu tsa rwa khaboolakhu.’ With these he made a lot of noise Ngalia-ngalia-ngalia when walking. His direction was always towards the moon. His mission nobody knew. In this metal he carried all the diseases of the earth. The noise made by his collection warned people to be out of the way, for anybody who saw him was infected by the diseases he carried and thus became blind.

1. If you are performing this story to children how would you make it interesting? (2 marks)
2. Identify the sound device used in the story? What is its effectiveness (2mks)
3. Mention one way in which you would know that the audience in this story is fully participating? (1 mark)

(b) Give a word that is pronounced in the same way as the words below(5 marks)

(i) Colonel………………

(ii) Guest...

(iii) Male....

(iv) Oral

(v) Click...

(c) Underline the silent letters in the following words (5 marks)

(i) indictment

(ii) poignant

(iii) subpoena

(iv) enough

(v) should

(d) Read the item below and answer the questions based on it (4 marks)

***The needle might be tiny but it sews***.

1. Classify the genre above? (1 mark)
2. Provide another item that has the same meaning as the one above (1mark
3. For what audience would the genre be suitable? Give reasons for your answer (2 marks)

(e) You have been asked to prepare and present an oral report on the consequences of drug abuse

1. How would you prepare for the presentation (3marks)?
2. Explain how you would make use of verbal skills to make your presentation effective (2marks)

f. ***Read the following telephone conversation and then answer the questions that follow***  (6marks)

Secretary: (phone rings) Hello, Masomo secondary school How may I help you?

Caller: I want to speak to my mother

Secretary: May I know who your mother is please?

Caller: (Impatient and irritated) I have said I want to speak to my mother.

Secretary: Excuse me. I’m sorry I don’t know who your mother is. Could you please tell me her name?

Caller: (shouting) You have been working in that institution for the last ten years and you don’t know Mrs.Marita?

Secretary: (Politely) Oh! Mrs. Marita? She has just stepped out shortly. May I take a message for her please?

Caller: (Bangs the receiver)

1. Identify any three instances that show the caller’s lack of telephone etiquette. (3marks)
2. How can you tell that the secretary observes professional conversational skill in the above telephone conversation? (3marks)

**EXAM 14**

**1. FUNCTIONAL WRITING**

You are the secretary of Mambo Leo Youth Empowerment Group which has six members. The group is holding the second meeting of the year in which the following agenda will be discussed.

• Income generating project

• Elections

• Chairperson’s report

Write an email notifying members about the meeting (20 marks)

**2. CLOZE TEST**

\_\_\_\_\_\_\_\_\_\_\_\_ (1) in the public secondary schools who get pregnant will not benefit from the free medical cover. NHIF chief executive, Geoffrey Mwangi said the cover for students had not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) in early pregnancies. “If any of the secondary school girls gets, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (3) they will not be covered by the NHIF. Those who will want to be assisted may opt \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (4) look for other sources of funding or register \_\_\_\_\_\_\_\_\_\_\_\_\_(5) the ‘Linda Mama’ initiative,” Mr Mwangi advised. The Linda Mama initiative is an expanded free maternal care programme for expectant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.(6) Mr. Mwangi said the secondary school medical cover recently \_\_\_\_\_\_\_\_\_\_\_\_(7) out by the government was only designed to take care of in-patient and outpatient illnesses. Many teenage girls drop out of school \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (8) of early pregnancies. A United Nations Population Fund report \_\_\_\_\_\_\_\_\_\_\_\_ (9) last December showed that 378,000 teenage girls \_\_\_\_\_\_\_\_\_\_\_\_\_ (10) between 10 and 19 became pregnant between July 2016 and June last year.

**3. ORAL SKILLS**

(a) Read the poem below and answer the questions that follow.

SUNSET

The sun spun like

a tossed coin

it whirled on the azure sky,

it clattered into the horizon,

it clicked in the slot,

and neon lights popped ,

and blinked ‘time expired’

as on a parking moter

QUESTIONS

(a)

1. Describe the rhyme scheme of the poem. (2mks)
2. State any two onomatopoeic words in the poem. (2mks)
3. How would you say the last line of the poem? (2mks)
4. Identify any other sound pattern used in the poem. (2mks)
5. State and illustrate two non-verbal cues that you would use to make the recitation of the above poem interesting. (4mks)

(b) A form one student is trying to compose a poem with alliteration. She/he has come up with the following list of words. Advise on five pairs that alliterate. (5mks)

few

cease

one

unimpaired

kite

unity

carrot

Chalk

Own

Chef

Shirt

Photic

When

Pew

Youth

(c) Pick out the words with long vowel sounds. (5mks)

Coat

Card

More

Look

Should

Still

Further

Steal

Moan

Showed

Fool

(d) Provide a word where each of these letters is silent in pronunciation. (3mks)

(i) p-

(ii) o-

(iii) n-

4. ***Read the following conversation between Judy and a peer counselor, then answer the questions that follow.***

PEER COUNSELLOR: (Motioning her to seat) Hello Judy. How are you getting on? Please have a seat and don’t be anxious.

JUDY : Don’t tell me it’s all over school now. I will kill myself…

PEER COUNSELLOR: Please relax well, you swore me to secrecy and I have kept my part of the bargain. No cause of alarm.

JUDY : So then, why do you want to see me? You mean itcan show?

PEER COUNSELLOR: Calm down. You are just in early stages and please keep up appearances. The school closes next month.

JUDY:(Looking disturbed) one more month and the whole world will know. I need to procure.

PEER COUNSELLOR: Don’t even go there… will you be able to live with the guilt? Remember things can also go wrong and you may die.

JUDY : (Visibly agitated). Then tell me what to do.

PEER COUNSELLOR: Please calm down; all is not lost. You just tripped; you never fell. These days Judy, girls are accepted back to school after giving birth so you need not worry. All will be fine. In the meantime, just relax for your baby.

JUDY : (Sighs) thank you for being there for me. Remember not a word to a soul.

PEER COUNSELLOR: You can trust me Judy. Good day.

JUDY : Good day.

1. How does the counselor establish good rapport with Judy? (1mk)
2. What good conversational skills does the counselor show? (2mks)
3. Identify two shortcomings in Judy’s speech. (2mks)

**EXAM 15**

**1. FUNCTIONAL WRITING**  (20mks)

 You know a student who has been peddling drugs in your school. The student can hurt anyone who leaks this information. Write an email to the Principal, discipline teacher and HOD Counselling directing them to the place where the student gets the drugs. This information is confidential and should be treated as such. So, none of the recipients should know you sent that email to the other. Also briefly describe the peddler so that it will be easy for the teachers to identify him.

**2. CLOZE TEST 10MKS**

Fill the blank spaces using the most appropriate word.

 Regular drinkers and (1) ………………… pay severe penalties for (2) …………..drinking. It has been (3) ………………… that alcoholics are (4) ………………….to die ten or twelve years sooner than (5) …………………. And half die (6) …………….age of fifty, which is one (7) ………………….. there are (8) ……………few elderly alcoholics. The mortality (9) ………………….. among alcoholics is(10 )………………………. than two and a half times higher than that of the general population.

**3. ORAL SKILLS**  -  **30mks**

a) Underline the stressed syllable in the words written in bold type.

 i) They are supposed to **abstract** some information from the text.

 ii) This is an **abstract** idea.

 iii) I **refuse** to take your brotherly hand.

b) The council wanted the refuse to be disposed properly.

c) Considering the underlined vowel sound, identify the odd word out. (4mks)

i) Father farther further

ii) Said paid mend

iii) Stick stake steak

iv) Bid bead ship

 d) Indicate the intonation pattern in the following text. (3mks)

 i) One, two, three, four and five.

 ii) The teacher called the students, “Jane, John, and Mary,” stand up.

 iii) Who is the owner of the book?

e) Imagine you are the class secretary and you intend to talk to the members of your class on how to improve the class performance. How can you engage your colleagues to keep them listening? (4mks)

f) Indicate whether the underlined letters in the following pairs of words are pronounced the same or differently.

 (indicate by use of words “differently” or “same”) (3mks)

i) Aisle/listen

ii) Handsome/handwork

iii) Warthog/yacht

g) Juma was asked to read an article to the class by English language teacher. The teacher concluded that Juma was not a good reader. What could have the teacher noticed about Juma’s reading skills? (3mks)

h) ***Read the following narrative then answer the questions below.***

Long ago Ngai sent the weaverbird whenever he wanted to tell people anything.

 The weaverbird was fast – he would relay message quickly. However, he had weakness. He talked too much before delivering any message, the weaverbird would talk endlessly. People started getting impatient with him. One day, Ngai sent weaverbird to tell the people that they would live forever. They would only live forever if they knew what Ngai’s wish was. The weaverbird set off very fast. When he got to the people, he announced that he had an important message from Ngai. Soon people gathered to hear what the news was. Weaverbird, as usual, started talking about other things. In spite of people’s pleas to go straight to the message, weaverbird rambled on. Soon the people got fed up with weaverbird and was very important and threatened to beat him up.Weaverbird assured them that the message he had was very important and they should therefore listen to him, but he continued to talk about other things. Unable to tolerate him any longer, they beat him up and sent him away. Ngai’s message did not get to the people. They started dying and to this day they are still dying.

 **Questions:**

1. Pick any part of the story that you find dramatic and describe how you Would perform it during narration. (2mks)
2. What important oral skills do we learn from this narrative. (2mks)
3. What would tell you that the people were eager to get the information? (2mks)

4. Imagine you are a house prefect and there is a shortage of wardrobes in the cube. You are called to arbitrate the case. As a good negotiator what three aspects would you consider as you try to reach an agreement. (3mks)

**EXAM 16**

**1. FUNCTIONAL WRITING**

Your family is organizing for a home coming ceremony for your brother who was elected as the area MCA. The area MP has been invited as the guest of honour together with four other prominent guests. Your mother has assigned you the responsibility of preparing the meal for the guests.

1. Prepare a recipe for the dish. (12mks)
2. Write a thank you note that you would send to the area MP. (8mks)

**2. CLOZE TEST**

***Read the passage below and fill in the blank spaces with an appropriate word. (10 mks)***

Every year, the government of Kenya (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hundreds of billions of shillings in tax revenue (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ smuggling. Dumping of sub standard goods(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ counterfeit products poses another (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_threat(5)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the stability of the economy. Local traders say smuggling (6) \_\_\_\_\_\_\_\_\_\_\_\_\_further fuelled by economic growth registered in the last two years. They attribute this (7)\_\_\_\_\_\_\_\_\_ to rising demand for imported goods, especially electronic (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, cars and petroleum products. And while import volumes (9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ increased substantially

in the past two years, facilities and equipment (10)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Kilindini harbour, Mombasa and Kenyatta International Airport (J.K.I.A) are overstretched.

**3 ORAL SKILLS**

1. Identify the silent letters in the following words. (4mks)

 a) Climb \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b) Marijuana \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 c) Bough \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 d) Lesson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Provide a homophone for each of the words given below. (3mks)

 a) due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b) Prophet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 c) Ewe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Indicate by use of arrows the correct intonation for the following.(3mks)

 a) May I assist you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b) Meet me in the office right away \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 c) What a great excursion we had! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Read the item below and then answer questions after it.

 ***We shall surely see the sun shine soon.***

 a) Identify the genre above. (1mk)

 b) Identify two sound patterns that have been used in the genre. (2mks)

5. ***Fill in the blank spaces with the correct alternative based on the stressed syllable. (4mks)***

* 1. They may \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ their job if they are not paid (desert, desert)
	2. My friend’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was approved when he agreed to move to Nairobi. (transfer, transfer)
	3. To get \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ results, you must revise your work thoroughly. (perfect, perfect)
	4. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be taught tomorrow. (subject, subject)

6. The county Education secretary has been invited into your school to give a speech. As he speaks, you find it necessary to interrupt him before he is done with his speech.

1. Give three circumstances that may force you to interrupt him. (3mks)
2. State two expressions of polite interruption. (2mks)

7. You are one of the three students chosen to negotiate in a dispute involving members of your class and another class. What negotiation skills will you employ to ensure an amicable resolution is reached. (5mks)

8. A teacher of English was in class during a reading session. She realized that the students had poor reading habits. Mention three of these habits she might have observed. (3mks)

**EXAM 17**

* + 1. **FUNCTIONAL WRITING (20 MARKS)**

In the recent past students in your school have not been behaving well. There are cases of late coming by both boarders and day scholars. As a result, morning duties are not performed well or not performed at all. Most students are violating the school language policy and some students are putting on civilian clothes. As the school captain, write an internal memo to all the students. In the memo inform them of all the vices. Atthe same time warn them of the consequences if one is found breaking the school rules and regulations.

* + 1. **CLOZE TEST**

***Read the passage below and fill in each blank spaces with an appropriate word***

***(10 marks)***

It is an indisputable fact that agriculture1……………………………………………………the back bone of the economy. It is therefore2……………………………………that we stop over-relying on the rain-fed agriculture. Israel is a classic3……………………………………………of a country that has reclaimed its desert and put them 4…………………………….use. Landthat was5……………………………’ useless’ has been turned around and 6……………… useful.Egypt which solely depends on7……………………………………………..River Nile is a leading exporter of fruits and cereals.For our country to8………………………………………….self-sufficiency in food production and to get a 9………………………………………..for export,land should be utilized to the 10………………………….. . This is only possible with irrigation.

**3 ORAL SKILLS 30 MARKS**

***A Read the poem below and answer the questions that follow***

When the sessions of sweet silent thought

 I summon up remembrance of things past,

 I sigh the lack of many things I sought.

And with old woes new wails my dear time’s waste,

 Then can drown an eye, unused to flow,

 For precious friends hid in death dareless night

 And weep afresh love’s long since cancelled woe,

And moan the expansive of many a vanished sight.

 The can I grieve at grievances fore gone,

And heavily from woe to woe tell O’er,

The sad account of fore-bemoaned man

 Which I now pay as not paid before,

But if the while I THINK ON THEE DEAR FRIEND

All loses are restored and sorrow end.

QUESTIONS

1. Describe the rhyme scheme of this poem. (2marks)
2. Identify three pairs of rhyming words in this poem. (3marks)
3. Apart from rhyme, how else has rhythm been achieved (2marks)
4. Which words would you stress in the first line. Explain. (2marks)

b. ***Read the oral material below then answer the questions that follow.***

Achick that will grow into a cock is known at the time of hatching.

1. identify the oral material above. (1mark)
2. Describe a situation in which this oral material would apply. (2marks)
3. Give two characteristics of the oral material identified in 1 above. (2marks)
4. Which target group is appropriate for the above oral material? (1mark)

c. When you are in agroup discussion, how would you know that it is your turn to speak. (3marks)

d. Mudzo was part of an audience listening to a talk on the right of children. After the talk, the teacher asked him to discuss in class what he had learnt. He couldn’t remember anything. Mention three things that he failed to do during the talk.

(3marks)

e. Sandra is your classmate and has been invited to talk to K.C.P. E candidate in your neighboring school. Shehas asked you to give her tips on how to manage stage fright. List three things you would advise her to do. (3marks)

f. State the intonation in the following utterances. Give a reason for your answer. (3marks)

* 1. Are you looking for the lost book?
	2. Many of us will pass this exam.
	3. Why don’t you consult the teacher?

g. Identify the silent letter in the following words. (3marks)

1. Juice
2. Biscuit
3. Parliament

**EXAM 18**

**1. FUNCTIONAL WRITING** (20MKS)

 You have read the text “The Caucasian Chalk Circle” and really enjoyed it in preparation for K.C.S.E. You overheard some of your friends in form three discussing the suitability of the text for K.C.S.E. Write a book review on it that will enlighten them about it.

**2. CLOZE TEST**

 Addiction is an escape ........................... ...................reality, and different people will find ...............................ways to escape from the real world. They can be addicted to food, money, power, work, gambling, sex, love ............................................. even to destructive relationships. Do these belong in the same category as alcohol or drugs? And if so, does recovery from those “people addictions’’ work the same way as with alcohol and drugs?

Addicts look for substitutes, and the reason ..................................this is always the same: to escape, to close one eye and not to .................................. the facts. By becoming fat, the overeater insulates ................................................from the world around. It is better to be rejected for the way they look, than for who they are as a ............................................ Thus, being fat becomes a way to avoid the risk of intimacy. There are people who are addicted to work. They will go home.........................., just to avoid interaction with the family.

Workaholism is a dysfunctional attempt to earn self-esteem by being productive. The................................................ may fear intimacy, and take refuge in work as a way of avoiding meaningful interaction with others. Addiction, in every form is a means of survival. Alcoholism is not a slow form of suicide –at least, not as......................................as the alcoholic is concerned. Alcoholics think of drinks as their best-perhaps their only-means of survival.

**3. ORAL SKILLS**

***A) Read the story below and answer the questions that follow: -***

There lived two men who were good friends. One of them was very wise and the other very foolish. One day, they argued between themselves and one said, “ I am the wise man in this country.” The other said, “No! I am the wisest.” As there was no way of measuring wisdom, the two men did not know who was wiser than the other. One day they were discussing the ill-behavior of their wives and one of them said, “If we want them to behave well we must beat them up. Women are like children, beat them up and they will behave well.” The other said, “No! If you beat your wife, she will become worse.” After arguing for a long time, they kept quiet and went home. On reaching his house, the man who was in favour of beating wives began to beat an ox-skin vigorously. When the other heard this, he thought the sound came from his friend beating his wife and he took a stick and beat his wife severely until she fell sick and later died. When the two men met later, it was now clear who between them was wiser than the other.

1. Suppose you were narrating this story, what would you do first before narration to capture the attention of the audience?
2. How would you deliver the speech by the 2nd speaker? “No, I am the wisest.” (2mks)
3. If you are listening to this story, what would you expect the story teller to do so as to make the story interesting? (3mks)
4. During the performance of this narrative, you notice that the audience is very attentive. What are the indicators that will show you that they are attentive? (2 marks)

B i) Pick the odd word out from each of the sets of words owing to the pronunciation of the underlined tellers.

1. This thin think theme
2. Brake break bread great
3. Sword sore code soar
4. Photograph phloem phlegm shepherd

ii) Underline the stressed syllable in the following words.

1. Tailor
2. Comment
3. Context (Adjective)
4. Alarm

C) Imagine you are a member of a discussion group state 4 things that you would do to benefit from the discussion. (4mks)

D) ***Read the following conversation between two form four candidates and then answer the following questions.***

**Judy**: Mandi, I am worried my performance in English is not encouraging.

**Mandi:** Ah! I am happy with my performance in English. I got a clean A last term.

**Judy:** I really don’t know what to do about Mathematics, maybe….

**Mandi:** I don’t like our Geography teacher. He thinks he is the only one who owns a Prado. My dad told me he will buy one soon.

**Judy:**(Trying to bring him back to the conversation) Tell me, Mandi, how do you revise Mathematics?

**Mandi:**Oh! Is that David? He has promised to bring me a Nigerian movie (calling)David! David! (Then runs after him)

1. Identify the shortcomings in Mandi’s listening and speaking skills. (4mks)
2. Suggest four ways how he can improve his listening and speaking skills. (4mks)

**EXAM 19**

**1. FUNCTIONAL WRITING (20MKS)**

Your drama club is organizing to stage a performance of ***Dolls house*** play. The Caucasian chalk circle. You are inviting the neighboring schools and the general public to the event.

1. Write a notice announcing and inviting other schools and the public to attend. 8mks
2. In not more than 200 words, write a synopsis of the play to accompany the notice. 12mks

**2. CLOZE TEST (10 MARKS)**

***Read the following passage and fill in the gaps with the most appropriate word.***

 The police frequently \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1 our slum village in search of hidden illicit brews. It was one of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2 raids that Constable Amka Twende earned himself unexpected honor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3 respect for his detective skills. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4 chang’aa brewers in the village had devised several smart ways of hiding their liquor in spots \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5 even the nosiest cops would not dream of looking.A new favorite trick was to put the chang’aa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6 twenty litre jerry cans, close them tightly, tie strong sisal ropes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7 the necks and dangle them down pit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_8. This of course necessitated boring extra opening at the back of the toilet’s structures for the jerry cans to be let down before the holes were ingeniously covered and disguised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_9 soil, refuse or even green grass.No policeman in his right\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10 was going to start looking for hidden chang’aa down a toilet pit, surely.

**3. ORAL NARRATIVE30 MARKS)**

Read the oral narrative below and answer the questions that follow.

One afternoon, a big wolf waited in a dark forest for a little girl to come along carrying a basket of food to her grandmother. Finally, the little did come along and she was carrying the basket of food. “Are you carrying the basket to your grandmother?” asked the wolf. The little girl answered, “Yes I am.” So the wolf asked the girl where her grandmother lived. When the girl told him, he disappeared to the woods.

When the little girl opened the door of her grandmother’s house, she noticed there was somebody in bed with a night cap and a night gown.

She realized that it was the wolf, so the little girl took a gun from her basket and shot the wolf dead.

**Questions.**

1. If you were narrating this story, how would you ensure your audience remains glued to the story? 3mks
2. How would you say the words of the girl and the wolf in your narration? 2mks
3. How would you prepare yourself to effectively tell the story? 2mks

b). Provide another word that is identical in pronunciation as the underlined words in the sentences below. 3mks

* 1. Why did the idle bridal party groan? -…………………………………………………….
	2. The bear caught the whale. -……………………………………………………………

c). State whether the following words have sound 3mks

* 1. Thin …………………………………………………………….
	2. Than -…………………………………………………………….
	3. Thought -……………………………………………………………

d). 1. Identify the silent letters in each of the words below.3mks

1. Succumb
2. Whet
3. Poignant

d. Indicate the correct intonation for the following sentences. 3mks

1. Why did you oversleep?
2. Could I come with you, please?
3. What a tragic experience that was!

e) Imagine that you are required to give an impromptu speech in a crowded assembly of inattentive students. State what you would do to capture their attention. 4mks

f) The following conversation is between a teacher and a student who has come to class late and seeks to join the rest. Fill in the missing speech. 7mks

Student: (knocking at the slightly opened door)

…………………………………………………………………………………………………………… 1mk

Teacher: Why are you late for class?

Student: ………………………………………………………………………………………..... 2mks

Teacher: How would I know that you have a sick mother? Isn’t that an excuse?

Student: I would never use my mother as an excuse.

Teacher:………………………………………………………………………………………….. 2mks

Student: She is at home. I got late preparing her breakfast.

Teacher: I am sorry about your mother. Now join the rest.

Student: (walking to his seat) ……………………………………………………………………………………….2mks

**EXAM 20**

**1. FUNCTIONAL WRITING (20MKS)**

“You have read the novel “The River and the Source” and really enjoyed and are now ready to tackle it in K.C.S.E. You overheard some of your friends in form three complaining that it should not been included as one of the texts to be done in K.C.S. E. Write *a book review encouraging them to read since it will be examined in their year.*

**2. CLOZE TEST (10 MARKS)**

***Fill in the blank space with the most appropriate words.***

A new research title “Underage Drinking in Kenya” has (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that nearly one third of form four students aged below 18 years take alcohol (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As our society ponders this sad (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the urgent message to children who are taking alcohol (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, do not drink another sip. Advice to those children is to strongly say “no.”

(5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ irresponsible behavior to alcoholism, there are many (6) \_\_\_\_\_\_\_\_\_\_\_\_\_ effects of alcohol. It is wrong and illegal for children to drink alcohol.

 The report also states that 46 percent of the children receive (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ first pint from friends and (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .Do you offer alcohol to child? As a parent or guardian, do you nurture (9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ? How much time do you spend with them? Notably, (10) \_\_\_\_\_\_\_\_\_\_ of guidance and supervision are stimuli to underage drinking.

**3. ORAL SKILLS**

***(a) Read the following poem and answer the questions that follow.***

 Ah, Are you digging on my grave?

 “Ah, are you digging on my grave,

 My loved one?- planting rue?”

 “No ; yesterday ‘he went to wed ‘

 One of the brightest wealth has bred.

 ‘It cannot hurt her now,” he said,

 “ That I should not be true.

 “Then who is digging on my grave?

 My nearest dearest kin?”

 “Ah, no: they sit and think, ‘what us!

 What good will planting flowers produce?

 No tendance of her mound can loose

 Her spirit from Deaths gin;”

Questions

(a)

1. Supposing you were to perform this poem to your class how would you prepare? (3marks)
2. How would you say line two stanza 1 and why? (2marks)
3. Identify an instance of alliteration in stanza 1 (1mark)
4. Describe the rhyme scheme of stanza 2 (2marks)

b) For each of the following words, provide another word with similar pronunciation. (4marks)

 (i) gate

 (ii) bread

 (iii) you

 (iv) rest

c) You recently attended an interview which you failed. Mention some of the reasons that could have contributed to your failure.(4 marks)

d) Mr. Mutiso recently brokered a deal for your school with a contractor which other teachers given the responsibility before had failed to negotiate. What skills could have given Mr. Mutiso an upper hand over teachers in negotiating the deal. (5marks)

e) Study the following genre and answer the questions that follow.

***Hurry hurry has no blessing***

1. Identify the genre(1mark)
2. Identify and name two parts of the above genre (2marks)
3. Identify and illustrate any two aspects of style employed in the above genre. (4marks)

f) For each of the following words, construct two sentences to convey two different meaning as indicated (4 mks)

1. Early (as an adverb and as an adjective)
2. Surprise (as a noun and as a verb)

**EXAM 21**

**1. FUNCTIONAL SKILLS.**

You are the class secretary in your class and you would like the students to attend a career day at Murang’a University which is an annual event held in term two. Write a letter of enquiry to the dean of studies enquiring to be informed of the date, venue and time. Sent it through an e- mail and your class teacher should get a copy. (20 marks)

**2. CLOZE TEST. (10 MARKS)**

It never 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to amaze me when I see leaders making generous pledges and promises on a 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to worthy causes knowing only 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ well that once the emotion of the moment dissipates the commitment to follow 4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on their commitment also goes.

 Apparently, personal 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has fallen victim of a society that is no longer disturbed by 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ promises and 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; a culture where lying is 8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with being wise. Even under oath, some people feel quiet at ease 9\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or stretching the truth and they get away 10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it.

**3. ORAL SKILLS (30 MARKS)**

Oral poem: There was a little man.

There was a little man

And he had a little gun

And his bullets were made of lead, lead, lead.

He went to the brook

And he saw a little duck

And he shot it right through the head, head, head.

He carried it home,

To his old wife, Joan,

And lit her a fire to make, make, make

To roast the little duck

He had shot in the brook

And he’d gone and fetch her the drake, drake, drake.

The drake was swimming,

With his curly tail,

The old man made his mark, mark, mark,

He fired his shot,

But he fired too soon,

And the drake flew away with a quack, quack, quack***. (Anonymous)***

a)

1. Identify and illustrate two sound patterns brought out in this oral poem. (4 marks)
2. If you were to perform this oral poem, how would you make it more interesting? (2 marks)

b) Underline the stressed syllable when the following words are used as either nouns or verbs as indicated in the brackets. (4 marks)

* + 1. Refuge. (noun)
		2. Subject (verb
		3. Conduct (verb)
		4. Present (noun)

c) Write the homophones for the following words. (4 marks)

1. Berth-
2. Bough
3. Hail-
4. Cede-

d)Imagine the Cabinet Secretary for Education has visited your school to give a talk on essence of education. How would you ensure that you benefit from the talk maximally? (4 marks)

e) For each of the following utterances indicate whether you would say it with rising or falling intonation. (4 Marks)

1. Which factory does John work?
2. Did you say you are moving out?
3. How do you rate your parents?
4. They offer very delicious food in that hotel.

f) Identify silent letters in the following words. (4 marks)

1. Heir-
2. Bomb-
3. Know-
4. Solve-

g) The following is a conversation between a teacher and a student. Fill in the blanks with appropriate exchanges. (4 marks)

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: Yes, come in.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: How do you do?

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: I am sorry, I left my copy at home, but I can request my colleague to assist you with one.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: welcome.

**EXAM 22**

**1. FUNCTIONAL WRITING**

* 1. Your best friend has just been elected as the student’s president in your school. Write a congratulatory note to him or her. (8mks)
	2. Write a recipe of a dish for about ten people who will grace his/her celebration party. (12mks)

**2. CLOZE TEST**

 Some of the old people are .1…………… by the fear of death. In the young there is a ......2……………….for this feeling. Young men who….3…………………….. a reason to fear that they will be killed in battle may justifiably feel .4………………in the thought that they have been …5……………..of the better things that life has to offer. 6……………….. , in an old man who has known human joys and sorrows, ….7……………… has done whatever work he could do, the fear of the death is ……8……………….ignorable. The best way to overcome it - so at least it seems to me ¬¬- is to make …….9…………………. interests gradually wider and more impersonal, until bit by bit the walls of the ego…10………………………, and your life becomes increasingly part of the universal life.

***(Adapted from integrated English. A course for Kenya Secondary Schools Book 4: Kenya Institute of Education: Jomo Kenyatta Foundation 1989, Nairobi. Kenya.)***

**3. ORAL SKILLS**

***a) Read the following story and answer the questions that follow.***

**A Greedy Old Man and the Sausage**

 Once upon a time there lived an old man. One day he paid a visit to his in-laws. On entering the house of his mother-in –law, he found that she had been roasting some meat, among which was a delicious looking sausage, and she was not in the house. He immediately took the sausage and quickly shoved it into his quiver. And it so happened that a piece of live coal had got stuck on the sausage, but the old man did not know. He quickly shut the quiver.

 No sooner had he sat down than the owner of the house came in. They sat down to talk about the children’s health. When they had finished, it was time for the old man to return to his home. Just then, the woman noticed smoke issuing from the quiver and asked the old man: “ Paker \*\*, how come the quiver is smoking ?” The man answered: “Oh it is some naughty fire stick\*\*\* with a soft wood\*\*\* that smokes whenever it comes into contact with soft wood \*\*\*\* and the arrows.” The woman kept quiet and got up to escort her guest.

 When they had walked only a short distance, the fire made a hole in the quiver and the arrows fell out tiak! Together with the stolen sausage! The lady who was walking closely behind exclaimed: “See, had I not known it!” Then the old man fearing that that his sausage might be eaten, shouted: “Oh my Paker, please do not eat it!” So while the lady ran home in shame, the greedy old man continued with his journey in extreme embarrassment. They showed each other their backs, and there ends the story of the greedy old man.

 ***(Adapted from an Oral literature of the Maasai by Naomi Kipury)***

1. Mention any one thing you would do to alert the audience before telling the story. (1Mark)
2. How would you say the line, “Paker how come the quiver is smoking?” to bring out complete effect. (2 Marks)
3. Explain how you would effectively dramatize the old man’s response; “ Oh it is some naughty... and the arrows” (2 marks)
4. State the appropriate intonation for saying the line, “See, had I not known it!” and indicate the emotion it brings out in the woman. (2marks)
5. Identify a sound feature in the story. (1mark)

b) For each of the following words, provide another that is identical in pronunciation. (5marks)

1. Symbol
2. Coup
3. Lam
4. Mayor
5. Wear

c) The underlined indicates the stressed word. Explain what each sentence means on the basis of this. (2 mks)

 I will walk to the hospital

 I will walk to the hospital

d) Underline the letter that is not voiced in the following words: (3 marks)

1. Resign
2. Diarrhea
3. Sachet

e) Your school drama group has just returned from a choral verse presentation at the county competitions where they quite unexpectedly failed. Mention any four reasons that might have led to their failure. (4 mks)

f) ***Read the following conversation between Odwak and Njoroge, and then answer the questions that follow***.

**Odwak:** Before she died of liver cancer, my sister felt a lot of pain and lost a lot of weight.

**Njoroge:** Talking about that, I had a toothache last night. I tell you I couldn’t sleep.

**Odwak:** Yes, so about my sister….

**Njoroge:** (scrolling through his phone). You remind me about my sister. In fact, she wrote to me last week telling me about her son’s fees. She believes I have more money than I need, and that I should give her some.

**Odwak:** Well, maybe you have a lot of money. But thank you for being such a good listener! (Stands up to go).

**Njoroge:** What! Have I offended you?

* 1. Explain the shortcomings in Njoroge’s listening skills. (6mks)
	2. For each set of words below, underline the odd one out. (2mks)
	3. Cough Bough Doug
	4. Not Note Knot

**EXAM 23**

**1. FUNCTIONAL WRITING -20MKS**

* + 1. Imagine that you are the chairperson of the Tendering Committee in your school. Write a memo to all heads of department requesting them to attend a meeting to discuss how to acquire supply of goods such as stationery, students’ uniform, food stuff, laboratory equipment, audio-visual materials and sports equipment for the school. Copy the memo to the head of the institution. (12marks)
		2. Write an advertisement inviting various companies to tender their goods with your school. The company must be a wholesaler Company. It must indicate the mode of payment, and how the goods would be delivered to the school. Inform the company when the items are required in your institution. (8 marks)

**2. CLOZE TEST (10MARKS)**

***Read the passage below and fill in each blank space with an appropriate word***.

Tension was (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_in various parts of the country when rumors went round that phone users would die after receiving calls from (2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ telephone numbers. Many telephone users avoided calls (3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ their mobile phones after information spread that calls coming in red digits could cause death (4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because high frequency waves would cause excessive bleeding in the brain. Some subscribers (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ switched off their phones. The rumours started (6) \_\_\_\_\_\_\_\_\_\_\_\_ in the morning when several people received (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ messages warning them against receiving calls from some listed numbers (8) \_\_\_\_\_\_\_\_\_\_\_\_\_, it was later established, belonged to a company in Pakistan “I have switched off my phone because the news are (9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,” One person said. However, it was later discovered that the rumours were only a (10) \_\_\_\_\_\_\_\_\_\_\_\_\_ to cause panic.

**3. ORAL SKILLS 30MKS**

***A) Read the poem below and answer the questions below correctly.***

Had we but world enough, and time

This coyness, lady, were no crime.

We would sit down and think which way

To walk and pass our long love’s day.

Thou by the Indian Gange’s side

Shouldst rubies find; I by the tide

Of Humber would complain. I would

Love you ten years before the Flood.

And you should; if you please, refuse

Till conversation of the jaws.

My vegetable love should grow

Vaster than empires, and more slow;

An hundred years should go to praise

Thine eyes and on thy fore head gaze

Two hundred to adore each breast,

But thirty-thousand to the rest.

1. Explain how rhythm has been achieved in the poem. (3 marks)
2. Assume you are performing this poem to an audience, in which ways would you enliven your presentation. (4 marks)
3. How would you say the following lines in the poem

 ***“Thine eyes and on thy fore head gaze***

 ***Two hundred to adore each breast.*** (3 marks)

b) Assume you are the student leader of Guidance and Counseling in your school. The principal asks you to research and write a report on rising cases of drug Abuse in your school and present your findings during PTA and Student joint meeting. Explain how you would deal with stage fright associated with public speaking of this kind.(6 marks)

c) Classify the words below according to the sound of the underlined “Ch” letters. An example of each of the sounds represented has been given. 3 marks) ( ½ each)

Chaos

Chaise

Sachet

Chortle Bench

Charisma

Wretch

Chef Choreography

Chamois

Chore

Chronological

d) In each of the following list of words, underline the correctly stressed word. (5 marks)

a) Ir۱relevant

b) Glo۱rify

c) Opera۱tive

d) Pictur۱esque

e) Ambi۱guity

f) ۱Administration

g) Eco۱nomic

h) ۱Immature

i) Mountain۱eer

e) The manager of Smart Uniform Company calls to speak to the principal Upendo Secondary School. The secretary answers the telephone call.

***Read the conversation below and then answer the questions.***

Secretary: (picks the phone) Hello. Secretary Upendo Secondary School speaking.

Manager: Hello. Could I speak to the Principal, please?

Secretary: May I know whom I am speaking to please?

Manager: Okey. Please remind him about our meeting in your school.

Secretary: Thats alright. I will relay the message to him.

Manager: Thank you for your assistance. Goodbye.

Secretary: Goodbye and thank you for calling.

1. Explain how the speakers employ etiquette in their conversational skills.

 (3 marks)

1. Write the message you would relay to the Principal if you were the secretary (3 marks)

**EXAM 24**

1.**FUNCTIONAL WRITING -20MKS**

Imagine you are the Secretary of the Drama Club at Upendo High School. The National Drama Festival is scheduled to take place in three weeks’ time. The Patron has informed you that you need to have a meeting with the other members of the cast who are also the club members to plan for the festival which will take place at Meru High School. Write a notification of meeting. (20 marks)

1. **CLOZE TEST**

***Fill the blanks in the passage below with an appropriate word (10 marks)***

The chorus of praise for the Meteorological Department for (1)………………………..predicting when the rains would begin is a public vote of confidence in the institution. The weatherman (2) ……………………… the exact day of the first deluge of the new rainy season and the duration. (3) ………………………….. it is disappointing that despite the accuracy, the country has once again been caught napping. This is, (4) …………………………….. partly due to the skepticism arising from the past predictions. But more worrying is the exposure of the lack of (5)……………………………………to deal with floods. A country whose vast (6) ……………………………. of land have been ravaged by a lengthy drought is now awash with water does not know how to deal with. It is a sorry state (7) ………………………… suffering and agony when it rains and also when it shines. The perennial utter (8) ………………………………… of the people, agencies and the national and county leadership is astounding and costly. Seven people have died in the past two days and there is every indication (9) ……………………………………… there will be more deaths and destruction of (10) …………………………………………..

**3. ORAL SKILLS**

***a) Read the poem and answer the questions that follow:(8 marks)***

Who will believe my verse in time to come,

If it were filled with your most high whoosh deserts?

Though yet heaven knows, it is but as tomb

Which hides your life and shows not half your parts

If I could write the beauty of your eyes

And in fresh number all your graces,

The age to come would say ‘This poet lies’

Such heavenly touches never touched earth’s faces,

So should my papers, yellowed with their age,

Be scorned, like lazy less travelled old men of less truth than tongue

1. Identify the rhyme scheme of the poem?
2. Apart from rhyme, how else has rhythm been achieved?
3. Identify four words with silent letters and underline the letters.
4. Which words would you stress in the first line and why?

b) Provide a word that is pronounced in the same way as the words provided below.(4 marks)

* 1. some
	2. be
	3. their
1. come

c) You have been invited to an interview for a clerical job in your former primary school. List things that you will do before and during the interview so as to excel in the interview (4 marks)

d) Your teacher of English has asked you to present an oral narrative to your class during the English lesson. List three verbal techniques you will employ so as to make your narration interesting to the audience.(3 marks)

e) ***Consider the riddling session below and answer the questions that follow:(4 marks)***

Challenger: I have a riddle. Are you ready for it?

Audience: Yes, give us the challenge.

Challenger: I have a wife who never returns to where she came from

Audience: The waters of a stream.

Challenger: No

Audience: Rain.

Challenger: No, give me a city

Audience: Mombasa

Audience: fine, I will settle in Mombasa. The answer is the leaf of a tree.

i) How is the audience’s attention captured before the riddling session in the riddle provided above? (1 mark) ii) Indicate whether the intonation used in the sentences provided below assume a falling or rising intonation. (3 marks

1. I have a riddle. Are you ready for it?
2. The waters of a stream
3. The answer is the leaf of a tree

f) Read the conversation provided below and answer the questions that follow: (7 marks)

JOHN:Hallo…

OPERATOR:Emergency, which service do you require?

JOHN:There’s been a terrible accident and I want you to do something about it.

OPERATOR:Kindly tell me the service you require. Is it fire, police or ambulance?

JOHN:Oh yes, ambulance.

OPERATOR:Your phone number please?

JOHN:0723…..

OPERATOR:Am putting you through.

DRIVER: Hello, will you tell me the exact location of the accident scene

JOHN:Just behind my house.

ii) What are the shortcomings of John’s listening skills? (3 marks)

iii) John did not succeed in giving directions clearly. What are the guidelines of giving directions? (4 marks)

**EXAM 25**

**1. FUNCTIONAL WRITING (20MARKS)**

There has been a changeover in the Administration of your school. The chairperson of the school Student Council Executive which comprises of eight members calls for a familiarization meeting with the Principal.

The Executive has the following members: The School Chair the Deputy, the Dining Hall Prefect, the Games Captain, the Medical Prefect and three Dorm Prefects.

The following issues were addressed in the meeting:

* + - 1. Introduction of members
			2. Election of Council Members
			3. The Role of Council in School
			4. Motivation of members
			5. Discipline of members
			6. Any other Business

During the meeting, the Dining Hall prefect sends his apology due to an on-going exam, while two Dorm Prefects are away due to fees.

As the Secretary of the Student Council Executive Committee, write the Minutes of your first meeting with the new Principal.

**2. CLOZE TEST (10 MARKS)**

***Read the passage below and fill in each blank space with an appropriate word.***

Although the government has--1--------------------a number of county schools to national status, most of them have not shown any--2-------------------------achievement to warrant their newly-acquired title. Thus, the-3------------------- is for government to provide adequate resources to prepare the schools to take their rightful place and ultimately-4--------------alternative centers of excellence. The reason for elevating more schools to national status is-5-----------------------just in name, but to offer opportunities for more primary school leavers to benefit--6-------------------------------- the resources in these institutions. ---7-----------------------that is not achieved, and then the drive to expand national schools will become an academic exercise. After form four, the -8---------------------------------will be looking for progression to universities or other tertiary institutions. Statistics indicate that about-9-----------------------------------third of the candidate, 149,717 out of 482,133 who registered for the exams, scored grades C+ and above, --10-----------------------for university admission.

1. **CLOZE TEST**

***Read the poem below and then answer the questions that follow.***

When, in disgrace with Fortune and men's eyes,

I all alone beweep my outcast state,

And trouble deaf heaven with my bootless cries,

And look upon myself and curse my fate,

Wishing me like to one more rich in hope,

Featured like him, like him with friends possessed,

Desiring this man's art and that man's scope,

With what I most enjoy contented least,

Yet in these thoughts myself almost despising;

Haply I think on thee, and then my state,

(Like to the lark at the break of day arising)

From sullen earth sings hymns at heaven'ss gate,

For thy sweet love remembered such wealth brings

That then I scorn to change my state with kings.

(William Shakespeare's Sonnet 29)

i) Identify any four pairs of words that rhyme in this poem. (2 marks)

(ii) Give two instances of alliteration in this poem. (2 marks)

iii) Imagine you are performing this poem to learners who are visually impaired. **B.**Explain four ways in which you would ensure that they get the message effectively. (4mks)

**C.** identify any five pairs of homophones in the list below. (5 marks)

phloem mad heir

floors flaws berry

hair coarse flame

clause mud

course cause

close cloze

bold bald

floss air

phlegm bury

**D**. Provide two words for each of the following sounds. (2 marks)

/a:/ /ȝ:/

I) I)

II) II)

**E.**The underlining indicates the stressed word in the sentences below.

Briefly explain what each sentence means. (3 mks)

1. Mary bought a present for John.
2. Mary bought a present for John.
3. Mary bought a present for John.

**F.**Using a riddle of your choice, explain the riddling process. (6 marks)

**G.**Classify the following sub-genre. (2 marks)

***Ken can can a can of curled kales***

**H.**The following is a conversation between a father and his daughter.

DAUGHTER: (shortly having arrived home from school) Good afternoon, Daddy

FATHER:(Sitting complacently in the sofa, reading a newspaper. Looking up…..) Good afternoon (Resumes reading)

DAUGHTER: (Holding out her school report form) Daddy, I’m excited. My teacher said I was the best improved. I was………..

FATHER:Oh, you were? Me, I used to be number one. I was absolutely unbeatable.

DAUGHTER: Chemistry has been a particular headache ( now looking at the report form which she thought her father would want to see), but this time…….

FATHER:(Stretching his arms, looking preoccupied)Chemistry for me was particular easy.I never scored anything less than 90%

DAUGHTER: Dad, I was going to tell you that this time…….

FATHER:(Absent minded) by the way, where is your mum?

DAUGHTER: Mum is in the garden picking vegetables. But dad, you’re not listening to my story. I was telling you about Chemistry

FATHER:You mean you have a story about chemistry? Chemistry is not about stories. It is hard science.

DAUGHTER: It’s about my improvement……..

FATHER:(laughing) me, it wasn’t matter of improvement. I was always at the top of the class

DAUGHTER: Daddy, I give up. You’re not listening

FATHER:( looking surprised) Listening? I heard you: you were talking about improvement in chemistry, weren’t you?

DAUGHTER: anyway, Dad. Thank you for paying attention. Enjoy your newspaper.

FATHER:Oh yes, I’m reading an interesting story about politics

**Question**

Identify four ways in which the father can improve his listening skills (4mks)

**EXAM 26**

**A. Functional writing (20mks)**

You are the journalism club chairperson in your school. You have seen an advertisement in the newspaper about a Journalism Careers Day hosted by a media house. Unfortunately, it coincides with your school Annual Prize-Giving Day. The club members really wish to benefit from the information shared during the Journalism Careers Day. Write a letter of request to the managing director of the media house, through your principal, requesting that your club be hosted on a different day. (20mks)

**B. CLOZE TEST**

***Fill in the blank spaces in the following passage with the most appropriate word. (10mks***)

 The devolved system of government that Kenya 1…………after the March 2013 general elections holds a lot of 2………….to unlock the country’s economic, social and political fortunes 3………have been stifled 4……….a centralized system of government since independence. Devolution will result in 5…………development in all parts of Kenya. The central system of government that was in place 6………………fifty years resulted in serious 7…………………….of large parts of the country 8………………….Northern Kenya. Devolution has in the last two years delivered encouraging 9…………in many counties.10……………..include purchase of ambulances, road construction equipment, availing medicine in hospitals among others.

**C. ORAL SKILLS (30 MARKS)**

***a) Read the poem below and answer questions that follow (8mks)***

To my Sister

It is the first mild day of March

Each minute sweeter than before,

The red breast sings from the tall larch

That stands beside our door

There is a blessing in the air,

Which seems a sense of joy to yield?

To the bare trees and mountains bare,

And grass in the green field

My sister! (‘tis a wish of mine)

Now that our morning meal is done

Make haste, your morning task resign,

Come forth and feel the sun.

William Wordsworth.

Questions

(a)

(i) List any four pairs of rhyming words. (4mks)

(ii) Describe the rhyme scheme of the poem. (2mks)

(iii) How would you say the ninth line of the poem? (2mks)

b) For each of the following words, write a word that has a similar pronunciation. (2mks)

(i) Profit

(ii) Medal

(iii) Style

(iv) Symbol

c) Explain the two different meanings of the sentences below. (2mks)

He cursed the day he was born.

d) Identify the silent letter in each of the following words (3mks)

(i) Mutton –

(ii) Sachet –

(iii) Sword –

e) From the following set of words, identify the odd one out with regard to the pronunciation of the underlined letters. (3mks)

(i) Critically Occasionally Academically

(ii) Hop Rod Hope

(iii) Soar Saw So

f) State whether you would end with a rising or falling intonation against each of the following sentences. (3mks)

(i) Why did you oversleep?

(ii) What a tragic experience that was!

(iii) My younger sister has identical twins.

g) A Form Four class has been requested by their class teacher to suggest a place they would like to visit after posting very good marks in the county mocks.

***Read the conversation below and answer the questions that follow.***

**Class teacher:**Harry, please chair the discussion.

**Harry**: Colleagues, let us give proposals of where you’d like to visit. John, give your opinion

**John:** I propose we visit Nairobi.

**Ken:** What about Meru?

**Harry:** There is nothing to see in Meru

**Peter:** Why don’t we go to Naivasha?

**John:** What? You are not serious. What is in Naivasha?

**Harry:** Brian?

**Brian:** I have not been to Nairobi, but …..

**Steve:** There are many places to visit in Nairobi.

**Brian:** Thank you. I have not been to Nairobi but …. given the distance and the money at our disposal. I think we should visit nearer places.

**Harry**: Yes Steve

**Steve:** I believe Nairobi would be the best place since there is the museum, Snake Park, animal orphanage and other interesting places.

**Harry:** What about you Andrew?

**Andrew:** We visited Naivasha sometimes last year and wouldn’t mind going there a second time. We didn’t visit the Hell’s Gate……

**Harry:** Excuse me Andrew, let us fix the place first before we say what we shall see there. No more suggestions as this discussion is lead us to nowhere.

so we shall vote for these places that is Nairobi, Meru and Naivasha. The secret ballot is the way to go and the class teacher will be the returning officer.

1. Explain any three responses that have flouted the acceptable manner of conversation. (6mks)
2. Pick out instances of etiquette in the conversation. (3mks)

**EXAM 27**

1. **FUNCTIONAL WRITING (20MKS)**

 “You have read the novel “The River and the Source” and really enjoyed and are now ready to tackle it in K.C.S.E. You overheard some of your friends in form three complaining that it should not been included as one of the texts to be done in K.C.S.E

 Write a book review encouraging them to read since it will be examined in their year.

**2. CLOZE TEST** (10 MARKS)

 **Fill in the blank space with the most appropriate words.**

 A new research title “Underage Drinking in Kenya” has (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that nearly one third of form four students aged below 18 years take alcohol (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As our society ponders this sad (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the urgent message to children who are taking alcohol

 (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, do not drink another sip. Advice to those children is to strongly say “no.”

 (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ irresponsible behavior to alcoholism, there are many (6) \_\_\_\_\_\_\_\_\_\_\_\_\_ effects of alcohol. It is wrong and illegal for children to drink alcohol.

 The report also states that 46 percent of the children receive (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ first pint from friends and (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .Do you offer alcohol to child? As a parent or guardian, do you nurture (9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ? How much time do you spend with them? Notably, (10) \_\_\_\_\_\_\_\_\_\_ of guidance and supervision are stimuli to underage drinking.

**3. ORAL SKILLS**

 (**a) Read the following poem and answer the questions that follow.**

 Ah, Are you digging on my grave?

 “Ah, are you digging on my grave,

 My loved one?- planting rue?”

 “No ; yesterday ‘he went to wed ‘

 One of the brightest wealth has bred.

 ‘It cannot hurt her now,” he said,

 “ That I should not be true.

 “Then who is digging on my grave?

 My nearest dearest kin?”

 “Ah, no: they sit and think, ‘what us!

 What good will planting flowers produce?

 No tendance of her mound can loose

 Her spirit from Deaths gin;”

 **Questions**

(a) (i) Supposing you were to perform this poem to your class how would you prepare? (3marks)

 (ii) How would you say line two stanza 1 and why? (2marks)

 (iii) Identify an instance of alliteration in stanza 1 (1mark)

 (iv) Describe the rhyme scheme of stanza 2(2marks)

b) For each of the following words, provide another word with similar pronunciation (4marks)

 (i) gate

 (ii) bread

 (iii) you

 (iv) rest

c) You recently attended an interview which you failed. Mention some of the reasons that could have contributed to your failure. (4 marks)

d) Mr. Mutiso recently brokered a deal for your school with a contractor which other teachers given the responsibility before had failed to negotiate. What skills could have given Mr. Mutiso an upper hand over teachers in negotiating the deal. (5marks)

e) Study the following genre and answer the questions that follow.

 ***Hurry hurry has no blessing***

 (i) Identify the genre (1mark)

(ii) Identify and name two parts of the above genre (2marks)

(iii) Identify and illustrate any two aspects of style employed in the above genre (4marks)

f) For each of the following words, construct two sentences to convey two different meaning as indicated (4marks)

 (i) early (as an adverb and as an adjective)

 (ii) Surprise (as a noun and as a verb)

**EXAM 28**

1. **FUNCTIONAL WRITING.**  (20 marks)
2. Your brother who has been studying abroad is coming home and the family has organised a party. Write an e-mail inviting two of your friends; Sabina and Kioko and copy your brother who is organising. (10 Marks)

 (b) Your friend Sabina is flying into the country from Addis Ababa Airport-Ethiopia. Write clear

 directions on how she can come to your home. (10 marks)

**2. CLOZE TEST** (10 marks)

***Fill in the blanks with the most suitable word*.**

 The purchasing of a motor vehicle or (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a driving licence is a satisfying achievement for most Kenyans. Few, however, (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that their achievement can, and (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ does, amount to a passport to prison. A driver in prison? Yes, an individual can be (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to jail even when he is not driving.

 To curb the increasing (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of accidents in the country, the courts are taking a very (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_view and as a result sentences are being (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ including imprisonment.

 Under the (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Act, any person who causes the death of another, be it a passenger in the driver’s car or a( 9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ crossing the road, or another motorist, by reckless driving or speeding or even leaving any vehicle on a road in such a position as to be dangerous can be (10 ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the offence of causing death.

**3. ORAL SKILLS (30 marks)**

*a)* ***Read the following oral narrative and answer the questions that follow.*** *(10mks)*

 One day, the chameleon and the donkey were arguing as to who could run faster than the other. The donkey said, “**You chameleon, you are very old and tired. You can’t compete with a man like me in a race.”**

 The chameleon replied,” Don’t blow your own trumpet. I am not going to praise myself, but you know you can’t defeat me in a race. We shall be equal.”

 The race began and without donkey’s knowledge, the chameleon jumped on the donkey’s tail. They ran and ran, until the donkey was so tired until he stopped to rest. As soon as the donkey stopped, the chameleon jumped from the donkey’s tail and said, “Now my friend, are you any faster than I?”

 “No, now I know that you are a man,” answered the poor donkey.

1. What would you do in order to capture the attention of the audience before you begin to tell the story? (2 marks)
2. How would you make the narration of the line indicated in **bold** effective? (4marks)
3. If you are part of the audience for this story, **explain two** things you would do to show that you are participating in the performance.(4marks)

b) For each of the following words write another that is pronounced the same. (3 marks)

i. Quay ………….......................................................................……………………………………

ii. Seed   ………………...........................................................................…………………………

iii.  Not ……………….........................................................................………………………………

 c)   There is need to light a night light on a light night like tonight.

 i) Identify the above genre. (1 Mark)

 ii) Give two functions of the genre. (2 Marks)

 d) For each of the following words, write two sentences to bring out two different meanings. (4 Marks)

 i)    Polish

 ii) Intimate

e) Imagine you have passed your K.C.S.E exams well and you are being interviewed for a scholarship abroad. Write **four** ways in which you would ensure you succeed in the interview. (4 Marks)

f) Complete the following conversation appropriately

 Delphine: (Telephone rings), Hello, …………………………………………………………

 Trevor ...…………………………………………………………………………………… (1 mark)

 Delphine: I’m sorry. Ms Oketch is in a conference out of town. Could you kindly leave a message for her?

 Trevor: ………………………..…………………………………………………………… (1 mark)

 Delphine: Sorry, I didn’t get the last two digits of the number.

 Trevor: …………………………………………………………………………………….. (1 mark)

 Delphine: …………………………………………………………………………………….. (1 mark)

 Trevor: Correct.

 Delphine ………………………………………………………………………..…………… (1 mark)

 Trevor: Yes, let him know I’ll be expecting his call.

 Delphine: Okay, goodbye.

 Trevor: ……………………….……………………………………………………………. (1 mark)

**EXAM 29**

**1. FUNCTIONAL SKILLS (20 MARKS)**

Imagine that you are the Organizing Secretary of Virginia Mwende’s Graduation Party. Mwende has graduated with a First Class Honours Degree from the University of Nairobi.

1. Design an invitation card to be sent to the guests (12mks)
2. Write a congratulatory note to Mwende to be presented on that day (8mks)

**2. CLOZE TEST**

**Read the passage below and fill in each blank space with an appropriate word**

Alcohol impacts people and societies in different (1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is determined by the (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of alcohol consumed, the pattern of drinking, and, on rare occasions, the quality of alcohol (3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Alcohol is a psychoactive substance and its harmful use is known (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have dependence - producing properties and cause (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ than 200 diseases among drinkers as well as devastating effects to innocent victims such as unborn children.

Drinking alcohol (6)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pregnancy can lead to miscarriage, preterm birth, still birth, spontaneous abortion, and contribute to a range of disabilities known (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ foetal alcohol spectrum disorders (FASD). FASD is an umbrella term (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to an array of conditions involving impairments of the growth and development of the central (9)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ system caused by (10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ intake during pregnancy.

*(Adapted from DN2 - The Daily Nation 19th May 2015)*

**3. ORAL SKILLS**

Read the poem and answer the questions that follow.

I SEE HIS BLOOD UPON THE ROSE by Joseph Plunkett

I see his blood upon the rose,

And in the stars the glory of his eyes,

His body gleams amid eternal snows,

His tears fall from the skies.

I see his face in every flower;

The thunder and the singing of the birds

Are but his voice - and carven by his power

Rocks are his written words

All pathways by his feet are worn,

His strong heart stirs the ever beating sea

His crown of thorns is twined with every thorn,

His cross is every tree.

1. Describe the rhyme scheme of the poem (2mks)
2. Which words would you stress in the last two lines of the last stanza and why? (2mks)
3. Apart from rhyme, identify and illustrate one sound device in this poem(2mks)
4. Give two effects of the above sound pattern 2mks)
5. How would you say the last line of the poem (2mks)

b) For each of the following words, underline the silent letters

1. Juice
2. Solemn
3. Island (3mks)

c) Identify the intonation that would be present in the following sentences (4mks)

1. What deal did the two agree on?
2. Did you see the summary?
3. I have donated more blood
4. The farmer harvests much, doesn’t he?

d) Give the meaning of the following sentences when the underlined words are stressed.

1. James was humbled by the experience
2. James was humbled by the experience
3. James was humbled by the experience

e). Put the words below in the correct column according to the pronunciation of the vowed sound (Night, school, floor, write, you, oar) (3mks)

|  |  |  |
| --- | --- | --- |
| 1. /ai/ | 2. /u:/ | 3. / :/ |
|  |  |  |

f. Your former primary school has invited you to give a talk on how to improve performance. You decide to focus your talk on the value of listening skills. Write down three points on how you would ensure the listening is effective(3mks)

g. There were two candidates for an interview. One was successful while the other one was not. State and explain his/her conducts during the interview that could have made him or her to be successful. (4mks)

**EXAM 30**

**1. FUNCTIONAL WRITING (20MKS**)

You are the secretary of Debating Club in your school, recently the club held a meeting and the following issues were discussed;

* Election of officials
* Income generating activities in the club
* Preparation for the great debate.

In the meeting, 8 members were present, 3 including the vice chairperson sent apologies and the whereabouts of 2 members were unknown. The club patron also attended the meeting. Apart from the main issues, members raised some issues from the previous meeting. Write down the minutes of the meeting.

**2. CLOZE TEST 10 MARKS**

There is this bizarre preoccupation with 1………………………… class among us such

2…………………………. what happened at Langa’ta was bound to happen. Our greed 3……………………… wealth and standing considers nothing sacred, nothing immoral, nothing offensive to everyone, which is why some people were wondering why the children were protesting 4……………………… they were supposed to be in class! Our preoccupation with private academies for our children is partly what made the “private developer” target public school 5…………………….., only that for the “developer’”, the police who came to secure the interests of one against many used tear gas on children.

If most of us decided to 6………………………. our children to public schools and worked collectively to make them better, chances are this particular “private developer” and many 7……………………….. would avoid school land for fear of reaction. But many of us have 8………………………. to this mess by avoiding public facilities— schools, hospitals 9………………………. even parks — because using them does not speak 10……………………..of our social standing.

**3. ORAL SKILLS 30 MARKS**

***a). Read the following poem and then answer the questions that follow. (8marks)***

 **The Bride.**

Why do you wear that dress so white?

Why do you wear that veil so light?

Why do your young eyes shine so bright?

Is it your wedding?

I wear dress and veil to show

That gladly to my love I go

My young eyes shine because I know

It is my wedding.

(i) Identify the rhyme scheme of this poem? (2 marks)

(ii) Using illustrations show how rhythm has been achieved in the poem.(3 marks)

(iii) Would you use the rising or the falling intonation in reading line 3 in stanza one in this poem? Give reason. (1 mark)

(iv) How would you say the last line of the second stanza? (2 marks)

**b). Identify the silent letters in the following words** (6 marks)

1. Practically
2. Ballet
3. Bristle
4. Guilt
5. Baguette
6. Psychotic

c). Underline the stressed syllables in the following words. (3marks)

1. Palatial
2. Rejuvenation
3. Police

d). Underline the stressed syllable of the following words when used as verbs. (2marks)

1. Ridicule
2. Suspect

e). You are going to attend an interview for your first job in a bank. You want to look presentable to create a good impression. What would you do before and during the occasion to achieve this? (4marks)

f). Complete the telephone conversation below between a parent and a student acting as a receptionist at her school.

Mrs. Wanjau: ……………………………………………………………………………… 1mark

Joan: Hallo. Yes, this is Makutano High School. How can I help you?

Mrs. Wanjau: ………………………………………………………………………………….…… ……………………………………………………………………………………………… 2marks

Joan: I am sorry the Principal is not in at the moment. Can you leave a message?

Mrs. Wanjau:……………………………………………………………………………… 1mark

Joan: I am Joan, a form 4 student stepping in for the receptionist who has gone out shortly.

Mrs. Wanjau: ……………………………………………………………………………… 1mark

Joan: Yes once in a while students of office practice and typing are allowed to step in for the receptionist as part of their practice.

Mrs. Wanjau: ……………………………………………………………………………………… ……………………………………………………………………………………………… 2marks

Joan: Thank you very much. I will let the Principal know that you will call tomorrow.