

FUNCTIONAL WRITING -20 MARKS

1. Must be an e – mail
Layout
To: Uhurukazi@yahoo.com
From: cunmero@hotmail.com
DATE: Tuesday 19th, may 2009
Subject : Position of clerical officer

A. Personal information

Name
Date Of Birth
Marital status
Nationality
Telephone number

B. Educational background

C. Qualification

D. Work experience

E. Interests/ hobbies

F. referees names and addresses

G. Complimentary close. Yours faithfully/ Sincerely

Eunice Kiprono

Language accuracy: - spelling, punctuation, tense

- Tone should be formal

2. `Must be minutes ``

Format

title – Name of school (1/2mk)

- Name of club (1/2mk)

- Venue of meeting (1/2mk)

- date (1/2mk)

- Time (1/2mk) ✓ 1

Attendance ; present ✓

- apologies ✓

- absent – (optional) Don't award in attendance -1

body – (i) Preliminaries (1/2mk) ✓

(ii) Confirmation of previous minutes (1/2mk)

(iii) Matters arising (1/2mk)

(iv) Visit to Nairobi (1/2mk)

(v) Awareness compass (1/2mk)

(vi) Strengthening of drama in the school (1/2mk)

(vii) Adjournment (1/2 mk) ✓

space for signing Chairman (1/2mk) - Secretary (1/2 mk)

total =

F – 10 ✓

L – 6

C – 4 (Give marks out of four depending on how effectively the three main items of the agenda are

discussed. The three should be considered together

Language scale

A – 6

B – 4-5

C – 2-3

D – 1-2

- These grades correspond to those in paper 3 questions 1 where the scale is (0-20)

A candidate who does not use **the minutes format will forfeit the marks for format.**

3. **FORMAT**

Must be an internal memo

Must have:

- a) Address (logo) (½)
- b) recipient-operations manger (½) sales and marketing manager (½)
- c) Sender-the managing director (½)
- d) Date – (½mk)
- e) ref- 1mk
- f) subject- (½ mk)
- g) Complementary close-yours faithfully-1mk
- h) signature-
- i) name-
- j) Designation –

Body/content

- a) Description of items that have received bad press
- b) Brief explanations of the alleged faults -
- c) Solutions to the faults identified -
- d) Advice on how to counter the criticism -
- e) Closing remark- ½
- f) Formal tone- ½

Language

5marks-very good language. Without any mistakes whatsoever. Can arouse a spark, poem with correct tone etc

4marks.just a good language .not many minor errors perhaps

3marks-fair language/average language with some minor errors

1-2marks-below average. cross errors can be found in the language. It is hard to follow the story/chaotic.

4. Points to consider

- a) Title of the book
- b) Author
- c) Publisher Format 6 marks
- d) Year of publication
- e) Price
- f) Reviewer

. Summary of the book

- a) Done in the form of a synopsis
Introduction; Setting in terms of time/ places

PSE

Body :- Plot/ event, themes

Striking aspects of the book, could be style character and characterization, the setting

Conclusion- assessment/ recommendation giving reasons

Language-

Scoring: Format-
 Content
 Language

5. (A Confidential report in form of an email).

1. Expect the format of an email – the student should use subject for the title of the body instead of RE/REF: max. marks
2. Well constructed and relevant institutional (not personal) email addresses instead of the usual official letter – format addresses
3. Copied to the DEO Kakamega East
4. Date and Time
5. Appropriate subject containing the name Christopher Lipwoni and the specific job he was applied for.

N:B Do not penalize the student for using upper or lower case letter for writing

The content of the subject.

6. Expect the body to have the following features:
 - (i) Brief history regarding Christopher Lipwoni’s beginning and completion of his course at the college.
 - (ii) Christopher Lipwoni’s personality – positive qualities/negative qualities 1mks
 - (iii) Christopher Lipwoni’s Academic/Educational record- 1mk
 - (iv) Recommendation for/against employment –
7. Closing tag (should not contain any signature) –
8. Grammar max. marks
9. General appear

TOTAL

6. a) Heading- If 2 or more items missing deduct

- If only one item missing deduct ½ mk

b) Record of attendance-

- Members present-2mks (protocol must be followed if not no mark)
- Absent with apology-
- Absent-
- In attendance-

c) Body

- Preliminaries-1mk
- Main agenda-3 items 1mk each-total
- A.O.B-
- Adjournment-

d) Signing off-

- Chairman√ ½ sign√ ½ date√ ½
- Secretary√ ½ sign√ ½ date√ ½
(½ x6=3mks)
(If signed/dated = Zero)

7.

1. Functional writing
2. Expect a memo
3. (i) Layout
 - (a) Name of the school ✓½
 - (b) Date ✓½
 - (c) Ref. No. ✓½
 - (d) To ✓½
 - (e) From ✓½
 - (f) Subject
 - (g) Signature ✓½
 - (h) Name (i) Name: Internal memo ✓½(Expect 8 areas (½ a mark each))

(ii) Tone –

- (iii) Body
- Silence
 - Prompt return of books
 - Opening and closing time
 - Appropriate dressing in the library

- (iv) Language
- A – 4
 - B – 3
 - C – 2
 - D – 1

(v) Margin /frame

ANYIKO SECONDARY SCHOOL

LOOSE MINUTES / MEMORANDUM/ MEMO/INTERNAL MEMO

Ref No. ✓½
From ✓½
To ✓½ ✓½ ✓½ Date: ✓½
Subject ✓½

Sign:
Otieno John

8. Points of interpretation

- (a) It must incorporate both the features of a speech and email. If not deducted up to 4mks for wrong format (WF)
- (b) E-mail must have the following :-
 - (i) From: the sender address in small letters e.g. dabii@yahoo.u.k (½ mk)
 - (ii) Date, day, date time (½ mk)
 - (iii) To: recipient address in small letters (½ mk)
 - (iv) CC: blind copy to other recipients (½ mk)
- (c) **i) body of the speech**
It must have the following
 - i) subject/title e.g. role of the youth in fostering peace in our county
(Must be communicative and related to question)
If title is just 'speech' = (0mk)

ii) Acknowledgment

Must start with the most important person (s)
If jumbled deduct up to (½ mk)
If no acknowledgment (0mk)

iii) Tone should be 1st person pronoun e.g. 'I/We'

If not deduct- (1AD)

iv) Body

At least three issues that foster peace must be
If not treat as irrelevant : award =(0mk)

E.g.

- i) Educating masses through seminars, workshops etc
- ii) Compose songs, poems, drama etc with the theme of peace.
- iii) Preach peace in churches, mosques etc
- iv) Enhance cohesiveness through sports games etc (Any other relevant issues)

v) Appropriate conclusion

Must be a summary of issues handled in the body
If only some items are handled-1mk
If conclusion is not tied to the body-0mk

(d) Language accuracy

A-6

B-5

C-3-4

D-00-02

NB: deduct-2AD for brevity in case the candidate uses less than 150 words

9. This is like an official letter with the following:

- i) Addresses
- ii) Date
- iii) Fax number or phone number of correspondent
- iv) Reference
- v) Content
- vi) Signature of the sender

10. Title – Book title
- Author
 - Year of publication
 - Price (Optional)

1. Points of interpretation

- a) - Must be instructions/ directions. If not deduct 4 marks AD (Automatic Deduction)
 - Relevant title e.g. How to get to Mumias
 - Identify and address friend by name
 - Go straight to the point
 - From Webuye board a shuttle, Eld Express e.t.c. to Bungoma town- distance of x Km. Mention markets, centers, institutions e.t.c along the road
 - At Bungoma bus park near G/ hard ware e.t.c. board a matatu, minibus e.t.c. to Mumias a distance of Y Km- mention markrts, stages e.t.c. along the road

- In Mumias town alight in the bus park and pick a bicycle taxi to Bomani-500m in the southern direction

b) Also prepare a packing list for your friend to facilitate their stay in Mumias town for the duration of the festivals

- Must be a packing list. If not deduct 4 mks AD
- Items needed for the 5 days stay in Mumias: clothes, personal effects, foot wear, money, personal documents, camera e.t.c.
- Format tabulated e.g.

S/NO	Item	Specification	Details	Mk
1	Clothes	5 shirts/ blouses e.t.c.	White, black, cotton e.t.c.	1
2				1
3				1
4				1
5				1
6				1
				6

N/B A row must have all the four items to earn full mark 3 items ½ m

Marks awarding:

a_____ 08
 b_____ 06
 La_____ 06

11. Must be an internal memo

Format
 Content (body)
 Language
 TOTAL

SAMPLE FORMAT

LETTER HEAD√1
 INTERNAL MEMO

Ref No. √1
 To √ ½
 From √ ½
 Date√1
 Subject√1
 Closure (Designating) √1
 TOTAL

CONTENT/ BODY

- Invitation to meeting
- Source of information
- Purpose of meeting
- Time
- Venue
- Date

- Ending remarks
- TOTAL

LANGUAGE

- 1 -2 Very limited and hampered language
- 3 Able to communicate effectively
- 4 -5 Very good language, effortless, appropriate tone and vocabulary
 - Good mastery of language

* Use your direction as a teacher of English to award the linguistic mark

SAMPLE INTERNAL MEMO
SIKU NJEMA HIGH SCHOOL
INTERNAL MEMO

Ref No. 001/05/010 F

To: All school prefects

From: The captain

Date: 20th June, 2010

Subject: Prefect meeting/ C.D.F project/ choice of project/ project

I would like to invite you to a meeting to discuss how we can obtain the views of students concerning the choice of project the C.D.F should establish in our school. The principal has requested me to convene a prefects meeting to deliberate on how to collect the students views on what type of project to be initiated

The meeting will be held on 30th June, 2010 in the main hall at 3:30 p.m.

You are reminded to keep time

Thank you

**MAPITO WA MAPITO
SCHOOL CAPT**

12. Check on following details:

i) Bio data

- Name
- Date of birth
- Gender
- Marital status
- Address
- Telephone number

(ii) Educational background

- Dates, certificates and name of institution to be listed beginning with the latest to the earliest.

(iii) Professional background

- Any specialized trainings be listed starting with the latest tot the earliest

iv) Work experience to show dates and positions held and the institution

- show language competence.

v) Hobbies/interests

vi) References – Names of personalities and address

vii) signature- Check on the language competence

It must have the curriculum vitae's format with the above details If not deduct up to 4marks

- 13.
- Should be a letter of complaint
 - Should have an official format
 - Should have identification-who is the complainant and where he/she comes from
 - Should describe the nature of the problem e.g. loud music in the bars near your home i.e. should give examples for clarity
 - Suggest what could be done

2mks- Layout-more than 2 omissions – 1mk

4mks- Body – any important information lost out take away (1mk)

4mks- Language – tone, spellings i.e. **grammatical errors**

1. Check on heading

Introduction - Establish those present.

Body - Begin something interesting.

- Let it be coherent.

Conclusion - should be memorable.

- Rounded off naturally.

- Thank the audience for listening

14.

1. Must be a friendly letter containing a recipe sent through an e-mail. Thus the informal tone of a friendly letter should be felt. Also remember the commending language of a recipe.
2. The recipe can be written in either prose form or under sub-headings. However, it must have:-
 - (i) Ingredients and their actual quantity
 - (ii) The method in a logical order that is clear and in an imperative language with the correct register
 - (iii) Mention what the meal is served with and whether hot or cold.
 - (iv) Must mention the number of people the food can serve
3. Include closing remarks
4. Veledicton

Marks awarded

Format- 8mks

Language- 5mks

Body – 

Sample

FROM: Pema@kenyanet.com(1mk)

DATE: 20th March, 2010 (1mk)

TO : Mckay@yahoo.com (1mk)

SUBJECT: Recipe for ugali (1mk)

Salutation (1mk)

Greetings and acknowledgement of the receipt of the request

Body- (i_) Ingredients (1mk)

- ◆ Sauce pan and cooking stick ½mk
- ◆ Half-a litre of water ½mk
- ◆ 250grams of maize meal ½mk

(ii) Method

- Put the water in the sauce pan and place it on fire to boil (1mk)

- Add the flour little by little as you stir until the ugali is tough enough. Keep the fire constant.
- Reduce the fire and leave it to simmer for five minutes while it is covered
- Remove it from the fire and serve it hot with beef stew or green vegetables

Closing remarks (1mk)

Relediction (1mk)

1.5

- Must be a memo
- Formal tone must be felt – if not deduct 1 mk
- Award marks as follows:

- i) Format – 8 mks
- ii) Body – 6 mks
- iii) Tone – 1 mk
- iv) Language – 5 mks

SAMPLE

Format:

1. Letter head √1
2. internal memo √1 (underlined)
3. TO: √1
4. FROM: √1
5. Date: √1
6. Subject: √1
7. CC: √1

BODY

- State why the team is being congratulated.
- Must congratulate the team
- Mention something about the token
- Closing tag
- Valediction √1 (part of the format)

TONE: Formal tone must be felt √1

Language

- 5 mks – Good use of language with no grammatical errors
- 4 mks – No errors, the language naturally flow but simplistic
- 3 mks – Communicates but not clearly due to a few grammatical errors
- 2 mks – communicates with a lot of errors
- 1 mk – hardly communicates