

## FUNCTIONAL WRITING -20 MARKS

1. Imagine that you have completed secondary education. You have come across an advertisement in one of the daily newspaper that required clerical officers. The email address of the Company is [uhurukazi@yahoo.com](mailto:uhurukazi@yahoo.com). You are interested in the job. Write one page curriculum vitae (C.V) using the e-mail address of the company
2. You are the Secretary of your School's Drama club. Your club is holding its second meeting of the year to discuss the following issues:-
  - (i) Tour to Nairobi
  - (ii) Awareness campaign
  - (iii) Strengthening of drama in the schoolTwo people have sent their apologies and a member from the writer's club has also attended the meeting. Write the minutes you could take at the meeting
3. Imagine you are the managing directors of Alroki industries Eldoret. You manufacture padlocks and of late, there has been a lot of bad press concerning your products. Write an internal memorandum to your operations manger and sales and marketing manager. Advise them on what should be done to counter the bad press and also recapture and retain your market share.
4. You have finished reading the play An Enemy of the people by Henric Ibsen and you would like to recommend it to your classmates. In about 350 words, write the book review
5. You are the principal of Baraka Teachers Training College and one of your graduates Mr. Christopher Lipwoni has applied for employment as a teacher at Lirhanda boarding primary school. The head teacher of that primary school has send you an email requesting you to avail more information about Mr. Christopher Lipwoni to enable the school decide whether to employ him or not. In the space provided below, write a sample report that you intend to email to the head teacher. Remember to copy the report to the DEO Kakamega East District
6. Imagine that you have been put in charge of a farewell party for your classmates. Write a recipe for the meal you would prepare for the occasion.
7. Imagine that you are the library captain in your school. Write a memo to the class prefects asking them to ensure that students observe the library rules, especially regarding silence, prompt return of books, appropriate dressing and observing opening and closing time.
8. You are invited to give a speech on the role of the youth in fostering peace in your country by a friend overseas. You are unable to travel due to unforeseen circumstances. E-mail your speech to your friend to present it on your behalf.
9. You are revising with your friend over the April holiday. On reaching school in May, you realize that one of your books, Top Mark English is missing. Write a fax to your friend in a neighbouring school requesting for the book he had borrowed from you
10. You have just read a novel entitled *The Modern Girl* by a famous writer. You want to recommend it to a friend who has asked you to briefly tell him why you found the text interesting. Write with appropriate sub headings, a review of the text convincing your friend to read it.
11. Imagine you live in Mumias, an average town in Western Kenya. The National Music

Festivals are set to be held in this town for five days. Your friend who lives in Webuye town intends to come over.

a) Give them clear directions to Nabongo cultural centre in Mumias town. Make your instructions as precise (one page) and clear as possible – you could use land marks, well known means of transport, show distance in kilometers e.t.c.

12. Imagine you are the school captain, and the CDF committee wishes to set up a project in your school. The principal has asked you to organize with the prefects to collect students views on the most appropriate project. Write an internal memo to the concerned prefects. (20mks)
13. Imagine that you have done K.C.S.E exams, qualified and done some training in a professional course. You have seen an advertisement in “Sunday mirage” Newspaper of a position you qualify for. You then decide to apply for it. Write your Own curriculum vitae (C.V)
14. Write a letter to the clerk of your local council complaining about the loud music in the bars where you live. Indicate how residents spend sleepless nights due to the loud music, and what you think should be done
15. You have been selected to deliver a speech on Parent’s day on behalf of other students. Apart from teachers, parents and students, there are several guests present as well as members of Board of Governors. You are expected to highlight the challenges facing students population in the school. Write the speech you would deliver. (20 mks)
16. An Italian friend who had come to visit you left for his country a few weeks ago. He writes to inform you of his safe arrival and requests you for a recipe that would help him prepare ugali for his two friends. Write him through this address; Mckay@yahoo.com
17. The lions football team has won the just completed world cup competition. You are the coach. Write a memo congratulating them and informing them on when/how to collect their tokens. Remember to have copies to the minister of sports. (20mks)