

2020 FORM 4 TERM 1 ENTRY EXAMS

ENGLISH Paper 1

101/1

(Functional skills)

MARKING SCHEME

POINTS OF INTERPRETATION

(12

MKS)

1. Internal Memo

Sample Memo

QUICK SAFARIS TRANSPORT COMPANY LTD		<u>F ½</u>
Serve All, Serve Best <u>½</u>		
<u>Internal Memo</u> <u>F ½</u>		
REF/NO: 651/3/2015		<u>F ½</u>
To : All the Drivers and Conductors		<u>F ½</u>
From : The Manager		<u>F ½</u>
CC : The Assistant Manager		<u>F ½</u>
Date : 25 th March, 2015		<u>F ½</u>
Subject : Discipline and Code of Ethics		<u>F ½</u>
It has come to my attention that most drivers and conductors are of late displaying a lot of indiscipline. Majority of these workers arrive <u>late</u> , ^{C-1} use <u>foul language</u> ^{C-2} to the passengers and <u>lack courtesy</u> ^{C-3} even among colleagues.		
Sadly, others have been caught giving bribe to the police, and receiving the same from our clients. <u>Overloading</u> ^{C-4} , over speeding and failure to wear uniform are all issues that are against our code of ethics. You are therefore <u>sternly warned</u> ^{C-5} that failure to change your behavior and attitude will lead to dire consequences.		
Remember your company is your lifeline.		
Signed		
John Omondi		
The Manager		<u>F ½</u>

Format F = 4
Content C = 5
Language = 3

12

1.

a) Internal memo

Language Interpretation

3 mks

- The learner communicates with ease. No tense, or spelling errors.
- Subject- verb agreement rule observed
- good paragraphing.
- Good use of sentence structures.
- A flawless writing.

2 mks

- A few spelling and tense errors present. A few errors in sentence construction.
- Has a number of general errors but the student still communicates.

1 mk

- Has all types of serious errors in tenses, spelling and poor paragraphing.
- The learner can't communicate and one has to guess what he means.

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

2. Sample Card

<p>QUICK SAFARIS TRANSPORT COMPANY LTD GUIDANCE COUNSELLING & DEPARTMENT <u>F 1/2</u></p>	
Cordially invite <u>1/2</u>	
Mr/Mrs/Miss..... <u>F 1/2</u>	
To a <u>motivational</u> ^{C-1/2} talk that will be held on <u>28th March, 2015</u> ^{C-1/2} in <u>the Bidii Hall</u> ^{C-} ^{1/2} at <u>10.00am.</u> ^{C-1/2}	
The Guest Speaker will be:	
<u>Mr. Nicholas Buteti,</u> ^{C-1/2} the C.E.O, Keya Roads and Transport Authority.	
The <u>theme</u> ^{C-1/2} of the talk will be: Behaviour and Attitude change.	
B 1	Kindly observe punctuality.
Format -2	
Content 3	
<u>Language 3</u>	
<u>Total 8</u>	
<p>The Manager, Quick Safaris Transport Co. Ltd, OR P.O BOX 10000-111101 NAIROBI TEL NO: 0727722700</p>	<p>The Head of Department, Guidance and Counselling Quick Safaris Transport Co. Ltd, P.O BOX 10000-111101 NAIROBI MOBILE: 0700722727</p>

Format F = 2

Content C = 3

Tone T = 1

Borders B = 1

7

2. Cloze test

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

3.

a) i)

- nipples/ripples
- air/hair
- pressure/pleasure
- strong/long(**any 2 × ½**) = **1mk**

ii) Alliteration **1 mk**

iii) sweet sensation sound/s/
sleep whispers softly (**2mks**)

iv) I would dramatize^{1mk} by lowering^{1mk} my tone. I would also say it in a slow pace, to create the onset^{1mk} of the approaching sleep.

i.e Non-verbal (dramatize) **1mk**

Verbal (pace or tone) **1mk**

Effect **1mk**

b)

- i) floor
- ii) two

- iii) canal
- iv) chores
- v) peer

(5 × 1= 5mks)

c)

- i) Riddle
- ii) Personification ½ **mk** (Identification)

i.

- i) To entertain
- ii) To help the child in language acquisition.
- iii) To help the child appreciate and learn about his/her environment.
- iv) To sharpen the wit. (Any 2pts ×1= 2mks)

d)

- i) Suc.cess
- ii) ad.vice
- iii) chal.enge
- iv) ob.serve(1mk × 4 = 4mks)

e)

- i) muscle – mussel
- ii) worn - warn
- iii) come- cum
- iv) which- witch

f)

- The father does not prepare to listen, i.e does not adopt a listening posture.
- He interrupts severally i.e does not adhere to the turn-taking rule.
- He is not empathetic – he does not put himself in the shoes of his daughter in order appreciate where she is coming from.
- He is full of self-importance / self-praise. This prevents him from reaching out to his daughter.
- He is absent-minded – he changes the topic abruptly thus interrupting the flow of the conversation.
- He has pre-conceived ideas about Chemistry. He doesn't give the daughter a chance to explain herself.
- He is unwilling to see his own shortcomings as far as listening skills are concernrd.
- e.g he says, "I heard you" – he believes he was listening.
- He is insensitive – he does not realize he has hurt his daughter by not listening to her.

(Any 6 points ×1=6pnts)