

# FOCUS A365

## TUNEUP EXAMINATIONS 2017

### TERM 1 FORM 4

### SUBJECT: ENGLISH P1

#### MARKING SCHEME (CONFIDENTIAL)

#### FUNCTIONAL WRITING QUESTION 1

#### MARKING GUIDELINES.

**Format (6mks)**-title 1mk

- Introduction ½ mk
- terms of reference (1mk
- procure (1mk Ensure each of these items are
- findings (1mk present. If missing deny the
- conclusion (½ mk individual mark
- recommendations (1mk

#### **LANGUAGE (6 MKS)**

A – (6 mks) A clean letter, flawless, full of spark. No spelling errors, correct tenses. Very good.

B – (4 – 5) A little spark, very few spelling and tense errors. Good

C – (3 mks) A number of spelling and tense errors. A few construction errors. Fair

(2mks) Many grammatical errors in spellings, tenses and subj. verb agreement. Poor paragraphing, poor punctuation

D – (1 Mk) All types of errors present

- The student has difficulties in communication. The examiner has to guess what the student intends to say. very poor

#### **1. Heading-(content – 9mks)**

- Should be underlined.
- Should be in capital letters.

(a) Should have the phrase: a report on

(b) Name of the school 1mk

(c) What the report is about.

Deduct 1 mark if any of the points has been left out.

**2. Introduction**

-Should include the following

- (a) Who authorized.
- (b) Why (1/2mk)

**3. Terms of Reference.**

- What should the committee members do?
- Names of the committee members (they should be six Chairperson's inclusive.
- the findings, the recommendations are to be presented to the principal (2mks)

**4. Procedure/Methods of investigation**

The candidate must have at least 2 methods. (1mks)

**5. Findings**

The candidate must have at least three findings.(1mk) expect a minimum of 2 findings (each 1/2mk)

**6. Conclusion**

The candidate must conclude.(1/2 mk)

**7. Recommendations**

The candidate must give at least three recommendations. (2mks)

**8. Signing Off(1mk)**

The report should be signed and the name of the city or town from where the report was written indicated. The name and the designation of the Chairperson should be given. (2mks)

9. **NB:** The language of the report is formal. The sentences should be complete and grammatically correct. Passive sentences are also used If not deny( 1mk)

**SAMPLE REPORT**

**REPORT ON THE CAUSES OF SNEAKING (INDISCIPLINE) AT NDUMBERI  
SECONDARY SCHOOL**

**INTRODUCTION**

On 10<sup>th</sup> of June, 2016, the Principal asked Ben Ombati the President of the school to co-opt senior prefects into a committee that was going to look into the causes of sneaking of some of the students. The report was to be presented to the Principal by 17<sup>th</sup> June, 2016.

### **TERMS OF REFERENCE**

The committee was formed by Ben Ombati.

The terms of reference were.

- (i) That the committee looks into the causes of sneaking among some of the students.
- (ii) That the committee comprises of
  - (a) Ben Ombati–Chairperson
  - (b) Joshua Njoroge –Secretary
  - (c) Janet Wanjiku-Member
  - (d) Allan Inyundo –Member
  - (e) Kevin Aseka –Member
  - (f) Sophia Njoroge –Member
- (iii) That the committee presents its findings, conclusions and recommendations on how to curb sneaking.

### **PROCEDURE/METHODS OF INVESTIGATIONS.**

- (I) The committee developed a questionnaire which was used to gather information from the students.
- (II) The students were also sampled and interviews were conducted by the committee.

### **FINDINGS**

After analyzing the information the committee found that:-

1. The students complained of a poor diet that was not balanced. They were also not given a fruit and they argued that their school was located in an agriculturally productive area.
2. They also complained that second term had been prolonged and they had not been consulted.
3. Peer influence was also noted to be a major cause of sneaking since most of the students wanted to ape what the others did.
4. The students also complained that the waking up hours were awkward since according to the school rules they should wake up at 3.00a.m in the morning.
5. There was also conflict between the administration and students since the students felt their grievances forwarded to the administration through the suggestion box were not being handled.

### **CONCLUSION**

The committee concluded that some of the reasons given for sneaking were genuine and others were not.

### **RECOMMENDATIONS**

The committee came up with the following recommendations.

1. The school was urged to prepare a better balanced meal and provide a banana which was plenty in the region.
2. The committee also recommend that the guidance and counseling department provide counseling sessions to students on ways of handling conflict.
3. An adjustment of the waking up time was recommended by the committee to be either 4.30am or 5.00pm so that the students sleep for enough hours.

Kerugoya Town  
17<sup>th</sup> June, 2016

Ben Ombati  
Chairperson.

## **2. CLOZE TEXT (ANSWERS)**

1. made
2. in
3. scored
4. ever
5. he
6. grace
7. county/area
8. burning
9. dropped
10. but

## **SECTION C (ORAL SKILLS)**

### **(A) ANSWERS.**

- (i) ab cd ef gh (1mk)  
Regular rhyme scheme.(1mk)
- (ii) the line would be said slowly and softly to mark the end of the day.(1mk)  
-it will also be said with a falling  
Intonation –to show finality.(1mk)  
Total (2mks)
- (iii) popped, blinked, whirled, clattered, clicked (any 2) (2mks)
- (iv) Alliteration Sun Spun  
Sound /s/is repeated.(1mk)  
Assonance Sun Spun sound/ʌ/
- (v) Use of gestures –use your fingers to show blinking.  
-Facial expressions –Open your eyes wide and shut them to quickly show the neon lights popping.  
- a high tone at the beginning when the sun sets and a low tone when time expires and it is the end of the day.  
Dramatization –dramatize the tossing of a coin and whirling.

Any 3 1mk must be illustrated do not award if there is no illustration. (Total 3mks)

