

101/1

(Functional skills)

MARKING SCHEME

March/April

ENGLISH

Paper 1

MARKING SCHEME

(CONFIDENTIAL)

POINTS OF INTERPRETATION (12 MKS)

1.

1. Internal Memo

Sample Memo

C 1

QUICK SAFARIS TRANSPORT COMPANY LTD

F 1/2

Serve All, Serve Best.

F 1/2

Internal Memo

F 1/2

REF/NO: 651/3/2015

F 1/2

To : All the Drivers and Conductors

F 1/2

From : The Manager

F 1/2

F CC : The Assistant Manager

F 1/2

C Date : 25th March, 2015

F 1/2

D Subject : Discipline and Code of Ethics

F 1/2

It has come to my attention that most drivers and conductors are of late displaying a lot of indiscipline.

Majority of these workers arrive late,^{C-1} use foul language^{C-2} to the passangers and lack courtesy^{C-3} even among colleagues.

Sadly, others have been caught giving bribe to the police, and receiving the same from our clients.

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</p>		<u>F 1/2</u>
<p>Cordially invite,</p>		<u>F 1/2</u>
<p>Mr/Mrs/Miss.....</p>		<u>F 1/2</u>
<p>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}</p>		
<p>The Guest Speaker will be:</p>		
<p><u>Mr. Nicholas Buteti</u>, ^{C-1/2} the C.E.O, Keya Roads and Transport Authority.</p>		
<p>The <u>theme</u> ^{C-1/2} of the talk will be: Behaviour and Attitude change.</p>		
<p>Kindly observe punctuality.</p>		
<p>R.S.V.P</p>		

B 1

The Head of Department,
Guidance and Counselling
Quick Safaris Transport Co. Ltd,
P.O BOX 10000-111101
NAIROBI

F 1/2

The Manager,
Quick Safaris Transport Co. Ltd, OR
P.O BOX 10000-111101
NAIROBI
TEL NO: 0727722700

Format F = 2
Content C = 3
Tone T = 1
Borders B = 1
7

2. Cloze test

1. becoming
2. but
3. posing
4. attempts/efforts
5. stamp
6. down
7. poaching
8. are
9. up
10. in

- 3.
- a) i)
- nipples/ripples
 - air/hair
 - pressure/pleasure
 - strong/long **(any 2 × 1/2) = 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. Maintain eye contact.
 - ii. Adopt a posture that is authoritative because this might elicit a positive response
 - iii. Do something unexpected like referring to a specific person by name, without embarrassing them.
 - iv. Begin by clearing the throat.
 - v. Clap or ring a bell.
 - vi. Begin by telling a joke.
 - vii. Begin with a famous quotation or a proverb.
 - viii. Greet the audience.
 - ix. Sing a relevant chorus.
- (Any 5 points × 1= 5mks)**

- c)
- i. Riddle
 - ii. Personification $\frac{1}{2}$ **mk** (Identification)
- iii.
- 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 \times 1 = 2mks)

- d)
- i. Suc.cess
 - ii. ad.vice
 - iii. chal.lenge
 - iv. ob.serve

(1mk \times 4 = 4mks)

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

- f)
- i. The father does not prepare to listen, i.e does not adopt a listening posture.
 - ii. He interrupts severally i.e does not adhere to the turn-taking rule.
 - iii. He is not empathetic – he does not put himself in the shoes of his daughter in order appreciate where she is coming from.
 - iv. He is full of self-importance / self-praise. This prevents him from reaching out to his daughter.
 - v. He is absent-minded – he changes the topic abruptly thus interrupting the flow of the conversation.
 - vi. He has pre-conceived ideas about Chemistry. He doesn't give the daughter a chance to explain herself.
 - vii. 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.
 - viii. He is insensitive – he does not realize he has hurt his daughter by not listening to her.

(Any 6 points \times 1 = 6pnts)

