

MARKING SCHEME PAPER 1

1. RECOMMENDATION LETTER

- ❖ It must be a letter if not -2AD Wrong Format
- ❖ If a friendly tone is used -1AD Wrong Tone
- ❖ Complete irrelevancy -2AD Irrelevancy

FORMAT: (6 marks)

- ❖ Sender's Address – ½ mk
- ❖ Date – 1mk
- ❖ Receiver's Address – ½ mk
- ❖ Salutation: Dear Sir/Madam – 1mk
- ❖ Reference – MUST be capitalized and underlined – 1mk (Must mention the student's name)
- ❖ Closing Tag – Must be Yours faithfully 1mk
- ❖ Name & Signature – ½ mk (if one is missing award 0)
- ❖ Designation – ½ mk

CONTENT (8 marks)

- ❖ Intention – Recommendation 1mk
- ❖ Duration – How long he/she has known the student 1mk
- ❖ Relationship – in which capacity e.g. my classmate/ cube mate 1mk
- ❖ Experience – leadership position in school etc. 1mk
- ❖ Strength – at least 2 positive traits 2mks
- ❖ Weaknesses – one weakness that shouldn't negate the recommendation 1mk
- ❖ Conclusion – highly recommend the student 1mk

LANGUAGE

A – 6 B – 4 & 5 C – 2 & 3 D - 1

2. CLOZE TEST

- using

- ii. transformed/changed
- iii. companies/organizations/firms/institutions
- iv. to
- v. a
- vi. with
- vii. rise
- viii. cases
- ix. under
- x. job

3. **Oral skills**

a) i) Alliteration – my mind

Assonance – for long

ii) – smile when saying wow to show excitement

- Falling intonation – to show finality

iii) They left me cold – content words to show the desperation of being left out in the cold

b) i) honour

ii) could

iii) badge

iv) receipt

c) i) referee

ii) waste

iii) passion

iv) chin

d) i) It was Amanda and no one else

ii) Amanda did not walk nor fly but took the bus

iii) Amanda went to school and not any other place.

e) Before the interview

1. Read widely on current affairs and professional line.
2. Learn about the organization and what they do
3. Arrive slightly before time
4. Groom decently

During the interview

1. Wait to be ushered to a sit
2. Maintain eye contact
3. Give precise and concise answers
4. Be courteous
5. Sit in an upright posture
6. Greet the panel

f) i) lack of etiquette

1. The caller fails to greet the secretary
2. The caller fails to identify himself
3. The caller arrogantly/rudely demands to speak to his mother
4. The caller fails to thank the receiver

ii) Secretary's professional conversational skills

1. Begins the conversation by greeting the caller
2. Identifies the institution
3. She uses polite language
4. She offers to take the caller's message