

Name: Adm :..... Class:

Candidate's Signature:

Date :.....

101/1
ENGLISH
Paper 1
(Functional Skills)
March 2020
Time: 2 Hours

MOKASA JOINT EVALUATION EXAMINATION
Kenya Certificate of Secondary Education
101/1
ENGLISH
Paper 1 (Functional Skills)
Time: 2 Hours

Instructions to students

- Write your *name, admission number and class* in the spaces provided.
- Sign and write the date of the examination in the spaces provided.
- Answer *all* questions in the spaces provided
- All your answers must be written in the spaces provided in this question paper.
- This paper consists of **6 printed** pages.
- Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.
- Candidates must answer all questions in English.

Question	Maximum Score	Student's Score	Examiner's Initials
1	20		
2	10		
3	30		

TOTAL	60		
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1. Imagine you are the school captain. One of the students in your school has been invited for a two weeks Young Leadership Program to be held during the holiday. The organizing committee requires further information about the student and has asked you to write a recommendation letter. Write the **Recommendation letter** addressed to;

The Secretary,
Young Leadership Program
P.O Box 16950,
00100
Nairobi

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A series of 25 horizontal dotted lines spanning the width of the page, intended for handwriting practice.

2. Read the passage below and fill the blanks provided with a suitable word. (10 marks)

Conducting a job search 1_____the Internet has definitely2_____how job seekers contact hiring 3_____. The availability of copying and pasting a text version CV into a format 4_____company's Website has laid the foundation for an easier and 5_____ convenient process. 6_____ the Internet's convenience, a breeding ground for scam artists continues to 7_____each year as well. Identity thefts have increased to an overwhelming 10 million 8_____ per year and many of them are the result of phishing-not surprisingly, the employment industry is 9_____ attack as well. Knowing what to look for and how to stop fraud can be the best deterrent to ensuring you have a safe experience while conducting your 10_____ search.

3. *Oral skills*

a) Read the poem below and answer the questions that follow

Breakthrough

When I reached the threshold
The gate was quickly locked
Though loud and long knocked
They left me in the cold

I stood outside for long
Wondering what was wrong
Honour wouldn't let me
A peeping to be

When night tiptoed behind
Me a stranded pilgrim
Ah, I made up my mind
To fight on for my dream

I crashed open the gate
Uncaring it was wrong
Wow, I was hugged with a song –
A welcome initiate

(Anonymous)

i) How has rhythm been achieved in the poem? (2 marks)

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ii) How would you say the last two lines of the poem and why? (2 marks)

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iii) Which words would you stress in the first stanza line 4 of this poem? (2 marks)

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b) Identify the silent letters in the following words (4 marks)

- i) Honour
- ii) Could
- iii) Badge.....
- iv) Receipt.....

c) Identify the odd one out in each of the following sets of words (4 marks)

- i) Respect, resist, religion, referee
- ii) Resign, resolve, advice, waste.....
- iii) Usual, visual, pleasure, passion.....
- iv) Chef, chin, chic, chauffer.....

d) The underlining indicates the stressed word in the sentences below. Briefly explain what each sentence means. (3 marks)

i) Amanda rode the bus to school

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ii) Amanda rode the bus to school

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iii) Amanda rode the bus to school

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e) A Non-governmental Organization is seeking to recruit form four graduates to serve as clerks. You have been invited for an interview. Explain briefly what you will do before and during the interview. (6 marks)

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f) Read the following telephone conversation and answer the questions that follow.

Secretary: (phone rings) Hello, Masomo Secondary School. How may I help you?

Caller: I want to speak to my mother.

Secretary: May I know who your mother is please?

Caller: (impatient and irritated) I have said I want to speak to my mother.

Secretary: Excuse me, I don't know who your mother is. Could you please tell me her name?

Caller: (shouting) You have been working in that institution for the last ten years and you don't know Mrs. Marita?

Secretary: (politely) oh, Mrs. Marita? She has just stepped out shortly. May I take a message for her please?

Caller: (bangs the receiver).

i) Identify three instances that show the caller's lack of etiquette (3 marks)

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j) What shows that the secretary demonstrates professional conversational skills during the telephone conversation? (4 marks)

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