1. Functional writing-Minutes 20mks

Must be in the form of Minutes

Format:

1. Clear heading comprising of name of group, date, time of meeting and venue. @ ½ mk = 2mks
2. Attendance i.e. present, absent and apologies @ ½ mk = 1 ½ mks
3. Preliminary, Reading and confirmation of previous minutes, Matters Arising, Agenda, AOB, Adjournment and Signature spaces = 2½ mks

 Total marks for Format = 6mks

1. Content (8mks)

One discussed matter arising = 1mk

Agenda: How to improve farm production = 2mks

 Need to form a co-operative to help them sell their produce = 2mks

 How to overcome the challenge of perennial drought = 2mks

AOB at least one = 1mk

1. Language and tone (6mks)

***2.Cloze test***

1. easiest.
2. other
3. budget.
4. aspects
5. major
6. changing
7. Instead
8. bathroom
9. outlook
10. transforming

3. (a) (i) This is a tongue twister √ since it is alliterative√ or twelve twins or **t**w**i**ns **t**w**i**sted (if the illustration is done by giving examples then underline the alliteration.) (any 2=2mks)

(ii) Functions of a tongue-twister:

- Test the performer’s fluency and ability to enunciate and articulate.

-Entertains the listeners

 (b) (a) scheme

(b) feel

(c) ginger

(d) pulpit

 (c) (i) In a falling intonation/low tone√1 since it expresses hopelessness√1 for the inheritor would be hopeless if there were no women to inherit (I would ……………..

(ii) inheritor√ and lucky√1

iii) Use of gestures to stress the fact that not even one person would be interested in him.

***N/B – Must reflect personal involvement (I would….)***

* Wriggle my face√ to express ugliness√
* Frowning to show disapproval

 (iv) - It is structured in question-answer √1 method /dialogue/anaphoric. Part of the poem seems to be asking a question, the other part provides an answer.

* Direct address – Ugly one, whose daughter…
* They are characterized by elements of repetition√ “the inheritor get things” left for the inheritor√1
* It has elements of rhythm√ thus makes it musical through the use of rhyming words : things/inheritor/ there / or repetition.
* There is use of personification. √”If death were not there”*(Any 2well illustrated 4mks 1d*√ *+ illustration*√1)

**(d) During the interview: 4mks**

- Listen to the interviewer and do not interrupt him/her.

- Be positive about yourself and your experience

- Focus on what you can contribute to the organization and not what you expect the organization to do for you.

- Answer questions honestly to the best of your knowledge.

- Be confident but not arrogant.

**(e) (i) The shortcomings of Mr. Okong’o’s listening skills include:**

* He rushes to conclude that the issue at hand is not worth discussing “It shouldn’t even be in the agenda. It is a total waste of time.:
* He interrupts the other speakers midway√ “each school should get and possibly…without being courteous√1
* (He has personalized √1 the issue at hand to the extent that it has been narrowed down between the other speakers and him “You can’t be serious.”
* Mr. Okong’o is unfair. He does not only dominate the discussion but also discriminates the so called rich schools. This is quite unfair since he is subjective.
* **Answers must be positively stated.**

*Any three identified shortcomings + illustration – 6mks*

*Ident. + ill. X 3 = 6mks*)

1. (ii) - By referring to other contributors in a respectable /courteous manner √1 ladies and gentlemen √ 1 (2mks)
* By being fair√1 for example he gives all the schools a chance without discriminating them into different categories “the rich and the poor”
* The chairman is objective√ 1 he does not personalise the matter and instead invites the rest to contribute “let us look at this issue positively√ this statement is not only objective but all inclusive.
* Allows for proper turn taking.

*(any two – 2x2=4mks Identification + illustration. = 2x2=4m*