NAME	ex <sup>Q</sup> °	INDEX NO	
	ce Par	Candidate's signa	
	21.00	Date	

101/1

**ENGLISH** 

PAPER I

(Functional Skills)

July/August 2014

Time: 2 Hours

GATUNDU SUB COUNTY FORM 4 EVALUATION EXAM

101/1

**E**NGLISH

PAPER I

(Functional skills)

## Instructions to candidates

- (a) Write your name and index number in the spaces provided above.
- (b) Sign and write the date of examination in the spaces provided above.
- (c) Answer all the questions in this question paper.
- (d) All your answers must be written in the spaces provided in this question paper.

## FOR EXAMINER'S USE ONLY.

QUESTION	MAXIMUM	CANDIDATE'S
	SCORE	SCORE
1	20	
2	10	
3	30	
	TOTAL SCORE	

1. a) Imagine that you are the chairperson of the Tendering Committee in your school. Write a memo

1. a) Imagine that you are the chairperson of the Tendering Committee in your school. Write a memo to all heads of department requesting them to attend a meeting to discuss how to acquire supply of goods such as stationery, stadents' uniform, food stuff, laboratory equipment, audio-visual materials and sports equipment for the school.

Copy the memo to the head of the institution.

(12 marks)

2.	Write an advertisement inviting various companies to tender their goods with your school. The
	Write an advertisement inviting various companies to tender their goods with your school. The company of ust be a wholesaler Company. It must indicate the mode of payment, and how the goods
	would be delivered to the school.
	Inform the company when the items are required in your institution.
	(8 marks)
ري.	
4	

2.	Tension was	in various parts of th	ne country when rumours went	round that phone
		$\mathcal{O}^{\circ}$	telephone numbers. N	
	users avoided calls	their mobile t	phones after information spread	that calls coming
			_ because high frequency wave	
	y,		switched of	
	<i>6</i> -7		en several people received	<del>-</del>
			m some listed numbers	
	~'O*'		n "I have switched off my pho	
			However, it was later discovered	
4°C	were only a		,	
,	J	1		(10 marks
	We would sit down a To walk and pass our Thou by the Indian G Shouldst rubies find; Of Humber would co Love you ten years be And you should; if yo Till conversation of th My vegetable love sh Vaster than empires, An hundred years sh Thine eyes and on th Two hundred to ador But thirty-thousand to	long love's day. ange's side I by the tide mplain. I would efore the Flood. ou please, refuse he jaws. ould grow and more slow; ould go to praise y fore head gaze re each breast, to the rest.		
	(i) Explain how	rhythm has been achieved	in the poem. (3 marks)	

(ii) Assume you are performing this poem to an audience, in which ways would you enliven your presentation. (4 marks)

	a state of the sta
	N. C.
	in the second se
	e e e e e e e e e e e e e e e e e e e
	en Ett.
	vite.
	(iii) How would you say the following lines in the poem
	"Thine eyes and on thy fore head gaze Two hundred to adore each breast. (3 marks)
, c	5°
e to	
\$ F	
ote	b) Assume you are the student leader of Guidance and Counseling in your school. The principal asks you to research and write a report on rising cases of drug Abuse in your school and present your findings during PTA and Student joint meeting. Explain how you would deal with stage fright associated with public speaking of this kind.
	(6 marks)

c) Classify the words below according to the sound of the underlined "Ch" letters. An example of each of the sounds represented has been given. (3 marks) (½ each)

sachet www. Extee Bench Choreography Charisma Chamois Wretch Chore Chef Chronological

/**S**/ /k/

chef charisma

tso thore were accident past past past past past d) In each of the following list of words, underline the correctly stressed word. (5 marks)

- Ir relevant
- (ii) Glo rify
- Opera tive (iii)
- (iv) Pictur esque
- (v) Ambi guity
- (vi) Administration
- Eco nomic (vii)
- (viii) **Immature**
- Mountain eer (ix)

The manager of Smart Uniform Company calls to speak to the principal Upendo Secondary School. The secretary answers the telephone call.

Read the conversation below and then answer the questions.

(picks the phone) Hello. Secretary Upendo Secondary School speaking. Secretary:

Hello. Could I speak to the Principal, please? Manager:

Secretary: May I know whom I am speaking to please.

Manager: (Apologizing) Sorry. I am the Manager Smart Uniform Company. I am calling

to confirm an appointment I had booked with the Principal on Friday this week

at 10.00am.

		Secretary:	I am sorry. The Principal is in a meeting right now. Would you like to call later or will you leave a message for him?
		Manager:	Okey. Please remind him about our meeting in your school.
		Secretary:	That's alright. I will relay the message to him.
		Manager:	Thank you for your assistance. Goodbye.
		Secretary:	Goodbye and thank you for calling.
	(i)	Explain how t	he speakers employ etiquette in their conversational skills. (3 marks)
	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	<i>*</i> ***********************************	
0	, <del>(CS</del> *		
& Loc			
nore			
`	(ii)	Write the mes	sage you would relay to the Principal if you were the secretary. (3 marks)
	••••		