101/1

(Functional skills)

MARKING SCHEME

ENGLISH

Paper 1

**MARKING SCHEME**

(CONFIDENTIAL)

POINTS OF INTERPRETATION (12 MKS)

1. **Internal Memo**

Sample Memo

C 1

QUICK SAFARIS TRANSPORT COMPANY LTD **F ½**

Serve All, Serve Best.**F ½**

Internal Memo **F ½**

REF/NO: 651/3/2015**F ½**

To : All the Drivers and Conductors **F ½**

From : The Manager **F ½**

CC :The Assistant Manager **F ½**

Date : 25th March, 2015 **F ½**

Subject : Discipline and Code of Ethics **F ½**

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

Majority of these workers arrive late**,C-1**usefoul language**C-2**to the passangers and lack courtesy **C-3**even among collegues.

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

Overloading**C-4**, overspeeding and failure to wear uniform are all issues that are againstt our code of ethics.

You are therefore sternly warned **C-5**that failure to change your behaviour and attitude will lead to dire consequences.

 Remember your company is your lifeline.

The Manager **F ½**

Format F = 4

Content C =5

Language = 3

12

1. 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 gues what he means.

**NB: Do not award 0 (zero) mark for language.**

1. Sample Card

QUICK SAFARIS TRANSPORT COMPANY LTD

 GUIDANCE COUNSELLING &DEPARTMENT **F ½**

Cordially invite,**F ½**

Mr/Mrs/Miss………………………………………………………………… **F ½**

To a motivational**C-½** talk that will be held on 28th March, 2015**C-½** in the Bidii Hall**C-½**at10.00am.**C-½**

The Guest Speaker will be:

Mr. Nicholas Buteti,**C-½** the C.E.O, Keya Roads and Transport Authority.

The theme**C-½** of the talk will be:Behaviour and Attitude change.

Kindly observe punctuality.

R.S.V.P

**F ½**

The Head of Department,

Guidance and Counselling

Quick Safaris Transport Co. Ltd,

P.O BOX 10000-111101

NAIROBI

MOBILE: 0700722727

B 1

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**

1. Cloze test
2. becoming
3. but
4. posing
5. attempts/efforts
6. stamp
7. down
8. poaching
9. are
10. up
11. in
12. i)

- nipples/ripples

* air/hair
* pressure/pleasure
* strong/long**(any 2 × ½) = 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**

1. Maintain eye contact.
2. Adopt a posture that is authoritative because this might elicit a positive response
3. Do something unexpected like referring to a specific person by name, without embarassing them.
4. Begin by clearing the throat.
5. Clap or ring a bell.
6. Begin by telling a joke.
7. Begin with a famous quotation or a proverb.
8. Greet the audience.
9. Sing a relevant chorus.

**(Any 5 points × 1= 5mks)**

1. Riddle
2. Personification **½ mk** (Identification)
3. To entertain
4. To help the child in language acquisition.
5. To help the child appreciate and learn about his/her environment.
6. To sharpen the wit.

**(Any 2pts ×1= 2mks)**

1. Suc.cess
2. ad.vice
3. chal.lenge
4. ob.serve**(1mk × 4 = 4mks)**
5. muscle – mussel
6. worn - warn
7. come- cum
8. which- witch
9. The father does not prepare to listen, i.e does not adopt a listening posture.
10. He interrupts severally i.e does not adhere to the turn-taking rule.
11. He is not emphathetic – he does not put himself in the shoes of his daughter in order appreciate where she is coming from.
12. He is full of self-importance / self-praise. This prevents him from reaching out to his daughter.
13. He is absent-minded – he changes the topic abruptly thus interrupting the flow of the conversation.
14. He has pre-conceived ideas about Chemistry. He doesn’t give the daughter a chance to explain herself.
15. 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.

1. He is insensitive – he does not realize he has hurt his daughter by not listening to her.

 **(Any 6 points ×1=6pnts)**