

840/2  
INFORMATION AND  
COMMUNICATIONS  
TECHNOLOGY (ICT)

Paper 2  
November 2024  
1<sup>1</sup>/<sub>4</sub> hours



# KABS' ICT RESOURCES CENTER

## Senior One End of Year Examination

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INFORMATION AND COMMUNICATIONS TECHNOLOGY

Paper 2

Practical

1 hour 15 minutes

### INSTRUCTIONS TO STUDENTS:

*This paper consists of **two** examination items.*

*Answer **one** item in this paper.*

*You should **continuously** save your work.*

*You **must** produce a **hard copy** for each of your work.*

## **ITEM 1**

The Green Planet Conservation Club at your school is planning a campaign to promote tree planting on campus. The event will take place on 5th March in the school garden, starting at 9:00 am.

### **Task**

Word process a letter inviting the head teacher, staff, and students to participate in the campaign and encourage them to bring tree seedlings, format the letter to make it visually appealing and professional.

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## **ITEM 2**

The Student Government is organizing a charity drive to collect funds and supplies for a local children's home. They need to draft an official letter inviting local businesses to participate.

### **Task:**

- a) Use word processing software to create a formal invitation letter for the charity drive, addressing the details and benefits of participation.
  - b) Format the letter to make it visually appealing and professional, adding any relevant graphics or logos if necessary.
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**END**