**840/2**

**INFORMATION AND**

**COMMUNICATIONS**

**TECHNOLOGY (ICT)**

**Paper 2**

**November 2024**

**11/4 hours**

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**KABS’ ICT RESOURCES CENTER**

**Senior One End of Year Examination**

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.

**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.

**END**