



## FUNCTIONAL WRITING TABLE OF CONTENTS.

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## PREFACE

In 2006, the English syllabus was reorganized to address integration. English is taught through the 4 language skills namely:

- ❖ Listening ❖ Speaking
- ❖ Reading
- ❖ Writing.

The content for language and literature is therefore covered under these skills. Focus is therefore on skill and content. Listening and speaking, for example, is taught with resources from Oral Literature and Poetry as these two provide natural oral content. Reading is also taught because these genres have necessarily to be read in order to be studied.

The objective of this work is to focus on the KNEC and KIE English syllabuses' requirements for effective teaching of Functional skills, and the assessment of these through the English paper 1 (101/1).

By looking at the respective components of this paper, it is hoped that best practices for effective teaching of Functional Skills will emerge so that teachers are better equipped to prepare KCSE candidates excellent performance in Paper 101/1.

## ENGLISH PAPER 101/1: FUNCTIONAL SKILLS

This is a paper that tests learners on the practical application of the functional skill taught/learned during the course. It is based on the four skills taught in English namely:

- Listening · Speaking
- Writing
- Reading

The above skills are the cornerstone of the integrated English syllabus. In teaching one or two of the skills, it's inevitable that the other skill is also being applied though not over-emphasized at the given time.

Structure of the paper

The paper has three sections:

- Functional writing
- Cloze test
- Oral skills

## QUESTION 1: FUNCTIONAL WRITING

Functional writing refers to those texts that we produce in order to achieve a specific purpose.

Pieces of functional writing are intended to fulfill specific needs, like applying for a job, registering to vote, keeping records or publicizing an event.

### CHARACTERISTICS OF FUNCTIONAL WRITING

Although every type of functional writing is unique, there are common features shared by different types of functional writing. They include the following:-

1. Fixed format—each type of functional writing has specific parts which are arranged in a specific order.
2. Absolute economy—a piece of writing should limit itself exclusively to giving the information required, in the fewest words possible.
3. Abbreviations—several standard abbreviations are allowed in functional writing.
4. Conventional language—the language of most samples of functional writing does not vary. The expressions used in functional writing are determined by common and regular usage.

Functional writing is the first question which carries 20 marks. Here the candidate is tested on how to write a given item following the correct format and appropriate register.

#### Format

Format refers to general arrangement, design or plan of the item you are writing. Each functional item has its own distinct format. This underscores the importance of using the correct format when writing a particular set item for you to be answering the question.

Wrong format therefore means you have not answered the question as required. A glance at an internal memo is quite distinct from a letter of application for a job.

#### Register

Register is the style of writing that is usually appropriate to the situation that it is used in. In this case we largely consider whether the item is based on a formal or informal situation; this will in turn determine whether the language to be adopted will be formal or informal. The candidate has also to narrow down to the specific item to decide on the tone to be used in the writing and the mood that should be conveyed in some instances.

For instance, when writing a recipe, the language should be imperatives since one is giving directives while reports and minutes are written in the passive voice. In a message of condolence a sorrowful tone and mood need to be expressed at the very beginning but later on end in a hopeful tone to show that all is not lost.

Once the correct format and register is applied, the candidate's overall linguistic competence is assessed.

The ability of a student to express the information flawlessly and precisely is of utmost importance. This means a good command of grammar. Correct tenses, proper punctuation, correct spellings, and apt vocabulary among other grammar aspects are also considered.

Having considered proper format and appropriate register, you should ensure good presentation of the information since this will endear your work to the examiner. This includes proper paragraphing and generally neat work. This shows that the candidate is confident and sure of what he/she is tackling.

The following is a guideline list of the items you need to revise on.

□ Letters

These include letters of application, inquiry, apology, invitations, confidential letters/reports, letter to the editor, request letter

□ Institutional writing/documents

These include reminders, minutes, internal memos, notification of a meeting, writing the agenda, Curriculum vitae

□ Personal/social writing

These include shopping list, packing list, to do list, friendly letters, inventories, thank you notes, congratulatory notes, message of condolences, telegrams, emails, personal journal, diary, C.V's, biographies, autobiographies

□ Process writing

These include giving and following directions e.g. Recipes, Autobiographies, Biographies, Speech writing, dialogue and conversations.

□ Report writing This includes investigative/survey report, newspaper reports and confidential report.

□ Public writing

This entails designing posters, invitation cards

□ Study writing

It includes book reviews, synopsis.

## ESSAY WRITING

SPECIAL PREPARATION

CONTACT LEC RAKDAFHA **0770112040** FOR MORE INFORMATION 5

## DEFINING THE SUBJECT

You need to have a clear and accurate conception of the subject of the essay before you attempt to write on it; know what is important and what is not. Know what the kind of essay it is: expository, descriptive, narrative, argumentative, etc.

## COLLECTING MATERIALS

When you have got a clear idea of the subject, think of what you can say about it. Do not attempt to write an essay before you have given some time to think over what to write down. As you collect materials, note them down. Once this is done, select suitable material for your purpose.

## LOGICAL ARRANGEMENT

Here you decide on the logical order in which you can arrange the points you have selected. This helps to prevent having badly arranged essays or one full of irrelevances and repetitions. Logical arrangement involves:

- Making an outline—sketch out a bare outline of the main headings under which you arrange various topics.
- Filling in the outline—arrange the ideas you have collected under these topics.
- 

NB: this outline is what is supposed to guide you in writing the essay.

## WRITING OUT

The final stage is to write out the essay. Make sure you go through it after writing to check for any careless errors. Write the number of words used if asked to.

# LIST OF FUNCTIONAL WRITINGS

## 1. PACKING LIST (Excelling in Eng. Bk1 P.146)

When going back to school or even to a trip away from home, you need to ensure that you have packed the things that you will require. It is therefore important to make a list of the items that you are going to pack to avoid leaving behind essential items.

### Feature of a packing list

- ✓ Title—e.g. back to school Packing list.  
Below your heading, you can have subheadings indicating the categories of items involved e.g. shoes, clothing, cosmetic etc. t.c.
- ✓ Quantity—you should show clearly the specific number/quantity of items involved e.g. three shirts, one tube of 50g toothpaste, three

pieces of soap and two towels.

✓ Type of items involved e.g. shirt—the cotton one or the blue and yellow striped one.

✓ You should also give a description of each item to help you distinguish it from the others.

### Example of a packing list.

#### Packing list for a trip to Maasai Mara

SN. No. of item	Item	Type	Quantity	Description
1. 2	Clothes	a) Shirts	3	1. The new yellow one 2. the old blue one 3. the green short-sleeved one
		b) Trousers	2	1. The blue jeans 2. the black baggy corduroy
		c) Towels	1	The purple one
2.	Shoes	a) Rubber	2 pairs	1. The black and white ones 2. the brown ones
		b) Leather	2 pairs	1. The brown ones 2. the brown safari boots
		c) Slippers	1 pair	The blue ones
3.	Cosmetics	a) Body lotion	1 bottle	Vaseline
		b) Hair food	1 bottle	Pressol
4.	Comb	Plastic	1	The yellow one
5.	toothpaste	Colgate	1 tube	The 50g one
6.	Books	a) novel	1	The river and the source
		b) Poems	1	Boundless voices

7.	Bedding	a) Sheets	a pair	The pink ones
		b) Blankets	2	1. The heavy blue and striped one 2. the brown one

## 2. TODOLIST

This is a list of activities that you are planning to do. We write this list to avoid forgetting.

### Example of a To Do List

Wednesday 16<sup>th</sup> May 2015

o Iron clothes   o Do English assignment  
o Watch a football match   o Visit my friend

## 3. SHOPPINGLIST (Excelling in Eng. Bk1 P.146)

Just like a packing list, you need to make a list of what you are planning to buy to avoid forgetting crucial items. You need to arrange the items in order of priority such that you buy important items first.

### Features of a shopping list

- ✓ Title — e.g. my birthday shopping list
- ✓ Quantity of items that you are going to buy. e.g. 2 kg of sugar, 2 loaves of bread etc.
- ✓ Brand or type of the item you are going to buy. e.g. cooking fat — 1 kg of Kimbo, Toothpaste — 50 g of Colgate
- ✓ Details of the items to differentiate among the things you are going to buy. e.g.  
     Shirt — blue short-sleeved  
     Pepper — green
- ✓ The price of each item to be bought
- ✓ The total amount required



### Mybacktoschoolshoppinglist

SN.No . of item	Item	Type	Qty	Description	@Kshs	Total
1. 2	Clothes	a)Shirts	3	1.The new yellow one 2.the old blue one 3.the green short sleeved one	200/= 300/= 500/=	1000/=
		b) Trousers	2	1.The blue jeans 2.the black baggy corduroy	800/= 400/=	1200/=
		c)Towels	1	The purple one	300/=	300/=
2.	Shoes	a)Rubber	2 pairs	1.The white ones 2.the brown ones	800/= 600/=	1400/=
		b) Leather	2 pairs	1.The brown ones 2.the brown safari boots	1200/= 2000/=	2400
		c) Slippers	1pairs	The blue ones	200/=	200/=
3.	Cosmetics	a) Body lotion	1 bottle	Vaseline	100/=	100/=
		b) Hai r food	1 bottle	Pressol	200/=	200/=
4.	Comb	Plastic	1	The yellow one	100/=	100/=
5.	toothpaste	Colgate	1tube	The 50 gone	100/=	100/=
6.	Books	a)novel	1	The river and the source	400/=	400/=

		b)Poems	1	Boundlessvoices	300/=	300/=
7.	Bedding	a)Sheets	apair	Thepinkones	400/=	400/=
GRANGTOTAL						8100/=

## 4. REMINDERS (headstarteng.Bk3p52)

These are short notes that we write so as to remember the activities that we are supposed to do. This is done to avoid forgetting important things because sometimes we become pre-occupied with many issues.

We therefore need to cultivate the habit of writing reminders to avoid missing out on important occasions or activities.

If you are a secretary of a group, you need to write notes to members to remind them of things they are supposed to do. Such notes are called reminders.

Subject: visiting a friend

- Remember to visit Joan at this time

### ii) UTUBORA DEBATING CLUB REMINDER

To: the chairperson  
From: the secretary  
Date: 30<sup>th</sup> March, 2013  
Subject: consultation with patron

Please remember to consult the patron about the club's

visit to

Mwanza Girls' School for a Debating Session next term. You are expected to do this before the official's meeting on 10<sup>th</sup>

### Examples of Reminders.

i)

Monday 28<sup>th</sup> January 2013  
2.00 pm

Subject: Library Books

- Remember to return Library Books today

4.00pm

## 5. DIARIES (Excelling in Eng. Bk. 1P62)

A diary is a private document in which you record activities, events and appointments that you want to remember. It acts as an aid to memory. It helps us to honour appointments, important occasions and useful dates as well as remember past events.

The book for keeping such records is also called a diary. It contains a calendar for the whole year with a space for each day, week and month. The space is usually small so you need to be selective and brief by using short forms, notes or abbreviations that are meaningful to you.

Many diaries also contain spaces where you can record personal information like your name, address, blood group and the person to be contacted in case of emergency.

There are two types of diaries:-

- a) Appointment diary
- b) Personal journal.

### i) Appointment Diary

In this type of diary, we record appointments so as not to forget. It may not be written in complete sentences. It contains the date, time and the event of the appointment. An example is when a student writes a revision timetable for specific days and times so as not to forget.

Example of an appointment diary

Day	Date	Time	Subject
Monday	24/03/2014	8.00—10.00pm	Literature
Tuesday	25/03/2014	7.00—8.00pm	Mathematics
Wednesday	26/03/2014	8.00—9.00pm	Physics
Thursday	27/03/2014	7.30—8.00pm	Chemistry
Friday	28/03/2014	9.00—10.00pm	English Grammar
Saturday	29/03/2014	10.00—12.00pm	H/Science
Sunday	30/03/2014	2.00—4.00pm	C.R.E

One may also write a diary on how he/she is planning to spend one of the weeks of a given holiday.

Day	Date	Time	Subject
Monday	24/08/2014	8.00am—11.00 am	Weeding garden the
Tuesday	25/08/2014	7.00am—4.00pm	Going shopping fo
Wednesday	26/08/2014	9.00am—6.00pm	Doing assignment
Thursday	27/08/2014	7.30am—8.00pm	Visiting Meshack
Friday	28/08/2014	9.00am—2.00pm	Washing clothes
Saturday	29/08/2014	10.00am—12.00 pm	In church
Sunday	30/08/2014	2.00pm—4.00pm	Watching a movie

An Appointment Diary may also be written using a different format. Look at the following entry.

Day & Date: Monday 25/03/2014  
Time: 2.00pm.  
Venue: National Theatre  
Event/Activity: Watching a play “Betrayal in the City”  
In-charge/speaker/presenter: t.c: Theatrix Arts Ensemble

## ii) PERSONAL JOURNAL (Test and Fix it P.94)

A personal journal is a private record of events that made one happy, excited, angry, embarrassed or depressed during the day.

Although it is a personal document, one needs to observe the mechanics of good writing, including grammar, punctuation, spelling and sentence construction.

Unlike an appointment diary, a personal journal is written after an event has taken place and therefore it is written in past tense. It is also written in complete sentences giving one's experiences and reflections.

A journal for each event is called an entry. It must have the day, date, event and venue.

### Example of a personal journal entry

Sunday 25<sup>th</sup> December, 2013

Today was the most shameful day of my life. I still can't believe that I stooped so low to allow my friends to influence me to take alcohol. I should not have listened to that talk about Christmas happening only once a year.

I hate to imagine what could have happened if I had got drunk... My God! Just what made me break my vow never to drink? I think I will have to change my friends in the New Year and also be more assertive.

## 6. POSTERS (goldentipsp.175)

These are enlarged write-ups that are strategically placed in an effort to inform people about a certain event. Posters seek to inform unlike advertisements which seek to persuade for profit. A lot of creativity is required to come up with a poster. Posters are found in many places such as;

- Bus stops
- Walls
- Vehicles
- On advertising boards etc.

### Features of an effective poster:-

- ✓ Use of attractive colours and graphics
- ✓ Must be clear enough for one to see from far.
- ✓ Must be brief so as to pass on the message to those quickly passing by.
- ✓ Must be well written out (grammatical) to look credible.
- ✓ Must be written in morally acceptable language.
- ✓ Must contain all relevant information so as not to mislead.

### Example of a poster

# Matata Secondary School

Invites all to:  
Our end of year

# Cultural Day!

Venue: Ourschoolhall

Time: 9.00am–5.30pm

Date: 30<sup>th</sup>October,2013

Theguestartistwillbe:  
TheMatataband.

ComeexpectingtobeFullyEntertained.

## 7.PUBLICNOTICES (ExcellinginEng.Bk1p.164)

(goldentipsp.176)

Theseareinstructionsorannouncementsorappealsintendedforalarge numberofpeople.Noticescanbeputonnoticeboards,inthedailiesorin areaswheretheywillcapturetheattentionofalargegroupofpeople.

Agoodpublicnoticemustcontainthefollowing;-

- ✓ Itmustindicateitssource.Itmustbeindicatedthatitisapublicnotice. Itismeantforall.
- ✓ Itshouldcontainaheadingthatcapturesthemessagecarriedinthe poster.Theheadingshouldeitherbeunderlinedorinbold.Itshouldbe eye-catching.
- ✓ Themessageshouldbekeptasbriefaspossiblebutitshouldalso capturetheintendedmessage.
- ✓ Anoticeshouldbesignedatthebottomeitherbythepersonsendingit

outortheparticipatingpartners. Exampleofapublicnotice

# NOTICE TO ALL TEACHERS:

There will be a staff meeting  
On 3<sup>rd</sup> May  
In the School Library  
Starting at 8.00 am.

**PLEASE BE PUNCTUAL**

Yours,

GISOI KEPHA.  
(PRINCIPAL)

## **8. ADVERTISEMENT**

(Test it and fix it p.175)

Advertising is the process of communicating about a product or service to as many potential customers in the target market as possible.

An advertisement is a picture, a set of words or a short film intended to persuade people to buy a product or use a service. It can also give information about a job.

### **Aims of advertising**

- To inform consumers about the product (so as to boost sales/for promotional services)
- To persuade consumers to buy the product.
- To counter competition from similar products or services.
- To make consumers aware of any improvement made on the products.

There are AIDA Principles of Advertisement that capture the aims of advertising, i.e.

A—Attention: No message about a product can be delivered to customers without gaining their attention.

I–Interest: The advertisement must maintain the interest of the customers for the message to be delivered.

D–Desire: It creates a level of desire for the product. This will lead to the customer's positive action.

A–Action: A successful advertisement will lead the customer into buying the product and not going for the alternative.

### Advertising media

These are means in which advertisements are delivered to intended customers i.e.

- Television
- Radio
- Newspapers
- Magazines
- Posters
- Billboards
- Direct mails ▪ Internet etc.

### Features of a good advert

- ✓ It must catch the consumer's attention by using catchy words.
- ✓ Interesting
- ✓ It should have a vivid description of the product.
- ✓ It should be clear and easy to understand.
- ✓ It should mention how the reader or listener will benefit from the product should he/she buy it e.g. having offers attached to buying it.
- ✓ It should be brief and appealing to the eye.
- ✓ It should indicate where to find the product.
- ✓ It should include a picture to help in catching the readers' or listeners' attention.
- ✓ A price tag is usually included. It may indicate that the price has been slashed (e.g. was 120/= now 100/=)
- ✓ Exclamation marks are commonly used to show that the one advertising is wondering why the customer has not taken action.

### Example of an advertisement

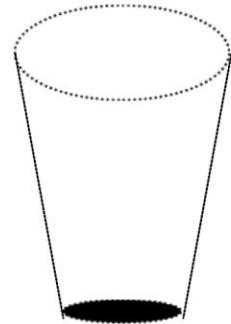


# CHANGE YOUR TASTE!

WITH

## ELIBU

*Cooking Fat*



AND WIN YOURSELF FABULOUS PRIZES!

*August - December 2013*

Check under the lid for instant prizes. Collect them at our main offices at Uhuru Towers, 2<sup>nd</sup> Floor. Everyone is eligible.

## Get Value for Your Money!

### 9. INVENTORY (excelling in eng. Bk1

P.157)

(Goldentip sp.177)

An inventory is a detailed list of all items or goods in a place such as an office, a classroom, a church, shop, a clinic and soon.

This document gives details of the quantity and condition of whatever is available in a place.

An inventory contains columns that show; ✓ Date when the record was entered

✓ Date of delivery of an item.

- ✓ Quantity of item.
- ✓ Description of a particular item.
- ✓ Date of issue
- ✓ Signature of the person being issued with an item. ✓ Items remaining after issue.

Below is an example of a stock card from a library inventory of Busad Secondary School.

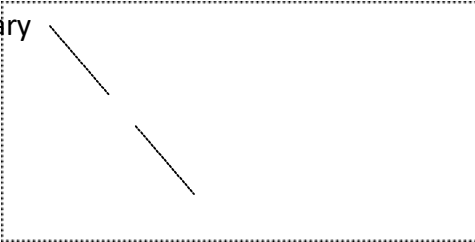
IKONGE SECONDARY SCHOOL LIBRARY INVENTORY CARD						
Date of record	Delivery date	Quantity	Description	Date of issue	sign	Balance
05/06/06	04/06/06	50	Macmillan Bk.4 Eng texts	10/06/06		32
11/06/06	11/06/06	20	Reams of foolscaps	15/06/06		15

## 10. LETTERS (Test and Fix it P.88)

These are rewritten forms of communication. They are broadly categorized into informal and formal letters. Each category has its unique features that students need to study closely. There are two acceptable patterns of organizing formal and informal letters:-

- Block
- Indented

BLOCK FORMAT      INDENTED FORMAT

Miti Mirefu Secondary School, P.O. BOX 483270-00100, P.O. Box 483270-00100, Nairobi.      Nairobi. 17 <sup>th</sup> August 2013      17 <sup>th</sup> August 2013	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

i) INFORMAL LETTERS These are letters to friends, parents, relatives and acquaintances. Unlike formal letters, the recipient will, in most cases, be well known to the writer.

The language used is therefore informal, though the degree of informality varies. One cannot use the same language for example, to address parents and friends.

The language used should also be grammatical and other writing conventions such as punctuation, spelling and paragraphing should be observed.

Feature of an informal letter

- ✓ Writer's address (without the sender's name)
- ✓ Date
- ✓ Salutation
- ✓ Main body ✓ Complimentary close
- ✓ Sender's name.

### Example of an informal letter

Ngurumose secondary school  
P.O BOX 49380-80900, Lamu

10<sup>th</sup> August 2014 Dear Ron,

Receive my regards. How are you fairing on since we left each other when schools were reopening. How are the other family members?

This is to just let you know that I arrived in school safely after the half term break. Please bro, could you get me some money for the upcoming school trip in October? I am dying to visit Uganda and yet I know Mum and Dad may not be able to afford the five thousand shillings required for the trip at the moment.

Love,  
Cynthia.

### ii) FORMAL LETTERS

Formal letters include all official letters for example letters of inquiry, application, apology, request etc.

An important point to remember is that, unlike informal letters, the information in the letter is conveyed to people we do not know or those with whom we have a formal relationship. The language in these letters therefore needs to be formal, clear and concise.

### Features of a formal letter

- ✓ Writer's address (without the sender's name). This is not written when the letter is typed on a letterhead.
- ✓ Date - this is written after skipping one line from the writer's address.
- ✓ The recipient's address that is written below the writer's address but at the left hand side of the page.
- ✓ Salutation e.g. Dear Sir or Dear Madam or Dear Mr/Mrs Fulani
- ✓ The subject or reference that indicates the purpose in brief for which the letter is written.
- ✓ Main body that needs to have at most three paragraphs
- ✓ Complimentary close — this ends the letter with the words like (Yours Sincerely)
- ✓ The writer's signature and full name.

- ✓ If there are documents accompanying the letter, it is required that you mention them under the title "Enclosure". If there is more than one enclosure, write the number in brackets)
- ✓ If the same letter is being sent to more than one person, then write "CC" below the enclosure and the name(s) of the recipient(s)

#### Example of a formal letter

Miti Mirefu Secondary School,  
P.O BOX 483270-00100, Nairobi.

17<sup>th</sup> August 2013

The Bank Manager,  
Mavuno Bank of Kenya,  
P.O BOX 5743-00200 Nairobi.

Dear Sir/Madam,

#### RE: APPLICATION FOR THE POSITION OF CASHIER TRAINEE

I am writing to apply for the position of Cashier Trainee as advertised in the Daily News newspaper of 13<sup>th</sup> August 2013.

I am a form four student preparing to sit for Kenya Certificate of Secondary Examination in October this year. I have consistently performed well in Mathematics and Languages as attested by my attached Mock Examination results.

I am the chairperson of the school's Young Entrepreneurs Club. I have also worked with the Accounts Department in my school as part of my school fees waiver contributory program. I am therefore interested in being recruited as a cashier trainee.

Please find enclosed a copy of my Curriculum Vitae.

Yours Sincerely,

Amina Mpenda Biashara.

Encl.: Curriculum Vitae

Cc: The CEO, Mavuno Bank OF Kenya.

## 11. MINUTES (Test it and fix it P.89)

Minutes are a formal record of the proceedings of a meeting. They are written using a specific format and register.

While writing minutes, you should include the following:-

- a) Title or Heading:- this is written in capital letters and underlined.  
Include aspects such as the name of the group that is meeting, the date, the venue and time of the meeting.
  - b) Record of attendance:- This will include those present. Those absent with apology, those absent without apology and any non-member who has been invited to attend (in attendance)
  - c) The preliminaries:- here, you should note the formalities that introduce a meeting such as the chair calling the meeting to order, saying a prayer, noting any apologies and the chairperson's welcoming remarks.
  - d) Confirmation of minutes of the previous meeting:- the secretary reads the minutes and one member proposes and then another one seconds. Then the secretary and the chairperson sign the minutes.
  - e) Matters arising:- these are issues that arise from the minutes of the previous meeting, which are discussed in the current meeting.
  - f) Business of the day:- this involves the agenda for the meeting.
  - g) Any other business:- these are any other issues that are discussed that were not listed on the agenda.
  - h) Adjournment:- this brings the meeting to a close. The time when the meeting ends is indicated here.
  - i) Date of the next meeting:- this is mentioned, and preferably information on venue and time should be given.
  - j) Space for the chairperson and the secretary to sign after the confirmation of the minutes.
- N/B: Each item on the agenda should be numbered as a separate minute.

### Sample minutes

MINUTES OF A MEETING OF SHINERSSCHOOL ENVIRONMENT CLUB  
OFFICIALS HELD IN THE DINING HALL ON 26<sup>TH</sup> MAY 2013 AT 4.00 P.M.

Present

Wangui Muchemi-----Chairperson  
Katoo Ole Tangwa-----Treasurer  
Nafula Wanjala-----Secretary  
Odhiambo Okiega-----Member

Mureithi Wang'ombe-----Member

Absent with apology Kimiri Wagura-----Member

Absent without apology Emmanuel Mutiso

Min38/12: preliminaries

The chairperson called the meeting to order at 4.05p.m and welcomed all members.

Min39/12: confirmation of minutes of the previous meeting

The secretary read the minutes of the previous meeting. They were proposed by Odhiambo Kiega and seconded by Mureithi Wang'ombe as a true record of the meeting's proceedings. The chairperson and the secretary then signed the minutes.

Min40/12: Matters arising from the previous meeting

Min30/12: The treasurer reported that the recruitment of new members in the previous term had resulted in an increased availability of finance to run the club activities. Allowed to lead the rest of the school in planting trees on that day.

Min33/12: The secretary reported that a list of all schools with environment clubs, which had been requested for in the previous meeting was now available.

Min41/12: Environment Day

Members discussed the activities that the club would undertake on the world environment day planned for 5<sup>th</sup> June 2013. The meeting also proposed that the chairperson request the club patron to invite an environmentalist to address the students on the importance of reducing noise pollution.

Min42/12: elections

- a) The chairperson informed the members that the club elections were due in July before the beginning of mock examinations. The members resolved that the elections be held on July 14<sup>th</sup> 2013.
- b) The secretary was requested to inform all club members about the elections and to ensure that ballot papers are prepared in time.

Min43/12: AOB

- a) A member informed the meeting that the Ministry of Education was planning an essay-writing competition on the environment. The

secretary promised to find out more about the competition and to brief the members in the next meeting.

- b) Members resolve that the chairperson request the patron to be in attendance in the next meeting in order to address some of the issues raised about the Environment Day.

Min 45/12: Adjournment

There being no other business, the meeting adjourned at 5.30 p.m.

Min 45/12: Next meeting

The next meeting would be held on 2<sup>nd</sup> June 2013 at the same venue at 4.00 p.m.

Confirmation of the minutes

Chairperson: ..... Date: .....

Secretary: ..... Date: .....

## REPORTS. (Test it and fix it P.89)

A report is a description containing information on an investigation or a task.

It is written using the active voice and should be clear and concise.

The purpose of the report is to give information on a particular issue to enable others to take necessary action. Different types of reports vary in length depending on the subject.

Reports include:-

- a) Annual reports for companies
- b) Reports on expenditure in an organization
- c) Report of an investigation into an issue.

There are two main types of reports: ➤ Informal reports

➤ Formal reports

### INFORMAL REPORTS

Informal reports include newspaper and magazine reports, reports on events, accidents, incidents etc.

## 12. NEWSPAPER REPORTS (int. engbk. 4p.147)

In newspaper reports, the name of the writer is written below the heading.

The heading needs not to be grammatical. E.g.

Mps fight in Parliament By Juma Njuguna
-----------------------------------------

□ A newspaper report is written in continuous prose and it must be brief.

□ It must use formal language.

□ It must be objective; i.e. no showing of emotions or opinions □ It does not have signing off.

### Example of a newspaper report

#### **Pedestrian hit and killed as sister watches**

By Moses Gitau

A middle-aged man died on the spot when he was hit by a speeding vehicle as he crossed the busy Nairobi's Waiyaki highway yesterday. Moments later nine passengers were injured when a matatu rolled after a collision with a university bus on the opposite side of the dual carriageway.

The pedestrian was accompanied by his sister, who watched helplessly as his brother was hit as he crossed the road at Waruku. She said she opted to wait for the traffic to clear as her brother opted to cross the highway. In the other accident, an International United States University bus taking students to Naivasha rammed the matatu as the driver tried to avoid a lorry.

The bus driver said he suspected the lorry driver was distracted by the first accident

#### REPORTS ON EVENTS, ACCIDENTS, INCIDENTS E.T.C

They must have a title e.g. "Report on....."

The first paragraph has introductory remarks on what the report is about. E.g.

Recently your school held a parents' day; the following is a report of what took place. The Guest of Honor was....

They are written in prose and have no sub-titles.

They require to be written in passive voice as much as possible.

Use of objective language is necessary. They have an ending i.e.

Report written by

(Signature) Name

## 13. REPORTS ON CLUB ACTIVITIES

Normally at the end of a year, clubs/organizations issue a report on the activities of the club for the year that has ended. It can also be a report on the finances of the club and how they were spent. Such reports are written by the secretary and given to the members of the club.

### Example of a club report.

#### IKONGE AGRICULTURAL CLUB

REPORT ON THE CLUB ACTIVITIES FOR THE YEAR ENDED



31<sup>ST</sup> DECEMBER 2013

The club undertook various activities last year. Some of them required huge amounts of money which the club members were able to raise.

#### A. SOURCES OF FUNDS

We managed to raise 200,000/= that was required to begin a poultry farm through contributions by members and aids from well-wishers. The farm which we initiated is now a reliable source of funds to the club.

#### B. CLUB REGISTRATION

We were able to register our club with "THE AGRICULTURAL SOCIETY OF

KENYA". Because of that our club was recognized and we got new members.

#### C. AGRICULTURAL VISITS

We were able to visit various Agricultural Shows from where we gathered useful information on the modern methods of farming.

#### D. ACCOUNT OPENING

The club opened an account and proposed that each member contribute 500/= per month. Up to the end of the year we were able to raise 456,000/= to the account.

This is the report for our club for the year ended 31<sup>ST</sup> Dec, 2013. Report compiled by,

Mr. Shillingi Mfukoni. (SECRETARY)

#### FORMAL REPORTS

These include reports on investigations, confidential reports, reports in form of programs, etc.

## 14. INVESTIGATION REPORT

A good report should be:

- Carefully researched on.

- Objective—consider other people's views as much as possible.
- Concise and well written
- Well organized

An investigation report has the following features:-

- ✓ Title
- ✓ Introduction/Terms of Reference
- ✓ Collection of information/methods of data collection
- ✓ Findings
- ✓ Conclusion

✓ Recommendations.

✓ Ending ➤ Title.

This tells us what the report is about. It is written in capital letters and underlined. E.g.

A REPORT ON THE POST-ELECTION VIOLENCE IN KENYA

➤ Introduction/Terms of Reference

Here, the writer identifies himself and states whom the report is written for, i.e. who requested for the report. It also indicates when the report is expected. If a committee was appointed, then a list of the members is written here. The purpose of the report and also the task of the committee, i.e. to “investigate and recommend...”

➤ Collection of information/methods of data collection

The methods used to collect data are mentioned here. The common methods include:-

a) Observation

b) Interviews

c) Questionnaires

d) Sampling, etc.

No personal opinions should be included here.

➤ Findings

In the findings, you state what was observed and noted after analyzing the information. Include views of those interviewed.

➤ Conclusion

This should be based on the observation. The outcome/result of the research is given in a summarized way.

➤ Recommendations

These should be based on the findings and the conclusion. This part is written in note form/numbered. These specific actions to be taken to resolve the problem researched on are given.

➤ Ending

This includes the ending clause, signature, name and designation of the writer. E.g.

Report compiled Gisoi Kephah (Secretary)	by,
------------------------------------------------	-----

Sample investigation report

A REPORT ON THE PROBLEMS FACING KAMENI BOYS' SEC SCHOOL

Introduction/Terms of Reference

--

The principal of the school asked some students to survey the school and establish the major problems facing it. The aim of the investigation was to come up with the recommendations that would assist the administration to look for ways of curbing the problems. The report was to be submitted in two weeks' time. The following were selected as the committee members:-

Kamau Kariuki---chairperson (school captain)

Boru Chach-----secretary (form one student)

Abraham Hussein---member (form two student)

William James-----member (form three student) Henry Martin-----  
member (form four student)

### Collection of data

The committee members collected data by interviewing the students, the cooks and the teaching staff. They also observed and asked some members to fill questionnaires.

### Findings

#### 1. Teaching Staff

It was noted that the school is understaffed in the mathematics and sciences departments. The shortage in these areas has led to poor results in KCSE for the last three years.

#### 2. Non-teaching staff

It was observed that school workers were not in school uniform.

Consequently it is not possible to differentiate them from strangers. Some of the workers are very untidy.

#### 3. Dining hall

It was discovered that the dining hall has only a few tables and benches which are not enough for the entire student population. As a result, most students take their lunch while standing.

#### 4. Enrolment

Although the school is registered as three streams, it has four streams. Most classrooms have over fifty students. This has put a strain on the available resources. Teachers cannot effectively guide the learners since they are too many.

### Conclusion

These problems have compromised the standards of education leading to poor performance. Urgent solutions are therefore needed to remedy the situation.

### Recommendations

The committee recommended the following to solve the problems:-

- a) The principal to request the Teachers' Service Commission for more teachers to curb the problem of shortage of teachers.
- b) All school workers should be given uniforms and soap to ensure their cleanliness.
- c) The dining hall should be well furnished.
- d) The school authority should apply for registration of the school as four streams to reflect the increased number of students. The students in every stream should also be trimmed to a maximum of forty.

Report Compiled by;

Boru Chach Secretary.

## **15. CONFIDENTIAL REPORTS** (Int. Eng. Bk4 P.155)

These are reports written to comment on the suitability of a person for a job/task/admission. It is also an assessment of the suitability of someone or something for a given task/activity.

- ✓ They are not meant for public readership but for the person requesting for them
- ✓ It is written in form of a formal letter (this is optional)
- ✓ The weaknesses as well as the strengths of the person are mentioned truly
- ✓ It must focus on the aspects that are relevant to the job applied for.

### **Example of a confidential report**

Mashamba Flowers.  
P.O. Box 54765-000100, Nairobi.

15<sup>th</sup> July, 2013.

The Human Resource Manager,  
Landscaping Enterprises,  
P.O. Box, 122-00100, Nairobi.

Dear Sir/Madam,

**RE: MR JAMES KAPULE: APPLICATION FOR A FLOWER-GROWING JOB**

I have known Mr. Kapule for the last six years. During this time, he worked as a gardener in our flower farm where we grow flowers of all types for export. While working for the company, he attended short courses both locally and overseas and obtained a diploma in flower growing and landscaping. Mr. Kapule is an innovative person who is quite adventurous. He in fact introduced a number of exotic flowers in the farm, which saw our sales soar.

He is hard working and needs no supervision. I therefore recommend him with full confidence that he will not disappoint you. If you need further information, do not hesitate to write.

Yours sincerely,

Shilingi Sumuni Personnel Manager.

Reports in form of programs should identify the event e.g. wedding ceremony between Susan and Musyoka. It indicates time against the events that will take place.

## 16. RECIPES (int. eng. Bk4p39)

(Test and fix it p.93)

A recipe is a set of instructions on how to prepare or cook some food. Some instructions include:-

- ✓ The ingredients to be used
- ✓ The ingredients
- ✓ The method of cooking
- ✓ For cakes and several other foods, the recipe also indicates the temperature at which the food should be prepared and for how long.

Recipes are written using active verbs and the instructions should be clear and concise.

### Features of a recipe

- Title--It is normally written in capital letters and underlined. It may also indicate the number of people to be served e.g.

#### RECIPE ON HOW TO PREPARE A LEMON COCONUT CAKE FOR FIVE

- Introduction--this gives the nutritional value of the food to be prepared. It also includes the nutrients present in the food/dish.
- Ingredients--these are the components required to prepare the food and also their quantity.
- Method/procedure of preparation.

### Example of a recipe

#### RECIPE FOR PREPARATION OF COOKIES FOR TEN PEOPLE

##### Introduction.

Cookies provide the body with the energy required for metabolism.

##### Ingredients

- 4 cups of self-raising flour
- 2 cups of margarine
- 2 cups of sugar

- 2 eggs
- 2 tablespoons of milk or water
- A pinch of salt

#### Procedure

Beat the eggs into a cup. Add the milk or water.

Sift sugar, flour and salt together

Rub the margarine into the mixture prepared in two above.

Add the egg and milk mixture to the flour mixture and knead into a dough.

Roll the dough onto the pastry board.

Cut the dough into the desired shape for the cookies.

Place the cookies onto the prepared baking pan.

Place the baking tin in the oven on the upper shelf and bake at 90°C.

Remove from the oven after 15 minutes and place on a cooling rack.

Serve when cool with tea or juice.

## 17. MEMORANDA (MEMO) (Test it and fix it p. 93)

Int. eng. Bk. 3p. 113)

A memorandum (memo) is a formal communication among people working within the same organization. A memo is supposed to be brief and concise and is written in formal language. The main purposes of a memo are to:-

- a) Inform readers on specific issues
- b) Influence others to take action.
- c) Give feedback on an issue.

Memos are convenient ways of communication. Writing a memo requires one to first plan or decide on an outline of what will be in the memo.

#### Features of a memo.

- ✓ Name of institution/organization
- ✓ The title. "internal memo"
- ✓ Reference number of the communication memorandum
- ✓ Name and position of the sender
- ✓ Name and position of the one to whom the memo is addressed
- ✓ Name and position of any other person who needs to know about this communication
- ✓ Date of communication

- ✓ The subject of the memorandum
- ✓ Content
- ✓ closing

### Example of a memo.

#### FURAHASECONDARYSCHOOL

#### Strive for excellence

#### INTERNAL MEMO

Ref.No:FSS/OF/11/10

To: All Club Leaders

From: Chairperson, Debating Club

CC: The Principal

SUBJECT: DEBATING SESSION ON SATURDAY 18<sup>TH</sup> AUGUST 2013

This is to remind you that the debating club will be holding a debating session in the school dining hall on Saturday 18<sup>th</sup> August 2013 from 2.00pm to 4.00pm. Please do not schedule any activity to take place in the dining hall on the specified date and time.

Yours,

Giso iKepha

## 18. ELECTRONIC MAILS (E-MAILS)

(Test it and fix it p.94)  
(int.eng.Bk.4p.134)

This is a fairly new way of communication. They are letters that are passed electronically through the use of computers and telephone. For one to send or receive an e-mail message he/she must possess an e-mail address (E.g. kebasoben@yahoo.com), a computer and a telephone line.

#### Advantages of using e-mail

- ✓ it is easy, fast and simple to write
- ✓ One is able to get quick answers without leaving the comfort of his or her desk.
- ✓ It saves on money for postage or phone bills
- ✓ It breaks the barrier of time zones i.e. you can send an e-mail to anyone in the world at any time

- ✓ The same e-mail can be sent to multiple recipients in different places in the world at the click of a button.

### Example of an e-mail

From: wshiro@hotmail.com  
To: mkoko3@yahoo.com  
CC: zabznene@gmail.com Date: 25<sup>th</sup> march, 2014, 9.00am.

Subject: visit cancellation

I am sorry that I will not visit you this coming Sunday as we agreed earlier on. Nzambanene, our friend, has invited me for a literature set books symposium at their school on the same day.

He, however, has promised that we will visit you next Sunday but one

All the best Wanjiru Shiro.

In an exams situation, you may be told to write for example an application letter and send it via e-mail. In that case you need not to write the addresses but the e-mail addresses because the letter is not passing through the post office. Example:

From: wshiro@hotmail.com  
To: mkoko3@yahoo.com  
CC: zabznene@gmail.com  
Date: 25<sup>th</sup> march, 2014, 9.00am.  
Dear Sir,  
RE: APPLICATION FOR EMPLOYMENT

## 19. faxes (Int. engbk4.p.136.)

Like e-mails, faxes are also a form of communication but they are getting replaced by the recent forms like e-mail and SMS. The differences between a fax and an e-mail are minimal. The only advantage of a fax to an e-mail is that it can be transmitted even without computers. They are therefore useful in office situations.

To be able to send and receive a fax, one needs a fax machine and a telephone line. Though the addresses are written, what is important is the fax numbers or the phone numbers of the correspondents.

Fax messages can be typed or handwritten and unlike e-mails, they can bear the signature of the sender. Only faxes that go through a modem may not bear signatures.



Each page of a fax message needs to be clearly labeled for ease of management by the recipient. When a fax message goes through, the sender is informed.

### Example of a fax

Maxmilla Footwear,  
P.O. Box 312-90100  
Machakos

17<sup>th</sup> July, 2013

Ufundil Industries,  
P.O. Box 3007-00100,  
Nairobi-Kenya  
Tel: 254-020-5869744

RE: CATALOGUE

Kindly send us by the quickest surface mail your latest catalogue of ladies' footwear and handbags.

Thank you  
Monica Munyao.  
Proprietor.

## 20. TELEGRAMS (head start eng. Bk. 3p82)

This is one of the ways of sending messages through the post office. In order to send a telegram, you go to the post office, write out your message like a short letter and hand it to the postal clerk. He/she will then send your message by electronic signal to the post office address which you indicated. The post office staff on the other end will rewrite your message and pass it to the person whom you want to contact.

Points to note when writing a telegram

- Use the fewest words possible, since sending a telegram is expensive, as the cost is calculated per word. You do not have to write complete sentences. Still, you must give all essential information, including the address of the person to whom you are sending the telegram. Basic polite forms, such as titles and 'please' must also be observed. Your name must be included in the telegram as part of the message.
- Telegraphic messages are normally written on specially printed forms, which you get from the telegraphic counter at the post office. Follow the instructions on the form. Remember to write neatly and clearly on

the form. We normally use CAPITAL LETTERS in writing out telegraphic messages. There is a section on the back of the form where you are required to write your signature and your address. These do not form part of your message and you are not charged for them.

- It is advisable to count the words in your message and work out how much you will be charged for the telegram. The post office normally has a standard charge for the first ten words so the message, for example, Kshs. 50. If there are more than ten words in your message, you are charged a certain amount e.g. Kshs. 5 for every extra word.
- Hand in your telegram to the post office counter staff, pay the transaction fee and collect a receipt from the staff. This receipt is used in case there are any enquiries about your telegram.
- Some organizations have what are called 'telegraphic' addresses. These are shortened forms of their postal addresses. Use these shortened addresses when writing to such organizations. They help you to keep your messages short, and to save your money.

#### Example of a telegram

MRS MARY MACOLLO  
BOX 675489 NAIROBI  
ARRIVING TUESDAY SIX PM RUSHABUS. PLEASE WAIT. ACHIENG

## 21. CURRICULUM VITAE (C.V)/RESUME

(int. eng. Bk 4. p 178).

(Test it and fix it p. 95)

A curriculum vitae is a record of personal information, educational background, working experience and any other useful information that may help one to secure employment, scholarship or admission to any institution of learning.

### Details of a C.V

#### ➤ Personal information/data

This includes the name, date of birth, nationality, postal address, telephone/mobile number, religion, marital status, e-mail address etc.

CONTACT

➤ Career objective

This captures your professional goal and vision.

➤ Educational background

This involves academic qualification starting with the latest with the earliest

➤ Work experience

This also includes the places you have worked and the position starting from the latest to the earliest.

➤ Skills

This are practical abilities such as hand typing and driving skills.

➤ Achievements

These are any special awards that you may have received.

➤ Hobbies and interests

These are activities you are involved in during your free time.

➤ Referees

These are people who can be contacted to give an assessment about you.  
They must be people who know you well.

Example of a C.V.

CURRICULUM VITAE

PERSONAL DATA

Name: Kepha Orang'o Giso

Date of Birth: 12.10.1990

Nationality: Kenyan

Sex: Male

Marital status: Single

Religion: Christianity

Address: P.O. Box 23-40501, Ikonge

Mobileno.: 0719119395

EDUCATIONAL BACKGROUND

2010–2014: Egerton University-Njoro Campus  
Bachelor of Education (Arts)  
(English and Literature)  
2<sup>nd</sup> class Honours

2005–2008: Cardinal Otunga High School-Mosocho K.C.S.E.  
Mean Grade: B+(plus)

2000–2004: Ekerubo Gietai mixed Primary Boarding School K.C.P.E.  
423 marks out of 500

### WORK EXPERIENCE

Aug. 2014–November 2015: Ikonge Girls' High School  
Assistant teacher  
English and Literature  
May 2013–August 2013: Nyamauro S.D. A mixed Secondary School  
B.O.M. Teacher  
English and Literature

INTERESTS  
o Reading novels  
o Listening to music  
o Debating

### REFEREES

- i. Mr. Henry Nyanaro  
Principal  
Nyamauro S.D./A secondary school P.O. Box. 20, Ikonge
- ii. Dr. Joseph Walunywa  
Senior Lecturer  
Egerton University  
Literature department

## 22. filling FORMS (test it and fix it p.98)

A form is a document that contains questions and spaces provided to fill in the answers. Forms are filled for specific purposes e.g.

- ✓ Job application
- ✓ Bursary award
- ✓ Loan application
- ✓ Joining a learning institution e.t.c.

Guidelines on filling forms.

- Filling in forms requires accuracy. Hence one is expected to use legible handwriting, so that the information filled is understood. In many cases, one is expected to use capital letters.
- Go through the entire form before filling any blank space.
- Read the instructions carefully.
- If an item does not apply to you, write N/A (not applicable)
- Do not fill unauthorized sections that read For Official Use only.
- Many forms ask for signatures. Ensure that you sign.
- Make a photocopy of the complete form for your records.
- You must fill the form in the specified order e.g. some forms will specify that you fill the month before you fill the year.
- 

A form must be filled neatly and honestly. In many cases you are given only one form and therefore you have only one chance to fill the form. So you must not make any mistakes. If possible and even unspecified, fill the form in capital letters. Remember a filled form is your first contact with your institution and will give a general impression of you.

### Example of a form

<u>APPLICATION FORM FOR MEMBERSHIP INTO THE SCHOOL CHOIR</u>	
<p>i) <u>PERSONAL INFORMATION</u></p> <p>1. Surname: ..... Firstname: ..... Middlename: .....</p> <p>2. Sex: Male: <input type="checkbox"/> Female: <input type="checkbox"/></p> <p>3. Date of Birth: .....</p> <p>4. Home Address: .....</p> <p>5. Form and Stream: .....</p>	
<p>ii) <u>GENERAL INFORMATION</u></p> <p>1. Have you ever sung in a choir before? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, state the name of the choir: .....</p> <p>2. How long have you been a choir member? .....</p> <p>3. Which voices can you sing? Soprano <input type="checkbox"/> Alto <input type="checkbox"/> Tenor <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	

Bass

iii) FOR OFFICIAL USE ONLY

Vetting results:.....

Interviewing panel decision: Approved Not approved

General remarks:.....

.....

Official i).....Sign:.....Date:.....

Official ii).....Sign:.....Date:.....

## 23. INSTRUCTIONS/DIRECTIONS (Adv. In eng. Bk. 4. p. 129)

Instructions are step-by-step guidelines on how to do something. They can be about how to operate a gadget or how to maintain one. They can also be how to find your way to a given place.

In order to write good instructions, bear the following in mind;-

- ✓ Write simply and clearly.
- ✓ Have a thorough understanding of the procedure in detail.
- ✓ Use the language level appropriate for the reader.
- ✓ Make sure the person to whom you are writing is familiar with the topic you are writing instructions on. This minimizes misinterpretation.
- ✓ Make good use of headings especially when there are sub-tasks.

- ✓ Make good use of lists especially when you are giving instructions on things to be purchased.
- ✓ Use graphic to illustrate any key actions, objects or places.
- ✓ Ensure that the instructions are accessible, especially if you cannot hand the instructions directly to the reader. In case you are leaving instructions for a family member, you can pin them on the first door the person will open or in the kitchen table etc. Ensure that they are conspicuous and they can be found easily.

### Example of instructions

Himike,

Sorry that I shall be home late. Kindly do the following for me.

- i) Go to the bedroom.
- ii) Open the door using the spare key which is kept under the mat just in front of the door.
- iii) Once you have opened the door, close the windows and draw the curtains in that room.
- iv) Lock the door behind you and return the key to where you found it.

See you later. Thank you. Nivera.

## 24. DIRECTIONS. (exin eng. Bk. 3p. 101)

Directions are step-by-step guidelines on how to do something. They can be about how to operate a gadget or how to maintain one, operate a cooking stove etc. They can also be how to find your way to a given place.

In order to write good directions, bear the following in mind;-

- ✓ They should be simple and clear.
- ✓ They should be concise and precise.
- ✓ Use the language level appropriate for the reader.
- ✓ Present them in steps and in the correct order or sequence.
- ✓ They should be able to indicate or refer to landmarks such as schools, market centres etc. that can serve as guides. They should also include distances and sides such as left and right.

15<sup>th</sup> april 2014

- ✓ Never approximated distance in terms of time because you cannot know the speed in which a vehicle travels or the pace in which a person walks.
- ✓ They should always begin from the starting point to the destination.

Example of directions from Kisiitown to Konge P.A.G Girls' Sec. School

Take a matatu at the bus terminal that operates from Kisiitown to Kericho along Kisii—Chemosit Road up to Konge. Alight at the stage where you will find Konge Market. Turn left to Magwagwar route, and walk until you find a primary school called Konge Primary. From the gate of that school, walk ahead for about 20 metres until you find a junction turning right. At the junction you will see a signpost labeled Konge P.A.G. Girls' Sec. School. Walk along that road for about 120 metres until you reach the gate of the school

## 25. DIALOGUE (Int. engbk. 1p. 111,)

(Int. engBk. 2p. 117)

A dialogue is a conversation between two or more people over an issue. The people who take part in a dialogue are called interlocutors. When writing a dialogue, take note of the following; ✓ A dialogue is written in direct speech.

- ✓ Speech marks/quotation marks are not used, but all other punctuation marks are kept.
- ✓ The speaker's name is written on the left hand side of the book.
- ✓ A colon is placed immediately after the speaker's name.
- ✓ Each time the speaker talks, his/her name is written on the left hand side of the book and his or her exact words are written down.
- ✓ Contracted forms of words e.g. "I'll" instead of "I will" are allowed.



✓ Explanation of moods or actions of the speakers are written in brackets and in italics. They are called staged directions.

FATHER: (Sitting complacently in the sofa, reading a newspaper.  
Looking up.....) Good afternoon (Resumes reading)  
DAUGHTER: (Holding out her school report form) Daddy, I'm excited.  
My teacher said I was the best improved. I was.....  
FATHER: Oh, you were? Me, I used to be number one. I was  
absolutely unbeatable.  
DAUGHTER: Chemistry has been a particular headache (now looking  
at the report form which she thought her father would  
want to see), but this time.....  
FATHER: (Stretching his arms, looking preoccupied) Chemistry for me was particularly easy.  
I never scored anything less than 90%  
DAUGHTER: Dad, I was going to tell you that this time.....  
FATHER: (Absent minded) by the way, where is your mum?  
DAUGHTER: Mum is in the garden picking vegetables. But dad, you're  
not listening to my story. I was telling you about  
Chemistry  
FATHER: You mean you have a story about chemistry? Chemistry  
is not about stories. It is hard science.  
DAUGHTER: It's about my improvement.....  
FATHER: (laughing) me, it wasn't a matter of improvement. I was always at the top of the class  
DAUGHTER: Daddy, I give up. You're not listening  
FATHER: (looking surprised) Listening? I heard you: you were  
talking about improvement in chemistry, weren't you?  
DAUGHTER: anyway, Dad. Thank you for paying attention. Enjoy your newspaper.  
FATHER: Oh yes, I'm reading an interesting story about politics

## 26. TELEPHONE MESSAGES (explore eng. Bk. 2p. 190)

Sometimes in offices, the one to whom the message is intended may not be present at a particular time to take the message or he/she may be busy doing something else. Someone else (normally a secretary) takes the message and gives it to the owner when he comes back.

### Example of a dialogue

DAUGHTER: (shortly having arrived home from school) Good  
afternoon,  
Daddy

When taking a telephone message; o Listen keenly as the caller gives the message. If the caller does not speak clearly, seek clarification but avoid interrupting as the message is being given to you.

o Jot the message down clearly.

o Indicate the full name of the caller, his/her place of work or residence, the time and date of the call and any other important details.

o Messages should be passed on to the owners as quick as possible. Urgent messages should be conveyed with urgency.

When you give a telephone message; o Try to be clear and brief

o Always remember to give your name and place of work or residence as well as the telephone number.

o As you give the message, indicate whether the message is personal/official and whether it should be treated with urgency

### Example of a Telephone Message.

To Mr. Joseph Mutiso

Mr. Mwendwa of Goodwork Kenya limited  
called at 12.00 noon; he would like to talk to  
you in connection with the orders for newly  
published English Books. Please call him back on his number: 0700306620

## 27. INVITATIONS (int. engbk2p.206)

Invitations are usually issued in the form of a letter, except for very formal occasions. There are informal and formal invitations

The degree of formality will very necessary depend on;-

i) Who the invitation is being issued to. ii)

The actual function of the invitation.

### INFORMAL INVITATIONS

Informal invitations are often done verbally when you meet the person you wish to invite face to face or over the phone. At times, such invitations are made through notes which are designed in an informal manner.

#### Example of an informal invitation.

Ikonge P.A.G Girls' Se. School,  
P.O. Box 60-40501, Ikonge.

23rd May, 2014.

Dear Mr. Kabito,

Our daughter, Cynthia, has successfully completed her Masters Degree course in marine engineering. We are inviting you to her celebratory graduation party on the 14<sup>th</sup> of September, 2014 in the Grand Regency Hotel. The festivities will begin at 6.00pm.

We would consider it a great honour if you were able to attend.

Yours sincerely, Mr. and Mrs. Gisoi.

### FORMAL INVITATIONS

Formal invitations are usually sent in form of cards. The card has all the information that the person being invited needs to know. It answers the following questions;-

o Who is inviting you? o What are you being invited for?

o Where will the function be held? o What date will it take place?

o What times shall it start? o Who will be the Guest of Honour?

o Whether the person needs to carry the card with him to the function?

## Example of a formal invitation

THE KENYA INSTITUTE OF MASS COMMUNICATION

The Principal, Staff and Students of Kenya Institute of Mass and Communication  
Request the pleasure of the company of

-----  
On the occasion of their 8<sup>th</sup> Graduation Ceremony To be held on  
Friday 5<sup>th</sup> December, 2013, starting at 10.00a.m

The Guest of Honour will be

**Hon. Johnstone Makau, E.G.H.**

Minister of Information and Broadcasting

R.S.V.P.

Principal, KIMC

P.O. BOX 231-00100    Guests are

requested to

NAIROBI-KENYA    be seated by 9.30a.m

Please bring this card with you

## 28. agenda and notification of a

### Meeting (Int. engbk. 3p. 254)

Agenda refers to issues to be discussed in a meeting. It is good to notify members of a group or an organization of a meeting that is to take place so that they can prepare themselves to attend. Information of the time, venue and what to be discussed is also necessary.

A notification is therefore sent to members in advance before the meeting takes place. The agenda is given such that the members prepare on what to contribute during the meeting to avoid wasting time in the meeting.

### How to set an agenda for a meeting.

- Determine the type of the meeting, whether formal or informal and its length.
- Determine the matter or matters that need to be discussed in relation to the group objectives and annual calendar in the case of a club.



MINISTRY OF INFORMATION AND BROADCASTING

- Decidewhetherthematterneedstobediscussedorwhetheritisamereannouncement.Amatterneedingdiscussionhasseveralsidestobeconsideredbeforeadecisionisreachedat. Announcementscanbepinnedonnoticeboardsorbemadeorallyatassemblies. Thenumberofitemstobediscussedshouldbenumberedintheorderinwhich theywillbediscussed.
  - Itemsfordiscussionmustbeinstatementsforeasyunderstanding, e.g.Electionofofficials.
  - Considerhowthematertobediscussedconcernsthepeopleinvited tothemeeting.
    - Decidewhetherthereareanysubidiarymattersthatshouldbebriefly discussed.
  - Theagendaitemsshouldbeclearlystated.
  - Theagendaisthereforesenttogetherwiththenotificationofameeting.
- N/B:Agenda is normally included in the notification of a meeting.

### Example of agenda

IKONGE SEC SCHOOL

To: All Members  
 From: The chair Person Date: 14<sup>th</sup> March 2014  
SUBJECT: AGENDA FOR A MEETING OF A WILD LIFE CLUB  
 Our March 14<sup>th</sup> meeting will begin at 10.00 am in the hall. Please come prepared to discuss the following;-

1. Preliminaries
2. Reading of minutes from the previous meeting
3. Matters arising.
4. Arrangement for the annual trip to Nakuru National Park
5. Publicity pertaining to World Environmental Day
6. AOB (Any Other Business) Mr. Okumu.

The notification of a meeting should therefore answer the following questions;  
 -

- a) Who will attend the meeting?
- b) Where will the meeting take place?
- c) When will the meeting take place?
- d) What will be discussed in the meeting?

### Example of a notification of a meeting.

IKONGE FARMERS CO-OPERATIVE SOCIETY

To: All club members  
 From: The secretary Date:  
 24<sup>th</sup> April 2014.

There will be a meeting of the Ikonge Farmers Co-operative Society at Ikonge girls' sec. school as from 2.00pm.

Please come prepared to discuss the following agenda; 1. Adoption of the financial report

2. The milk storage facility proposal

3. The agriculture minister's visit

4. AOB

All club members are asked to attend.

Francis Mureithi Club Secretary.

## FORMAL/BUSINESS LETTERS

These are letters that are normally sent for official purposes. Formal letters include all official letters for example letters of inquiry, application, apology, request, etc. An important point to remember is that, unlike in formal letters, the information in the letter is conveyed to people we do not know or those with whom we have a formal relationship. The language in these letters therefore needs to be formal, clear and concise.

### Features of a formal letter

- ✓ **Writer's address** (without the sender's name). This is not written when the letter is typed on a letterhead.
- ✓ **Date** - this is written after skipping one line from the writer's address.
- ✓ **The recipient's address** that is written below the writer's address but at the left hand side of the page.
- ✓ **Salutation** e.g. Dear Sir or Dear Madam or Dear Mr/Mrs Fulani
- ✓ **The subject or reference** that indicates the purpose in brief for which the letter is written.
- ✓ **Main body** that needs to have at most three paragraphs
- ✓ **Complimentary close** — this ends the letter with the words like (Yours Sincerely) followed by the writer's signature and full name.
- ✓ If there are documents accompanying the letter, it is required that you mention them under the title "Enclosure". If there is more than one enclosure, write the number in brackets)
- ✓ If the same letter is being sent to more than one person, then write "CC" below the enclosure and the name(s) of the recipient(s)

## 29. Letters of Application (Goldentips p.190)

These are formal letters written to request for employment, scholarship, etc.

- Application letters can result from advertisements in the dailies or be on one's request.
- When applying for an advertised position, make sure that you indicate the source of the information e.g. the Daily Nation of 15<sup>th</sup> June 2014.
  - Application letters must be brief, clear and concise.
- The letter must be correctly punctuated.

### Example of an application letter

Ikonge Girls' Sec.  
School,  
P.O. Box 60–40501, Ikonge.  
  
17<sup>th</sup> April, 2014.

The Human Resource Manager,  
Youth Development Company,  
P.O. Box 796–00100 Nairobi.

Dear Sir/Madam,

RE: APPLICATION FOR THE POSITION OF COMMUNICATION OFFICER.

I am applying for the above mentioned post advertised in Kibaruni Times of Wednesday, 16<sup>th</sup> March 2014.

I have successfully completed my degree course in communication at the university of Nairobi. During my study, I did a lot of communication related work that included three separate internships at leading organizations.

Currently, I am working as a volunteer with Kula Waya communications agency where I assist in the communication department, which is relevant to this job. If given the chance, I will work to the attainment of your organization's mission and vision. Kindly consider my application.

Yours Faithfully,

Kaza Mwendo.

### 30. LETTERS OF INQUIRY (Goldentips p.188)

Letters of inquiry are written to seek information about something one would be interested in. The purpose is to gather information and details regarding

something or a situation one is interested in. For example a student could write to a college inquiring about the kind of courses they offer. The student may go further and inquire about the semester dates and even the fee structure.

Letters of inquiry, like any other formal letters should be brief and precise about what one wants. It is important to indicate why and when you must have the information. Another example is when a principal of a school may write to a publisher to inquire if the books for the new syllabus are in stock and if they would be able to supply them to the school.

### Example of a letter of inquiry

Nyumbani secondary school  
P.O.Box 574–00100, Mombasa.

20<sup>th</sup> January 2006.

The Director,  
Watumishi Publishers, P.O.Box 685–  
00100, Nairobi.

Dear Sir/Madam,

RE: SUPPLY OF TEXTBOOKS.

Please let me know if the recommended textbooks for the new syllabus are available and whether you are in a position to supply them to our school.

I would appreciate hearing from you within the next two weeks so that we can commence our learning.

Yours sincerely,

Mrs. R.M. Kubosea. PRINCIPAL.



## 31. LETTERS OF APOLOGY (goldentipsp.170)

These are letters written to apologize over a wrong committed or inconvenience caused to someone in some way. In these letters, the writer admits blame and expresses regret for what happened. The tone of the language must therefore reflect this. They should be short and to the point and should not be used as an opportunity to excuse your conduct.

They are formal documents that can even be filed for future reference. If you wrong your friend, parents or desk-mate, all you need to do is to say sorry to them or if they are far, send them a note apologizing.

Whenever you decide to write an apology letter, it is because you have a formal relationship with the person to whom you are writing.

### Example of an apology letter

I must say that I am utterly sorry for my poor conduct during the tour of your firm last Monday.

It was wrong for me to disregard the time you had taken from your busy schedule to grant us an audience. I realize now that some of the questions I asked were totally embarrassing and demeaning to you. I know that I may have jeopardized the chances of other students whom might want to learn from firms such as yours.

Please, accept my sincere apology. I assure you that, granted another chance, such misconduct on my part will never be portrayed.

Yours sincerely, Mulu Pumbafu.

Mutamba Secondary School,  
P.O. Box 1234 – 00700,  
Nairobi.

29<sup>th</sup> August, 2006.

The Managing Director,  
Nation Organization,  
P.O. Box 786 – 0800,  
Nairobi.

Dear Madam,

RE: APOLOGY FOR MISBEHAVIOUR

## 32. LETTERS OF REQUEST (goldentipsp.189)

These are formal letters written to request for another person's services or assistance of any way. For example a football club may write a request letter to the principal of a school requesting for permission to use the school's football field for their tournament match.

### Example of a letter of request

Mulango Girls' School, P.O. Box. 35000–  
02200 Kisumu.

Dear Sir/Madam,

RE: REQUEST TO USE YOURSCHOOLS' HALL.

We, at Mwanga School have formed a junior achievement Club. We request you to allow us use your school hall for its launch due in three weeks as our school hall is under renovation. We would also appreciate very much if your club members would join us.

Please let us know soon if the hall is available so that we can start planning for the day.

Yours faithfully,

Bernadette Aporoko. CHAIRLADY

## 33. LETTER OF COMPLAIN.

This is a letter sent to show dissatisfaction of a service offered to you or any wrong done to you by somebody.

Mwanga Secondary School,  
P.O. Box 567 – 07506,  
Kisumu.

22<sup>nd</sup> March, 2006.

The Patron,  
Junior Achievements Club,

### Example of a letter of Complaint

Kebirigo.

Dear Madam,

RE: MISBEHAVIOUR OF YOUR FOOTBALL TEAM.

I write this letter to you to complain about the misbehavior of your girls' football team during the Regional Ball Game that were held in our school on 16<sup>th</sup> March 2014. They became unruly and could not follow the rules that were to govern the matches. One girl also made away with our ball on the same day.

May you advise them about this to avoid disciplinary measures against the team which may lead to disqualification from participating in the matches for over two years.

Also, do investigation on who has that ball so that we can get it back.

Yours faithfully,

Jobomwoyo, GAMESTEACHER.

NOTE: In some cases you may be told to send a letter through another person. In such a case, you write three addresses. The address of the one the letter is sent through is written below the recipient's address.

Example: You may be told to send the above letter through the Principal.  
The Principal,

Ikonge Girls' Sec. School,  
P.O. Box 60 – 40501,  
Ikonge.

28<sup>th</sup> March, 2014.

The Games Teacher,  
Kebabe girls' sec. school,  
P.O. Box 34 -3207,  
Kebirigo.

Thro'

Ikonge Girls' Sec. School,  
P.O. Box 60–40501, Ikonge.

Dear Madam,

RE: MISBEHAVIOUR OF YOUR FOOTBALL TEAM.

I write this letter to you to complain about the misbehavior of your girls' football team during the Regional Ball Games that were held in our school on 16<sup>th</sup> March 2014. They became unruly and could not follow the rules that were to govern the matches. One girl also made away with our ball on the same day.

May you advise them about this so as to avoid disciplinary measures against the team which may lead to disqualification from participating in the matches for over two years.

Also, do investigation on who has that ball so that we can get it back.

Yours faithfully,

Jobomwoyo, GAMESTEACHER

### 34. LETTER OF RECOMMENDATION

This is a formal letter written to commend a person for a given job, task or for any assistance that he/she may require. Recommendation letters are normally written by employers recommending their employees for promotion or when they want to transfer to other organizations.

It is the same as a reference letter/confidential report. The difference is that a reference letter is written on request by a prospective employer of the person being recommended while a letter of recommendation is not requested but written on will.

A recommendation letter tends to contain only the strengths of the person whereas a reference letter has both strengths and weaknesses of the person.

Also, the person about whom the letter is written in a reference letter does not become aware of it. i.e. it is confidentially sent to the person requesting for it but a recommendation letter is written and given to the person being recommended.

P.O. Box 54765-000100, Nairobi.

15<sup>th</sup> July, 2013.

The Human Resource Manager,

#### Example of a letter of Recommendation

Mashamba Flowers.

Landscaping Enterprises,  
P.O.Box, 122-00100, Nairobi.

Dear Sir/Madam,

RE: RECOMMENDATION FOR MR JAMES KAPULE

I have known Mr. Kapule for the last six years. During this time, he worked as a gardener in our flower farm where we grow flowers of all types for export. While working for the company, he attended short courses both locally and overseas and obtained a diploma in flower growing and landscaping.

Mr. Kapule is an innovative person who is quite adventurous. He in fact introduced a number of exotic flowers in the farm, which saw our sales soar. He is hard working and needs no supervision. I therefore recommend him with full confidence that he will not disappoint you. If you need further information, do not hesitate to write.

Yours sincerely, Shilingi Sumuni

PERSONNEL MANAGER.

### 35. LETTER TO THE EDITOR

This is a formal letter sent to the editor of a given newspaper about information which one feels the public should be made aware of. For example a person may wish people to be enlightened on the dangers of drug abuse among the youth on the basis of what he has seen happening in his village.

In the letter he will include the information he wishes to be published.  
Nairobi.

Dear Sir/Madam,

RE: ITEM TO BE CONSIDERED FOR PUBLICATION

Example of a letter to the editor

Miti Mirefu Secondary School,  
P.O BOX 483270-00100,  
Nairobi.

17<sup>th</sup> August 2013

The Editor,  
Daily Nation Newspaper,  
P.O BOX 5743-00200

CONT/

I am writing this letter to propose to you to publish an article on the dangers of drug abuse among the youth in our country on the basis of what is happening in my village.

Many youths in my village are out of schools and have resorted to abusing drugs. The effect is that because most of them have no funds to purchase the drugs, they have formed gangs that steal from people.

I feel that they need seminars on the effects of drug abuse and the importance of going to school because with education they will be good citizens with good lives in future. Without this, I feel that our future generation is threatened.

Please consider this item for publication. Thank you.

Yours faithfully,

John Maina, Embu District Resident.

## NOTES

These are short messages sent to people for specific purposes e.g. after doing something outstanding (e.g. excelling in exams), receiving assistance or after the passing away of a closer relative or a family member. They include: ✓ Thank you note

✓ Congratulatory note

✓ Condolence note

## 36. Thank YOU NOTE (goldentips p.191)

(Newinteng.Bk3p

130.)

As the name suggests, this note is written to show appreciation for a good or a favour done to a person. It is in order to thank a person who has assisted you in any way or who has been helpful to you in one way or another. This encourages them to offer hospitality to others. It also reflects what kind of a person you are. It should be brief and precise. It should also be immediate. For example you may send your friend who lives abroad a thank you note for sending you a lovely gift on your birthday.

### Example of a Thank You Note

Dear Leah,  
It was so thoughtful of you to send me such a beautiful painting for my birthday. I will have it framed and then hang it in my bedroom. Thank you very much

Yours sincerely, Margaret.

### 37. CONGRATULATORY NOTE (Goldentipsp.192) (Newinteng.Bk3p157.)

These are notes meant to congratulate a person for an achievement made in their lives e.g. passing of exams, winning a race etc.

#### Example of a Congratulatory Note

Dear Andrew,

I was delighted to hear of your stunning performance in your K.C.S.E. exams. My mother told me you scored straight A's. You certainly deserved it after four years of dedication and determination. Congratulations Andrew and I wish you all the best as you further your education.

Yours sincerely,  
Sheila Jones.

### 38. CONDOLENCENOTE. (Goldentipsp.192) (Newinteng.Bk3p186.)

These are notes meant to express compassion to a grieving person or the bereaved. A condolence note should be written immediately you receive the bad news, otherwise it may lack relevance. It should be brief and sincere. The feelings we convey in condolences are those of pain, sadness, shock, sorrow, grief and hope. The choice of words is governed by the relationship between the sender and the recipient. Messages of condolences should;-

- Express sorrow at the loss of the departed. E.g. I have learnt with deep sorrow of the untimely demise of your dear mother.
- Appreciate the value of the life of the departed. E.g. Your late mother was a source of inspiration to us all.
- Encourage and give hope to the bereaved. E.g. May God give you the fortitude to bear the loss.

### Example of a Condolence Note

Dear Ruth,  
I am really saddened by the tragic news of your uncle's demise. He was a loving person and all of us who knew him are sharing the loss with you. I am very sorry and I pray that God gives you the strength to bear the pain. Please accept my sincere condolences.

Yours sincerely, Tshaka Muleki.

### 39. SYNOPSIS (goldentips.p.179)

A synopsis is a summary of a work of art such as a novel, a play, a short story, a biography or autobiography.

When you tell someone the plot of the story of a book you have read, you are summarizing. In essence, your summary is a synopsis.

### Example of a synopsis.

The following is a synopsis of the short story "When the Sun Goes Down"

The story is set in Kenya. Steve, who is a dynamic character in the short story, states that he was a matatu driver plying between Murang'a and Kangema: towns in the central region of Kenya. Kanja is his wakini, meaning age-mate. The story is set in a modern society as depicted by AIDS—the central theme in the short story. We meet Steve who is feeling the heart of hypocrisy in the society on people suffering from AIDS. In his village, people cannot mind their own businesses. He is eagerly looking for a real, genuine friend to share his predicament with. There is no real friend when you are infected. He is full of anger about the rumours that are going around the village.



He is planning to marry Maureen though they have already been living together and blessed with a son, Kimotho.

The highlight of the story is when Maureen spills the bean to Kanja and reveals that she is the one who brought the big disease to Steve. She passed it on to the man she loves. She narrates how she got it from her former unfaithful husband, who was a soldier and kept a mistress, and how she got to know she was a victim after attending an antenatal clinic, she is weak, physically and spiritually, a walking corpse! Stigma is killing her. Her attitude and behaviour have tinted the possible future. She lives in denial, does not eat, or take drugs as she is depressed of death staring at her every second. She lacks the will and repeatedly wishes to 'rest'.

Maureen regrets having been faithful to her ex-husband and being rewarded with an incurable disease. To add to her disappointments, she doesn't live long to enjoy life with her only true love. She suffers a deep-seated sense of guilt—being responsible for Steve's illness. She is going to leave her young son and father soon. Steve on the other hand, has the will to live positively. He has the guts to face the unknown and condemnation of the villagers.

#### 40. BOOK REVIEW (Adv. In eng. Bk. 4p. 160)

This is a summarized information of what a book is about without necessarily reading the whole book.

When writing a book review, include the following: ■ The author, title and publishers of the book.

- The content of the book, that is, what the book is about.
- The language used and the style of the authors.
- The critic (strengths and weaknesses) of the book.

#### Example of a book review

##### A BOOK REVIEW

##### A review for High School students and teachers

Title: English for Secondary Schools, Book 3.

Author: Tanzania Institute of Education. Publisher: Tanzania Institute of Education.

Extent: 56 Pages.

Year of publication: 1999

Review by Paul Kitooke

Very few books targeting the secondary school market are less than 200 pages. English for Secondary Schools Book 3 is just slightly more than a quarter of this conventional size.

Given that Kiswahili has for a long time been the language of instructions across the curriculum in both primary and secondary school levels, this 'shy' extent is understandable and excusable.

Curiously, the book adequately covers the four language skills; oReading.  
oListening oSpeaking oWriting

There are over thirteen passages that offer a variety of approaches; from the literary to the factual. The writing is largely functional targeting form-filling, interviews, advertisements, speech, dialogue and official letters. All the tenses are well covered. The book is organized into thirteen chapters each tackling the four language skills; reading, speech work, listening and writing.

Nevertheless, one feels that the book lacks enough practical exercises. Again the apologetic attention given to oral practices is glaringly inexcusable. The English Language is now the language of use across the curriculum in secondary schools and it is hoped that the new edition targeting the sensed syllabus will cover the anomaly.

## 41. BIOGRAPHY (goldentipsp.201)

A biography is a non-fiction text that gives information about the life of a real person. Usually a biography will tell the important events in the life of the person, describe his/her achievements and the events that influenced the person's life. To be able to write a biography, or a biographical sketch, you need to gather a lot of information about the subject. The best way to gather such information is by interviewing the person.

### Example of a Biography.

#### ABIOGRAPHY OF MARGARET OGOLA

She was born on 2 June 1958 and is married with 4 children and 2 foster children. She studied at Thompson's Falls High School and was the best student overall in school. She also studied at Alliance Girls High School. At the University of Nairobi she earned her First Degree, Bachelor of Medicine & Surgery, in 1984. In 1990, she earned her Master of Medicine in Paediatrics at the University of Nairobi.

She also has a Post Graduate Diploma on Planning & Management of Development Projects at the Catholic of Eastern Africa in 2004.

Ogola is a paediatrician based in Nairobi and the medical director of Cottolengo Hospice, a hospice for HIV and AIDS orphans. She is also Vice-President of Family Life Counselling (Kenya) and interested in women's empowerment.

She was National Executive Secretary of the Commission for Health & Family Life of the Kenya Episcopal Conference (1998-2002).

From 2002-2004, she was the Country Coordinator of the Hope for African Children Initiative, a partnership of several international NGOs which included Plan, CARE, Save the Children, Society for Women and AIDS, World Conference for Religion and Peace and World Vision. The Initiative's main goal is to strengthen the capacity of African communities, to advocate, care for and support children impacted by HIV/AIDS & prevent further spread of HIV.

She also helped found and manage the SOS HIV/AIDS Clinic (April 2004–April 2005), which is a clinic for PLWAs. The clinic offers VCT, baseline investigations including CD4s, treatment of OI, provision of ART and nutritional support to 1000 persons from the surrounding slums: women, men and children.

Currently, she is the National Executive Secretary: KEC-CS: Commission for Health & Family Life. She is once again Head the Commission of the Catholic Secretariat. The Commission is charged with Coordination of 500 Catholic Health Units & Community Outreaches all over Kenya providing services to over 5 million cases annually.

Dr. Ogola has been appointed a member of the National Council for Children Services.

In 1999, she also was the recipient of the Familias Award for Humanitarian Service of the World Congress of Families in Geneva, Switzerland.

She has written 3 novels, a biography and a handbook for parents

- The River and the Source, a novel which is a set book used in Kenya schools and has won the Jomo Kenyatta Literature Award in (1995) and the Commonwealth Award for Best First Book in Africa in (1995). It has been translated into Italian, Lithuanian and Spanish. The book describes the changing lives of 4 generations of Kenyan women.

- I Swear by Apollo, a novel which examines issues of medical ethics and the question of authentic identity
- A Biography: A Gift of Grace, examines the life of the first Catholic bishop, archbishop and cardinal in Kenya, Cardinal Maurice Michael Otunga (1923–2003).
- Educating in Human Love, a book guiding children on sex, a handbook for parents
- Place of Destiny, a novel about a woman dying of cancer and the rise to recognition of a former street child as well as issues of poverty.

## 42. AUTOBIOGRAPHY

Autobiography is a non-fiction text that a person gives information about his/her life. It is therefore a written account of one's life by himself/herself.

When writing an autobiography a person will tell the important events in his/her life, describe his/her achievements and the events that influenced the person's life.

To be able to write a biography, or a biographical sketch, you need to gather a lot of information about the subject. The best way to gather such information is by interviewing the person.

In an autobiography, we expect to read about;

- o The author's background—childhood, parentage
- o Experiences—in school, when growing up, at work.
- o Expectations—fulfilled and those which are unfulfilled
- o Adulthood—current situation

The author reveals their attitude towards others and society at large by the comments they make and the way they present issues.

An autobiography should be well planned. It should show;

- o The plot
- o Individual style—that reveals the author's attitude
- o Personal convictions.

### Example of an Autobiography.

[Written by a student in the Labour Studies program, used with permission]

My name is Carlo, and I was born in June, 1958, in Italy. Our family, made up of my mother, father, and a brother, emigrated to Noranda, Quebec, when I was five years old. I encountered my first, but not last, taste of racism when kids in the neighborhood laughed at my poor command of English. As fast as I could I learned not only English, but French as well. I became trilingual, speaking fluent French and English, as well as Italian. In the process, I made new friends from a lot of different cultural backgrounds.

We then moved to Toronto, Ontario, where my Dad got work in a rubber factory. From my earliest days, I knew our family had to struggle for every penny. My Mom baked pizza which my brothers sold by the slice, door to door.

I caddied at the local golf courses and brought home all the money that I made. I hated it when other kids made fun of working people, like garbage collectors, who cleaned up trash for a living.

When I was in grade six, I was in hospital for two months with a kidney infection, and it changed my whole life. I seriously took up playing guitar. I began to do photography, and joined the audiovisual club. I discovered I was artistic with an interesting graphic art, although I didn't always agree with the kind of art assignment the teacher gave us.

However, I had no idea what to do after high school graduation. Thinking electronics was the wave of the future, I enrolled in and graduated with a diploma from George Brown College in Instrumentation Technology. I was hired on by Ontario Hydro as an apprentice.

Life was magical for a single guy in Toronto at this time. I made quite a bit of money. I enjoyed meeting and socializing with many new friends from a variety of different cultures. During this time, I met and married my wife, Valerie, a Registered Nurses' Assistant, and soon we had two wonderful children, a daughter, Carla and a son, Nicholas. With new family responsibilities, I felt there was not enough opportunity for advancement at work. My wife and I thought of places we would like to live such as the east coast. But there were no jobs there. We finally decided to move to northern B.C. when I was offered a job with a forestry company.

Because of the children's activities, I soon became involved in the community coaching children's hockey and soccer, and being a scout leader. At work, I joined the Pulp Mill Recreation Club, eventually becoming president. There were a lot of things that needed changing. I decided I wanted our company to start a wellness program and researched to prove to them that the healthy employees tremendously reduced absenteeism and health costs to the company. I wanted the company to reward those who kept themselves fit and began to lobby for this through our union.

I soon became elected as a union safety captain, then later became a shop steward. I began to run for executive positions rising through the ranks from financial secretary to environmental vice president, chief shop steward, first vice president, and finally becoming president, a position I held for two years.

In my trade, I constantly must upgrade my skills, so I took advantage of many learning opportunities to do so through the company. This helped our union come into the 21<sup>st</sup> century, because I insisted we buy computers and subscribe to e-mail, connecting our members to other locals throughout the province. I also edited the union newsletter, keeping the members informed of all aspects of the local's business. I used desktop publishing to produce our newsletter before anyone in Head Office knew what it was. Using my background in art and photography, I brought our publication from a crude

photocopiedragtoasophisticatedcommunicationtool.For my efforts,Iwon twoCanadianAssociationofLabourMediaAwards,oneforthebestcartoon inCanada,depictingflexibilityintheworkplace,andoneforthebesteditorial storyoflessthan500wordsforaUnionNewsletter.Ialsousemydesktop publishingabilitiesforcommunityfundraisingactivities.

Ilostanopportunitytobeunionpresidentforathirdyearbecauseofan unpopulardecisionourlocalexecutivemadeinconnectionwithimplementing acontractthatupheldtherecognitionofseniorityrights.Reflectingback,I wouldnotdoanythingdifferently.Wetookthetaskathand,lookedatthe contract,discussedamongtheexecutive,askedfortheopinionsofourarea rep,theWesternRegionVicePresident,andourlawyer.Thenwemadeour decisionandstoodbyit,eventhoughitmeantIlostthepresidencybynine votes.Now,twoandahalfyears later,wearebeingprovenrightthroughthe labourboard.

Becauseofthisevent,Ifoundmyselfwithextratimeonmyhands.This opportunitymadeitpossibleformetoconcentrateonpursuinguniversity studiesandmysocialworkforunions.IenrolledatAUintheLabourStudies program.Icontinuewiththenewsletter,puttingforthsocialandpolitical issuesthatorganizedlabourisfacingtoday.Isupporttheunionsinthe communityandaminvolvedinorganizingthemastheyhaveneverbeen organizedbefore.Iamevenmorecommittedtofightingforsocialjustice thanIhavebeenallalong,andamkeentomovealongthisrouteinthefuture.

## 43.SPEECH (goldentips.P.171)

Aspeechisanoralexpresentationwhereapresentergivesaformalmessageto anaudience.Foraspeechtobeeffective,itmustbewellwritten.

Whattoconsiderwhenwritingaspeech;-

- ✓ Beclearaboutthetopicyouwouldliketoaddress.
- ✓ Theaudienceyouaredealingwith.-thiswilldetermineyourlanguage use.
- ✓ Acknowledgeallthosepresentinorderofsenioritystartingfromthe higheste.g.theGuestofHonour,otherdistinguishedguests,and ladiesandgentlemen.
- ✓ Writeyourspeechinalogicalsequencestartingeitherwiththemost prominenttotheleastprominentorvice-versa.

Aspeech,likeanyothercompositionmustcontainthreeparts:-

## □ Introduction.

Your introduction should capture the attention of the audience. To begin a speech, you can do the following.

- Introduce yourself (if you have not been introduced before by anyone else.)
  - Thank the audience for the opportunity to address them.
- You can introduce your speech;
  - ✓ By giving a statistic e.g. are you aware that HIV and AIDS kill about seven hundred people daily in this country?
  - ✓ With a quotation. E.g. a famous American President once said: ask what you can do for your country and not what your country can do for you.
  - ✓ With a short anecdote (a light-hearted remark) that must be relevant to your topic.

## □ The Body.

This should be marked with points and issues. You can explain a process, describe a condition, argue your case, or tell your story in a logical sequence.

## □ Conclusion

Your conclusion should sum up the whole speech and it should be brief. You can conclude by including a restatement of your ideas, a call to action or a final emphasis on a key statement. For example if you were discussing ways of avoiding HIV and AIDS, you can conclude by saying, “Ladies and Gentlemen, one sure way of curbing the disease is by self-discipline, abstinence and being focused to our goals”

### Example of a speech

“The Deputy Director of Education North Eastern province, the Quality Assurance Officer, the Principal of ALElly Education Centre, parents, teachers, students and all other guests, good afternoon,

When I was requesting the principal to talk about discipline, I remembered that in secondary school, I was once found sneaking out through the fence and my nether parts got stuck. I couldn't free myself and was caught red-handed, or as teenagers say these days, I was busted.

I was not only embarrassed, but also had to clean all school toilets for a whole week after I had been severely caned by my class teacher. Of course, back then, there was no such thing as children's rights and

wecouldbecaneduntilweforgetthechairsexistforareason.That  
wasoursociety'swaysofdiscipliningus.

However,I doubtthattryingtoinstilldisciplineinapersonalways  
worksmiracles.If it did,wecouldnothavetruancyinourschoolsas  
isthecase.If it did,wewouldnothavesocietyengaginginrisky  
sexualbehavior.If discipliningothersweretheonlyway,myaudience,  
wewouldnothavemotoristsbehavediscourteouslyonourroads.My  
lineofthoughtthisdayisthatdisciplinemustcomefromwithin  
aperson.Selfdisciplineisvirtuousbecauseyoudonotwaitfor  
someoneoringthebellbutyoudoityourself.YouemployyourGodgivenconscienceand  
moveastepback.Youfeelthatsomethingis  
notrightandrefrain.Youdonotworrythatsomeonemaybe  
watching.Youstrutaboutwithoutatingeofguilt.

Evenwhenthingsarenottoyourliking,youstudentsneedtoemploy  
selfdiscipline.Howmanytimeshavewehadstrikesinourschools,  
probablybecause themealwasnotwellprepared,orsuchother  
reason!Whateverthereason,istrikingthebestwaytosolvea  
problem?Oftenparentshavetopayfordamages simplybecause  
studentsdidn'trefrain.Inextremecases,studentshavebeenharmed,  
evenfatallybyothers.Theweakonesarebullied,andforthem,  
schoolbecomesaplaceoftorture.Whichoneofusdoesnotknow  
thatthat iswrong?Individually,weknowthatitiswrongandyetwe  
employ mobpsychology!Letmetellyoutoday:anyoneyieldingto  
peerpressurehasnoselfdiscipline!Aselfdisciplinedpersondoes  
what isright.If somethingdoesnotpleaseyou,forexample,ifthe  
foodisnotwellcooked,walktothepersonconcernedandlethem know.

Ladiesandgentlemen,selfdisciplineisimportanttoeveryone.  
Withoutselfdiscipline,wewouldallruinourlives.Forexample,ifyou  
donotwakeupearlytogettowork,youwouldcertainlyloseyourjob.  
Ifyoutotowatchapremierleagueandyoufeeltoolazytocheckon  
yourscientificexperiment,wewouldlosethatHIVvaccine  
breakthroughyouwereworkingon.Ifthenursedidn'tsacrificeher  
cushybed,thepatientwoulddie.Andyoucouldbethatpatient.

Ifstudentsdonotsetaparttheirtimeforstudy,theresultis  
everyone'sguess.Withselfdiscipline,theoppositeistrue.We have  
whatwehavetodaybecause someonehadselfdisciplineenoughto  
intentlyworkonit.Youdonotgetintroubleifyouareself-disciplined.



As I conclude, I will go back to my anecdote about my red letter day: the day I was busted sneaking out of school. Being a senior student, cleaning the toilet for a whole week was more painful than all the waste too much. I had to hide and keep a low profile till I left the school. I still feel uneasy going back there. I resolved never to do the wrong thing ever again. I resolved to be self-disciplined. When I look back on those events, I am thankful that I learnt a vital lesson early in life. That lesson has seen me to what I am today. I would never have been a Provincial Education Officer if I had not learnt the importance of self-discipline early enough. Ladies and gentlemen, self-discipline pays. Thank you for giving me an audience."

## 44. QUESTIONNAIRE (goldentipsP.)

A questionnaire is a set of questions designed to correct information. A questionnaire assists in collecting data for a research or even assists in learning.

- The questions should be clear and easy to understand.
- They should be detailed so as to collect as much information as one could gather.
- The questions should be logically written. You should arrange them in a way that one question leads to another.
- Start from simple to complex but avoid ambiguity.

### Example of a Questionnaire.

#### Questionnaire

A visit to Nairobi International Show on 5<sup>th</sup> October 2013.

#### 1. THE POULTRY STAND: KENYA POULTRY COMPANY.

a) What sort of poultry do you rear?

severe caning I had

received. From that day, I had no face to show. The embarrassment

-----  
-  
-----

b)Whatproductsdoyoumarket?

-----  
-  
-----

c)Whattypeofdiseasesarethebirdsproneto?

-----  
-  
-----

d)Howdoyoutreatsuchdiseases?

-----  
-  
-----

e)Whatmeasureshaveyoutakentoreassureyourcustomersaboutthe quality  
ofyourproduce?

-----  
-  
-----

## 2. THE DAIRY STAND.

a)Whattypeofcowsdoyouherd?

-----  
-  
-----

b)Doyouzerograz?

-----  
-  
-----

c)Howmanylitresofmilkdoyouproduceperyear?

-----

d)Howcanoneensurethatacowproducesalotofmilk?

-----  
-----  
e)Whatdoyoudotopreventdiseases?

-----  
-  
-----

### 3.THEHORTICULTURALSTAND

a)WhattypeoffruitsandflowersdowellinKenya?

-----  
-  
-----  
-  
-----

b)Whatfactorsfavourflowerfarming?

-----  
-  
-----  
-----

c)Wheredoyousellyourproduce?

-----  
-----

b)Arethepesticidesandfertilizersharmfultotheenvironment?

-----  
-----Howdoyouensure  
thatthecontaminatedwaterfromthefarmdoesnotdrainits  
contentstothesurroundingrivers?

-----  
---  
-----

## QUESTION2:THECLOZETEST

This section tests the learner's knowledge of parts of speech (various word classes) and how to link ideas in a given passage. The learner should read through the passage and endeavor to establish what it is about. During the second reading, come up with probable words that can fill each of the blank spaces and the sentences make sense.

Take keen note on how the ideas are being developed in the passage. From the list of the probable words, choose the most appropriate one to fill in each of the blank space. Do not give more than one word for each blank space. Sometimes contracted forms of words are regarded as one word e.g. it's for it is.

This section requires a lot of practice from the learner. Practice builds a learner's competence in this section. Ask students to try getting various passages, deleting some words and giving them to their friends to fill in the blanks.

Remember, the words missing are usually basic words or linking words, or referent words or words already used in the passage.

## QUESTION3:

## ORALSKILLS/LISTENING&SPEAKING

The approach to teaching these skills to enable the learner to do well in this part of the exam should bear in mind the objectives in the syllabus. The learners should eventually be enabled to:

- ✓ Listen attentively for comprehension and respond appropriately
- ✓ Use listening skills to infer and interpret meaning correctly from spoken discourse
- ✓ Listen to and process information from a variety of sources ✓ Use non-verbal cues effectively in speaking

This is a section that can boost a candidate's performance in this paper. Proper understanding of the question is required to avoid cases where students give correct answers to the wrong question. The areas of coverage in the syllabus include:

1. Pronunciation
2. Listening comprehension and note taking
3. Etiquette
4. Non-verbal cues that enhance listening and speaking

In the KCSE paper one, specific items of the syllabus will be examined, among others, including the following:

- Sound patterns in poetry i.e. those devices that are used to enhance rhythm in a poem (alliteration, assonance, onomatopoeia, repetition, rhyme, refrain etc). In this section a learner needs to identify the particular style and illustrate it from the poem.
- Performance/dramatic techniques such as gestures, facial expressions, tonal variations, mimicry, body movement, audience involvement, dramatization etc. are features that are also referred to as para-linguistic features. Under this category a distinction should be made between those we can say are verbal cues/skills and non-verbal cues.

Verbal cues are those that are enacted orally such as varying the tone, imitating the voice, being audible and singing; while non-verbal cues are those enacted through body language/dramatizations such as facial expressions, use of gestures, mimicking actions, enacting a situation, etc.

Therefore when asked to give the non-verbal cues you would use to make a narrative interesting and you give an answer such as: "I'll employ tonal variation to show when the old man is angered and when he's happy" - would amount to giving a correct answer to a wrong question.

It is also important to note that a mere restating of the item without linking it to a scenario in the poem or narrative would not score a mark. Your responses should therefore be tied to the poem or narrative. For example, "I will put on a happy face to show the happiness of the chameleon when it won the race against the hare." Or "I will recite the line with open arms while opening my eyes wide to show happiness as I embrace the mother."

Listening habits are also tested. One needs to know good listening habits such as: making constant eye contact with the speaker, writing down main points, avoiding distractions such as day-dreaming, objects or people around you, noise; focusing on the speaker's body language, showing interest in the speech by asking questions, nodding appropriately among others.

The contrary to the above means poor listening habits. In answering questions related to this section the answers should be specific. An answer such as "Lack of concentration" without specifics is rather too general. In this section students can be given an excerpt of a conversation scenario; either an interview, telephone conversation or just a dialogue and

asked to either fill in the missing words; identify the shortcomings in the listening habit of participants or what should be done to benefit from a given lecture.

Speaking skills are also tested. These include stress and intonation; distinguishing word classes on the basis of stress; homophones (words with similar pronunciation); public speaking (how to deliver a speech effectively, problems encountered during public speaking and how to overcome such problems), how to interrupt a speaker politely or disagree politely; proper negotiations skills among others.

Phonetics is an essential component of speaking. This refers to the realization of the sounds that constitute a word, i.e. the vowel and consonant sounds. The manner of articulating the sounds is considered.

-For example: Identify the odd word out in each of the following set:

- a) August, talk, warden, tale.
- b) Shoe, machine, chef, church
- c) Cause, course, coarse
- d) Steal me, piece, weapon.

Punctuation marks affect how we say/read particular lines in poetry.

Consider:

- A bright flash! - alighted plain:
- Then, from the once blue heavens, ▪ Accompanied by rain that deafens,
- Steadily pourstherain.

Or all literature items such as narratives, tongue twisters, riddles and puns are also tested in this paper but with specific emphasis on the performance aspects/actual rendition.

Written and unwritten rules that govern any conversations such as turn taking; polite interruptions, not yelling at others, use of polite language among others are worth to note.

Aspects such as preparing for an interview; how to behave during an interview should be revised.

The information highlighted in this part is just a summary of what a candidate needs to prepare on. It is not all inclusive hence the need for the candidate to revise the course content.

Always establish the focus of the question and give correct responses. This will lead to the realization of the much desired good results.

# ASSESSMENT

Apart from continuous evaluation using the whole variety of testing approaches available to him/her, the teachers should endeavor to analyze previous KCSE papers to see how the syllabus is actually examined; to be able to identify areas to emphasize so as to advantage the candidate come KCSE time. The following is an attempt at working out what specific syllabus areas have so far been tested since the onset of the new integrated syllabus.

101/1-Testing of functional writing at KCSE  
YEAR CONTENT/SKILL

2006 Report-Formal & short; report on a trip to a neighboring country  
2007 Formal letter-Assistance in publishing a book; through the head teacher; Synopsis, themes, styles, characterization; why publish  
2008-Notification of a meeting  
-Agenda  
2009-Formal letter-letter of inquiry; expression of interest/specific inquiries; quote ref. number  
2010-Speech-formal-launch of a club  
2011 Notice and Synopsis  
2012 Letter of application and CV  
Other functional writing items tested since 1989:

YEAR TYPE

1989-----Instructions  
1990-----Letter of Application  
1991-----Report (School Magazine)  
1992  
1993-----Letter of Invitation 1994-----Survey  
1995-----Letter to the editor  
1996-----Internal Memo  
1997-----Diary  
1998-----Informal letter  
1999-----Recipe  
2000-----Personal journal  
2001-----Dialogue  
2002-----Minutes  
2003-----Internal Memo  
2004-----Instructions  
2005-----Official Letter

## ORALSKILLS

YEARListening,

Comprehension&notetakingPronunciationMasteryofcontentEtiquette

Non-verbalCues

### 2006

- Oralnarrative–myth
- Poetry-soundpatterns
- Homophones(vowels)
- Rhyme
- Stress ▪Intonation
- Dialogue.
- PoliteLanguage.
- Register.
- Attention. ▪Listening.
- Participation.

### 2007

- Oralnarrative–ogre
- Oraldirections
- Vowelswith
- Homophones.
- Stressedsyllables(wordStress)
- Speech
- Dialogueonbadlisteninghabits ▪Voice.
- Pitch.
- Intonation.
- Dramatization.
- Audienceattention

### 2008

- Poetry
- Homophones(vowels)
- Rhyme
- Badlistening
- Habits
- Negotiationskills
- Toneofvoice. ▪Punctuation.
- Poorattention

### ▪2009

- Oralpoem.



- Featuresofperformance.
- Preparationfornarration ▪Homophones(consonants)
- Debate.
- Masteringfear&anxiety ▪Dialogue.
- Useofpolitelanguage ▪Sentencestress.

## 2010

- Poetry–soundpatterns.
- Performanceofchoralverse.
- Rhyme.
- Alliteration.
- Onomatopoeia.
- Homophones(vowels).
- Silentletters
- Choralverserecitation;whatlistenersshouldpayattentionto.

## 2011

- OralPoem:performance
- Intonation:rising,falling,homophones,wordstress;stressed syllables
- Dialogue:useofpolitelanguage;
- Interruptinganddisagreeingpolitely
- Oralpoem:verbalandnon-verbalpresentationtoretainaudience attention

## 2012

- Poetry:rhythm,rhymescheme
- Wordstress,
- Homophones
- Speech:Reasonsforgooddelivery,
- Interview;preparationbeforeandduring
- Useofpoliteexpressions
- Speech:appearance,grooming,gestures,posture,eyecontact,etc.

## FUNCTIONALWRITING

### KCSEREVISIONQUESTIONS

1. WriteanE-mailtoyourfavoritemusicianinvitinghimorhertoacharity concerttobeheldinyourschool.Indicatethepurposeoftheconcertand any other information you consider important.

(20mks)

2. ImagineyouaretheManagingDirectorofNairobiWaterCompany.The ManagingDirectorNakuruWaterCompanyhadaskedtowritea confidentialreportononeofyourformeremployees,Mr.PeterMainawho istobepromotedasasupervisorinNairobiarea.

- (i) Write a confidential report to the Director about Mr. Peter Maina. (10mks)
- (ii) Write a letter to Mr. Peter Maina requesting him to attend water reed project seminar on your behalf before he reports to Nakuru. (10mks)

3. Your school item has qualified for the national music festival to be held in Mombasa for one week.

- (i) Write a packing list of the personal items you will carry. (10mks)
- (ii) Assuming you are the leader of the school Drama Club, write a congratulatory note to the team. (10mks)

4. Imagine you have just collected your form four national examination results. You have passed very well in all the subjects.

- (i) Write a thank you note to your teachers and thank them for their support. (10mks)
- (ii) Fax the results of your exam to your uncle in Mombasa who sponsored your secondary education. (10mks)

5. Your friend has been bereaved, her mother has died in a road accident, and she has requested you to send a telegram to his brother who is in Mombasa.

- (i) Write a telegram to his brother (5mks)
- (ii) Send your friend a condolence note. (15mks)

6. You are the principal of your school and the local Member of Parliament has invited the Deputy Principal and the school captain to a luncheon at a top class hotel in town. This is as a result of good K.C.S.E performance in your school.

- i) Write a memo to the concerned groups informing them of the same. (10mks)
- ii) Give them directions to the location of the Imperial Hotel where the occasion will take place. (10mks)

7. You are the secretary of the youth group in your community. You are required to take minutes of the proceedings of the meeting. The following information should be included in the minutes.

- (a) Six members have attended but two cannot and left the apologies. The youth officer in the area was invited. Three members did not attend.
- (b) The previous minutes were read through and the dates of the constituency Youth parliament are discussed as matters arising.
- (c) Agenda included - registration of the new members, club elections and projects 2012.
- (d) A.O. Binclude: invitation of guests speaker and end year party. (20mks)

8. You are the secretary of the Social Welfare Club that has been asked to investigate and recommend the best ways in which to spend a donation to your school. The club has observed the following needs.

- (i) Improve library facilities.
- (ii) Expand recreational facilities
- (iii) Start a school farm

Taking these needs into account, write a report to the principal making recommendations. (20mks)

9. You are a dormitory prefect in your school; one of the school rules is that you should not keep food in the dormitory. There has been a search and several food items were confiscated from your dormitory.

- (a) Write a reminder to the members of your dormitory reminding them not to break school rules.

(10mks)

- (b) Write an apology letter to the Deputy Principal apologizing for the incident.

(10mks)

10. Imagine you are the new director of a soap manufacturing company. You wish to employ some more workers and advertise the company's new brand of soap CLEANEX SOAP.

- (a) Write an advertisement to advertise the bathing soap.

(10mks)

- (b) Construct a form that the applicants will fill in including all the selections asking for information and the type of employees you will need. (10mks)

11. Imagine you are the chairperson of school Journalism Club. Recently, you witnessed students rescuing a school mate from a burning dormitory, two students burnt to death and others were seriously injured. The journalist from a local newspaper has asked you to report the incident since they were not around the vicinity of the school.

- (a) Write a short newspaper report on the disaster.

(10mks)

- (b) Write a letter to the editor of the watchman, column in Nation Newspaper requesting school to enlighten students on fire disaster management. (10mks)

12. You are waiting to join a college after your K.C.S.E examination while reading a newspaper you see an advertisement for a volunteer worker at a children's home.

(a) Write a letter of inquiry to the Managing Director. Express your interest and inquire if they will pay any allowances and whether they can provide accommodation. (10mks)

(b) Write a five-day diary of events you plan to undertake during the first week at the children's home.

(10mks)

13. You are the secretary of young Farmers Club in your school; you are to hold the end year meeting.

(i) Write a notification of meeting to inform members about the end year meeting.

(10mks)

(ii) Write a report on the club activities for the year 2012.

(10mks)

14. Imagine you have two thousand five hundred (KShs. 2,500) and are hosting a birthday party in your house for five friends.

(i) Make a shopping list for the things you will need for the party.

(5mks)

(ii) Write a recipe for your favorite dish you would like to cook in the

Birthday

Party. (15mks)

15. You are in school and your brother at home has called you and told you to give him instructions on how to repair a bicycle tire puncture. Write a letter to him instructing him on how to mend the bicycle. (20mks)

16. You are the chairperson of the school straight talk club; you intend to tour Kibera slum and collect information about drug abuse.

(i) Design a questionnaire on drug and substance abuse that you will give to the respondents during the collection of the information.

(10mks)

(ii) Write a three-day personal journal about the tour of Kibera slum. (10mks)

17. Margaret Ogola is visiting your school to give a talk about the novel *The River and The Source*.

(i) Write a public notice to invite neighbouring schools.

(10mks)

(ii) Write a book review of this novel "*The River and The Source*" (10mks)

18. Imagine you are the managing director of Bethwell Agencies, a company that deals in selling computer hardware parts. You intend to partner with a friend who also owns a computer agency.

(i) Write a business letter requesting him to form a business partnership with him.

(10mks)

(ii) Write an inventory for the computer hardware that your company possesses.

(10mks)

19. You scored a mean grade of A plain in K.C.S.E examination. You have won a scholarship in Harvard University. The university has requested you to write your autobiography and e-mail it to the director of studies. Write an autobiography and e-mail it to his e-mail address, kenyfan@gmail.com.

(20mks)

20. Your Drama Club is organizing a stage performance of Henrik Ibsen's play, *An Enemy of the People*. You are inviting neighbouring schools and the general public to the event.

(i) Design a poster announcing the event and inviting other schools and public to attend.

(8mks)

(ii) In not more than 200 words, write a synopsis of the play to accompany the notice.

(12mks)

21. Imagine that you are Akoko write a letter of complaint to the District Commissioner complaining about Atieno Kembow who has by force taken over the chieftancy and forcefully trying to grab her wealth (20mks)

22. You are a speaker in a seminar "Youth and Drug Abuse" prepare a speech you would deliver.

(20mks)

23. Imagine you are Kinuthia, Waiyaki's friend. Waiyaki has become a hero in the Agikuyu community. Write a biography about him. (20mks)

24. Imagine you are a secretary of St. John's Academy. The Director of Education has called wishing to speak to the principal but he was not in the office. Here request you to inform the principal that he would be coming to school on Wednesday at four and he would like to be picked from the airport. Write the telephone message.

(10mks)

25. Imagine you are one of the Daily Nation Columnists. The Chief Editor of the paper requests you to write a book review of Margaret Ogola. "The River and The

Source" and e-mail it to him for publication. Write it out. (20 mks)

26. You are the chairperson of the creative Writing Club in your school. The club would like assistance in publishing the winning entry in a recent competition.

Write a letter to a publisher asking them to consider the book for publication. Remember to write through the head teacher.

In your letter, include the following

- ❖ The title of the book and name of author
- ❖ A brief description of what the book is about
- ❖ Why it is important for the book to be published. (20 mks)

27. You are waiting to join college after you K.C.S.E examination. While reading a Newspaper, you see an advertisement for a volunteer worker at a children's home. Write a letter of inquiry to the manager. Express your interest and inquire if they will pay any allowances and whether they can provide accommodation. Remember to quote the reference number of the advertisement. (20 mks)

28. Write an E-mail to your pen friend living in Norway. In your E-mail, highlight the following to him or her.

- ☐ Details about you and your family
- ☐ Your locality and country
- ☐ Places of interest in your country
- ☐ Your hobbies and interests (20Mks)

29. While reading the obituaries column in a local daily newspaper, you come across the untimely demise announcement of a friend. You wish to console the parents of the deceased. Email your condolences to the parents of the deceased. (20Mks)

30. You are the Human Resource manager, Tsavo Inn. The Manager of Kilunguni lodge has asked you to write a confidential report on one of your former employees, Mr. Mutuku Mutinda who is seeking a transfer to Kilunguni lodge as a chef. Write a confidential report to the manager on Mutuku Mutinda. (20 marks)

31. Imagine you are a resident of Makutano junction market centre and of late you have noted, with a lot of concern, an increased number of stray dogs and cats in the market. Write a letter to the editor of a local daily newspaper on the problem, calling upon the authorities concerned to come to your rescue and eradicate the menace once and for all. (20mrks)

32. Imagine you are the teacher in charge of examinations in your school. Write an Internal Memorandum to teachers informing them about the date of submission of the raw exams for typing, the date of starting the exam, the quality expected of the exam to be set, serious and thorough invigilation, how to deal with exam malpractices by candidates, marking and preparing report forms. A copy of the internal memo should be sent to the District examination co-coordinator; Masinga. (20mks)

33. Imagine that it is your first day in a new school. Write an entry in your journal indicating the things that surprised you, those that scared you and those that made you happy. (20mks)

34. You have completed your form for an examination. You have read the following advert for a job in The Standard Newspaper; write a letter of application accompanied with a C.V that can help you land an interview for the job. (20mks)

SITUATION!! SITUATIONS!!  
WANTED—OFFICE TRAINEE  
School leaver (male or female) is required to act as a general messenger. Applicants must be well-spoken and presentable, as duties will include answering the telephone and conducting visitors. A good command of English is essential. Minimum education requirements—  
at least a grade B at KCSE with good passes in English, Maths and Business Education. Typing is an added advantage.  
Please apply in writing to:-  
Miss Muthuru, Personnel Manager, Fierce & Striving Ltd.  
P.O. Box 1234500100 GP Nairobi

35. You have been invited by your best friend, who attained an aggregate mean grade of A, to a party to celebrate his/her good performance in last year's KCSE. Your friend has also asked you to assist in preparing a one course meal for ten guests.

(a) Write a congratulatory note that you will give to your friend. (5mks)

(b) Write a recipe that your friend will use to prepare the meal to be eaten that day. (15mks)

36. Last year, you read a thrilling novel. You surely wish that your friend would read it. Write a synopsis that you wish to send to your friends so that he/she may be persuaded to read it. (20marks)

37. You did your KCSE last year and scored A, emerging the best in your school and division. Your former principal has invited you for a prize giving ceremony and asked you to deliver a speech to the students. Write the speech you are going to give. (20mks)

38. Imagine that you sat for your K.C.S.E exam two years ago and passed well, you have done some training in a professional course. The other day you read an advertisement in the Daily Nation of a position you qualify for. Apply for it and attach your functional curriculum vitae (C.V) (20mks)

39. You are the principal of Baraka Teachers Training College and one of your graduates Mr. Christopher Lipwoni has applied for employment as a teacher at Lihandabarding primary school. The head teacher of that primary school has sent you an email requesting you to avail more information about Mr. Christopher Lipwoni to enable the school decide whether to employ him or not. In the space provided below, write a sample report that you intend to email to the head teacher. Remember to copy the report to the DEO Kakamega East District (20mks)

40. You are invited to give a speech on the role of the youth in fostering peace in your country by a friend overseas. You are unable to travel due to unforeseen circumstances. E-mail your speech to your friend to present it on your behalf. (20mks)

41. Imagine you live in Mumias, an average town in Western Kenya. The National Music Festival is set to be held in this town for five days. Your friend who lives in Webuye town intends to come over.  
a) Give them clear directions to Nabongo cultural centre in Mumiastown. Make your instructions as precise (one page) and clear as possible—you could use landmarks, well known means of transport, show distance in kilometers etc. (15mks)

b) Also prepare a packing list for your friend to facilitate their stay in Mumiastown for the duration of the festivals (5mks)

42. You are the proprietor of a newly opened hotel. Write an advertisement describing the services it offers, the menu, hours of business and give directions to the location of this new hotel. (20mks)

IMAGINATIVE ESSAY.



Write an essay illustrating the saying "Better the devil you know than the angel you don't know."  
(20mks)

EXPOSITORY ESSAY.

Write an essay on "The frequency of road accidents in the country". (20mks)

ARGUMENTATIVE ESSAY.

Write a composition stating whether you agree or disagree with the statement "Educating a woman means educating the whole nation" (20mks)

DESCRIPTIVE ESSAY.

Write an essay describing a scene of a crime that you witnessed recently.

(20mks)