

FUNCTIONAL COMPOSITION REVISION TOOL KIT FOR FORM FOUR**2021****NAME**.....**ADM. NO:****CLASS**.....**Instructions**

- Using this handout together with class notes and available text books, make **distilled notes** on each of the compositions. The main sub-strand learning points in your distilled notes should be the **format**, basic **content** and **language**. **Sketch** of each composition can be drawn as part of your mind maps.
- Ensure each composition is discussed before KCSE.

		Composition (year tested)	Sample Question for guide in interpreting content	Major learning point expectations used in awarding of scores during marking																					
1	2	Shopping list	Imagine that your sibling is to join form one next month. You have to help in the planning for her shopping. The shopping to be made is to have: toilet paper, utensils, soap, bedding, stationery and sanitary material. Write the shopping list.	<p>Format and content to have:</p> <ul style="list-style-type: none">Title to have the owner's name, the phrase 'shopping list', the event for which the shopping is being done and the date for shopping <u>DAU'S SHOPPING LIST FOR JOINING FORM ONE ON 17TH JULY 2020</u>Body- in table form with items under categories as hinted at in the question.The content to have a table that is fully filled having the following column headers: a) serial number- number of categories, b) Category- list categories with the most important category numbered first, c) items- column for list of items starting with the most important item in each category, d) quantity- column to quantify each item using apt units of measurement, e)description- column for brief description of each item (of opinion, size, shape, age, colour, originality, material, purpose), f) price- column showing the costing of each item in Kenyan Shillings or dollars and g) Shop- column for the shop you expect to get the packed <table><tr><th>No</th><th>Category</th><th>Item</th><th>Quantity</th><th>Description</th><th>Price</th><th>Shop</th></tr><tr><td>1</td><td>Clothing</td><td>Shirt</td><td>2 pairs</td><td>White</td><td>@Ksh. 450</td><td>Wahu's shop</td></tr><tr><td></td><td></td><td>Trouser</td><td>3 pairs</td><td>Navy blue</td><td>@Ksh. 700</td><td>Kilombelo's shop</td></tr></table> <ul style="list-style-type: none">Language is brief and in note form.	No	Category	Item	Quantity	Description	Price	Shop	1	Clothing	Shirt	2 pairs	White	@Ksh. 450	Wahu's shop			Trouser	3 pairs	Navy blue	@Ksh. 700	Kilombelo's shop
No	Category	Item	Quantity	Description	Price	Shop																			
1	Clothing	Shirt	2 pairs	White	@Ksh. 450	Wahu's shop																			
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2	1	Packing list.	Imagine you are one of the members of prefect's council. You are to go for a students' seminar on Covid 19 at Soya Palace. Your teacher has asked you to pack some items for your use during the trip. Write the packing list that you will take to your teacher for approval before packing.	<p>Format and content to have:</p> <ul style="list-style-type: none">Title to have the owner's name, the phrase 'packing list', the event for which the packing is being done and the date for writingBody- in table form with categories as per the questionThe content to have a table with columns with the following headers: a) serial number- number of categories, b) Category- list categories with the most important category numbered first, c) items- column for list of items starting with the most important item in each category, d) quantity- column to quantify each item using apt units of measurement, e) description- column for brief description of each item being packed. Table is same to shopping list but without price and shop.The language is in note form and in table format																					
3	1	Inventory	Imagine you came back to Tumtum Academy from home last week. You brought stationary, clothing, bedding and sanitary material. Write the inventory you had kept by the end of week the first week. Your items should not be more than fifteen.	<p>Format and content to have:</p> <ul style="list-style-type: none">Title to have owner's name, phrase 'inventory' and the date of last modification. <u>TUMTUM ACADEMY.</u> <u>LANDO'S SCHOOL INVENTORY AS ON 17TH JUNE 2020.</u>Body- to have basic rubrics in the question included under categoriesSerial number- column with number for each categoryCategory- column with list of the categoriesDate in- column for the date the item was enteredItem- column for names of itemsQuantity- column for the quantity of each itemDescription- column for the description (opinion/ condition, size, shape, age colour, originality, material, purpose)Price/Value- the price in Ksh or the sourcing method such as donation or giftDate out- Column for the date the item was taken out by self or othersQuantity out- column for the quantity takenbalance- Column for what remained after quantity outSign/name- column for the sign or name of the person (self or others) who took <table><tr><th>No</th><th>Date in</th><th>Category</th><th>Item</th><th>Quantity in</th><th>Price</th><th>Date out</th><th>Quantity out</th><th>Balance</th><th>Sign</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>The language is that of note form in table format.</p>	No	Date in	Category	Item	Quantity in	Price	Date out	Quantity out	Balance	Sign											
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4	1	Public notice and poster (2011, 2013)	<p>Mulika Drama club is to stage a play 'A Doll's House' in your school. The play will be staged in the dining hall as from 2 p.m. for all form fours. As the secretary of the club, write a notice asking them to come with entry fee to watch the play. Remember to include the importance of watching the play.</p>	<p>Format and content to have</p> <ul style="list-style-type: none"> • Heading - Letter head of the organization or name of the organization • Date - of writing the notice on right hand side • Title- notice call or invitation in bold "NOTICE" • Drawing - sketch an eye catching picture for the theme of the notice. Do not focus on drawing at the expense of writing. • Sign the notice by name or management rank. • Frame the notice • Body to be in note form and highlight: a) <u>What</u> you are notifying, b) <u>where</u> it is. c) <u>When</u> it will be in terms of day, date and time, d) to <u>who</u> is the notice targeting f) the <u>conditions</u> such as fee and rules e) by <u>who</u> , g) <u>importance</u> watching and ,h) <u>contacts</u> for the main contact person. <p>The language must aim at</p> <ul style="list-style-type: none"> • Notifying and not convincing the other • Most important information is made bold or capitalized. • Notice call is made bold or artistic and larger font than the rest. • Making the item brief and in note form
5	2	Advertisement	<p>You are the new manager of the Business Club in your school whose logo is a pen. The club has opened a canteen next to the teachers' staffroom. The canteen has stocked copies of Kulet's <i>The Blossoms of the Savannah</i> Write an advertisement for the new canteen that has to appear in the school's magazine.</p>	<p>Format and content to have</p> <ul style="list-style-type: none"> • Heading- to have institution's or club's name at the top centre (letterhead) • Logo of the club can be drawn as part of the letterhead • Date of advertising on the right hand side. • Title- give an advert call in bold and make it persuasive • Contacts at the bottom for those to call upon reading the advert • Drawing of item being advertised • Give a parting shot e.g. Come one come all/ Under New Management • Sign off the advertisement e.g. By Management • Frame the advertisement <p>The body must have the following</p> <ul style="list-style-type: none"> • Name of item being advertised with an adjective praising it • Brief details about the item in terms of place, day, time of operation, price of items, special qualities as selling points, brief direction to place, other services, directions, et <p>The language has to use <u>appealing adjectives</u> to convince the customers and be brief-note form. Some adverts can be in table form.</p>
6	1	Friendly letter (1992, 1998, 2014, 2019)	<p>You visited Runda Beach last week. Write a letter to your friend giving a brief description of the day, your feelings to various activities as well your attitude.</p>	<p>The format to have</p> <ul style="list-style-type: none"> • Senders address to be well punctuated; with no name of writer above it- preferably intended or blocked format. • Date , after skipping a line, not to be part of the address

				<ul style="list-style-type: none"> • Salutation with the friend's <u>name</u> and comma at its end • Body of the letter is written in neat, logical and valid paragraphs • <u>Valediction</u> that is well punctuated, name in capital letters and without a signature. <p>Use informal valediction tag such as 'Your friend', and <u>not 'Yours faithfully' or 'Yours sincerely'</u>.</p> <p><i>The body to have</i></p> <ul style="list-style-type: none"> • Introduction that has greeting, a question/ reminiscent about general or specific life issue and the purpose of letter/ opening remark/thesis of the letter. • Body paragraphs to deal with all rubrics (description, feelings and attitude) adhered to as per the demands of the question • Conclusion with a parting shot or wishing the other well. • Linguistically, be grammatical with an informal touch in diction
7	2	Friendly apology letter	<p>On closing day, your friend Bilbo announced the loss of a T-shirt and a calculator. On arriving home, you discover you are the one having them. You decide to send her the items via Securicor Carriers. Write a letter of apology that will attach to the items.</p>	<p><i>The format to have</i></p> <ul style="list-style-type: none"> • Senders address to be well punctuated with no name of writer above it. • Date- in full after skipping a line and not to be part of the address • Salutation with the friend's name and comma at the end • Body of the letter having the apology content • Valediction that is well punctuated, name in capital letters and without a signature <p><i>The body to have</i></p> <ul style="list-style-type: none"> • Introduction that has greeting, a question about general or specifics of life and content opening remark/thesis of the letter. • All rubrics to be adhered to as per the question • Content of apology to mention: the feelings of one apologizing, expressly apology, state the mistake, background the mistake (where was it, when was it and how did it happen), state why you realized it is a mistake, give a promise or hope in relation to the mistake and thank the reader. • Don't try to excuse yourself, defend or give a reason for the mistake • Conclusion by showing gratitude and stating how you will feel once forgive. <p>Linguistically, be grammatical, neat, brief, the tone must be apologetic/ remorseful and sincere.</p>
8	3	Reminder (official) (Reminder to self is called a to do list)	<p>Official reminder</p> <p>Your club is to have a meeting on Monday. The agenda, venue and time were communicated to all the members. Write a reminder to all the members to ensure they do not miss the meeting.</p>	<p><i>Format and content should have the following</i></p> <ul style="list-style-type: none"> • Official reminders are of various types and can have the format of: a letter or an <u>internal memo</u>/ loose minutes or e-mail or fax; depending on the question. For instance, the reminder format for this question is an internal memo. <p><i>Content of a reminder</i></p> <ul style="list-style-type: none"> • The body to have an introduction- in a sentence, give the background of the reminder by stating why there is need for reminding and quote the major communication from which the reminder emanates. • Main paragraph to have content that answer to the rubrics in the question in terms of what, where, when, who, why and how. • Sign the reminder at the bottom left hand side. • The language to have formal tone.
			<p>You are a busy class prefect. Among other activities, you are to chair a meeting, take books for marking, organize for sweeping of the class and take a list of noise makers to the class teacher. However, on this day, you are to be away for fees. Write a reminder to a friend to do this for you.</p>	<p><i>Format</i></p> <p>Title-</p> <ul style="list-style-type: none"> • Recipient or owners name • Date of writing the reminder <p><u>CLASS PRECT'S REMINDER TO OKAVA ON 16TH SEPTEMBER 2020.</u></p> <p>Introduction sentence</p> <ul style="list-style-type: none"> • Why the reminder • Where you will be • Request to the person to stand in • Sign off if the reminder is to be given to a friend. <p>Content to have</p> <ul style="list-style-type: none"> • List of activities- listed chronologically • Each activity listed must be having the place, activity itself by name, time the activity is to happen and any other relevant instruction such as other people involved or requirements.
9	2	Friendly invitation letter	<p>Imagine you have planned for a birth day party. Write a letter inviting your friend to come for the function. Remember to give the day, date, venue, direction and any other relevant information.</p>	<p><i>The format to have</i></p> <ul style="list-style-type: none"> • Senders address to be well punctuated with no name of writer above it • Date- not to be part of the address and in full • Salutation with the friend's name and comma at the end • Body of the letter to invite the person as per the rubrics • Valediction that is well punctuated, name in capital letters and without a signature <p><i>The body to have</i></p> <ul style="list-style-type: none"> • Introduction that has greeting, a question about general of specific life and content opening remark/thesis of the letter. • Middle paragraphs to answer the rubrics in the question. • Content of invitation to mention: the feelings of one inviting, state the one to host, the name of the event, the venue, the date, the day, the time, the directions to the place,

				<p>the role of the one being invited, some rules to be observed, give some hope in relation to the invitation and thank the reader.</p> <ul style="list-style-type: none"> Conclusion by wishing your friend safe journey or any parting shot <p>The tone in the language should be informal but grammatical.</p>
10	2	Invitation card	<p>Imagine you have got an A plain KCSE 2021. You are to hold a results celebration party next month. You would like your class teacher to come as the guest of honours during this occasion. Remind them to wear masks. Design an invitation card.</p>	<p><i>The format to have</i></p> <ul style="list-style-type: none"> Title- name of institution and invitation with event THE FAMILY OF MARANG INVITATION TO A KCSE RESULTS CELEBRATION PARTY. Date of writing the invitation on the right hand side in full Salutation with the friend's title, name and comma at the end Body of the letter of invitation to have all details on inviting Senders contacts at the bottom under RSVP Frame the invitation Some drawings related to occasion are acceptable. <p><i>The body to have</i></p> <ul style="list-style-type: none"> All rubrics in the question adhered to after apt interpretation. Content of invitation paragraph to mention: the feelings of one inviting, stating the one to host, the name of the event, the venue, the date, the day, the time, directions to the place, the role of the one being invited, some rules to be observed, give some hope in relation to the invitation and thank the reader. Conclusion by stating how you will feel if the invitation is honoured and wishing your friend safe journey <p>The language must have a formal tone and be precise.</p>
11		Official Invitation letter	<p>Imagine you are the chairperson of drama club in your school. The principal has requested you to do an invitation letter to a neighbouring school to come to your school for a joint dress rehearsal. Remind them to observe covid rules. Write the invitation letter.</p>	<p><i>The format to have</i></p> <ul style="list-style-type: none"> Senders address Date of writing Recipient's address starting with: To <u>Through address</u> starting with: (Through). Students cannot invite a neighbouring school directly. Salutation Reason for writing starting with (RE) Signing off with: Yours faithfully, signature, name and designation. <p><i>Content to have</i></p> <ul style="list-style-type: none"> All rubrics in the question adhered to after apt interpretation. Content of invitation paragraph to mention: the feelings of one inviting, stating the one to host, the name of the event, the venue, the date, the day, the time, directions to the place, the role of the one being invited, some rules to be observed, give some hope in relation to the invitation and thank the reader. Conclusion by stating how you will feel if the invitation is honoured and wishing your friend safe journey The language must have a formal tone and be precise.
12	3	Private journal or personal journal or personal diary (1997) (Shajara ya kibinafsi)	<p>Imagine you are one of the students who went out for a trip last weekend. On the first day, you visited Koku zoo, Mende Tea Factory and Moreno Super Market. On the second day, you paid a visit to one boring place before coming back to school. Write a private diary you kept.</p>	<p><i>Format should have</i></p> <ul style="list-style-type: none"> Title with the owners name, phrase 'private journal', and the occasion or period KOKOLIOKO'S PRIVATE JOURNAL FOR THE WEEKEND'S KEMRI TRIP Body divided into days with all the rubrics adhered to <p><i>The body should have the following</i></p> <ul style="list-style-type: none"> Split body into the said days with name of the day and date written and made bold Each day to have a journal entry in paragraph form- number of paragraphs per day will depend on the number of events attended on the same day. Each entry must mention: a) the event attended by name, b) the time of the event, c) some brief lively description of what made the day outstanding e.g. problems /reflection/irony of the day, d) your general feelings before, during and after the event, g) a clincher having a moral / new thing learned. The less the number of days the more the entries per day. <p>The language must be brief, in past tense but not deem past. Remember it is not a creative story with plot line- only key events needed.</p>
13	1	Appointment diary	<p>You are the games captain in your school. The school is to host a sports Tournament over the weekend. On day one, you have to meet officials of all teams, organize for accommodation for the visiting teams and give a speech. The second day you will move a vote of thanks.</p>	<p><i>Format should have</i></p> <ul style="list-style-type: none"> Title- to be bold, having the owners name, phrase 'appointment diary', and the main occasion for the period Body divided into days with all the rubrics adhered to <p><i>The body should have the following</i></p> <ul style="list-style-type: none"> Split into the said number of days with name of the day and date made bold Each day to have appointment entries that are numbered. Each appointment entry must mention the following briefly under the appointment hours: the event to be attended, the place where the event is to be held, your expectation in terms of people or feeling and the major task you are to perform. At time you can use table having the following columns: a) Day- give the name of the day in full b) Date- of the entry, b) time- morning, noon, night, evening or specified

			Write an appointment diary for the two days.	<p>period, d) event- give the specific name e) place/venue- identify the place by name, f) comment- include the role to play, any reminder, people to check on or item to carry.</p> <ul style="list-style-type: none"> The less the number of days the more the appointment entries per day. <p>The language must be in future or present future tense. It has to be in notes form.</p>
14	2	Dialogue or interview writing (2001)	You have just met a former classmate at the market. Write a dialogue between the two of you. Remember to bring out the effects of Covid 19 to the country.	<p><i>Format should have the following:</i></p> <ul style="list-style-type: none"> Title - with the phrase 'dialogue', participants, the subject matter and the date. <u>A DIALOGUE BETWEEN AKELO AND YUNA ON EFFECTS OF COVID-19 TO THE COUNTRY AT HAMSA MARKET ON 17TH JULY 2020</u> Some introductory directions - in brackets giving the environment, place and time setting Name of each speaker (not in margin), followed by colon, and what the speaker said. Include few stage directions indicating purposeful actions by the speakers. The action has to add value to the message non-verbally. <p><i>Content to have:</i></p> <ul style="list-style-type: none"> The first dialogue exchanges dealing with greeting, general life reminiscent between the two and statement narrowing to the theme/topic Rubrics in the question have to be interpreted well and be reflected in the ensuing dialogue exchanges with apt explanation being done by both characters involved. (Build ideas the way you will do in paragraphs but split up into words by characters) Vary the length of what each speaker say and balance the turn taking during the speaking. Use purposeful stage directions at start giving setting (place, time, and environment), within the body (adding purposeful non-verbal) and end the end to show what took place at parting. Language is grammatical with apt register as per the speakers and with characteristics of natural spoken speech such as contracted forms, connectors, hesitations, some pause fillers, interruptions, ellipsis and mix of short/long sentence structure.
15	2	Business letter (e.g. letter of complaint and its feedback response) (1993, 2007, 2012)	You are the secretary of the Students Against Noise Association in your school. Masitimu Bar has been playing loud music for the past one week. Write a letter to its management highlighting to them the effects of the noise from the bar to the students. A copy of the letter to be send to the chief.	<p><i>The format to have</i></p> <ul style="list-style-type: none"> Sender's address to be well punctuated with no name of writer above it and preferably blocked format of address. Date of writing- not to be part of the address and in full Recipient's address to be well punctuated starting with: 'The,' If the letter is to be send through another some other person, then the address of the person is written Salutation using the person's title- without the specific recipient's name and with a comma at the end REference for writing- to capture the problem Body of the letter to be paragraph form- blocked or intended for semi blocked format. Valediction that is well punctuated, with a signature, name and designation. <p><i>The body content to have</i></p> <ul style="list-style-type: none"> All rubrics interpreted and adhered to fully such as the Cc. area at the bottom left hand side. Content of a complaint to have a brief self- introduction of who you are and the group you belong, the purpose of the letter (Complain), a brief background of the problem you are complaining of (what, when, where, how), how was the situation before the mistake, effects of the problem to the complainant, suggested possible ways forward or rectification method, how long you are willing to wait for action, efforts attempted efforts to correct by complainant and expression of hope for a change. Conclusion done by stating your feeling if the problem is rectified and thanking the reader. <p>Language should be formal, respectful and brief</p>
16	2	Official apology letter	Your school had a guest speaker of Mathematics during the weekend. During the session, your teacher of Mathematics found you sleeping behind the school	<p><i>The format to have</i></p> <ul style="list-style-type: none"> Senders address to be well punctuated with no name of writer above it Date not to be part of the address and in full Recipient's address to be well punctuated Salutation (without the teacher's name) with a comma at the end REference that focuses on apology.

			store. Write an apology letter to the teacher.	<ul style="list-style-type: none"> Body of the letter to respond to the rubric as per the right interpretation in a formal way Valediction that is well punctuated, with a signature, name and responsibility rank. <p><i>The body to have</i></p> <ul style="list-style-type: none"> All rubrics in the interpretation to be adhered to. Content of apology to mention: the feelings of one apologizing, who is apologizing or on whose behalf, state the mistake, background the mistake (where it was, when it happened, how it happened), why you now realize it as a mistake, give a promise or hope in relation to the mistake. Conclusion done by stating how you will feel once forgiven ranking the reader
17	2	Official invitation letter (1993 a)	Imagine you are the secretary of debate club in your school. The club has been permitted to host a debate contest with a neighbouring school. The topic of the debate shall be: what a man can do, a woman can do. Write a letter inviting the school. Remember to write through your principal.	<p><i>The format to have</i></p> <ul style="list-style-type: none"> Senders address to be well punctuated with no name of writer above it Date not to be part of the address and in full Recipient's address to be well punctuated Through address to be well punctuated Salutation- start with, 'Dear ' REference carrying the message for writing Body of the letter to answer all the rubrics as per the interpretation Valediction that is well punctuated, name in capital letters and without a signature <p><i>The body to have</i></p> <ul style="list-style-type: none"> Introduction that has greeting and rapport statement All rubrics adhered to Content of invitation to mention: the feelings of one inviting, state the one to host, the name of the event, the venue, the date, the day, the time, brief directions to the place, the role of the one being invited, some rules to be observed, give some hope in relation to the invitation and thank the reader. Conclusion by wishing your friend safe journey <p>The tone in the language should be formal and grammatical.</p>
18	3	Application letter aka Cover letter (2012)	You are a school leavers looking for a job. Kilimo Biscuit Factory of Box 12345- 059, Lavender, has placed an advertisement in one of the local dailies Ref. No. KBF/55 asking for those interested in working as trainee clerk to apply. The applicants for the trainee clerk job must have B+ in KCSE and a certificate in Book Keeping. Those with computer knowledge in excel will have an added advantage. Write a letter applying for the job.	<p><i>The format to have</i></p> <ul style="list-style-type: none"> Senders address to be well punctuated with no name of writer above it Date- not to be part of the address and in full Recipient's address on the left hand side and to be well punctuated Salutation with a comma at the end REference for writing (the reference number has to be quoted if it is a solicited letter of application) Body of the letter Valediction that is well punctuated, with a signature and name in capital letters. Use formal tag 'Your Sincerely'. Some letters need a list of documents enclosed under enclosures. <p><i>The body to have</i></p> <ul style="list-style-type: none"> All rubrics adhered to Introduction to give a background of information source/ reference of the advertisement and a declaration of desire to put in an application as well as the position being applied. Body in which the application is done by: giving your brief description (age, sex, citizenship, religion), explanation of your specific qualifications as per all the areas in the rubric (highest academic qualification, professionalism, experiences, strength and any added advantage you have) and what you feel you can do for the institution you are applying to if hired. Some letters require you give a referee. Conclusion by stating you are available for an interview any day, your feeling if you will be considered, your email address, and thank the reader <p>Language to be a formal one, grammatical and brief.</p>
19	4	Letter of request (2007)	You have just finished writing a short story. You would like to publish it in an anthology to be compiled by one of the local publishers. Write a letter the local publishers requesting the chief editor to consider your story. Indicate you have attached the synopsis and the story you have written.	<p><i>The format to have</i></p> <ul style="list-style-type: none"> Senders address to be well punctuated with no name of writer above it. Revisit contents of an address- e.g post office number with code Date should not to be part of the address and preferably in full Recipient's address to be well punctuated Salutation with a comma at the end REference for writing Body of the letter to respond to the rubrics of the question Valediction that is well punctuated, with a signature and name. List of the two enclosures at the bottom left hand side <p><i>The body to have</i></p> <ul style="list-style-type: none"> All rubrics adhered to as they are in the question

				<ul style="list-style-type: none"> Content of letter to have a self-general introduction ✓, background ✓ of your need, placement of the request ✓ (what, when, where, why), benefits ✓ you will get from the help, how the request can be delivered and some promise ✓ in relation to the request. Conclusion is done by stating you hope ✓, showing gratitude ✓, giving your quick response contact and thanking ✓ the reader <p>The language must be formal, brief and pleasant</p>
20	3	Letter to the editor or publisher (2007)	You have just read an article by Mr. Bill Muiruri in one of the local dailies in which he claims that greedy characters did not suffer in <i>The Pearl</i> . You have a feeling that columnist was wrong. Write a letter to the editor in response to Muiruri's article.	<p><i>The format to have</i></p> <ul style="list-style-type: none"> Senders address to be well punctuated with no name of writer above it Date not to be part of the address and in full Recipient's address to be well punctuated with the name of the newspaper well punctuated Salutation to have 'Dear Editor,' with a comma at the end RE:(REference) for writing Body of the letter to have valid points in relation to the set text Valediction that is well punctuated, with a signature and name in capital letters <p><i>The body to have</i></p> <ul style="list-style-type: none"> All rubrics adhered to as per the question in a formal tone Introduce yourself, state reason for writing (advise, complain, warn, highlight, share), state the subject matter lively by giving the background of what prompted you to write and state your opinion in relation to the topic. Discuss the body validly in paragraphs having main points with reasons/examples. Conclusion by stating your hope, offering topic based challenge showing gratitude and thank the reader Language to be formal and precise. <p>NB: In Kiswahili, the name is placed at the bottom but not in English. Also, avoid the newspaper edited version where addresses are missing when writing in English exams.</p>
21	4	Inquiry letter (2005, 2009)	Tumaini Theatre Group is conducting a performance of one of the drama set texts in one of the halls in District. It has chosen five schools for the purpose, but your school is not one of them. As the secretary to drama Club, write a letter to your patron to request if you can attend. Request the patron to inquire about: your school being included, the date on which it is going to perform, what to carry along to the venue, date, time, charges per performance and the time details of the program of performance. Remember to highlight the importance of the performance to your school.	<p><i>The format to have</i></p> <ul style="list-style-type: none"> Senders address to be well punctuated with no name of writer above it Date not to be part of the address and in full Recipient's address to be well punctuated with the name of the local newspaper well punctuated. Salutation done with a comma at the end (Who receives letters?) REference for writing to state the theme of your inquiry Body of the letter to answer the rubrics Valediction that is well punctuated, with a signature and name in capital letters. Remember you are a secretary and include it in brackets. Signing by one name in small letters will be taken as a signature. <p><i>The body to have</i></p> <ul style="list-style-type: none"> All rubrics adhered to as per the question set Introduction to state who you are and give a background of yourself in relation to the inquiry. The body has to put forward request to the patron stating benefits of watching Ask the patron to inquire to put forward the stated inquiries as per the rubrics: why you are doing the inquiry, your group by name, to know hall of performance by name, to know date, to know day, to know time, to know the fee, know any other rules and what you would like the respondent to do. Conclusion is done by stating your hope, showing gratitude, giving your quick response contact and thank the reader <p>Polite tone, formal language and be brief.</p>
22	2	Direction to place (1992, 2004)	Imagine you have just completed your exam and one of your friends would like to visit you during the coming holiday. Write for him directions from your local trading centre to your home. Remember to give a brief description of your home.	<p><i>Format and content to have the following</i></p> <ul style="list-style-type: none"> Title with the beginning and end point of the journey The rubrics of the question to be adhered to as per the set question The instructions deal with direction in between the various journey stages (numbers show the stages) as briefly as possible in a sentence. <p><i>Content.</i></p> <ul style="list-style-type: none"> Use a variety of direction markers in the body such: 1. specific compass directions ✓ such as turning East, West or South, 2. Specific road features ✓ such as junctions, zebra crossing and flyovers, 3. Specific geographical features ✓ such as hills, rivers and valleys, 4. Specific names ✓ of places, 5. Specific names of roads ✓ such as Avenues and highways, 6. Major mode of transport ✓ such as <i>bodaboda</i>, 7. Approximate distance ✓ in kilometers. Diction of giving direction such as turn right ✓, move across, move along, take the road, go uphill, move downhill, adjacent, overlooking, opposite, e.t.c to be used. End point ✓ has to be briefly described in a sentence and a sketch MAY be drawn.

				<ul style="list-style-type: none"> It is usually made part of other compositions such as letter, email, fax or invitations. If so, make it prose.
23	3	Speech (Hotuba) (1993b, 2010)	Imagine you are the head student in your school. Covid-19 cases have been reported in a neighbouring school. You are to give a speech to your fellow students on transmission, symptoms and prevention of this pandemic. Write a speech you will present. Remember the county T.S.C Director will be present.	<p><i>Format of a speech must have</i></p> <ul style="list-style-type: none"> Title - mention the speaker, the subject matter, the place and the occasion/ date. <u>OTIE'S SPEECH ON THE COVID-19 TO STUDENTS OF AKILI ACADEMY IN THE LECTURE HALL ON 27TH MAY 2021.</u> Avoid quotation marks. You can use opening and closing inverted comma at the start and the end only if you are not told to imagine that it is your speech and you are writing the speech you heard given by somebody else. The body must answer the rubrics in the question in paragraph form <p><i>The body must have the following</i></p> <ul style="list-style-type: none"> Introduction- you have to greet the audience hierarchically (don't mention their names if they are many), introduce yourself by title, intentionally use a style meant to create a rapport, welcome audience to your speech and state the subject matter of your speech. Paragraphs responding to the rubrics of the question faithfully- state the fact in topic sentences, explanations in supporting sentences and clincher sentence. Have variety of sentence structures. Conclusion- having an overview or a remark, your hope about the subject matter to listeners (restate it), thanking the audience for listening and wishing the audience well or safe journey <p>The language has to be in present tense, first person, formal, brief and logical. A good speech is usually laced with apt connectors/transitional words and language devices such as phrasal verbs, idioms, proverbs, imagery, quotations. Do not overuse them.</p>
24	3	Investigative or Survey Report (2006)	This year, members of your class experienced poor performance in English in at Ngoni High School. The student did not open up to the school administration in relation to the same. You were among the prefects who were given a responsibility to investigate and write a report giving recommendations. Write the report to be submitted to the director of studies.	<p><i>Format and content should have</i></p> <ul style="list-style-type: none"> ^{√T} Title- subject matter, who it is to be submitted to and the date of submission. <u>A PREFECT'S REPORT ON CAUSES OF POOR PERFORMANCE IN ENGLISH AT NGONI HIGH SCHOOL SUBMITTED TO THE DIRECTOR OF STUDIES ON 17TH MAY, 2020</u> ^{√I} Introduction- give the background of what necessitated the report (problem), who requested for the investigations or survey, how long it took to investigate, list of members who were doing the investigation and the purpose of the report (terms of reference). ^{√M} Methodology/ Collection of information- in a sentence or two, highlight the investigation methods used to gather information- be specific e.g Members interviewed/ observed/ sampled/ administered questionnaires to the students. ^{√B} Body- to have the main title hinting at the key subject matter. Under the main title, divide the findings into sub titles and number them, each sub title to have a paragraph briefly explaining that finding in terms of what was observed/found out and what such implies. ^{√C} Conclusion- you have to give the outcome/ result/ your hope or general remarks. ^{√R} Recommendation- each recommendation to be numbered and corresponding to the number of the finding it refers in the body. ^{√S} Signing off: you have to give the compiler's signature, name and designation under 'Report Compiled by,' <p>Language has to have a passive tone, in the past and concise.</p>
25	3	Confidential letter or recommendation report (1994)	Imagine you have sent an application to be considered for employment as a receptionist at Afya Medical Centre. You have been requested by the personnel manager to produce a confidential report from the principal of your former secondary school. Write the recommendation report that you believe the principal will draft for you. Remember to bring out your strength and a weakness.	<p><i>The format to have</i></p> <ul style="list-style-type: none"> Senders address to be well punctuated with no name of writer above it Date not to be part of the address and in full Recipient's address to be well punctuated Salutation with a comma at the end REference for writing- has name and details of person being recommended Body of the letter to reflect what you have been told to write Valediction that is well punctuated, with a signature and name in capital letters <p><i>The body to have</i></p> <ul style="list-style-type: none"> All rubrics adhered to as per the question. Paragraph one deals with your feeling as you write, reference as to why you are writing, the background of who you are, declaration you know the person, declare that you recommend or not, the length of time you have known the person.

				<ul style="list-style-type: none"> Paragraph two deals with the person's strength in relation to the expected task for which the recommendation is made (academically ✓, socially ✓, physically ✓, emotional quotient ✓ (EQ), special talents ✓ and leadership ✓ skills. Last paragraph in body with at least one weakness ✓ that can be corrected and thanking the reader. <p>Conclusion by stating your hope, showing gratitude, giving your quick response contact</p> <p>Polite tone, formal language and brief.</p>
25	3	Newspaper or Magazine report (1991) (Tahariri)	Imagine you are a journalist who has just witnessed mob justice to a chicken thief at a market. Write an article, reporting the issue, to appear in one of the local dailies.	<p>Format to have:</p> <ul style="list-style-type: none"> Major Title of the newspaper in bold, centrally placed at top of page and underlined. Motto of newspaper, contact and logo are optional. Day and date of the article's publication on top right hand side The town one is doing the report from is added on right hand side then a line drawn across page to separate newspaper details from the report. A title of the article that is hooky or interesting and having the subject matter The authors name below the title. <p><i>The body should be in paragraph form to answer the following</i></p> <ul style="list-style-type: none"> What you are reporting- be specific with the major event or episode Where did what you are reporting happen- specify the place by name When did what you are reporting happen- specify the time, date and day How did what you are reporting happen- be descriptive and vivid Who are involved- use specific names. Why what you are reporting happened. The worthiness of the news- an irony and humour in the event being reported- captures the maxim of 'man bites a dog.' How did the incident being reported end <p>The language must be: prosaic, formal, descriptive, objective, start lively, be convincing and in past tense. Most reports are brief.</p> <p>Use variety of sentences, idioms, phrasal verb, etc</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: right;">THE IMMORTAL NEWSPAPET ✓ immortalnews@gmail.com Our news, our best views</p> <p style="text-align: right;">Monday 25th November 2020 ✓</p> <p>Kakamega-Kenya ✓</p> <hr/> <p>CHICKEN THIEF THRASHED ✓</p> <p>By Nillilpa Kadani ✓</p> <p>Things went haywire for....</p> </div>
26	3	Simple informal incident report (2006)	Imagine you are the secretary of journalism club in your school. The club has gone out with the games team. During the trip, you collected information on traveling, accommodation for two day and games played. On coming back, you are to submit a report to the patron. Write the report.	<p>Format and content should have</p> <p>Title- subject matter, who it is to be submitted to and the date of submission.</p> <p><u>A REPORT ON FOOTBALL CLUB'S TWO DAYS' TRIP TO MBARARA FOR SOKOTO TOURNAMENT SUBMITTED TO THE DIRECTOR OF STUDIES ON 17TH MAY, 2020</u></p> <ul style="list-style-type: none"> Introduction- a paragraph to give the background of event (what) necessitated the report, who were key participants, what was the occasion, where was the occasion, how long it took in relation to what you are reporting. Body- paragraphs to have the main title hinting at the key subject matter. Under the main title, divide the event, accident, incident etc into sub titles and number them, each sub title to have a paragraph briefly explaining what is being reported in terms of time, place, event, description etc Some simple event reports can have some recommendation. Conclusion- you have to give your hope in relation to the events, occasion, incident etc under the reporting. Signing off: you have to give the compiler's signature, name and rank under 'Report Written by,'
27	3	Thank you note (2013)	Imagine your friend has allowed you to use his discussion room to hold a discussion group's meeting. By the time you finish the discussion, the friend is not around. You decide to go home. However, you feel guilty of not having appreciated the friend.	<p>Format must have</p> <ul style="list-style-type: none"> Address ✓ of the writer is COMPULSORY. In fact, it is worth noting that most thank you notes are written on a special card which happens to have a pre-printed address. That is why most book examples do not have addresses. Date ✓ on the right hand side (if it is an official thank you note, respect official letter format.) Salutation ✓ on the left hand side with the name of the person followed by a coma. Body of the thank you note in three short paragraphs

			Write a thank you note to the friend.	<ul style="list-style-type: none"> • Valediction ✓ at the bottom left hand side by stating 'Your friend ✓,' then your name ✓. <p><i>The body of the thank you note must have</i></p> <ul style="list-style-type: none"> • Rubrics adhered to e.g. any other outer format- can be fax, email etc • Introduce by giving your situational background ✓ (what the need was and where) of thanking the person, stating what the person did ✓ for you, state when ✓ the help came in, stating your feeling ✓ as you thank. • The body has to <u>thank</u> the person, indicate when the help came, show how the help was important ✓ and appreciate ✓ the helper for what you achieved. • Conclude by showing gratitude to what you achieved from the help ✓ and show your hope in relation to the success. <p>Use a formal sincere thankful tone.</p>
28	3	Condolence note	Imagine you are Patrick who is one of Owuor's friends. You work at Akili school while he works at Bongo Academy. You have heard of his father, Akomo's death. Write him a condolence note.	<p><i>Format must have</i></p> <ul style="list-style-type: none"> • Sender's address is COMPULSORY since your friend may have many other friends by same name as your and the school is given in the question purposefully. • Date on the right hand side after skipping a line • Salutation on the left hand side with the name of the person • Body of the condolence in three short paragraphs • Valediction in a formal way at the bottom left hand side in an informal way. <p><i>The body of the condolence must have</i></p> <ul style="list-style-type: none"> • Rubrics to be adhered to as per the question - who, to who, why.. • Introduce by giving the background of your feelings after hearing of the death, name the person who is dead, foreground the death- how the person died, when the person died and how you came to know of the death. • Expressly state the <u>condolence</u>, give a briefly eulogy to the dead- virtues and strength, give a memorable moment with the dead and state what you will genuinely miss. • Conclude by giving a quality of whoever you are consoling that you believe will make him or her go through the moaning strong hearted and offer some specific reasonable help. <p>Use a formal consoling tone.</p>
29	3	Congratulatory note	You have just had a wonderful performance in your KCSE exam and you have just received many wonderful congratulatory messages from your teachers. Write the message from your first best teacher of English.	<p><i>Format must have</i></p> <ul style="list-style-type: none"> • Address of sender is COMPULSORY. • Date on the right hand side after skipping a line • Salutation on the left hand side with the name of the person • Body of the congratulation in short paragraphs • Valediction in a formal way <p><i>The body must have</i></p> <ul style="list-style-type: none"> • Rubrics adhered to such: why, to who, when or by who. • Introduce by giving your situational background (what the achievement was, how you knew about it and where/when) of congratulating the person, stating what the person has done to merit congratulation and stating your feeling as you congratulate. • The content has to <u>congratulate</u> the person, rate the person's achievement as the best, state at least one quality of the person you think lead to the success and state how you feel in relation to the success. • Conclude by wishing the person well and good hope in relation to the success. <p>Use a formal sincere tone.</p>
30	3	To do list or reminder to oneself	Imagine you are a busy student. Write your Sunday's to do list.	<p><i>Format and content to have to have</i></p> <ul style="list-style-type: none"> • Title with the owner's name and date or occasion • Introduction- declare that the list has the thing for you to do before the end of the day • In the body give a list of the things you will do • Each listed item has: time/period, activity/event, place/ venue and any other information as per the instruction. <p>Be chronological and in point or note form language</p>
31	3	Instructions to a friend	Imagine you are the head prefect in your school. You have been selected to be among the students to represent the school at a function. Write instruction to one of the members of the prefect's council instructing him to carry out these duties on your behalf.	<p><i>Format to have</i></p> <ul style="list-style-type: none"> • Title with the owner's name and date or the occasion • Introduction- give a background to the friend on why you can't do the activities by stating where you will be, state that the activities are vital and request the friend to perform the for you. • In the body give a list of the things you were to do • Each item of instruction has the time, place, event/activity • Be chronological in instructing- never give alternatives • Use imperatives language and ensure you are brief

32	3	Writing agenda (2002, 2008, 2015)	Imagine you are the secretary to the prefects' council in your school. You are to organize and hold a regional school leaders' conference in your school. You have decided to call all prefects in your school to a meeting to plan for the event. Write the agenda for the meeting.	<p><i>Format and content to have</i></p> <ul style="list-style-type: none"> Title with phrase 'Agenda' the type of meeting, date, time and venue <u>AGENDA FOR THE PREFECTS' WEEKLY MEETING TO BE HELD IN THE SCHOOL BOARDROOM ON FRIDAY 6TH JULY, 2020 AS FROM 2.00 P.M</u> In the body give a list of the agenda as per the rubrics and conventional agenda items at start and end. Basic items of any agenda to be included i.e. preliminary, confirmation of minutes of the previous meeting, matters arising from the previous minutes, any other business and adjournment. All are given a formal passive tone. The agenda too be discussed are written with the most important one first. Sign the agenda at the bottom left hand side- signature, name and designation.
33	3	Notification of a meeting (2008)	Imagine you are a member of the Poetry Club on your school which is to hold a general meeting on Friday. During the meeting, new treasurer will be elected to replace the one who has been absent, the club's constitution will be launched and a new patron will be introduced.	<p><i>Format to have</i></p> <ul style="list-style-type: none"> Since members are in one institution and it is from one office to the other, the format of an internal memo is used: <ul style="list-style-type: none"> ★ Letterhead- name of the institution ★ Title of item below the name of the institution as 'Notification' ★ References number on left hand side: REF..... ★ To: ★ From: ★ Cc: ★ Date: ★ Subject: Notification of a General Meeting. ★ Signed at end <p><i>Content</i></p> <ul style="list-style-type: none"> ★ In paragraph form or note form. ★ Give background of the notification ★ Give the place, time, day, date, participants, agenda, any instructions <p>Language to be brief, formal, grammatical, simple and clear. Always respond to all issues raised in the question.</p>
			a) Write a notification of the meeting to all class members.	
			b) Write a notice of the meeting to all class members	<p><i>Refer to notice for the format</i></p> <ul style="list-style-type: none"> Letterhead Date of notice Notice reference number Notice call Frame the notice Sketch to attract readers Parting shot Contacts Signing <p><i>Content to have</i></p> <ul style="list-style-type: none"> Write notice by declaring the meeting type, target participated place, date, day, time, rules to observe. Have the agenda included.
			c) Write a notification of the meeting to one of the class members who has been absent from school for the past two weeks.	<p><i>Refer to official letter for format</i></p> <ul style="list-style-type: none"> Address Date Recipient's address Salutation Reference Signing <p><i>Content in paragraph form</i></p> <ul style="list-style-type: none"> Write notice by declaring the meeting type, target participated place, date, day, time, rules to observe. Have the agenda included. <p>Language to be formal, brief, clear and grammatical.</p>
			d) Write an e-mail giving a notification of the meeting to the patron.	<ul style="list-style-type: none"> Refer to the format of an email Refer to content of notification of a meeting Refer to language of an email
			d) Write a fax giving notification of the meeting to the patron.	<ul style="list-style-type: none"> Refer to the format of a fax Refer to content of a notification of a meeting- background, place, date, time, type of meeting, basic instructions and agenda Refer to language of fax
34	3	Minutes (2002, 2015) (Kumbukumbu)	Imagine you are the secretary Young Writers Club in your school. You have just had a meeting in which all members except two turned up. Of the two,	<p><i>Format and content to have the following</i></p> <ul style="list-style-type: none"> Title to have the <u>nature</u> of meeting, group meeting, venue, <u>date</u> of meeting and the time the meeting started MINUTES OF YOUNG FARMERS CLUB GENERAL MEETING HELD IN THE DINING HALL ON FRIDAY 16TH JULY 2020 AS FROM 5.30 P.M Record of attendance- as per the information in the rubrics

			<p>one send an apology. The patron also attended. You discussed membership registration fees and planned for a party for the club. Write minutes me the meeting.</p>	<ul style="list-style-type: none"> • Members present- officials first while others are written alphabetically • Members absent with apology • Members absent without apology • In attendance- give the name and designation • List of agenda (is optional.) • Body to have the following minutes <ul style="list-style-type: none"> • Min YWC/00/01: Preliminary • Min YWC/00/02: Conformation of minutes of previous meeting • Min YWC/00/03: Matters arising from the minutes. Reference should be made to the previous minute. Each to have the last minute number, the idea which was revisited and the answer given. • Min YWC/00/04: Registration fee. Discussion and resolutions. • Min YWC/00/05: End year party. Discussion and resolutions • Min YWC/00/06: Any other Business. Give a list of what was proposed. No resolution. • Min YWC/00/07: Adjournment and next meeting • Signing off of the minutes- provision slots to be left blank <p>Formal language, passive tone, correct expression, good spelling, good punctuation, apt diction and grammatical. Consistency in the numbering has to be observed</p>
35	4	Recipe (1999)	<p>Write a recipe of your favorite DISH to serve four people.</p>	<p><i>Format and content must have the following</i></p> <ul style="list-style-type: none"> • <u>Title</u> having the word recipe (or How to cook/fry, boil), the type of food and the number of people to partake • <u>Ingredients</u>: is given a subheading. The specific items are to be <u>numbered</u>, the basic ingredient to come first and each must be reasonably quantified using right units e.g. flour in kilogram and not 'korogoros.' Have at least four ingredients. • <u>Method</u> or procedure is given a subheading. Under procedure, the steps must be numbered (if in prose, then use many connectors) • First instruction to start with preparation of ingredients such as peel, grate, chop, rind, shell, skin, wash, sieve, sift, , mince, cut, slice • Explain what needs to be done during cooking e.g. kneading ugali, cream, stirring porridge, turn chapati, roll, whisk egg, mash • Specify the method of cooking such as fry, roast, bake, steam, roast, barbecue, grill, broil, boil, • Specify the <u>time</u> for specific steps in your cooking e.g. boil for five minutes • Give <u>temperature</u> regulation needed e.g. maintain the temperature at 95° c • Give how to know the food is <u>ready</u> (colour, texture, aroma, shape) • <u>Serving</u>- state how the meal is to be <u>served</u> and at what temperature (cold, lukewarm etc.) as the separate instruction after procedure. You must mention a complementary meal. <p>NB: Never cook two meals at one time- find out if it is just a meal or a dish...</p> <ul style="list-style-type: none"> • The language must be in imperatives, brief and use words related to preparation of ingredients and use words related to cooking
36	4	Designing questionnaire (Hojaji)	<p>Form four Literature club is going out for a field research at the regional drama festival. The goal of the trip is to find out: the effects of drama on academic performance, the attitude of the participants towards drama and the challenges faced by the participants. Design a questionnaire to be filled during the field trip.</p>	<p><i>Format and content to have the following</i></p> <ul style="list-style-type: none"> • Title with the name of the organization carrying out the research and the subject matter • Introduction- sentence explaining why you are carrying out the research, the target audience and a promise of treating the information with confidentiality • Instructions- on how to fill, type of pen to use, parts in the questionnaire • Section for personal information: Name, age, sex, citizenship, contact, date, admission number, class, dorm, stream, etc • Section two of the form- have short answer question with multiple choices, yes or no, agree or don't agree etc • Section three- have questions with blanks to be filled by: stating, explaining, describing etc. remember to draw blanks where filling is to be done. • Content of the sections to be related to the rubric in the question • Official use section- left blank • Conclusion- thank the person for accepting to fill the form • Frame the questionnaire <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">HOJAJI BORA HIGH SCHOOL Scaling the using of Education hojaji@gmail.com</p> <p style="text-align: center;">DRAMA CLUB'S QUESTIONNAIRE ON DRAMA ACTIVITIES AMONG STUDENTS</p> <p>The purpose of this questionnaire is to help find out: the effects of drama on academic performance, the attitude of the participants towards drama and the challenges faced by the participants. The information given shall be treated with confidentiality.</p> <p>A) Instructions</p> </div>

				<p>.....</p> <p>B) Personal information</p> <p>.....</p> <p>etc</p>
37	4	E-mail	Write an E-mail to your pen friend in Canada. In the E-mail, highlight details about you and your family, a brief description of your locality and places of interest in your county. Send a copy of the email to your parent.	<p><i>Format and content to have the following</i></p> <ul style="list-style-type: none"> • To- write the email address of the one to receive as one item. Use small letters and leave no spaces within the address e.g. To: balovera@yahoo.com. • From- write the email address of writer. Use small letter and leave no spaces between the letters ('To' comes first followed by 'From' as in the Oxford Dictionary Example) • Cc.- write the email addresses of people to receive the copy of the email only if asked to do so. • Date- write the date of sending the email- choose the best style of writing dates • Time: the time it was send (optional) • Pages- write the pages you have used on the exam paper (optional) • Subject- write the subject matter of the email. Make it a complete thought. • Salutation- salute your friend by name or as per the demands of the question. Always be keen on this since it is given in the question. Start Dear _____, • Introduction- writes a sentence introducing yourself (position), the subject matter, greeting and reason for writing. Be brief here. Be brief. • Body has to respond to the rubrics in the question faithfully. (If told to INCLUDE another item of functional writing, it forms this body) • Conclude the email by giving a parting shot or wishing the other well. • Valediction of the email- signature is not compulsory but the name must be put as done in letters. Check the formality of the email at valediction to relate with the recipient. Thus, official email will use 'Yours faithfully,' but such is not used in friendly e-mails. • Language has to be formal or informal (as per the question) and polite • Frame the email
38	3	Book review (Tahakiki)	Imagine you have just finished reading one of the compulsory set texts. Write its review bringing out: the plot, characterization, themes and major stylistic devices used.	<p><i>Format and content to look at the following</i></p> <ul style="list-style-type: none"> • Main title- usually the words 'Book Review' at the top • Title- write the book's title and punctuate by underlining it • Author- state the author's name on the left hand side • Publisher- state the book's publishing company on the left hand side • Year of publication- give the year the book was first published on the left hand side • Page- approximate pages in the text • Price- approximate price in KSh. • Reviewer- state your name on the left hand side • Availability- state the place one can get the copy. <p><i>Body to briefly look at the following in line with the rubrics</i></p> <ul style="list-style-type: none"> • Introduction- give an overview comment on aesthetic rating, give the sub-genre (novel, play, short story) and the target audience for the book or item under review • The place, time (era), social and political setting of the text • The plotline- in terms of development (protagonist's action, antagonist's reaction, climax and resolution) • Main thematic concerns in the text described in a sentence. • Link of the themes relate to modern society and what the characters represent. • Major stylistic devices used to communicate and their aptness • Give any weakness of the text in terms of resolution, characters, language, length etc • Conclude by giving an assessment and a recommendation to others to read it. • Language; in present tense and always go for the key scoring content words.
39	3	Synopsis (2011)	Write a synopsis of one of the compulsory set novel texts you have studied	<p><i>Format to have the following</i></p> <ul style="list-style-type: none"> • Title- word synopsis and the text's name well punctuated by underlining. • Body to reflect the rubric- if it is for a set text, then you have to be factual in content. <p><i>The body must have the following</i></p> <ul style="list-style-type: none"> • Sentence on an introduction of the main subject matter ✓ and then the setting of the social or time setting ✓ of text • Sentence on overview of main characters and specifically the protagonist(s) and the protagonist(s) and how they relate in terms of social life ✓ and key contrast traits ✓. • State the main action(s) ✓ by the protagonist(s) propelling the rising action of the plot and give the reason ✓ for actions • State the counter reaction(s) ✓ of the antagonist to the action of the protagonist and give the reason behind such a reaction • In a sentence, describe the climax ✓ of the conflict • State the resolution ✓ in terms of who is rewarded or punished. <p>Be brief, preferably in one paragraph.</p>

40	4	Fax	You got an SMS informing you of the death of your friend's parent. Write a fax giving out your condolences. Remember to quote the SMS you received.	<p>Format and content to have the following</p> <ul style="list-style-type: none"> • To- give the name of receiving person, fax number of the receiver (write 'Attention:' in case the person to receive is using the fax number of an institution. From- give the name and the fax number of the senders' institution) • Date- write the date of faxing • No of pages- write the number of pages you have written • Subject- write the subject matter of the fax • Salutation- salute the one you are writing to • Write the body basing on faithful interpretation of the rubrics • Sign off with your name and signature.
41	4	Curriculum vitae (2012) (Wasifu kazi/ wasifutaala)	Recently, in one of the local dailies, a vacant position of a sales trainee was advertised. You have written an application letter that requires you to attach a resume. Write the curriculum vitae.	<p>Format and content to have the following</p> <ul style="list-style-type: none"> • Title- having the owner's name and date the C.V was last modified e.g. <u>WANABE'S CURRICULUM VITAE AS ON 31ST MARCH 2020</u> ✓ • Rubrics of the question to be respected and reflected in the work such as the level of education hinted at. • Body has the following subdivisions <ul style="list-style-type: none"> • Bio-data (Personal information) ✓ <ul style="list-style-type: none"> • Name ✓ - write your full name, this is compulsory • Sex ✓ - state your gender. • Age ✓ - (Date of birth)- state the date and the year of birth • Nationality ✓ - state your country • Marital status ✓ - state whether you are single or married • Religion ✓ - indicate whether protestant, Muslim, Hindu, catholic etc • Occupation- indicate your training area e.g. teaching • Languages- show the languages you are able to speak • Contacts ✓ - give the email or address or telephone <p>(Name and age are compulsory)</p> <ul style="list-style-type: none"> • Education background ✓ <ul style="list-style-type: none"> • Basically primary and secondary: institution's name, years attended and final qualification e.g. <p>B) Educational background</p> <p>a) 2011-2014 Institution: Gogo Secondary Education Certificate: KCSE Certificate Qualification: B+ ✓ Responsibilities: Head boy</p> <p>b) 2007-2013. Institution: Nionio Primary Education Certificate: KCPE Certificate Marks: 345 ✓</p> • Most recent institution to be stated first • Professional background ✓ <ul style="list-style-type: none"> • Basically tertiary education: institution's name, years attended and final qualification • Most recent institution to be stated first • Experience/ Employment History <ul style="list-style-type: none"> • Give the years (when), the institution worked for (where ✓) and the position held (what) • Most recent job first • Achievements <ul style="list-style-type: none"> • State the year, the achievement and place. • Hobbies ✓ <ul style="list-style-type: none"> • Give at least two but related to the job being applied. • Referees <ul style="list-style-type: none"> • Give two- each to have the person's designation in society, name and contacts (address, email and telephone) <p>Be brief</p>
42	3	Loose minutes/ internal memo/ official reminder (2003)	You have come to a realization that there is an outbreak of Covid-19 in the neighbouring school. As the head prefect in your school, you have been tasked to do a memo to all the students giving them the mode of transmission, the key	<p>Format and content to have the following</p> <ul style="list-style-type: none"> • Title with the name of the institution ✓ (letter head) • The words loose minutes ✓ or internal memo below the title • Ref No. ✓ – give the reference number of the memo on the left hand side • To ✓ - give the target audience for the memo on the left hand side • From ✓ - give name of the writer of the memo on the left hand side

			<p>symptoms and how to prevent themselves against the pandemic. Write the memo. A copy of the memo should be send to the principal.</p>	<ul style="list-style-type: none"> • Cc - if copies are to be send to some other persons, list them by designation. • Date - write in full on the right hand side. • Subject - write the subject matter, bold and underline • Body has to have <ul style="list-style-type: none"> • Introduction- giving the background of the reason behind drafting the memo as stated in the rubrics • Body- answering each of the items in the rubrics of the question with brevity • Conclude by thanking, and giving your hope s per the subject matter • Sign the memo at the left hand side by writing of signature, name and designation . NB: An official reminder is same to memo but has a word 'Reminder' instead of 'Memo'. It also focuses on aspect of reminding.
43	1	Poem	<p>Write a poem of not more than three stanzas on the problems facing the youth in Kenya. All your work in the rough draft should not be rubbed</p>	<p><i>Format and content must include the following</i></p> <ul style="list-style-type: none"> • Title- not more than six words and related to the theme • Stanzas as to be as per the rubric • Make use of a variety of poetic devices such as the following at least once for each <ul style="list-style-type: none"> • Based on sound such as alliteration, assonance, rhyme, repetition, refrain etc. don't over use • Based on message- irony, exaggeration • Based on images such as metaphor, simile, symbolism • Based on structure- making the poem pictorial, using poetic dialogue, using rhetoric questions <p><i>Language accepts grammatical deviations</i></p>
44	4	Autobiography (Tawasifu)	<p>Friends Association of Writers has advertised for scholarships. The application letter should have your <u>autobiography</u> attached. Write the <u>write up about yourself</u> that you will attach.</p>	<p><i>The format and the content to have</i></p> <ul style="list-style-type: none"> • Title- having the owners name and hooky statement or just some praise • Rubrics to be respected and reflected in the work • Body has paragraphs dealing with the life history of the person placed in a creative setting to bring out the following <ul style="list-style-type: none"> • Your brief description in terms of name, nickname, character and physical traits • Your date of birth and environment of your childhood • Your home area, ethnicity nationality and general citizenship • Your family background, religion and languages spoken in relation to your childhood • Your educational background in relation to your strength, weaknesses, role models and your aspirations. • Your major accomplishment in life, employment history and hobbies all in a participatory setting <p><i>It must be in first person singular narration and be packed in what looks like a story.</i></p>
45	3	Telegram	<p>Your sister who lives in Chicaco, USA, has delivered a baby girl. Write her a telegram giving her condolences.</p>	<p>The format to have:</p> <ul style="list-style-type: none"> • Name of cooperation offering telegram services e.g. Western Union. • Name of the item: Telegram • Date of sending the telegram • Senders name • Sender's address • Recipient's name • Recipient's address • Salutation • Message in capital letters: feeling (STOP) Condole(STOP) Name of dead(STOP) Eulogy to the dead(STOP) Reminiscent with the dead(STOP) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">KENYAN POST AND TELECOMMUNICATION TELEGRAM/TELEGRAM</p> <p>Sender's Name..... Date.....</p> <p>Sender's Address:.....</p> <p>Recipient's Name:</p> <p>Recipient's Address:</p> <p>Dear Ananias,</p> <p>HEARD GOT BABY BOY STOP CONGRATULATIONS STOP.....</p> </div>
46	2	Telephone message	<p>Imagine you are a secretary at Nyami Secondary. Longo, a parent to a firm three student has called He wanted to talk to the principal when he is to come to clear fees, discuss the boy's indiscipline and give a motivational talk to form fours. Write a telephone message you will keep for the principal.</p>	<p>The format should include</p> <ul style="list-style-type: none"> • Title having the letterhead of institution • Sub-title- "Telephone Message" • The phrase: "When you were away" • Date: date of receiving the call • Time: time the person called • To: name of person the message is intended for • From: name of person who called • Tel: Telephone number of the person who called • Subject: summary of main message • Body answering the question (Message in paragraph form) • Name of one who took the telephone message <p><i>(Notes taken by,</i></p>

				<i>Name, Secretary)</i>
47	4	Biography (Wasifu)	Your friend is due to launch a book he has written. He has asked you to write him a biography. Write the biography you will read on this day.	<p>Format and content to have</p> <ul style="list-style-type: none"> • Title- having the owners name and hooky statement or just some praise • Rubrics to be respected and reflected in the work • Body has paragraphs dealing with the life history of the person placed in a creative setting to bring out the following <ul style="list-style-type: none"> • Your friend's brief description in terms of name, nickname, character and physical aspect • Your friend's date of birth and environment of your childhood • Your friend's home area, ethnicity nationality and general citizenship • Your friend's family background, religion and languages spoken in relation to your childhood • Your friend's educational background in relation to his/her strength, weaknesses, role models and your aspirations. • Your friend's major accomplishment in life, employment history and hobbies all in a participatory setting <p>Language must be descriptive and reporting about another person in a story form</p>
48		Mixed Compositions	<p>You went for a trip last weekend. Write (a) An appointment diary you had kept for the days and (b) A private journal for the same days.</p> <p>You have to visit a cousin in Canada. The cousin has written to you an e-mail requesting you a recipe of your favourite dish. Write the replies to the e-mail.</p> <p>You have had the first meeting of Covid 19 Students Response Committee in which eight members registered, one was absent with apology and four officials were elected. You discussed symptoms, mode of transmission and way of combating covid 19 in school. Your friend who was absent with apology asked you to fax him the feedbacks and attach the minutes of the meeting.</p> <p>You are the chairperson of Udruma Theatre Group and you have planned to hold a meeting. Write an internal memo to all members notifying them of the meeting. Also, write the agenda you will attach.</p> <p>Imagine you are one of the four members of the students executive committee tasked to look into ways of improving academic performance of English in your school. You have just finished a meeting in which three members were present and one send apology. You discussed the agenda and had one AOB. You decide to do an email e-mail to the member who was absent and include the minutes. Write the e-mail.</p> <p>Imagine you are to hold a party on Friday. Your chief would like to join you during the celebration. Write him an invitation letter including the <u>day's program</u> and a brief description of the direction to the venue from your home</p> <p>Imagine you gave a speech on covid-19 focusing on transmission mode with the school, effects to the school and mitigation measures put in place. E-mail your speech and send a copy of it to your principal.</p> <p>Imagine your friend has asked you to help her write a shopping list of the items she has to buy. Write her a letter including the shopping list.</p>	

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