NAME	**INDEX NUMBER**
SCHOOL	**DATE**

FUCTIONAL SKILLS

1. 2006 Q1 P1

You are the chairperson of your school's Wildlife Conservation Association (WICA). Your group has just come back from a visit to a national park in a neighbouring country.

Write a report to the patron of WICA about the trip. In your report indicate what you accomplished, the problems you experienced and what cautionary measures you would take during trips. (10marks)

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2. 2007 Q1 P1

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.

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3. 2008 Q1 P1

You are secretary of the drama club in your school. The chairperson has asked you send out a notice of the second meeting to plan the staging of shake spear's

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play, *The Merchant of Venice*. During the meeting, you will need to appoint the director of the play, set up a date for selecting the cast, discuss the budget for the play, and the dates of rehearsals and the final performance.

(20marks)

a) Write the notice of this meeting which you would send to the members of the drama
club.

b) Write the agenda that you would attach to the notice.

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4. 2009 Q1 P1

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You are waiting to join college after your KCSE examination. While reading a newspaper, you see an advertisement of volunteer worker at 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 (20marks)

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5. 2010 Q1 P1

You are the Chairperson of the Environmental Club which has just been newly introduced in your school. There is going to be an official launching of the club.

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Write a brief speech that you will deliver at the launch. Your speech should include the following: introduction, club officials, the objectives (aims) of the club, the activities to be carried out, conditions for membership, enrolment and any other relevant information.

(20 marks)

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6. 2012 Q1 P1

Read the advertisement below and answer the questions that follow:

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The Electorate Commission is currently seeking to recruit 800 clerical officers, who will work closely with the commission for two months to register voters in preparation for election. The clerks will be expected to prepare a voters register.

Applicants must be:

- Citizens of Kenya
- 18 years and above
- In possession of a national
- Fluent in English and Kiswahili
- In Possession of a KCSE grade C- and above
- Computer literate
- Able to work with little or no supervision

Interested candidates are required to send their application to the following address so as to reach the Commission by 30th November 2015. The Chief Executive Officer, Electoral Commission, Po. O. Box 679439-010 NAIROBI

(a) Write an application letter in response to the advertisement. (10 marks)

(b) Write an accompanying Curriculum Vitae (CV) (10 Marks)

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