

101/1 English (2017)**PAPER 1 (Functional Skills)****MARKING SCHEME**

A. It has to be a memo, if not, treat it as irrelevant and deduct up to 4 marks A.D. Expect the following correct format.

1. Name of institution
2. The words “ Internal Memo”
3. Reference number
4. The person the memo is being sent to
5. The person/ title of the person sending out the memo
6. Date of the memo
7. Subject
8. Content – must be relevant to the questions i.e To address;
 - ❖ Teachers laxity
 - ❖ Indiscipline among students
 - ❖ Any other issues
9. Name / Signature of the sender
10. Title of the sender

Memo

Format	4 marks
Content	8 marks
Language Accuracy	4marks

B. Directions

- Give directions from the starting point
 - Must use simple and clear language
 - To include land remarks
 - Directions to be given in a logical manner
 - Mention the distance to be covered
 - Can give compass direction; right and left turning etc.
- Total marks 4marks

2. CLOZE TEST (10 MARKS)

- | | |
|--------------|--------------|
| a) companies | f) fair |
| b) low | g) ensure |
| c) recorded | h) drop |
| d) cope | i) affected |
| e) open | j) challenge |

1mark each = 10mrks

3. a) mettle
cymbal
nun
bier
bough

1 mark each = 5 marks

- b) - By using simple and clear language
- Giving the direction in a logical manner
 - Must give the distance to be covered
 - Referring to land marks for guidance e.g. church , school etc
 - indicating if the person should turn right or left; can also give compass Direction e.g. north, south, east or west.
 - Allow the person receiving directions to repeat them to you for clarification.

Any 5 points = 5 marks

- c) - Proverbs colour conversation
- They open , close or summaries communication
 - For education purposes – to advise, challenge, caution and admonish.
 - To console
 - To give a moral lesson more deeply and conveniently

Any 3 = 3marks

- d) 1Rhymee scheme
aaabbb ccc ded
It's a regular rhyme scheme

2. (i) Rhyme – encounter / enchanter/charter;
leave/live/have; life /knife/grief;
nature /nurture

- (ii) Alliteration - wonder – we

1 mark for identification 1 mark for illustration = 4mrks

3. I would lower my voice and employ emotions of endearment as I touch my heart to show how fond of her I am. (1 mark)

I would contort my face as I slowly express the pain I am feeling with her death. (1 mark)

- e) 1. Falling information
2. Rising information
3. Falling information
4. Falling information
5. Rising information

1mark each = 5 marks

- f) a. 'Mandate (N)
b. Man 'date (V)
a. 'Attribute (N)
b. A'ttribute (V)
a. 'Contest (N)
b. con'test (V)
a. 'Proceed (N)
b. Proceed (V)

½ mark each = 4 marks