

101/1 **ENGLISH** —
(Functional Skills)
Mar. 2021 – 2 hours



Name Index Number

Candidate's Signature Date

Instructions to candidates

- (a) Write your name and index number in the spaces provided above.
- (b) Sign and write the date of examination in the spaces provided above.
- (c) Answer **all** the questions in this paper.
- (d) All your answers must be written in the spaces provided in the question paper.
- (e) **This paper consists of 8 printed pages.**
- (f) **Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**
- (g) **Candidates must answer the questions in English.**

For Examiner's Use Only

Question	Maximum Score	Candidate's Score
1	20	
2	10	
3	30	
Total Score		



Read the following advertisement and answer the questions that follow.

(20 marks)

- 1. Kenya Talent Academy is looking for a suitably qualified, experienced and enthusiastic sports coach.

Responsibilities

- Coaching and training students in a variety of sports.
- Counselling and mentoring the youth.

Requirements

- A minimum of a degree in Physical Education from a reputable institution.
- A minimum KCSE grade C+ in English.
- Some experience in counselling young people.
- Excellent communication skills.

Imagine you are qualified for the advertised position, write an application addressed to:

Kenya Talent Academy
 Sports and Talent Division
 Ministry of Education
 P.O. Box 4410-00200
NAIROBI

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Handwriting practice lines consisting of multiple horizontal dotted lines.



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Dotted lines for writing.

2. Read the passage below and fill in each blank space with the most appropriate word. (10 marks)

Writing letters and notes to people who have suffered a painful loss can be a very sensitive and difficult task. It is (a) a hard task that we might react by (b) it, starting then stopping or distracting (c) until we can get (d) the right state of mind. (e) is it too difficult? It is because writing (f) a short note on a sympathy card (g) us to walk with a person in grief and empathise with their (h) It is not easy, and it is not pleasant (i)..... it is a (j) act of communicating that we care.

Adapted from: A Perfect Word for Every Occasion by Liz Duckworth, Bethany House Publishers, 2012



3. (a) Study the riddle below and answer the questions that follow.

Challenger : Take a riddle.

Respondent : I take it.

Challenger : This small woman cooks better than your mother.

Respondent : It's a bee.

(i) Describe the stages of a riddling process evident in the riddle above. (4 marks)

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(ii) Who are the most likely participants in a riddling process? (1 mark)

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(iii) What would have happened if the respondent had **not** got the right answer? (1 mark)

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(b) For each of the following words, give a word that is pronounced the same. (6 marks)

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- (i) Blue
- (ii) Flour
- (iii) Air
- (iv) One
- (v) Know
- (vi) Would

(c) For each of the following words, underline the part that is stressed. (3 marks)

- (i) advice
- (ii) tribalism
- (iii) surprise

(d) You are the Chairperson of your English study group. Explain **three** things that you would do to ensure that the discussion is conducted effectively. (6 marks)

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(e) Read the following conversation between Hamisi and the Secretary of Walimu Wema College and answer the questions that follow.

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Hamisi : Hello.
 Secretary : Hello. Who are you?
 Hamisi : I am Ian Simiyu. Is that Walimu Wema College?
 Secretary : Yes. What do you want?
 Hamisi : I would like to talk to the Pri....
 Secretary : The Principal is not in.
 Hamisi : I wanted to enquire about the requirements for joining the college.
 Secretary : There's no room for more students.
 Hamisi : Could you kindly tell me about the next intake?
 Secretary : I don't know. You will see the advert in the newspapers.
 (*hangs up*)

(i) Identify the shortcomings in the Secretary's responses. (3 marks)

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- (ii) Correct any **three** responses of the Secretary to ensure that they adhere to telephone etiquette. Write your responses in the table below. (6 marks)

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What she said	What she should have said
1.	1.
2.	2.
3.	3.

THIS IS THE LAST PRINTED PAGE.