

town comes after date, deny both.

1. Expect an application letter
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Format elements (6 marks)

- Addressers' address ① - underline the name & deduct in language
- Addressee's address ① - as is - can include The Director, CEO, HR etc
- Salutation - Dear Sir/Madam ① Dear Director X
- Date ①
- Reference / heading RE: / REF: - linguistic - APPLICATION... COACH
- Closing - Yours faithfully/sincerely if addressed to a particular person } 1/2
- Signature } 1/2
- Name of the writer } 1/2

order of salutation & re-interchanged don't award.

order rearranged do not award 1/2.

Content (6 marks)

- Reference to all the stated requirements
- Ability in a variety of sports
- Enthusiastic
- Relevant experience

Content
 patient. Interest: In - if given a chance...
 Requirements: R - ~~DE~~ reputable institute. degree: D - must have name of uni, P.E. Degree. ①
 KCSE: K - C+ & above in English. ①
 Experience: Ex - has been guiding youth / counselling. ①
 Comm. skills: C - formal training, good skills in comm. clubs related to comm. / fluent in... ①
 patient. Variety of sports: V - at least 2 sports. ①

Language use (8 marks)

Place learner in appropriate linguistic ability as per the rubric provided below and award marks accordingly.

Group D (01 - 02 Marks)

MR Tindi
 MR Opere
 MR Nehru
 Mdm. Constance

F - 06
 C
 In - 01
 R - C4
 V - 01
 L

Candidate does not communicate and their language ability is so minimal that the examiner has to guess what they intended to write.

- Poor use of expressions
- Poor use of punctuation marks
- Hardly any correct sentences
- Spelling errors

Wrong tone - 1AD - salut greeting, how are you?
 WF - Wrong format - no penalty
 Mixed format - MF - 2AD

Broken usage must be identified.



Group C (03 - 04 Marks)

- Lack of confidence in language use
- Very simple sentences
- All manner of grammatical errors
- Mother tongue interference
- Poor organization of ideas

Language
 C.O.W

Seen.
 two letters, mark both.

Group B (05 – 06 Marks)

- Communicates fluently, with ease of expression.
- Well-constructed sentences
- Correct punctuation and spellings
- Good use of vocabulary
- Some errors

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Group A (07 – 08 Marks)

- Ease of expression with no errors of punctuation, spelling and grammar
- Good planning/organization of ideas
- Clever use of vocabulary and maturity in language use
- Definite spark

2.

- a) such
- b) postponing
- c) ~~Onrselfes~~ ourselves
- d) into
- e) Why
- f) even
- g) requires
- h) feelings/emotion
- i) yet
- j) vital/crucial

3.

a) (i)

- The invitation - ^{Proposition} The challenger invited the audience to a riddling session.
- Acceptance - The audience accepted to participate in the session.
- The challenge - The challenger posed a ^{question} question/riddle/statement.
- The response - The respondent made the correct ^{guess} answer.

4 x 1 = 4 marks

- ii) Children/adults - ^{Children to Children} riddling is usually done by children or adults posing riddles to one another to sharpen their wits/ ^{Adults to adults} create awareness of their environment.

iii) A prize would be given and the challenger would give the correct answer.

- b)
- i. blew
 - ii. flew
 - iii. heir
 - iv. won
 - v. No
 - vi. Wood

6 x 1 = 6 marks

- c)
- i. advice
 - ii. tribalism
 - iii. surprise

3 x 1 = 3 marks

- d)
- Give every member of a group a chance to make their contributions to avoid one person dominating the discussion
 - Nominate the secretary to take notes to capture all the points made
 - Introduce the topic and the scope of discussion to maintain focus
 - Ensure proper turn taking for order in communication / avoid discouraging
 - Appreciate every person's contribution to encourage participation
 - Ensure contributions are given through the chair to maintain order and for smooth turn taking
 - The chair to wind up to end discussion appropriately

Provide a reason for each action 3 x 2 = 6 marks

- e) (i)
- The secretary receives the call rudely "who are you? what do you want?"
 - She interrupts Hamisi rudely/impolitely/unprofessionally
 - She dismisses him - There is no room...
 - She ~~does not~~ introduce herself
 - She hangs up without waiting for the conversation to end / hangs up on---
 - She assumes the role of the principal by giving categorical answers - there's no room for more students.
- 3 x 1 = 3 marks

(ii)

What she said	What she should have said
Hello, who are you/	Hello, how can I help you? / may I know whom I'm speaking for? who are you please?
The Principal is not in	I am sorry the Principal is not in. Would you mind leaving a message?
There is no room for more students	I am afraid this year's intake is closed. However, the next intake will be advertised soon.

What do you want
I don't know
Expect responses that illustrate a clear understanding of telephone etiquette and use of polite language.

How can/may I help you? / what do you want please.
I am afraid I don't have the details / I am afraid I don't know

6 x 1 = 6 marks