1.You are the Patron/Patroness of the Peer Counsellors Club. You wish to recommend to the principal a guest speaker who could be invited to address the school on different topics.

 Write an **Internal memo** to the principal of your school giving details of the following:

-the guest speaker that the committee has identified and wishes to invite;

-the reasons why the speaker has been selected.

-the topic that the speakers will cover,

-the date when you want the speaker to be invited. ( 20 marks)

**Expect an internal memo**

**Format Elements ( 6 marks)**

* Name of the institution ½
* The words ‘internal memo’ ½
* Reference number 1
* From ½
* To ½
* Subject 1
* Date ½
* Signature ½
* Name ½
* Designation ½

**CONTENT 6 MARKS**

* Recommendation 1mk
* Guest speaker details 1mk
* The reason why the guest speaker was invited 2mks
* The topic the speaker will cover 1mk
* The date of the talk 1mk

**LANGUAGE 8 marks**

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

**GROUP D ( 01-02)**

This 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

**GROUP C ( 03-04)**

This candidate communicates but with difficulty

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

**GROUP B ( 05-06)**

This candidate communicates fluently

* Well **-**constructed sentences
* Correct punctuation and spellings
* Good use of vocabulary
* Some errors

**GROUP A ( 07-08)**

This candidate communicates not only fluently but also pleasantly.

* Ease of expression with no errors and if there are errors, treat as a slip
* Good organization of ideas
* Clever use of vocabulary and maturity in language use
* Definite spark

2. *Read the passage below and fill in each blank space with the most appropriate word*.

 (10 marks).

When you dream about going places, where does your mind take you? The Grand Canyon, Africa (a) **or** New York? If you spend time looking at (b)**the** stars, you can (c) **notice** a bright one that is a bit red. (d) **This** is Mars ,the fourth planet from the Sun. But more (e)**importantly**, it is the next place humans want to(f) **explore.** Mars is so much like Earth(g) **that** we want to go there and see what happened. Where did the (h)**water** go? When we look at pictures of Mars, we see places where there was water, a long time ago, for example the ice caps at the north and south (i)**poles** of Mars. But something happened on Mars to make the water disappear and make it a cold place with a very thin (j) **atmosphere** So we are sending robots equipped with special instruments to Mars to study the planet’s environment and look for signs of life.

 ( *Adapted from* [*www.scribd.com/mars*](http://www.scribd.com/mars)*exploration)*

3. a) *Read the poem below and then answer the questions that follow.*

 **I SHALL RETURN**

I shall return again. I shall return

To laugh and love and watch with wonder eyes

At the golden noon the forest fires burn,

Wafting their blue-black smoke to sapphire skies

I shall return to loiter by the streams

That bathe the brown blades of the bending grasses,

And realize once more my thousand dreams

Of waters rushing down the mountain passes.

I shall return to hear the fiddle and fife

That stir the hidden depths of native life,

Of village dances, dear delicious tunes.

Stray melodies of the dim-remembered runes.

I shall return. I shall return again

To ease my mind of long,long years of pain.

By Claude McKay

1. Describe the rhyme scheme of this poem and say its function. ( 3 marks)

**ababcdcdefefgg**

**Regular rhyme scheme, it creates rhythm**

1. Identify two instances of alliteration in this poem. ( 2 marks)

**Love laugh, watch wonder,**

**Smoke sapphire skies**

**Bathe brown blades**

**Fiddle fife**

**Delicious dances dances**

1. Identify an instance of assonance in the poem. ( 1 mark)

**My mind**

1. Apart from the use of sound patterns, illustrate two ways used by the poet to create rhythm in this poem ( 2 marks)

**Repetition – I shall return**

**Use of punctuation marks**

**Variation in length of lines**

**Metre**

1. In an oral performance of this poem,how would you say the last line of this poem?

 ( 2 marks)

**I would say it in a falling intonation to mark finality**

**I would wear a sad face to show the long years of pain**

**I would say it a desperate tone to show the perrsona’s desire to ease his mind of the pain**

**I would stress mind ease ,long years and pain as they show persona’s desperation/desire to be free again**

b) Paying attention to the pronunciation of the underlined letter(s) ,pick the odd word out,

1. Hour honour heir hitch **hitch**
2. Sachet, machine,cheer,chef **cheer**
3. No,toe,court ,throat **court**
4. Union, user,ulna,unique **ulna**

c) Explain the meaning of the following sentences when the indicated intonation is used to say

 them:

1. You are going home,aren’t you? (Rising intonation)

**It means the speaker is not certain that addressee is going home and he wants to find out**.

1. You are going home,aren’t you? ( Falling intonation)

**The speaker is certain that the addressee is going home and he only wants him to agree with him**

d) i) You have been invited to a very important interview. State **three** things you need to do

 before the occasion to ensure you look neat and presentable. ( 3 marks)

 **- neat combed / styled hair**

 **- Good oral hygiene / brushed teeth**

 **- Be sober**

 **- Documents neatly arranged**

**Be smartly dressed - well fitting, ironed clothes/ be decently dressed / well**

 ii) What else would you need to do **during** the interview to ensure success? ( 3 marks)

 - Greet the panel / interviewer

- **Present one’s best personality**

**- Be courteous**

**- Be attentive / listen well**

**- Think before answering questions**

**- Be concise and precise**

**- Remain calm**

**- Smile**

**- Appreciate**

**- Say Good Bye**

**- Sitting in the right posture**

**- When invited, quietly enter and wait don’t sit before you are told to sit.**

e) On your way home from school, you meet a lady who tells you she is new in the neighbourhood. She requests you to give directions to the nearest police station. How would you ensure that the directions you give her enable her to reach her destination. (3 marks)

**I will use appropriate landmarks**

**I will use compass directions**

**I will give her approximate distance**

**I will tell whether to turn left or right**

**I will speak clearly**

**I will allow her to ask for clarifications**

f) Study the pun below and answer the questions that follow.

 Question. Why did the bicycle stand?

 Answer: Because it was two tyred.

1. Identify the punning words. ( 2 marks)

**Two,tyred**

1. Explain the pun 2 mks

**The bicycle did not stand because it was too tired or two tired**

1. Who are the most likely participants in a punning session? ( 1 mark)

**children**