

FUNCTIONAL WRITING

Group revision questions.

1. Imagine that you have completed secondary education. You have come across an advertisement in one of the daily newspaper that required clerical officers. The email address of the Company is uhurukazi@yahoo.com. You are interested in the job. Write one page **curriculum vitae (C.V)** using the **e-mail** address of the company

2. You are the Secretary of your School's Drama club. Your club is holding its second meeting of the year to discuss the following issues:-
 - (i) Tour to Nairobi
 - (ii) Awareness campaign
 - (iii) Strengthening of drama in the schoolTwo people have sent their apologies and a member from the writer's club has also attended the meeting. Write the **minutes** you could take at the meeting

3. Imagine you are the managing directors of Alroki industries Eldoret. You manufacture padlocks and of late, there has been a lot of bad press concerning your products. Write an **internal memorandum** to your operations manger and sales and marketing manager. Advise them on what should be done to counter the bad press and also recapture and retain your market share.

4. You have finished reading the play An Enemy of the people by Henric Ibsen and you would like to recommend it to your classmates. In about 350 words, write the **book review**

5. You are the principal of Baraka Teachers Training College and one of your graduates Mr. Christopher Lipwoni has applied for employment as a teacher at Lirhandanda boarding primary school. The head teacher of that primary school has send you an email requesting you to avail more information about Mr. Christopher Lipwoni to enable the school decide whether to employ him or not. In the space provided below, write a sample **report** that you intend to **email** to the head teacher. Remember to copy the report to the DEO Kakamega East District

6. Imagine that you have been put in charge of a farewell party for your classmates. Write a **recipe** for the meal you would prepare for the occasion.

7. Imagine that you are the library captain in your school. Write a **memo** to the class prefects asking them to ensure that students observe the library rules, especially regarding silence, prompt return of books, appropriate dressing and observing opening and closing time.

8. You are invited to give a **speech** on the role of the youth in fostering peace in your country by a friend overseas. You are unable to travel due to unforeseen circumstances. E-mail your speech to your friend to present it on your behalf.

9. You are revising with your friend over the April holiday. On reaching school in May, you realize that one of your books, Top Mark English is missing. Write a **fax** to your friend in a neighbouring school requesting for the book he had borrowed from you

10. You have just read a novel entitled *The Modern Girl* by a famous writer. You want to recommend it to a friend who has asked you to briefly tell him why you found the text interesting. Write with appropriate sub headings, a **review** of the text convincing your friend to read it.

11. Imagine you live in Mumias, an average town in Western Kenya. The National Music Festivals are set to be held in this town for five days. Your friend who lives in Webuye town intends to come over. Give them clear **directions** to Nabongo cultural centre in Mumias town. Make your instructions as precise (one page) and clear as possible – you could use land marks, well known means of transport, show distance in kilometers e.t.c.

12. Imagine you are the school captain, and the CDF committee wishes to set up a project in your school. The principal has asked you to organize with the prefects to collect students views on the most appropriate project. Write an **internal memo** to the concerned prefects. (20mks)

13. Imagine that you have done K.C.S.E exams, qualified and done some training in a professional course. You have seen an advertisement in “Sunday mirage” Newspaper of a position you qualify for. You then decide to apply for it. Write your Own **curriculum vitae** (C.V)

14. Write a **letter** to the clerk of your local council complaining about the loud music in the bars where you live. Indicate how residents spend sleepless nights due to the loud music, and what you think should be done

15. You have been selected to deliver a **speech** on Parent’s day on behalf of other students. Apart from teachers, parents and students, there are several guests present as well as members of Board of Governors. You are expected to highlight the challenges facing students population in the school. Write the speech you would deliver. (20 mks)

16. An Italian friend who had come to visit you left for his country a few weeks ago. He writes to inform you of his safe arrival and requests you for a **recipe** that would help him prepare ugali for his two friends. Write him through this address; Mckay@yahoo.com

17. The lions football team has won the just completed world cup competition. You are the coach. Write a **memo** congratulating them and informing them on when/how to collect their tokens. Remember to have copies to the minister of sports. (20mks)

18. You are a candidate at Happy Secondary school in Burabi district. Since there will be no tuition in your school during the April holidays, you decide with the permission of your parents to do your studies at the TRC in your district head quarters. Write a **letter through your principal** requesting the District Education officer at Burabi to allow you to do so.

19. Imagine you are the secretary of the youth group in your community. You are required to take **minutes** of the proceedings of the meeting. The following information should be included in the minutes.

- a) Six members have attended but two cannot and have left apologies. The patron of Washukiwa Youth group was invited and the area Youth Officer was present.
- b) The previous minutes were read through and one item- the dates of the constituency. Youth Parliament is discussed as matters arising.
- c) Agenda included – registration of new members, club elections and projects 2011.
- d) A.O.B include: Invitation of guest speakers and end of year party.

20. Imagine you are a resident of Makutano junction market centre and of late you have noted, with a lot of concern, an increased number of stray dogs and cats in the market. Write a **letter to the editor** of a local daily newspaper on the problem, calling upon the authorities concerned to come to your rescue and eradicate the menace once and for all. (20mks)

21. Imagine that you have just collected your form four national examinations results. You have passed extremely well in English. Write a **thank you letter** to your English teacher.
22. Imagine you are the teacher in charge of examinations in your school. Write an **internal Memorandum** to teachers informing them about the date of submission of the raw exams for typing, the date of starting the exam, the quality expected of the exam to be set, serious and thorough invigilation, how to deal with exam malpractices by candidates, marking and preparing report forms. A copy of the internal memo should be sent to the District examination co-ordinator; Khwisero.
23. You are the secretary to the environmental club in your school. Your school has been experiencing frequent water shortage and huge water bills. Your club was asked to investigate how water is used and recommend ways of conserving it to solve this problem. You completed your investigations. Write the **report** to the principal showing the causes and your recommendations as to the solutions to this problem.
24. Imagine that it is your first day in a new school. Write an entry in **your journal** indicating the things that surprised you, those that scared you and those that made you happy.
25. You have completed your form four examination. You have read the following advert for a job in The Standard Newspaper, write a **letter of application accompanied with a C.V** that can help you land an interview for the job.

SITUATION!! SITUATIONS!!

WANTED – OFFICE TRAINEE School leaver (male or female) is required to Act as a general Messenger. Applicants must be well spoken and presentable, as duties will include answering the telephone and conducting visitors.

A good command of English is essential. Minimum education requirements- a mean grade B at KCSE with good passes in English, maths and business education. Typing is an added advantage. Please apply in writing to:-

Miss Muthuru,
Personnel Manager, Fierce & Striving Ltd.
P.O Box 12345 00100 GPO
Nairobi

26. You have been invited by your best friend, who attained an aggregate mean grade of A, to a party to celebrate his/her good performance in last year's KCSE. Your friend has also asked you to assist in preparing a one course meal for ten guests.
- (a) Write a **congratulatory note** that you will give to your friend.(5mks)
- (b) Write a **recipe** that your friend will use to prepare the meal to be eaten that day. (15mks)
27. Last year, you read a thrilling novel. You surely wish that your friend would read it. Write a **synopsis** that you wish to send to your friend so that he/she may be persuaded to read it.
28. Imagine that you have made a trip with your friends to Mombassa for a holiday. Write three **personal journal** entries; one describing your journey and settlement, and another for an exciting day and the last one for a depressing day.