

BARICHO HIGH SCHOOL

FORM THREE

ENGLISH

MARCH /APRIL 2021 HOLIDAY ASSIGNMENT

INSTRUCTIONS:

- This paper consists of functional writing skills questions tested in English paper 1.
- Answer all the questions in an Exercise book that will be marked upon opening school.

Question 1

Since last year third term, your class form 4 Green's academic performance has been drastically going down. This has raised a lot of worries in the entire school, and it was one of the issues that came up during the release of the first examinations results of this term. After that meeting, the School Principal summoned you as the Class Prefect to his office and requested you to lead a class committee to find out the reasons for such a performance. Write a report that you would present to him in two weeks' time underlining the causes for this performance by your class and the recommendations that you suggested. (20 marks)

Question 2

Your drama club is organizing to stage a performance of The Play, A Doll;s House You are inviting the neighboring schools and the general public to the event.

- a) Write a notice announcing and inviting other schools and the public to attend. 8mks
- b) In not more than 200 words, write a synopsis of the play to accompany the notice. 12mks

Question 3

There has been water shortage in your school. The Principal commissioned a group of five students to find out what the causes are and compile the report of findings and what can be done to solve the problem. You are the secretary of the group.

- a. Design a questionnaire that the team will use to collect the information on causes and the possible solutions of water shortage. (8marks)
- b. Compile a report that you will submit within two weeks (12marks)

Question 4

You have just graduated from the university after pursuing your dream course. It is no mean feat because your life since childhood has been marked by multiple challenges which you have however, conquered successfully. Email your autobiography to a publisher.

Question 5

You are the manager of Quick Safaris Transport Company. Of late you've realized that the workers, mainly drivers and conductors have lost discipline, and this has made the company incur a lot of loss.

Write an internal memo to them, warning them of dire consequences if they do not change their behaviour and attitude.

Some of the areas you wish to address are:

- i. Punctuality
- ii. Foul language
- iii. Lack of courtesy
- iv. Policy bribery
- v. Any other relevant area from your observation

Question 6

Students in your school have raised concerns about poor hygiene in the school. In a bid to address these concerns, the principal appoints a four member committee to investigate the health situation and give recommendations. You are the secretary of the committee, write down the report you will present to your principal.

Question 7

You are the secretary of Umoja Faith Church Youth Group. The group has just held a meeting. During the meeting, 8 members were present, 3 including the treasurer sent apologies and the whereabouts of 2 members were unknown. The youth pastor attended the meeting. The main issues discussed were: mission outreach and initiating income generating activities. Members also raised some matters from the previous meeting. There were also some personal issues raised by some members.

Write down the minutes of the meeting. (20 marks)

Question 8

You are the class secretary in your class and you would like the students to attend a career day at Murang'a University which is an annual event held in term two. Write a letter of enquiry to the dean of studies enquiring to be informed of the date, venue and time. Sent it through an e-mail and your class teacher should get a copy. (20 marks)

Question 9

a) Your best friend has just been elected as the student's president in your school.

Write a **congratulatory note** to him or her. (8mks)

b) Write a **recipe** of a dish for about ten people who will grace his/her celebration party. (12mks)

Question 10

You are the secretary of the Drama Club in your school. Your club wishes to perform the play. **A Doll's House** in a neighboring school. As the secretary of the Drama club write a letter to the principal of the school asking to be allowed to perform the play

Question 11

You have recently read an interesting novel which you feel can be recommended as a class reader for the form two students. Write a book review of that novel

Question 12

You are the head of Human Resource Primeline Insurance Agency. The position of retail manager within the organization has fallen vacant and Mrs. Faith Maneno, one of the employees of the company has applied to fill the position. Write a confidential report recommending her for the job. In your report include her academic qualifications, personal attributes, work experience and her ability to communicate effectively.

Question 13

You are the dean of studies in your school. The principal reminds you about the bench marking visit for 3 days to Masomo Bora National School by some students and teachers.

- a. Write the reminder that the principal might have written to you.
- b. Prepare a diary for the three days with each day having 2 entries.