

# **FUNCTIONAL WRITING**

## ***SERIES OF QUICK KCSE FUNCTIONAL WRITING REVISION TRIAL QUESTIONS***

**SERIES 1**

### **30 SAMPLE QUESTIONS**

*Well Analyzed Series of Functional Writing Trials Ideal  
For KCSE Revision Activities.*

*For Marking Schemes,  
Call/WhatsApp 0746 222 000*

# **MWALIMU AGENCY**

## **FUNCTIONAL WRITING -20 MARKS**

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](mailto: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 school

Two 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

**FOR MARKING SCHEMES CONTACT 0746 222 000**

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 sent 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

**FOR MARKING SCHEMES CONTACT 0746 222 000**

**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.

a) 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)

**FOR MARKING SCHEMES CONTACT 0746 222 000**

**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)**

**FOR MARKING SCHEMES CONTACT 0746 222 000**

18) You are the chairperson of the **Drama Club** in your school. The club has staged a successful dramatization of *Ole Kulet's Blossoms of the Savannah* at the school. You now want to take the performance to three other schools in your sub-county. The principal is offering the school bus but he/she wants you to look for a sponsor who would pay for the fuel and other expenses. You then decide to contact *Daughters of Eve* (NGO that advocates for protection of women against **F.G.M**). Write a letter to the Director and ask the **NGO** to sponsor these performances. Briefly Explain why you think Blossom of the Savannah presents a strong argument against **F.G.M**. Remember to write through the Principal.

19) You are the secretary of the Drama Club in your school. The Club has just held its second meeting. Eight of its ten members attended. The Club Patron and an invited speaker also attended. During the meeting the following issues were discussed: A visit to the *Bomas of Kenya*, club's financial status participation in Drama festivals. Members raised two other issues not captured in the Agenda. The issue of members' annual subscription fee was revisited. Write down the minutes of the meeting (20mks)

20) You are the secretary of the Editorial Club in your school. **The Ministry of Education** has introduced a new set book-**A Doll's House**. Write the **synopsis** that will be availed in the school library.

21) You are the H.O.D, English and library in your school. You ordered for some textbooks online as reference materials for students and teachers in the library. Everything was done according to order. The books were delivered to the school;

**FOR MARKING SCHEMES CONTACT 0746 222 000**

received by the storekeeper for entry into the stores ledger; and, then passed on to the librarian for processing ready for the various readers in library. A cheque was raised as payment. When you went through them however, you discovered that the books have faults. For instance, there is one title with 2 missing pages; the History text book has wrong facts. For example it says that Mwai Kibaki was the 1<sup>st</sup> president of Tanzania; and the binding is poor. The papers easily come off. All this is unfortunate. You have decided to return the books to the sender. Request them to send correct copies of the books or can they refund the money? **(20 marks)**

This should be sent to:

**The sales manager,**

**The Kenya literature bureau – Kenya**

**P.O. Box 1300 – 50102**

**NAIROBI.**

This should be written through your principal.

**22)** During the mid-term break, you read an interesting novel and you would like to recommend it to one of your classmates. Write a **book review** of the novel. **(20 mk)**

**23)** There has been a change over in the Administration of your school. The chairperson of the school Student Council Executive which comprises of eight members calls for a familiarization meeting with the Principal. The Executive has the following members: The School Chair the Deputy, the Dining Hall Prefect, the Games Captain, the Medical Prefect and three Dorm Prefects.

The following issues were addressed in the meeting:

**FOR MARKING SCHEMES CONTACT 0746 222 000**

- (i) Introduction of members
- (ii) Election of Council Members
- (iii) The Role of Council in School
- (iv) Motivation of members
- (v) Discipline of members
- (vi) Any other Business

During the meeting, the Dining Hall prefect sends his apology due to an on-going exam, while two Dorm Prefects are away due to fees.

As the Secretary of the Student Council Executive Committee, write the Minutes of your first meeting with the new Principal.

- 24) Imagine you are a chef in one of the five star hotels in Kenya. Your friends who lives in the U.S.A is hosting a delegation of ten African friends at his home. He has used you to advise him on the best African dish he can cook for them, write for him the recipe of the choicest meal and send it through on email.

(20mks)

- 25) Imagine you are the school captain. One of the students in your school has been invited for a two weeks Young Leadership Program to be held during the holiday. The organizing committee requires further information about the student and has asked you to write a recommendation letter. Write the **Recommendation letter** addressed to;

The Secretary,  
Young Leadership Program  
P.O Box 16950,  
00100  
Nairobi

**FOR MARKING SCHEMES CONTACT 0746 222 000**



**26)** Imagine that you are the secretary of the COVID 19 prevention and control team. You hold a meeting to plan the prevention and control of the entry of the virus into your school upon the resumption of all the students after the nine-month-long break. Write the minutes that you took during the meeting that you attended regarding the same. A non-member has been invited to the meeting. Four out of the twelve members are absent and no one knows their whereabouts. Two others had informed the chairperson that they would not attend. There were only three items of discussion.

**27)** You are the manager of Bomet Transport Sacco. Of late, you have realized that some of the workers, mainly drivers and conductors are no longer working as before, hence the company has got into loss. Write an internal memo to the workers, warning them of disciplinary actions if they do not change their behavior and attitude. Some of the areas you wish to address are; punctuality, lack of courtesy, bribery and any other relevant area. **(12 marks)**

**28)** You are the captain of your school. The school has not been performing well in academics. The principal requested you to form a committee to investigate the causes behind the dismal performance. Write a report of your findings and give recommendations.  
**(20 MARKS)**

**FOR MARKING SCHEMES CONTACT 0746 222 000**

**29)** Imagine that you are the chairperson of the student's council in your school. Your school is holding a fund raising dinner in aid of a school hall. The class is given the invitation cards to give to their parents during the midterm break. You inform your parents/ guardian but forgot to give them the card. **(20 mks)**

**i)** Write a reminder to your parents on the upcoming fund raise. **(10 mks)**

**ii)** Attach the invitation card that you forgot to give them **(10 mks)**

**30)** Imagine you are the Principal of Mwalimu Publishers High School. Mr Isaboke Micah, an alumni of the school has recently been recruited as a clerk in Coca- Cola Kenya Ltd and the management has requested you to give them a statement.

**FOR MARKING SCHEMES CONTACT 0746 222 000**





---

***THE END***

**FOR MARKING SCHEMES CONTACT 0746 222 000**

**FOR MARKING SCHEMES CONTACT 0746 222 000**

## **FOR THE FOLLOWING;**

- ✓ **ONLINE TUITION**
- ✓ **REVISION NOTES**
- ✓ **SCHEMES OF WORK**
- ✓ **SETBOOKS VIDEOS**
- ✓ **TERMLY EXAMS**
- ✓ **QUICK REVISION KITS**
- ✓ **KCSE TOPICALS**
- ✓ **KCSE PREMOCKS**
- ✓ **TOP SCHOOLS PREMOCKS**
- ✓ **JOINT PREMOCKS**
- ✓ **KCSE MOCKS**
- ✓ **TOP SCHOOLS MOCKS**
- ✓ **JOINT MOCKS**

**FOR MARKING SCHEMES CONTACT 0746 222 000**

- ✓ **KCSE POSTMOCKS**
- ✓ **TOP SCHOOLS PREDICTIONS**
- ✓ **KCSE PREDICTIONS**
- ✓ **KCSE REVEALED SETS**

**CALL/TEXT 0746 222 000**

**FOR MARKING SCHEMES CONTACT 0746 222 000**



**CALL/TEXT/WHATSAPP**

**0746 222 000**

**FOR MARKING SCHEMES CONTACT 0746 222 000**

*mwalimuagency@gmail.com*

**THIS IS A PRODUCT OF  
MWALIMU AGENCY**

**FOR MARKING SCHEMES CONTACT 0746 222 000**

**POWERED BY MR  
ISABOKE**

**FOR MARKING SCHEMES CONTACT 0746 222 000**

***success***

**FOR MARKING SCHEMES CONTACT 0746 222 000**