**ENGLISH**

**FORM 2**

**END OF YEAR EXAMS**

**2022**

**MARKING SCHEME.**

**FUNCTIONAL WRITING**

**FORMAT( 6 marks)**

1. Senders address; 1 mk
2. Date; 1 mk
3. Receiver address; 1 mk
4. Salutation; 1 mk
5. REF (RE); 1 mk
6. Signing off; 1 mk

**CONTENT (12 marks)**

1. Acknowledge source of information
2. Form four leaver
3. Mention- General messenger/good command of English
4. Mean grade
5. Typing skills
6. Concluding paragraph/ enclosed CV

**LANGUAGE ( 2 marks)**

1. Polite expression
2. Official tone
3. Sentence structure