



101/1

ENGLISH
(Functional Skills)
Nov. 2023 – 2 hours

Serial No.
11911621

Name: Index Number:

Candidate's signature: Date:

Instructions to candidates

- (a) Write your name and index number in the spaces provided above.
- (b) Sign and write the date of examination in the spaces provided above.
- (c) Answer **all** the questions in this paper.
- (d) All your answers must be written in the spaces provided in the question paper.
- (e) **This paper consists of 8 printed pages.**
- (f) **Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**
- (g) **Candidates must answer the questions in English.**



For Examiner's Use Only

Question	Maximum Score	Candidate's Score
1	20	
2	10	
3	30	
Total Score	60	



2 Read the passage below and fill in each blank space with the most appropriate word. (10 marks)



Here are some easy steps to follow as you plan your career. (a)....., you should do a self-assessment. This will help you to discover your interests, skills and personality. (b)....., you should gather information (c).....different jobs and occupations. You (d).....find all this from books, magazines and people. The (e)..... most important things that you need to learn are how much time it will take to (f).....for your career and how much (g).....will cost. Next, you will need to get the (h)..... skills. You can do this by getting more (i).....at a college, university (j)..... a technical school.

(Adapted from: *Tapestry: Listening and Speaking*. Heinle & Heinle publishers, 2000.)





3 (a) Read the text below and then answer the questions that follow.

“Good evening, ladies and gentlemen and welcome to this session. Today, I’m going to talk about the science of success. In order to become successful, the one thing we need above all else is self-discipline. How little attention most of us give to that great subject!”

“I want to tell you something: I want to suggest to you in the beginning of this talk that in order to make the greatest use of self-discipline, you’ve got to have a system to go by. You’ve got to have a plan. You’ve got to keep your mind occupied at all times with all the things and all the circumstances and all the desires of your choice, and strictly off the things that you don’t want.”

“Here’s self-discipline in its highest order: keeping your mind fixed on the things you do want in life, and off the things you don’t want.”

(Adapted from *Success Habits*, by Napoleon Hill)

(i) Identify **two** elements that show this text is a speech. (2 marks)

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(ii) What is achieved by the use of commas in the text? (2 marks)

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(iii) Describe how you would deliver the last sentence effectively. (2 marks)

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- (b) Organise the following words in 2 groups according to the pronunciation of the letter 's'.
sure, advise, vision, sugar, usual, pleasant (6 marks)

Group 1

Group 2



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- (c) Your teacher has asked you to practise introducing yourself and others.

- (i) State **three** appropriate body language strategies that you may use during the activity. (3 marks)



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- (ii) There are different expressions you may use to introduce yourself. Write down any **two** of them. (2 marks)

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- (d) In each of the following sentences, underline the stressed part of the words in bold.

- (i) No doubt, this is child **a . buse**. (3 marks)
- (ii) Do you think you will **man . age** to complete the assignment?
- (iii) **Trib .al . ism** is an enemy of progress.

