





MARKING SCHEME

GRADE 4 – ENGLISH COMPOSITION (20 MARKS)

Question: Write a letter to your friend inviting him or her to your birthday party.

1. Format of the Letter (5 marks)

Item	Marks
Address (writer's address)	1
Date	1
Salutation (e.g., Dear...)	1
Body (well paragraphed)	1
Closing (e.g., Yours sincerely + name)	1

2. Content (6 marks)

Item	Marks
Clear invitation to birthday party	2
Details (date, venue, time)	2
Friendly and relevant message	2

3. Language Use (5 marks)

Item	Marks
Correct grammar	2
Correct spelling	2
Proper punctuation	1

4. Creativity & Presentation (4 marks)

Item	Marks
Original ideas	2
Neatness and organization	2

LEVEL DESCRIPTORS

Level	Marks	Description
EE (Exceeds Expectation)	18–20	Excellent format, clear invitation, very few/no errors
ME (Meets Expectation)	14–17	Good letter, minor errors
AE (Approaches Expectation)	10–13	Fair attempt, several errors
BE (Below Expectation)	0–9	Poor format, unclear message

SAMPLE LETTER

Mary Waithira
P.O. Box 123
Nairobi
20th June 2026

Dear Amina,

I hope you are fine and doing well in school. I am also fine and happy.

I am writing this letter to invite you to my birthday party. The party will be held at our home on Saturday, 10th June 2026. It will start at 10:00 a.m. and end at 4:00 p.m.

There will be many fun activities such as games, dancing, and singing. We will also have a big cake, sweets, and delicious food. I would be very happy if you come and celebrate with me on this special day.

Please tell your parents about the party. I am looking forward to seeing you.

Yours sincerely,
Mary