



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE
AND TECHNOLOGY**

UNIVERSITY EXAMINATION 2013

**FIRSTYEAR FIRST SEMESTER EXAMINATION 2013 FOR
DIPLOMA IN LINUX ENGINEERING**

KISUMU LEARNING CENTRE

COURSE CODE: EEL 2115

COURSE TITLE: COMMUNICATION SKILLS

DATE: 21/4/2013

TIME: 9.00-10.30AM

DURATION: 1.5 HOURS

INSTRUCTIONS

- 1. This paper contains FIVE questions.**
- 2. Answer question 1(compulsory) and ANY other TWO questions**
- 3. Write all your answers in the booklet provided**

QUESTION ONE

- (a) Define the term study and briefly discuss two types of study (6marks)
- (b) Outline the importance of providing references in academic writing (8 marks)
- (c) Describe briefly the process of listening (6marks)
- (d) Discuss any FIVE characteristics of a good speech (10marks)

QUESTION TWO

- (a) In which stacks of the library are you likely to find the following items? (5marks)
 - i) Videos cds, and compact disks
 - ii) Novels
 - iii) Communication skills by N. Saleemi
 - iii) McGraw –Hill encyclopedia of Science and Technology
 - iv) A Dictionary of Botany
 - v) A journal on Linux Engineering
- b) State the sections of the library and discuss their functions (15marks)

QUESTION THREE

- (a) Discuss the skill of note-taking (10marks)
- (b) State and explain FIVE advantages of taking notes (10 marks)

QUESTION 4

- a) Discuss FIVE essential factors for effective study (10marks)
- b) Identify FIVE factors that may interfere with effective listening during a lecture and suggest ways of solving them. (10 marks)

QUESTION 5

- a) What information is usually included in a reference (5marks)
- (b) Explain any THREE methods of filing (15marks)