



AFRICA NAZARENE

UNIVERSITY

DISTANCE LEARNING

CENTRE: RONGAI
DEPARTMENT: UNIVERSITY COMMON COURSES
UNIT TITLE: STUDY SKILLS
UNIT CODE: ENG 003
LECTURER: B. MUTHANGA/ M. MBUVI
TRIMESTER: 2ND TRIMESTER 2014/2015
DATE: 13TH APRIL, 2015
TIME: 2.00PM – 5.00PM

Instructions:

1. Answer ALL questions
2. Write all your answers in the answer booklet provided.
3. Time: Three hours.

QUESTION ONE: COMMUNICATION SKILLS

- a) Describe the term internal communication. **(2 marks)**
- b) As a university student why should you study communication at a personal level? Discuss using relevant examples four points. **(8 marks)**

QUESTION TWO: LISTENING AND CRITICAL THINKING

- a) Using relevant examples differentiate between reflective listening and passive listening. **(4 marks)**
- b) Listening is an important element of learning. Identify and explain three aspects of listening process. **(6 marks)**

QUESTION THREE: SPEAKING SKILLS

As a student, describe five ways in which you can benefit from public speaking.

(10 marks)

QUESTION FOUR: WRITING SKILLS, DOCUMENTATION AND REFERENCING

- a) How is citation different from referencing? **(4 marks)**
- b) Plagiarism is using the work of others without acknowledging your sources of information or inspiration. Explain by giving three examples when a piece of work qualifies for plagiarism. **(6 marks)**

QUESTION FIVE: GROUP PARTICIPATION

Would you consider group discussions as an effective way of enhancing students learning?

Give reasons for and against.

(10 marks)

QUESTION SIX: LIBRARY AND INFORMATION LITERACY SKILLS

- a) Describe what the call number of a book is. **(3 marks)**
- b) Identify the three advantages of using online resources. **(3 marks)**
- c) Why it useful to know synonyms when doing your research. Give four points. **(4 marks)**