



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: 3RD TRIMESTER 2014/2015
DATE: 13TH AUGUST, 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

- a) Why is communication a process? **(2 marks)**
- b) Identify and using relevant examples describe four disadvantages of verbal communication in the workplace. **(8 marks)**

Question Two: Listening

Listening is not a passive but an active process. Show clearly what an effective listener does in order to be actively engaged in the listening process. **(10 marks)**

Question Three: Preparing For Exams

Mary is a first year student, taking seven units and she has problems with organizing her studies. Using relevant examples, advice Mary on how to prepare for the exams. Give five points. **(10 marks)**

Question Four: Public Speaking

As a university student describe five ways in which you can benefit from public speaking. **(10 marks)**

Question Five: Group participation

A study group can be helpful in a study situation and helps train students in the skills of working with others.

- a) Discuss two benefits of a study group. **(4 marks)**
- b) What are some of the factors that influence a study group? Discuss three factors. **(6 marks)**

Question Six: Library skills

- a) List three benefits of learning library skills in your undergraduate education. **(6 marks)**
- b) Identify and explain the type of the author in the following. **(4 marks)**

Zamansky, M.W. (1998). Heat and thermal Dynamics. (5th ed.) Tokyo: Mc Grawhill.

Patel, M.M. & Mukwa, C.w. (2014). Design and Use of Media in Education. Nairobi: Lantern Publishers.