



# MASENO UNIVERSITY

## UNIVERSITY EXAMINATIONS 2012/2013

### FIRST YEAR SECOND SEMESTER EXAMINATIONS FOR THE DEGREE OF BACHELOR OF EDUCATION WITH INFORMATION TECHNOLOGY (HOMA BAY CAMPUS)

#### AEN 105: COMMUNICATIONS SKILLS

*Date: 19<sup>th</sup> July, 2013*

*Time: 2.00 – 4.00 p.m.*

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#### INSTRUCTIONS:

**HOMABAY LEARNING CENTRE**  
**AEN 105 COMMUNICATION SKILLS**

1 (a) Using suitable examples, explain how information sources are organized in the library (10mks)

(b) Discuss the poor reading habits a student must overcome in order to read effectively (8 mks)

(c) Explain the four types of arrangement of records in a file (6 mks)

(d) Giving relevant examples, briefly explain the difference between in-text citation and footnotes (6 mks)

2(a) Writing essays can be a daunting task .Explain the stages you follow in writing a good essay (10 mks)

(b) Explain the skills a university student can use to study meaningfully (10 inks)

3a) what is referencing in academic writing (2 mks)

(b) Discuss the principles of communication (10 mks)

(c) Explain the important aspects of listening during a lecture (8 mks)

4 ( a) you have been asked to give a welcoming speech to the first years in your university. Discuss the qualities that will make you stand out as a good speaker (8 mks)

(b) Discuss the qualities of a good argument (6 mks)

(c) Giving suitable examples, discuss the APA system of referencing (6 mks)

5a) Discuss the various purposes of reading and cite the type of reading you would adopt for each (8 mks)

(b) Explain the importance of studying communication skills in the university (8 mks)

c ) Asking and answering questions during a lecture is an art. Discuss (4 mks)