COMMUNICATION SKILLS (COMM 111) 3rd trimester 2012

**KENYA METHODIST UNIVERSITY**

**END OF 3'***RD '***TRIMESTER 2012 (EVENING) EXAMINATIONS**

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| **FACULTY** |  | : | EDUCATION AND SOCIAL SCIENCES | |
| **DEPARTMENT** | | | : | EDUCATION |
| **UNIT CODE** |  | : | COMM 111 | |
| **UNIT TITLE** | | | : | COMMUNICATION SKILLS |
| **TIME** |  |  | : | 2 HOURS |

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**Instructions: Answer Question ONE and any other TWO Questions.**

**Question One**

|  |  |  |  |  |  |  |  |  |
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| * Discuss FIVE reasons why a University student needs to study communication. |  |  |  |  |  |  |  | (5 Marks) |

* Discuss the following components of communication explaining how they fit into the communication process. Provide illustrations.

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| * Participant |  |  |  |  |  |  |  |  | (2 Marks) | |
| (ii) Feedback |  |  |  |  |  |  |  |  | (2 Marks) | |
| (iii) Channel |  |  |  |  |  |  |  |  | (2 Marks) | |
| (iv) Code, encoding and decoding | | | | |  |  |  |  |  | (2 Marks) |
| (v) Noise |  |  |  |  |  |  |  |  |  | (2 Marks) |

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| * Outline any FIVE barriers to communication. |  |  |  | (5 Marks) |

**Question Two**

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| * Language is an important means of human communication. Discuss any FOUR functions language serves in human society. |  |  | (4 Marks) |

* How can a University student employ the following aspects of listening in their academic activities?

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| * Selective attention. |  |  |  |  |  |  | (4 Marks) |
| * Long term memory |  |  |  |  |  |  | (4 Marks) |
| * Critical listening |  |  |  |  |  |  | (4 Marks) |
| * Empathetic listening |  |  |  |  |  |  | (4 Marks) |

**Question Three**

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| * The internet has become a very critical source for academic research. Discuss FIVE criteria a university student would use to evaluate internet sources. |  |  |  |  |  |  |  |  |  | (10 Marks) |

* Explain how the following constituents of a book can help a university student in the research process.

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| * Table of content | | |  |  |  |  |  |  | (20 Marks) |
| * Glossary |  |  |  |  |  |  |  |  | (2 Marks) |
| * Index |  |  |  |  |  |  |  |  | (2 Marks) |
| * Introduction | |  |  |  |  |  |  |  | (2 Marks) |
| * Chapter Conclusion | | |  |  |  |  |  |  | (2 Marks) |

**Question Four**

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| * Identify and explain FIVE main reasons of including a bibliography list in academic writing. | |  |  |  |  |  |  |  | (10 Marks) |
| * Describe any FIVE factors that one needs to consider when choosing a medium to assist him or her to make an oral scholarly presentation to an audience. |  |  |  |  |  |  |  |  | (10 Marks) |

**Question Five**

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| * Using skills learned in this course, write a 100 words introductory paragraph based on the topic: ’Academic Writing’. |  |  | (8 Marks) |

* Discuss FOUR benefits of note-taking during revision for examination.

(4 Marks)

* Discuss what writing strategies the following verbs used in examination questions entail.

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| * Critique |  |  |  |  |  |  |  |  | (2 Marks) |
| * Analyze |  |  |  |  |  |  |  |  | (2 Marks) |
| * Justify |  |  |  |  |  |  |  |  | (2 Marks) |
| * Evaluate |  |  |  |  |  |  |  |  | (2 Marks) |