COMMUNICATION SKILLS (COMM 111) 3RD TRIMESTER 2014

**KENYA METHODIST UNIVERSITY**

**END OF 3'***rd '***TRIMESTER 2014 (SB) EXAMINATION**

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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 any three questions*

**Question One**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * With examples, list and explain five components of the communication process.
 |   |   |   |   |   |   |   |   |   | (10 marks) |
| * Explain the importance of studying communication.
 |   |   | (10 marks) |

**Question Two**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * Describe the relationship between verbal and non-verbal communication. Illustrate each relationship with examples from your own communication experience.
 |   |   |   |   |   |   |   |   | (12 marks) |
| * Describe the characteristics of a good paragraph.
 |   |   | (8 marks) |

**Question Three**

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| --- | --- | --- |
| * What is detailed reading? State when it can be used.
 |   | (6 marks) |
| * An interview is essentially an exchange of information. Explain what distinguishes it from daily conversation, which is also an exchange of information
 |   |   |   |   |   |   |   |   | (14 marks) |

**Question Four**

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| --- | --- | --- | --- | --- | --- | --- |
| * Discuss any five types of reading.
 |   |   |   |   |   | (10 marks) |
| * State and explain five ways of improving your listening skills.
 | (10 marks) |

**Question Five**

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| Write an essay of about 500 words on the topic "Education for all." Follow the guidelines of writing an essay. |   |   |   |   |   |   | (20 marks) |