COMMUNICAITON SKILLS (COMM 111) 2ND TRIMESTER 2015

**KENYA METHODIST UNIVERSITY**

**END OF 2NDTRIMESTER2015 (DAY) EXAMINATION**

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

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**INSTRUCTIONS**

*Answer question one and any other two questions*

**Question One**

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| * Outline three similarities between note making and note taking.
 | (6 Marks) |
| * What are the characteristics of a good paragraph?
 |   |   | (6 Marks) |
| * Distinguish between verbal and non-verbal communication.
 | (4 Marks) |
| * Distinguish between foot notes and end notes.
 |   |   | (4 Marks) |

**Question Two**

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| * Listening is an essential skill in academics. Discuss how sharpening your listening skills can help you improve in your performance.
 |   | (5 Marks) |
| * Suppose you are required to write an assignment on a particular topic. Discuss the procedure you would use to write the assignment.
 | (15 Marks) |

**Question Three**

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| * List down four main parts of a library.
 |   |   |   |   | (4 Marks) |
| * Describe the communication process.
 |   |   |   |   | (10 Marks) |
| * Discuss three services offered in the library.
 |   |   |   | (6 marks) |

**Question Four**

* Assume that you are writing a term paper/assignment and you consulted a book written by George OthiamboOkoth, published in Nairobi by Oxford Publishers in 2014. The book is entitled ’The use of English’ and is in the 1st edition.

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| * Give an example of an in-text citation that you made in the body of your term paper.
 |   |   |   |   |   |   | (4 Marks) |
| * Show how the work appeared on your reference list. (use the APA format).
 |   |   |   |   |   |   |   |   | (4 marks) |
| * Outline two penalties for plagiarism.
 |   |   |   | (2 marks) |
| * Discuss three types of communication according to relationship.
 |   |   |   |   |   |   |   |   |   |   | (10 marks) |

**Question Five**

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| Write an essay of about 600 words trying to convince your colleagues on the importance of choosing leaders of integrity in our country. |   | (20 marks) |