

CHUKA



UNIVERSITY

COLLEGE

UNIVERSITY EXAMINATIONS

**FIRST YEAR EXAMINATION FOR THE AWARD OF DEGREE OF
BACHELOR OF ARTS (COMMUNICATION AND MEDIA)**

COMM 103: BASIC STUDY & LIBRARY SKILLS

STREAM: B.A (COMM) Y1S2

TIME: 2 HOURS

DAY/DATE: WEDNESDAY 13/4/2011

8.30 A.M. – 10.30 A.M.

INSTRUCTIONS:

1. Answer all questions in Section A and ONE question in Section B.
2. Please write legibly.

SECTION A

1. (a) Name two examples of library classification systems. [2 marks]
(b) (i) What are Library 'call materials'? [2 marks]
(ii) Give examples of call materials. [2 marks]
(c) (i) What are Library 'Reference materials'? [2 marks]
(ii) Give examples of Reference materials. [2 marks]
2. Two types of evidence is useful to you in judging the worth of a given publication, namely: (i) Evidence outside the publication and (ii) Evidence within the publication. Explain what each type of evidence means. [15 marks]
3. What are some of the important characteristics of reading? List and explain each of them. [20 marks]

SECTION B

Answer ONE question only in this Section.

1. Critical listening is important whenever a lecturer is presenting information that is new to you. What are some of the important guidelines for listening critically? Clearly explain and illustrate each of the guidelines. [25 marks]

2. In class sessions, you learned the importance of making an outline during the planning phase of your essay.

For the topic: “Why University Education is important”, make an outline of all the important ideas you would need to include in an essay on this topic. Make sure you itemize each of your main points in the outline in a ‘natural’/logical order. Then write a short essay using the points featured in your outline.

[25 marks]
