Communication Skills(comm 111)2nd trimester 2016

**KENYA METHODIST UNIVERSITY**

**END OF 2'***ND '***TRIMESTER 2016 (FT) EXAMINATION**

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| **SCHOOL** |  | : | EDUCATION AND SOCIAL SCIENCES |
| **DEPARTMENT** | | : | EDUCATION |
| **UNIT CODE** |  | : | COMM 111 |
| **UNIT TITLE** | | : | COMMUNICATION SKILLS |

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| **TIME:2 HOURS** |

**INSTRUCTIONS**

* ***Answer any Three questions.***

**Question one**

* Discuss the elements of communication.

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|  |  |  |  |  |  |  |  |  |  |  |  | (10 mks) |

* Explain any five principles of communication.

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|  |  |  |  |  |  |  |  |  |  |  |  | (10 mks) |

**Question Two**

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| Describe the process of academic writing. |  |  |  |  | (20 mks) |

**Question Three**

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| * Explain why effective reading is important. |  |  | (10 mks) |

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| * Evaluate the barriers and ways of overcoming barriers to effective listening. |  |  |  |  |  |  |  |  | (10 mks) |

**Question Four**

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| i) Explain the following terminologies in respect to documentation |  | | | | | | | |
|  | Citation | | | | | | | |
|  | Reference notes | | | | | | | |
|  | Bibliography | | | | | | | |
|  | Catalogue | | | | | | | |
|  | Glossary | | | | | | | |
| ii) Discuss the criteria used in selecting the right book. |  |  | (10 mks) |  |  |  |  |  |

**Question Five**

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| Discuss any five types of interviews used in organizations. |  | (20 mks) |

[Categories](http://online.kemu.ac.ke/kemuwiki/index.php?title=Special:Categories): [Communication Skills](http://online.kemu.ac.ke/kemuwiki/index.php?title=Category:Communication_Skills&action=edit&redlink=1) | [(comm 111)](http://online.kemu.ac.ke/kemuwiki/index.php?title=Category:(comm_111)&action=edit&redlink=1) | [2nd trimester 2016](http://online.kemu.ac.ke/kemuwiki/index.php?title=Category:2nd_trimester_2016&action=edit&redlink=1)