COMMUNICATION SKILLS (COMM 111) 2ND TRIMESTER 2017

**KENYA METHODIST UNIVERSITY**

**END OF SECOND TRIMESTER 2017 (FT) EXAMINATIONS**

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| **SCHOOL** |  | : | EDUCACTION AND SOCIAL SCIENCES |  |
| **DEPARTMENT** | : | COMMUNICATION AND JOURNALISM | | |
| **COURSE CODE** | : | COMM 111 | | |
| **COURSE TITLE** | : | COMMUNICATION SKILLS | | |

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| **TIME:2 HOURS** |

**INSTRUCTIONS:**

***Answer Question ONE and any other TWO questions.***

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| **QUESTION ONE** |  |  |  |  |  |  |  |  | '***(30 Marks)*** |  |
| * Elaborate on the process of communication explaining each of its major elements and how you can use them to each a high school group on matters of human sexuality. | | |  |  |  |  |  |  |  | (10 Marks) |
| * How can the phrase "IS A FACT" help one in retaining the contents of a speaker's ideas? | | |  |  |  |  |  |  |  | (10 Marks) |
| * **SQ3R**is an effective comprehension reading. Describe what it is and the importance of using it. | | | |  |  |  |  |  |  | (10 Marks) |
| **QUESTION TWO** |  |  |  |  |  |  |  |  | **(20 Marks)** |  |
| * Differentiate between the terms hearing and listening | | | | | | | | | | (4 Marks) |

* What are the main factors involved in the process of listening?(10 Marks)

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| * Elaborate on four types of listening. | | | | | | |  | (6 Marks) |
| **QUESTION THREE** |  |  |  |  |  |  |  | **(20 Marks)** |

What is the impact of globalization on the modern means of communication?

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| **QUESTION FOUR** |  |  |  |  |  |  |  |  | **(20 Marks)** |

Write brief notes on the following citing examples of each

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| * Internal and grapevine communication |  |  |  | (6 Marks) | | | | | |
| * Verbal and nonverbal communication |  |  |  | (8 Marks) | | | | | |
| * Upward/downward communication |  |  |  | (6 Marks) | | | | | |
| **QUESTION FIVE** |  |  |  |  |  |  |  |  | **(20 Marks)** |
| * Differentiate the different types of libraries. | | | | | | |  |  | (8 Marks) |
| * Describe the different classifications of library material. | | | | | | | | | (6 Marks) |
| * Discuss how you can use the internet in your studies. | | | | | | | | | (6 Marks) |