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) |