

**JARAMOGI ODINGA OGINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**SCHOOL OF HUMANTITIES & SOCIAL SCEINCES**

**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION ARTS WITH IT**

**1ST YEAR, 1ST SEMESTER, 2017/2018 ACADEMIC YEAR**

**NAMBALE CAMPUS, REGULAR: DEC-2017**

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**COURSE CODE: ZEL 3115**

**COURSE TITLE: COMMUNICATION SKILLS**

**DATE ……………… STREAM: BED (Arts)**

**TIME: 2HOURS EXAM SESSION: December, 2017**

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**Instructions:**

**1 Answer question ONE (COMPULSORY) and ANY other TWO questions.**

**2 Candidates are advised not to write on the question paper.**

**3 Candidate must hand in their answer booklets to the invigilator while in the examination room.**

 **QUESTION ONE (COMPULSORY)**

 1(a) What do you understand by the term Communication? (2mks)

(b) (i) Communication is a matter of effectiveness. What is meant by effective

communication? (2mks)

(ii)Discuss any two elements of effective communication (4mks)

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(c)For better understanding of what has been taught, it is critical that a student

comes up with a study plan. Discuss any three types of study plans for meaningful

and purposive

reading (6mks)

(d) Discuss briefly the main methods of library classification (6mks)

(e) Explain the difference between skimming and scanning (4mks)

(f)Generally, first years students complain of too much work. Discuss the study

 tips a student could consider for better comprehension and understanding of

what has been taught in various units (6mks)

**QUESTION TWO**

* Communication is a dynamic process that is made up of components.

 Using relevant illustrations discuss these components (10mks).

* Studying requires certain skills so that it is done effectively. Explain these

skills using appropriate examples (10mks).

**QUESTION THREE**

* Studying requires certain skills so that it is conducted effectively. Discuss these

skills using relevant examples (10mks).

* Some library users spend a lot of time than others looking for a particular

 book. Describe the procedure of locating a book in the library using relevant

examples (10mks).

**QUESTION FOUR**

* A university student is expected to effectively read, study and research In the

 library. Discuss any five types of information resources found in the library (10mks).

* The efficient comprehension of any written work is very critical for a

university student. Identify and discuss five methods of improving comprehension

 during reading (10mks)

**QUESTION FIVE**

* You have been called upon by the principal of Maji Mazuri High School

to give a motivational speech. Discuss the essential presentation skills that you

will employ (10mks)

* Discuss the five essentials steps in effective note taking (10mks)