

SBE 102: LIBRARY AND STUDY SKILLS

INSTRUCTION : ANSWER QUESTION ONE AND ANY OTHER THREE

QUESTION ONE

- a) Discuss briefly the four (4) types of communication. **(4marks)**
- b) Identify and discuss the elements of the communication process **(10marks)**
- c) Briefly explain the study reading skills students should strive to develop to enable them cope with their studies. **(10marks)**
- d) You are a librarian inducting new students to the University Library of Moi University, explain to them some of the services that they are likely to receive from the library **(6marks)**

QUESTION TWO

- a. Identify Documentary and non documentary information sources **(6marks)**
- b. Discuss the contribution of documentary and non documentary information sources to small business entrepreneurs in Kenya. **(9marks)**

QUESTION THREE

- a. Explain the criteria you would use to evaluate an internet source of information. **(10marks)**
- b. What challenges would you face when evaluating web-based information resources. **(5marks)**

QUESTION FOUR

- a) What is meant by the terms “Information and Communication Technology (ICT) and Social Media.”? **[5 marks]**
- b) Discuss the various types of Information and Communication Technologies (ICTs) that have been widely embraced by government institutions and business organizations in disseminating information to its clients. **[10 marks]**

QUESTION FIVE

You are a first year student in the school of Business of Moi University and you are set to attend your first Lecture.

- a. Describe in detail the appropriate learning aids that may be crucial in your learning endeavours. **(9 marks)**
- b. Listening is both a procedural and strategic process. Explain this statement in line with listening skills while learning. **(5 marks)**

QUESTION SIX

- a. Explain the distinguishing features of informal reports and formal ones. **(3 marks)**
- b. Design the guidelines for preparing a list of illustration when writing a formal report. **(4marks)**
- c. Non linear texts are quite vital reading tools. Identify various no-linear texts and their usefulness as reading aids while reading your subject of interest. **(8 marks)**