

MOUNT KENYA UNIVERSITY

NAKURU TOWN CAMPUS

UCU 001. COMMUNICATION SKILLS

SESSION 6: 2ND DECEMBER 2011 EXAMINATION (70MARKS)

INSTRUCTIONS TO CANDIDATES

- i) Section A is compulsory answer all the questions.
- ii) Section B has four questions, answer only two. All questions carry equal marks.

SECTION A: 30 (MARKS) COMPULSORY.

(1) Identify instruction verbs in the following sentences. (2mks)

- a) Explain the importance of small families.
- b) There are critical aspects of communication exemplify some.

(2) Distinguish between these terms. (8 marks)

- a) Reference and bibliography
- b) APA and MLA mode of referencing
- c) Skimming and Scanning
- d) Note taking and note making

(3) Explain briefly two types of formal communication and one type of an informal communication. (3mks)

(4) State three important study skills. (3mks)

(5) Explain briefly what PQRST exam answering technique means. (5mks)

(6) Identify three types of tests. (3mks)

7) What are the main purposes of reading in the university? (3mks)

(8) Identify two types of essays. (2mks)

(9) List one type of citation commonly used in referencing. (1mk)

SECTION B 40 MARKS ANSWER ANY TWO QUESTIONS.

(10) Speaking is an integral part of day to day life. University students may be required to make presentation speeches or thank the university administration on certain grievances that have been addressed satisfactorily. In some cases, a colleague may pass on and they may be required to eulogize him/her. Discuss concisely the principles of **introduction** speeches, **presentation** speeches and **testimonial** speeches (20mks)

(11) Discuss the steps that can help one prepare for a major university examination. (20mks)

(12) a) Exemplify critically the roles and functions of public and academic libraries. (15 mks)

b) Identify and explain briefly five sections found in any library. (5mks)

(13) (i) Elaborate the possible causes of poor listening among University students in Kenya today. (12 mks)

(ii) Mention and explain any four types of listening. (8mks)