



MUEO

MOI UNIVERSITY

OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMICS, RESEARCH & EXTENSION)

UNIVERSITY EXAMINATIONS

2017/2018 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER EXAMINATION

FOR THE DEGREE OF

BACHELOR OF EDUCATION

COURSE CODE: CIM 110

COURSE TITLE: COMMUNICATION SKILLS

DATE: 8TH FEBRUARY, 2018 **TIME:** 11.40 A.M. – 2.40 P.M.

INSTRUCTION TO CANDIDATES

- SEE INSIDE.

THIS PAPER CONSISTS OF (3) PRINTED PAGES

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ANSWER THREE QUESTIONS ONLY. QUESTION ONE IS COMPULSORY

1. (i) Human communication takes place through the use of signal systems.

- ✓ a. Identify TWO main types of signals that characterize human communication (2 marks)
- ✓ b. With the aid of a well labeled diagram examine FIVE elements of the communication process. (12 marks)

✓ (ii) Highlight the significance of feedback in a classroom communication set up (10 marks)

α (iii) Evaluate THREE types of visual aids that one could use to enhance oral presentation (6 marks)

2. Effective speaking requires clear thinking, effective language and vocal skills.

- a. Illustrate the qualities of effective listening as a communication process (10 marks)
- b. Show how an effective speaker could engage their audience during oral presentation to sustain their interest. (10 marks)

3. Study skills are learning strategies that aid the processing and use of information effectively.

- a. What is a book preview? (2 marks)
- b. List six items one is likely to encounter in a student's file (6 marks)
- c. State the significance of study groups to students in a university (8 marks)
- d. List FOUR advantages of study groups to students in a University (4 marks)

4. (a) Examine the characteristics of the reading process (8 marks)

(b) With the aid of relevant examples outline the following reading techniques: (12 marks)

- (i) Skimming
- (ii) Scanning
- (iii) SQ3R
- (iv) Word for word reading

5. (a) Account for the poor performance of students in University examinations (8 marks)

(b) Examine how a student could use the following sections of a library when preparing for examinations. (12 marks)

- i. The short loan section
- ii. The periodical section
- iii. The general circulation section
- iv. The National collection.