



MASENO UNIVERSITY
UNIVERSITY EXAMINATIONS 2013/2014

**FIRST YEAR FIRST SEMESTER EXAMINATIONS FOR THE
DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION
WITH INFORMATION TECHNOLOGY
(HOMA BAY CAMPUS)**

AEN 105: COMMUNICATION SKILLS I

Date: 24th November, 2013

Time: 2.00 - 4.00 p.m.

INSTRUCTIONS:

- **Answer Question ONE (COMPULSORY) and any other TWO questions.**

(HOMA BAY CAMPUS)

AEN 105 COMMUNICATION SKILLS 1

INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS

1a) Giving relevant examples, explain the following terms:

- i) Referencing
- ii) Bibliography
- iii) Footnotes
- iv) In-text citation (8mks)

b) Discuss, with examples, the Dewey decimal classification and library of congress classification. (6mks)

c) Explain the properties of reading as a dynamic process. (4mks)

d) Giving suitable examples, explain TWO speaking situations any speaker can find himself or herself in. (4mks)

e) Mary, a first year student complains of not getting much out of her lectures. What advice can you give her? (8 mks)

2a) Discuss the ways in which you can ensure that your communication is coherent and easy to follow (10mks)

b) Explain the types of print information sources found in a library and how you can evaluate these information sources (10 mks)

3a) Discuss the barriers to the listening and how you would overcome each of the barriers (8 mks)

b) Identify the characteristics of a good filing system (6 mks)

c) As a university student aiming to excel in academics, discuss the types of reading that you would adopt. (6 mks)

4a) 'Speaking involves more than just pronouncing words.' Discuss the micro-skills involved in speaking (8 mks)

b) Giving examples, explain the types of questions a student may ask in the course of learning (8 mks)

c) Discuss the advantages of taking notes during lectures (4 mks)

5a) Discuss five types of essays a student can encounter in an exam and the approach he should take in handling each of the essays (10 mks)

b) 'Proper and adequate study is key to success in academics' explain the skills a university student can use during studies (10 mks)