

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

RESIT/SPECIAL

EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR

COMS 101: COMMUNICATION SKILLS

STREAMS:

TIME: 2 HOURS

DAY/DATE: WEDNESDAY 03/02/2021

2.30 P.M. – 4.30 P.M.

INSTRUCTIONS: ANSWER THREE QUESTIONS IN ALL. QUESTION ONE IS COMPULSORY

1. a) Explain six levels of listening (12 marks)
b) Discuss five types of reading (10 marks)
c) Show how you would use a library catalogue to find a book in the library (8 marks)
 2. a) Discuss the reading formula that you are recommended to use to revise for exams (10 marks)
b) Explain five characteristics of communication (10 marks)
 3. a) Explain how you would edit your written work (10 marks)
b) Highlight the various sections in a library (10 marks)
 - 4 a) Explain why writers code information in diagrams (10 marks)
b) Discuss the three parts of an essay (10 marks)
 5. With illustrations, give ten basic APA guidelines (20 marks)
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