

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

CHUKA & EMBU

**EXAMINATION FOR THE AWARD OF
CERTIFICATE IN**

COMS 00101: COMMUNICATION SKILLS

STREAMS: CERT

TIME: 2 HOURS

DAY/DATE: FRIDAY 09/08/2019

8.30 AM – 10.30 AM

INSTRUCTIONS:

- **QUESTION ONE IS COMPULSORY**
- **ANSWER THREE QUESTIONS IN ALL**

1. (a) Name five principles of communication. [5 marks]
 - (b) Identify four functions of non-verbal communication behavior. [4 marks]
 - (c) Explain the listening process. [10 marks]
 - (d) Explain five types of reading. [11 marks]
 2. Explain how you would go about preparing a public speech. [20 marks]
 3. Explain the three parts of an essay. [20 marks]
 4. Discuss the SQ3R reading formula. [20 marks]
 5. Describe the various sections of a library. [20 marks]
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