

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

EXAMINATION FOR THE AWARD OF DIPLOMA

COMS 0101: COMMUNICATION SKILLS

STREAMS:

TIME: 2 HOURS

DAY/DATE: MONDAY 09/12/2019

11.30 A.M. – 1.30 P.M.

INSTRUCTIONS: Answer THREE questions in all. Question ONE is compulsory

1. (a) Explain the notion of ‘context’ in the communication process. [10 marks]
(b) Outline four types of listening showing their relationship to critical thinking [10 marks]
(c) Discuss five ways in which you can order your points in speech delivery or essay writing. [10 marks]
 2. (a) Outline five functions of non-verbal communication behaviour [10 marks]
(b) Show how you would carry out a book survey for a reading purpose [10 marks]
 3. “Library sections help to organize materials in a library”. Discuss this statement [20 marks]
 4. (a) Highlight five features of academic writing. [10 marks]
(b) Give five reasons why writers code information in diagrams [10 marks]
 5. Discuss the parts of an essay [20 marks]
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