

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS**

**CHUKA & EMBU CAMPUSES**

**FIRST YEAR EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR IN  
COMMUNITY DEVELOPMENT**

**COMS 101: COMMUNICATION SKILLS**

**STREAMS: BED (ARTS) Y2S21**

**TIME: 2 HOURS**

**DAY/DATE: THURSDAY 8/08/2019**

**11.30 A.M - 1.30 P.M.**

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**INSTRUCTIONS:**

- **Answer THREE Questions in all. Question ONE is COMPULSORY**
- **Do not write anything on the Question paper**

1. (a) Explain how a library is divided into sections. [10 Marks]  
(b) Discuss four types of body motions that are part of non-verbal communication behaviour. [8 Marks]  
(c) Discuss six characteristics of communication. [12 Marks]
  2. (a) Discuss five types of reading. [10 Marks]  
(b) Highlight the importance of a library catalogue. [10 Marks]
  3. Show that communication is a cyclic process. [20 Marks]
  4. Discuss the writing process. [20 Marks]
  5. (a) Show how listening is related to critical thinking. [10 Marks]  
(b) Explain the reading formula. [10 Marks]
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