

CHUKA



UNIVERSITY

RESIT/ SPECIAL EXAMINATIONS

**EXAMINATION FOR THE AWARD OF
BACHELOR OF**

COMS 101: COMMUNICATION SKILLS

STREAMS:

TIME: 2 HOURS

DAY/DATE: MONDAY 23/07/2018

2.30 PM – 4.30 PM

INSTRUCTIONS:

- **Question One is Compulsory**
- **Answer Three Questions in all**

1. (a) Explain why diagrammatic displays are an effective means of communication. [12 marks]
 - (b) Identify six sections that you can find in a library [12 marks]
 - (c) Explain why reading is an important skill to acquire. [6 marks]
 2. Explain how you would go about editing a piece of work that you have written. [20 marks]
 3. Show how human communication is a process. [20 marks]
 4. (a) Explain four ethical standards that influence our communication. [8 marks]
 - (b) Discuss four types of body motions that form part of non-verbal communication behavior. [12 marks]
 5. Discuss six characteristics of communication. [20 marks]
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