

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

CHUKA & IGEMBE

**FIRST YEAR EXAMINATION FOR THE AWARD OF DEGREE
OF BACHELOR OF EDUCATION ARTS**

COMS 101: COMMUNICATION SKILLS

STREAMS: BED (ARTS) SB

TIME: 2 HOURS

DAY/DATE: WEDNESDAY 11/4/2018

11.30 A.M. – 1.30 P.M.

INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS

1. (a) Using examples, explain the following terms as used in communication.
 - (i) Communication [2 marks]
 - (ii) Medium [2 marks]
 - (iii) Encoding [2 marks]
 - (iv) Feedback [2 marks]
- (b) Both listening and hearing involve sound perception but are different notions altogether. Using illustrations, explain six differences between the two. [12 marks]
- (c) Explain five features of a well written paragraph. [10 marks]
2. (a) Locating a book in the library requires knowledge on library use. Explain the steps that you would take to trace a book in the library using the author's name. [10 marks]
- (b) Explain any services that a good library should offer. [10 marks]
3. Explain five levels at which communication occurs. [20 marks]
4. (a) Academic excellence involves adequate preparation for the examinations. Explain what preparing for an examination entails. [10 marks]
- (b) People read your various purposes. Explain any five such purposes. [10 marks]

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5. (a) Effective speech delivery is a process. Explain five factors to consider before delivering a speech. [10 marks]
- (b) Using adequate illustrations, explain five ways of making speech delivery effective. [10 marks]
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