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**CHUKA**



**UNIVERSITY**

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**UNIVERSITY EXAMINATIONS  
EMBU CAMPUS**

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF**

**COMS 101: COMMUNICATION SKILLS**

**STREAM: SB**

**TIME: 2 HOURS**

**DAY/DATE: FRIDAY 10/08/2018**

**2.30 P.M – 4.30 P.M**

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**INSTRUCTION:**

- **Answer three questions. Question one is compulsory**

1. (a) Define the following terms as used in communication skills.
  - (i) Communication [2marks]
  - (ii) Medium [2marks]
  - (iii) Channel [2marks]
  - (iv) Feedback [2marks]
  - (v) Encoding [2marks]

(b) Discuss six types of noises as barriers of communication. [12marks]

(c) Explain four levels of listening. [8marks]
2. Imagine that you have been invited to give a speech to an audience;
  - (a) Discuss five considerations you can make your speech effective during the speech delivery. [10marks]
3. (a) Discuss five types of libraries. [10marks]
  - (b) Discuss the services that a good library should offer. [10marks]

4. (a) Explain four purposes of reading. [8marks]
- (b) Define survey as used in reading and discuss the parts one should examine from a reading materials before selecting it for reading. [12marks]
5. (a) Discuss five feature of an academic text. [10marks]
- (b) When writing an academic paper, paragraphing is very important. Explain five qualities of a good paragraph. [10marks]
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