

CHUKA



UNIVERSITY

## UNIVERSITY EXAMINATIONS ODEL

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

**COMS 101: COMMUNICATION SKILLS**

**STREAMS:**

**TIME: 2 HOURS**

**DAY/DATE: TUESDAY 10/04/2018**

**2.30 P.M – 4.30 P.M**

**INSTRUCTION:**

- **Answer question one and any other two questions**

1. (a) Using clear illustrations, differentiate between the following.
  - (i) Scanning reading and skimming reading. [3marks]
  - (ii) Extensive reading and intensive reading [3marks]
  - (iii) Paraphrasing and quoting [3marks]
  - (iv) A reference list and a bibliography [3marks]
  - (b) What is the role of an academic library [3marks]
  - (c) Discuss any four ways you can introduce a speech. [8marks]
  - (d) Notes play a very important role in academic study skills. Justify this statement. [6marks]
2. There are those parts of a book that one has to look at before starting serious reading. Identify and discuss any seven parts. [14marks]
  - (a) A body paragraph in academic writing has three important sentences. Explain what each sentence entails. [6marks]
3. Explain the importance of the following elements of communication.

- (i) People [6marks]
- (ii) Message [3marks]
- (iii) Channel [4marks]
- (iv) Feedback [3marks]
- (v) Noise [4marks]

4. (a) Discuss five reasons that would hinder prospective employer from hiring an interviewee in spite of having all the educational qualifications. [10marks]

(b) Assuming you are a prospective interviewee of sweet soap company, what important points will you consider before attending the interview. [10marks]

5. *THE FOLLOWING IS AN EXTRACT FROM MASTERING PTE ENGLISH PAGE 94 BY JOHN MUITUNG 'U AND DAVID NJENG 'ERE PUBLISHED BY OXFORD UNIVERSITY PRESS IN KENYA IN 2008*

(a) "For the hearing impaired learners, the equivalent of listening and speaking is the sign language. So instead of listening and speaking , a test for this group will check their ability to use sign language for communication".

Assuming you are conducting a research on physically impaired children and you read the extract above.

- (i) Paraphrase the above text. [3marks]
- (ii) Make a direct quotation. [2marks]

(b) Use the American psychology association reference system to make an in-text referencing and a list reference for the following book. [5marks]

- Title :Biostatistics with R
- Publisher: springer
- Author ; Prof.Babak Shahbaba
- Place of publication: New York Dordrecht Heidelberg London
- Date of publication: 2012

(c) You have successfully completed your communication skills courses at Chuka University . Justify the importance of this study to your program. [10marks]

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