

**CHUKA**



**UNIVERSITY**

## **UNIVERSITY EXAMINATIONS**

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

**COMM 103: BASIC STUDY AND LIBRARY SKILLS**

**STREAMS:**

**TIME: 2 HOURS**

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

**8.30 A.M – 10.30 A.M**

**INSTRUCTION:**

- **SECTION A (30MARKS) COMPULSORY**

1. (a) Define the term library and explain four services offered in the library. [10marks]  
(b) Discourse markers are essential for academic writing, outline the different functions of discourse markers in academic writing. [10marks]  
(c) Discuss five important things that you must consider during an effective study process. [10marks]

**SECTION B : (40 MARKS)**

2. (a) Writing a good summary demonstrates that you clearly understand a text.State and explain easy steps of how to write a good summary. [10marks]  
(b) There are various basic studying types. Briefly describe any five of them. [10marks]
  3. Critical listening is important whenever a lecturer is presenting information that is new to you. What are some of the important guidelines for listening critically. Clearly explain and illustrate each of the guidelines. [20marks]
  4. (a) Explain five importance of diagrammatic display of information. [10marks]  
(b) Explain five types of libraries. [10marks]
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