

CHUKA



UNIVERSITY

**UNIVERSITY EXAMINATIONS
EXAMINATION FOR THE AWARD OF DIPLOMA IN TECHNICAL AND
VOCATIONAL TRAINING**

PEDA 0134: LANGUAGE USE AND COMMUNICATION SKILLS

STREAMS: DIP PEDA

TIME: 2 HOURS

DAY/DATE: THURSDAY 07/08/2025

2.30 P.M. – 4.30 P.M

INSTRUCTIONS

- **ANSWER THREE QUESTIONS**
- **QUESTION ONE IS COMPULSORY**

Question one

- Define the following terms as used in language and communication
 - Communication (2 marks)
 - Listening (2 marks)
 - Speaking (2 marks)
 - Academic writing (2 marks)
- Explain five reasons why studying communication is essential to a university student. (10 marks)
- Discuss any three effective reading skills that can enhance comprehension and retention. (6 marks)
- Identify and explain three key features of good academic writing. (6 marks)

Question two

- Why is effective listening crucial in academic settings? (10 marks)
- Examine **five** common barriers to effective communication and suggest strategies to overcome them. (10 marks)

Question three

- Describe the structure of a well-organized academic essay. (10 marks)
- Discuss techniques for improving oral communication skills in academic presentations. (10 marks)

Question four

- a)** Explain the significance of plagiarism awareness and proper referencing in academic writing. (10 marks)
 - b)** Briefly describe the structure of the following documents:
 - i) Minutes of a meeting (5 marks)
 - ii) Curriculum Vitae (CV) (5 marks)
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