

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

EXAMINATION FOR THE AWARD OF OF DIPLOMA

COMS 0101: INTRODUCTION TO COMMUNICATION SKILLS

STREAMS: DIP ODEL

TIME:2 HOURS

DAY/DATE: WEDNESDAY 11/12/2024

2.30 P.M. –4.30 P.M.

INSTRUCTIONS:

- Answer three questions
 - Question one is compulsory
1. a) Explain categories of communication [6 marks]
b) Explain briefly three tips for effective note-taking in a lecture. [6marks]
c) Discuss any four types of reading. [8 marks]
d) Discuss any five advantages of diagrammatic display of information. [10 marks]
 2. a) With a help of a diagram, describe the process of communication. [12marks]
b) State four poor reading habits and suggest a remedy for each. [8marks]
 3. a) Discuss any five types of non-verbal communication. [10 marks]
b) Explain five principles of communication [10 marks]
 4. a) Discuss the various steps in writing and essay [10 marks]
b) Explain the importance of SQ3R in the reading process [10 marks]
 5. Discuss various types of Listening [20 marks]
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