



**MACHAKOS UNIVERSITY**

**SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**

**DEPARTMENT OF LINGUISTICS & LANGUAGES**

**SUPPLEMENTARY EXAMINATIONS – MARCH 2021**

**UCU 100: COMMUNICATION SKILLS**

**DATE:**

**TIME:**

**INSTRUCTIONS: Answer question ONE (COMPULSORY) and TWO others**

**SECTION A: Compulsory (30 Marks)**

1a) You have been asked to form study groups in readiness for your end of semester examinations. Discuss the considerations you will make when:

i. Forming the study groups

ii. Selecting the place of study

iii. Planning a study schedule

iv. Distributing roles to the members of the study group (18 Marks)

b) Describe TWO sources of information in the library that you would advise your fellow university scholars to look out for (4marks)

c) Discuss TWO barriers to effective listening and outline possible ways of overcoming them (4 marks)

d) Differentiate between the TWO types of listening stating when each can be used (4marks)

**SECTION B**

2. a)' Scholars in reading agree that study formulae are effective in helping students get what they need from written texts" Using TWO study formulae(techniques), discuss the validity of this statement. (10 marks)

b) Explain FOUR poor reading habits and suggest solutions to these (10marks)

3.a) Explain THREE models of Communication and their relevance to you as a scholar (20 marks)

4a) Use of appropriate body language and visual communication enhance human interactions both in social and academic situations. Justify this assertion. (14 Marks)

b) Explain the importance of FOUR elements of communication (6marks)

5.a) Explain the importance of effective paragraphing in academic writing (10 Marks)

c) Describe FOUR formats of note-making (10 marks)

END