



# MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)  
University Examinations for 2013/2014

SCHOOL OF HUMANITIES

DEPARTMENT OF LANGUAGES AND LINGUISTICS

**Examination for Diploma in Education**

**Communication Skills**

**Date: 28/7/2014**

**Time: 8:30 – 11:30 AM**

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## INSTRUCTIONS:

Question one is compulsory. Answer any other two.

1. (a) Outline the importance of effective communication within an organization (10 marks)
- (b) Define the term 'subject' and Predicate' (5 marks)
- (c) Underline and label subjects and predicate in the sentences below.
  - (i) One of the dogs bit the children
  - (ii) He insisted that he had seen a ghost
  - (iii) The manager and the foreman are coming
  - (iv) Every single one of them has his work done on time
  - (v) Joyce's daughter Jemimah, travelled to America last month. (10 marks)
- (d) Differentiate the following words and construct a sentence with each
  - (i) Affect/effect
  - (ii) Advise/advice
  - (iii) Principal/principle
  - (iv) Stationary/stationery (10 marks)

**SECTION B (40 MARKS) ANSWER ANY TWO QUESTIONS**

2. Draft a letter to be sent to Mr. S.N. Kamotho, working as an accounts clerk in your firm informing him that he has been promoted to the post of the Junior Accounts Officer. (20 marks)
3. (a) Outline the characteristics of a good report. (5 marks)
- (b) State the main points to be considered in drafting press a report. (5 marks)
- (c) As a staff reporter of a well known daily, prepare a press report on the inauguration of students centre in MUC by the President. (10 marks)
4. (a) Briefly discuss the importance of audio-visual communication. (5 marks)
- (b) How can audio-visual communication be made effective. (5 marks)
- (c) Briefly discuss the importance of listening in communication. (5 marks)
- (d) Outline the steps in planning a talk. (5 marks)
5. (a) Correct the following sentences , stating the rules they violated.
- (i) This shirt is superior from that
- (ii) He lives with a small income
- (iii) I shall turn every stone to stand first in my class.
- (iv) We are tired from such a long vacation
- (v) He is speaking as if he is a V.I.P. (10 marks)
- (b) Explain five rules you would follow when writing a précis. (10 marks)