



# **MACHAKOS UNIVERSITY**

**University Examinations 2017/2018**

**SCHOOL OF HUMANITIES AND SOCIAL SCIENCE**

**DEPARTMENT OF LINGUISTICS AND LANGUAGES**

**FIRST YEAR FIRST SEMESTER EXAMINATION FOR**

**BACHELOR OF SCIENCE (ELECTRICAL AND ELECTRONICS ENGINEERING)**

**BACHELOR OF SCIENCE (BUILDING AND CIVIL ENGINEERING)**

**BACHELOR OF SCIENCE (MECHANICAL ENGINEERING)**

**UCU 100: COMMUNICATION SKILLS**

**DATE: 11/12/2017**

**TIME: 8:30 -10:30 AM**

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## **INSTRUCTIONS:**

**Answer Question One and Any Other Two Questions**

### **QUESTION ONE (COMPULSORY) (30MARKS)**

- a) Explain the relevance of communication skills course to you as a university student and how you intend to apply the knowledge acquired in this course in your academic and social interactions. (15 marks)
- b) Define communication. (2 marks)
- c) Describe the Communication process . (6 marks)
- d) Describe all the elements of the communication process. (7 marks)

### **SECTION B: ANSWER ANY OTHER TWO QUESTIONS**

#### **QUESTION TWO (20 MARKS)**

- a) “In communication, interactions are either symmetrical or complimentary” Discuss this in relation to communication. (10 marks)
- b) Discuss FIVE key features of academic writing (10 marks)

**QUESTION THREE (20 MARKS)**

- a) “Scholars in reading agree that the SQ3R and the P2R study formula is effective in helping university students get what they need from written texts” Discuss the validity of this statement. (8 marks)
- b) Discuss any FOUR types of reading. (12 marks)

**QUESTION FOUR (20 MARKS)**

- a) Discuss the key functions of a library to a university student (6 marks)
- b) Describe FIVE sources of information in a library. (10 marks)
- c) Explain the importance of feedback in listening and reading skills. (4 marks)

**QUESTION FIVE (20 MARKS)**

- a) Discuss FIVE barriers to effective listening when attending a lecture and outline possible ways of overcoming them. (10 marks)
- b) Explain FIVE levels of listening. (10 marks)