



MACHAKOS UNIVERSITY

University Examinations 2016/2017

SCHOOL OF HUMANITIES AND SOCIAL SCIENCE

DEPARTMENT OF LINGUISTICS AND LANGUAGES

FIRST YEAR FIRST SEMESTER EXAMINATION FOR BACHELOR OF
EDUCATION

UCU 100: COMMUNICATION SKILLS

DATE: 26/7/2017

TIME : 8:30 – 10:30 AM

INSTRUCTIONS:

Answer question ONE and any other TWO Questions

SECTION A (COMPULSORY)

QUESTION ONE (COMPULSORY) (30 MARKS)

- a) Explain the following terms:
- i) Communication (2 marks)
 - ii) Channel (2 marks)
 - iii) Context (2 marks)
 - iv) Feed Back (2 marks)
 - v) Encoder (2 marks)
 - vi) Decoder (2 marks)
 - vii) Message (2 marks)
 - viii) Barriers (2 marks)
- b) Being a leader in your class ,you have been asked to come up with study groups so as to enhance group discussions among students. Discuss the various participants you may consider in each study group and the roles of each participant (8 marks)

- c) Describe SIX sources of information in the library that you would advise your fellow university scholars to look out for (6 marks)

SECTION B: ANSWER ANY OTHER TWO QUESTIONS (40 MARKS)

- a) Scholars in reading agree that the SQ3R study formula is effective in helping students get what they need from written texts” Discuss the validity of this statement. (6 marks)
- b) Discuss any FOUR types of reading (10 marks)
- c) Explain FOUR poor reading habits (4 marks)

QUESTION THREE (20 MARKS)

- a) Discuss FOUR models of Communication (12 marks)
- b) Explain how body language and visual communication enhance human interactions both in social and academic situations. (8 marks)

QUESTION FOUR (20 MARKS)

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

QUESTION FIVE (20 MARKS)

- a) Describe the key features of academic writing. (10 marks)
- b) Explain the importance of transitional paragraphs in academic writing (5 marks)
- c) Outline the flow of a research paper. (5 marks)