



MACHAKOS UNIVERSITY

University Examinations 2016/2017

SCHOOL OF HUMANITIES AND SOCIAL SCIENCE

DEPARTMENT OF LINGUISTICS AND LANGUAGES

..... YEAR SEMESTER EXAMINATION FOR

DIPLOMA IN ELECTRICAL & ELECTRONIC ENGINEERING

DIPLOMA IN MECHANICAL & MANUFACTURING ENGINEERING

DIPLOMA IN BUILDING & CIVIL ENGINEERING

SUPPLEMENTARY EXAMINATIONS

UCU 002: COMMUNICATION SKILLS

DATE:

TIME:

INSTRUCTIONS

Answer Question One and Any Other Two Questions

QUESTION ONE (30 MARKS) (COMPULSORY)

- a) State the possibility in which effective communication would be hindered by each of the following:
- i. Status or role
 - ii. Choice of communication channel
 - iii. Length of communication
 - iv. Individual perceptions
 - v. Lack of feedback
 - vi. Ambiguity

- vii. Atmosphere
 - viii. Use of language
 - ix. Unknown receiver
 - x. Disabilities (10 marks)
- b) With the aid of a diagram, describe the communication process (8 marks)
- c) For some reason, your Communication Skills lecturer has been unable to conclude the writing of the memorandum in Figure 1. You have now been asked to complete the task. By focusing on what the students need to know, that is; why they need this workshop; how they will benefit from it; and what action they need to take to register for it, write at least three sentences to ready the document for circulation. Include the missing details (8 marks)

To: All Students	Date:
From:	
Subject: 'Writing for the Audience' Workshop	
<p>I am pleased to announce the next workshop of our "Business Writing in the 21st Century" series entitled 'Writing for the Audience'. The workshop will be held on Friday, December 12, 2016 from 2:30 to 5:30 pm at the Machakos University Amphitheatre..</p>	

Figure 1

- d) Explain TWO ways in which studying communication skills has been beneficial to you as a student. (4 marks)

QUESTION TWO (20 MARKS)

- a) Describe the writing process (6 marks)
- b) Explain how the quality of one's writing is affected by each of the following:
- i. Confusing language
 - ii. Verbosity
 - iii. Poor sentence structure
 - iv. Information overload (8 marks)
- c) Write a paragraph of not more than fifty words, explaining the 'impact of technology on modern writing' (6 marks)

QUESTION THREE (20 MARKS)

- a) Explain the following terms as used in meetings:

- i. quorum
 - ii. *ultra vires*
 - iii. to adjourn *sine die*
 - iv. to pass *nem.con* (8 marks)
- b) List THREE roles of a committee member in a meeting. (3 marks)
- c) You were recently elected as the president of a student / or staff welfare organization. A first meeting is due for the new office bearers. Write the
- i) Notice
 - ii) Agenda for the meeting (9 marks)

QUESTION FOUR (20 MARKS)

- a) State
- i. The meaning of the following terms:
 - I Non verbal communication
 - II Open body language
 - III Closed body language (6 marks)
 - ii FOUR reasons why listening is necessary in communication (4 marks)
- b) Explain how listening may be improved from the following attending skills
- i. Paraphrasing
 - ii. Reflecting feeling
 - iii. Summarizing
 - iv. Questioning
 - v. Turn taking (10 marks)

QUESTION FIVE (20 MARKS)

- a) i Define the term ‘emotional awareness’ (2 marks)
- ii Explain FOUR ways by which the concept of emotional awareness enhances one’s Communication (8 marks)
- b) A neighbour from home asks you what you are majoring in for your university study. You name your choice, and then the neighbour says, “I see. I don’t know anything about your major. Can you explain it to me?”
- Write a paper describing it (10 marks)

