



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2015/2016

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF LINGUISTICS AND LANGUAGES

SECOND SEMESTER EXAMINATION FOR DIPLOMA IN EDUCATION

AEN 0202: WRITING SKILLS IN ENGLISH

Date: SCHOOL BASED

Time:

INSTRUCTIONS

Answer Question One and any two others.

QUESTION ONE

- a) Write an expository essay of between 350-400 words on either: (15 marks)
- Importance of 'Writing Skills' course to you as a university student.
 - An experience you have had recently
- Remember to include;
- an outline
 - Thesis statement
 - An introduction, well organized paragraphs and an effective conclusion.
- b) Write a paragraph of not less than EIGHT sentences. Ensure your paragraph displays the following (12 marks)
- Topic sentence
 - Unity
 - Details and examples
 - Coherence and transition

- c) With illustrations explain the following terms :(3 marks)
- i) Word choice
 - ii) Dictionary and thesaurus work
 - iii) Proof reading

QUESTION TWO

You have cited the following sources in your essay. Order them correctly for your entry in a list of references using the APA style of documentation. (20 marks)

- a) A book titled, The body project: An intimate history of American girls, written by J.J. Brumberg in 1997. The book was published in New York by Vintage publishers.
- b) book titled, Women's way of knowing: The development of self, voice, and mind. It was written by Belenky, M., Clinchy, B. M. Goldberger, N.R., & Tarule. J. M. in 1986. It was published in New York by Basic Books.
- c) A journal article titled, Evidential, argumentation, and epistemological stance, written by Barton E. L. in the year 1992. It is published in the 55th journal of college English and it is in pages 745-769.
- d) A newspaper article written by Henriques, D.B., titled, Hero's fall teaches wall street a lesson. The article is published in The blues times. The date of publication is 27th September 1998 and it is in page 10.
- e) Print article downloaded from the internet. The article was published in 2003. It was written by Watabe, M. It is titled, Zoos act as sentinel for infectious diseases. The article is published in the journal of Bioscience, volume 53, page 972. The article was retrieved in July 26th, 2004 from a data base called Proquest.

QUESTION THREE

Write notes on each of the following type of essays. (20 marks)

- i. Narrative essays
- ii. Descriptive essays
- iii. Expository essays
- iv. Argumentative essays

QUESTION FOUR

Members of the Hospitality department at MUC have just completed a meeting. The agenda items included: organizing an exhibition day at MUC, a trip to Masai Mara National park and expectations during the attachment period. As a secretary to the committee, draft the minutes of the meeting. (20 marks)

QUESTION FIVE

Explain the following parts of a business letter (20 marks)

- i. Logo
- ii. Letterhead
- iii. Addresses
- iv. Date
- v. Salutations
- vi. Heading
- vii. Body paragraphs
- viii. Complimentary details
- ix. Sender's Signature
- x. Designation or department
- xi. Enclosure
- xii. Copies Circulated