



650

(Knowledge for Development)

KIBABII UNIVERSITY

UNIVERSITY EXAMINATIONS

**2020/2021 ACADEMIC YEAR
FIRST YEAR FIRST SEMESTER**

MAIN EXAMINATION

FOR ALL UNDERGRADUATE STUDENTS

COURSE CODE: KUC 111

COURSE TITLE: COMMUNICATION SKILLS

DATE: 19TH FEBRUARY, 2021

TIME: 8.00 - 10.00 AM

INSTRUCTION TO CANDIDATES

Answer Question **ONE** and any other **TWO** Questions

TIME: 2 Hours

This Paper Consists of 2 Printed Pages. Please Turn Over. ►

KIBU observes **ZERO** tolerance to examination cheating.

QUESTION ONE - COMPULSORY (30 MARKS)

Jude, a first year colleague in Kibabii University who like you has been engaged in e-learning since joining the institution, approaches you for a discussion about the communication skills course.

- a) In your own words, define for him the term Communication (2 marks)
- b) Explain three possible barriers to effective communication during on-line lessons and propose how to mitigate them (6 marks)
- c) Note-making is an important skill for an on-line learner. Explain one note making technique you can use to do this effectively (5 marks)
- d) Identify FIVE activities you can engage in during self-study as an on-line learner (5 marks)
- e) Jude has realized that the semester is coming to an end and that exams are scheduled to start soon. List for him THREE signs of exam anxiety and propose ways of overcoming them (6 marks)
- f) Assist Jude to write the following bibliographic information as they would appear at the end of an academic essay: (6 marks)
 - i. A book by Hellen Mizel published in 2020 by Learning Forward and entitled Why Professional Development Matters.
 - ii. A journal article by Micheal Fullan entitled Change the Terms for Teacher Learning, published by Journal of Staff Development in volume 28, issue 30, pages 35-39.
 - iii. An 8th edition book entitled Research Methods in Education, published in New Jersey by Pearson Publishers in 2005 and written by Willis Wiersma and Simon Jurs.

QUESTION TWO - WRITING SKILLS (20 MARKS)

Your lecturer requires you to write an academic essay on the topic "Agribusiness is the way out for the Kenyan Youth"

- a) Identify the THREE types of sentences that make up a good paragraph (3 marks)
- b) Describe any THREE types of writing styles that various writers employ in their writing (6 marks)
- c) Write down FOUR points you would use to build your essay on (4 marks)
- d) Basing on the points listed above, write your first two paragraphs (7 marks)

QUESTION THREE - SPEAKING SKILLS (20 MARKS)

You have been invited by your former High School Principal to give a motivational talk to the candidate class.

- a) Discuss the preparation you will make to ensure you deliver an effective speech (4 marks)
- b) Explain two advantages and two challenges of using the extemporaneous speech type (4 mks)
- c) Explain the following characteristics of an effective speech: Clarity, Brevity, Coherence and Grammaticality (4 marks)
- d) Describe any FOUR things you can do to minimize or eliminate stage fright. (4 marks)
- e) A visual aid is important in any speech occasion, describe how to use it effectively (4 marks)

QUESTION FOUR - READING SKILLS (20 MARKS)

- a) Identify FOUR purposes of reading for a student in an institution of higher learning (4 marks)
- b) Explain the following reading styles: scanning, skimming, extensive reading and intensive reading (4 marks)
- c) Identify TWO poor reading habits for an on-line learner and propose ways to overcome them (4 marks)
- d) Discuss TWO advantages and TWO challenges of on-line reading materials (4 marks)
- e) Explain the SQ4R reading technique (4 marks)