



(Knowledge for Development)

KIBABII UNIVERSITY

UNIVERSITY EXAMINATIONS

**2021/2022 ACADEMIC YEAR
SECOND YEAR SECOND SEMESTER**

SPECIAL/SUPPLEMENTARY EXAMINATION

FOR THE DIPLOMA IN EDUCATION (ARTS)

COURSE CODE: EDE 107

COURSE TITLE: WRITING SKILLS

DATE: 24TH NOVEMBER, 2022

TIME: 8.00 - 10.00AM

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)

- a) Punctuate the following:
- i. The limitation of armaments the acceptance of arbitration as the natural solvent of international disputes the relegation of wars of ambition and aggression to the categories of obsolete follies these will be milestones which mark the stages of the road. (10 marks)
 - ii. A remarkable instance of this of courage call it if you please resolute will is given in the history of Babar. (6 marks)
 - iii. He was a brave large hearted man and we all honored him. (4 marks)
- b) Clearly explain the five significances of note taking. (10 marks)

QUESTION TWO (20 MARKS)

Assume you went on an academic tour in you class. Write a detailed report on the academic trip.

QUESTION THREE (20 MARKS)

- a) Apply for the position as a clerk, advertised in a daily paper, stating age, education, experience, qualification, reason for leaving past position, references, previous salary and expected salary. (10 marks)
- b) Write a memo to your junior staff in the office informing them of a meeting. (10 marks)