



*(Knowledge for Development)*

# **KIBABII UNIVERSITY COLLEGE**

**A CONSTITUENT COLLEGE OF MASINDE MULIRO UNIVERSITY OF  
SCIENCE AND TECHNOLOGY**

## **UNIVERSITY EXAMINATIONS**

**2014/2015 ACADEMIC YEAR**

**FIRST YEAR FIRST SEMESTER**

**UNIVERSITY EXAMINATION**

**(SCHOOL BASED AND TOWN CAMPUS)**

**FOR THE ALL DEGREE PROGRAMMES**

**COURSE CODE: COS 100**

**COURSE TITLE: COMMUNICATION SKILLS I**

**DATE: 25<sup>TH</sup> AUGUST, 2015**

**TIME: 11.30AM – 1.30PM**

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### **INSTRUCTION TO CANDIDATES**

Answer ALL questions.

**TIME: 2 Hours**

*This Paper Consists of 3 Printed Pages. Please Turn Over.*

**KIBUCO** observes **ZERO**

tolerance to examination cheating

**QUESTION ONE: FUNDAMENTAL OF COMMUNICATION AND LISTENING SKILL  
(20 MARKS)**

- a.) Give four reasons why communication is an important aspect of human beings (4 marks)
- b.) The following are some of elements of communication. Explain how they affect the communication process (6 marks)
  - i.) Message
  - ii.) Context
  - iii.) Feedback
- c.) Explain three ways in which university students can benefit for being good listeners (6 marks).
- d.) Explain two roles that non verbal communication play in communication (2 marks)

**QUESTION TWO: LIBRARY SKILLS (15 MARKS)**

- a.) Identify any four types of libraries found in Kenya (4 marks)
- b.) Explain three services that a good library should offer to its clients (3 marks)
- c.) Give two functions of catalogue in the library (2 marks)
- d.) Giving clear examples, differentiate between Dewey Decimal classification (DDC) and Library of Congress (LC) classification (4 marks)
- e.) List any two types of resources found in a library (2 marks)

**QUESTION THREE: STUDY AND EXAMINATION SKILLS (20 MARKS)**

Juliet Shumwe, a new student at Kibabii University College, needs your advice on how she can cope with the academic rigour at the university

- a.) Explain to her three benefits of taking lecture notes (3 marks)
- b.) Describe to her how an ideal study environment should look like (4 marks)
- c.) Give her four tips on how she can organize her study group for it to be effective (4marks)
- d.) Advice her on how she should prepare for examination (3 marks)
- e.) Explain to her any three things that she should do while in the examination room (6marks)

**QUESTION FOUR: READING SKILLS (15 MARKS)**

The table below shows scores of five top students of Matunda secondary school

NAME	ENGLISH	CHEMISTRY	HISTORY	BUSINESS	KISWAHILI
JAMES WANJALA	65%	70 %	90%	80%	70%
KAMAU KURIA	85%	60%	75%	50%	90%
JANE OTINDO	50%	80%	95%	60%	85%
PETER FWAYA	75%	50%	55%	90%	75%

ALICE ATIENO	60%	85%	80%	45%	95%
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### Questions

- a. Which is the best performed subject in this school (2 marks)
- b. Identify two subjects that have the highest average (2 marks)
- c. Identify two subjects with the lowest average (2 marks)
- d. Name the student with the best overall performance and lowest overall performance (4 marks)
- e. Imagine you are the class teacher of these students. What would be your recommendation for
  - i. James Wanjala
  - ii. Jane Otindo
  - iii. Alice AtienoFor each to realize improvement (6 marks)