



KIBABII UNIVERSITY COLLEGE

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Knowledge for Development

UNIVERSITY REGULAR EXAMINATIONS
CERTIFICATE IN CRIMINOLOGY AND CRIMINAL JUSTICE
CERTIFICATE IN SOCIAL WORK AND COMMUNITY DEVELOPMENT

COURSE CODE: CSC 002

COURSE TITLE: COMMUNICATION SKILLS

DATE: 11TH AUGUST, 2014

TIME: 9:00A.M.-12NOON

INSTRUCTIONS TO CANDIDATES

- Answer ALL the Questions

SECTION A

1. You are the chairperson of your school's Wildlife Conservation Association (WICA). Your group has just come back from a visit to a national park in a neighboring country. Write a report to the patron of WICA about the trip. In your report indicate what you accomplished, the problems you experienced and what cautionary measures you would take during trips. (25 marks)

SECTION B

2. a) Define communication (3 marks)
b) State and explain the 6 stages in the communication cycle giving the roles of the sender and receiver (12 marks)
c) Explain in detail any four factors that one should consider when choosing a communication medium. (12 marks)
3. a) Give Four examples of written communication (4 marks)
b) Why is written communication most preferred in formal communication (5 marks)
4. a) Define the term communication barriers (2 marks)
b) Explain in detail any four barriers to effective communication (12 marks)

SECTION C

5. (a) Define the term interview (2 marks)
(b) What are the preparations made before a job application interview by
(c.) Interviewee (b) Interviewer (12 marks)
6. Your Communication Skills lecturer has encouraged you to engage in group discussion with fellow mates. Discuss six attributes that are evidence of a productive group member. (6 marks)
7. You have been invited to give an oral presentation to a group of college students, what preparations will you have to ensure successful and defective presentation. (5 marks)