



(Knowledge for Development)

KIBABII UNIVERSITY COLLEGE

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

**2014/2015 ACADEMIC YEAR
FIRST YEAR FIRST SEMESTER
UNIVERSITY MAIN EXAMINATION**

FOR THE ALL DIPLOMA PROGRAMMES

COURSE CODE: DCR/DCS 054

COURSE TITLE: COMMUNICATION SKILLS

DATE: 18TH AUGUST, 2015

TIME: 2.00 – 4.00PM

INSTRUCTION TO CANDIDATES

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

TIME: 2 Hours

This Paper Consists of 3 Printed Pages. Please Turn Over.
tolerance to examination cheating

KIBUCO observes **ZERO**

QUESTION ONE (30 MARKS)

- a) Briefly describe the following information sources
- i. Reference sources (2 marks)
 - ii. Periodicals (2 marks)
 - iii. Textbooks (2 marks)
 - iv. Recreational books (2 marks)
- b) Outline four characteristics of good writing (2 marks)
- c) Explain the following elements of communication using relevant examples.
- i. Message (3 marks)
 - ii. Code (3 marks)
 - iii. Noise (3 marks)
- d) Explain briefly why listening is important in our lives (5 marks)
- e) Differentiate between the following using appropriate examples
- i. Scanning and skimming (2 marks)
 - ii. Short term and long-term memory (2 marks)
 - iii. Active listening and empathetic listening (2 marks)

QUESTION TWO (20 MARKS)

- a) Describe the communication process (5 marks)
- b) Briefly explain the following types of communication
- i. Verbal communication (1 mark)
 - ii. Graphic communication (1 mark)
 - iii. Written communication (1 mark)
 - iv. Non-verbal communication (1 mark)
 - v. Mass communication (1 mark)
- c) Explain the five principles of communication (10 marks)

QUESTION THREE (20 MARKS)

- a) Outline three guidelines to consider when choosing a topic (3 marks)
- b) Describe briefly the three parts of an essay (6 marks)
- c) Explain the following types of essays using examples
- i. Description (3 marks)
 - ii. Argumentation (3 marks)
 - iii. Exposition (3 marks)
 - iv. Narration (2 marks)

QUESTION FOUR (20 MARKS)

- a) Explain the functions of the three types of catalogues in the library (6 marks)
- b) How would the following parts of a book assist you in determining if a book is relevant?
- i. Book cover (1 mark)
 - ii. Table of content (1 mark)
 - iii. Introduction (1 mark)
 - iv. Glossary (1 mark)

- c) Explain the functions and services of the following
- i. National libraries (2 marks)
 - ii. Special libraries (2 marks)
 - iii. Academic libraries (2 marks)
 - iv. Public libraries (2 marks)
 - v. Private libraries (2 marks)

QUESTION FIVE (20 MARKS)

Use the appendix provided to answer the questions

- 1. Provide a suitable title for the passage (2 marks)
- 2. How are women viewed in the Islamic society according to the passage (3 marks)
- 3. What will the gay-friendly mosque do differently from other mosques? (5 marks)
- 4. In not more than 50 words, summarize the writer's argument (7 marks)
- 5. Explain the meaning of the following words as used in the passage (3 marks)
 - i. Radicalism
 - ii. Replica
 - iii. Gay-friendly

