



**KIBABII UNIVERSITY COLLEGE**

*(A Constituent College of Masinde Muliro University of Science Technology)*

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**UNIVERSITY REGULAR EXAMINATIONS**

**2012 /2013 ACADEMIC YEAR**

**FOR THE CERTIFICATE**

**IN SOCIAL WORK AND COMMUNITY DEVELOPMENT**

**(MAIN EXAMINATION)**

**COURSE CODE:** CSD 002

**COURSE TITLE:** BASIC COMMUNICATION SKILLS

**DATE:** 23<sup>rd</sup> August, 2013

**TIME:** 200pm – 5.00pm

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**INSTRUCTIONS TO CANDIDATES**

Answer question ONE and any other TWO in section B

## **SECTION A – 30 MARKS**

1. (a) Communication is said to be the process of sharing meaning in order to reach a common understanding.
  - (i) List the 6 elements of the communication process (6 marks)
  - (ii) Explain any 4 barriers to communication (4 marks).
- (b) Imagine that you have completed your certificate course at KIBUCO and have come across a job advertisement seeking for either a qualified criminologist or social worker.
  - (i) Write the application letter. (10 marks)
  - (ii) Write your curriculum Vitae including your job experience (10 marks)
- (c) As a college student, you realize exams are part and parcel of your life.
  - (i) Identify and discuss 5 activities in your daily life that prepare you for exams (10 marks)
  - (ii) List 5 reasons why you should revise with colleagues in a study group (10 marks)

## **SECTION B**

2. (a) Describe how you would improve on your listening skills (10 marks)
  - (b) Identify and provide solutions to 5 barriers of note taking that you may encounter in your profession as a criminologist or social worker (10 marks)
3. Give an outline and the contents of a project proposal (20 marks)
4. As a criminologist or social worker, you will be expected to work with colleagues as a group.
  - (a) Identify and discuss 5 things you need to do to be an effective group member (10 marks)
  - (b) List 5 benefits of working in a group with colleagues (10 marks)