

KIBABII UNIVERSITY COLLEGE
FACULTY OF EDUCATION AND SOCIAL SCIENCES

COURSE CODE CSD002: BASIC COMMUNICATION SKILLS.

INSTRUCTIONS

Answer question ONE and other two questions from section B

SECTION A: 30MKS.

Q1. A). Communication is said to be the process of sharing meaning in order to reach a common understanding.

- i. list the six elements of the communication process (6mks)
- ii. Explain any four barriers to communication (4mks)

B). Imagine you have completed a certificate course at KIBUCO and have come across a job advertisement seeking either a qualified criminologist or social worker

- i. write the application letter (10mks)
- ii. Write your curriculum Vitae including your job experiences (10mks)

C). as a college student you realize that exams are part and parcel of your life.

- i. identify and discuss five activities in your daily life that prepare you for exams (10mks)
- ii. List five reasons why you should revise with colleagues in a study group (10mks)

SECTION B

Q2. A). Describe how you should improve on your listening skills (10mks)

B). I identify and provide solution to five barriers of note taking that you may encounter in your profession as a criminologist or social worker (10mks)

Q3. Give an outline and contents of a project proposal (20mks)

Q4. As a criminologist or social worker, you will be expected to work with colleagues as a group

- i. Identify and discuss five things you need to do to be an effective group member (10mks)
- ii. List five benefits of working in a group with colleagues (10mks)

