



KIBABII UNIVERSITY COLLEGE

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Knowledge for Development

UNIVERSITY MAIN EXAMINATIONS

2013/ 2014 ACADEMIC YEAR

1st YEAR 1st SEMESTER EXAMINATION

SCHOOL BASED

FOR THE BACHELOR OF EDUCATION (ARTS)

COURSE CODE: COS 100

COURSE TITLE: COMMUNICATION SKILLS

DATE: 18TH AUGUST, 2014

TIME: 2:00P.M.-5:00P.M.

INSTRUCTIONS TO CANDIDATES

- Answer all questions in the answer book provided

Question One:

FUNDAMENTALS OF COMMUNICATION AND LISTENING SKILLS (20 MARKS)

- a) Explain what you understand by the term communication (3 marks)
- b) Identify any three elements of communication and clearly explain how they affect the communication process (6 marks)
- c) Outline any three types of feedback in communication (3 marks)
- d) Describe any three types of barriers that university students are likely to encounter in their lecture hall and suggest ways they can overcome them (6 marks)
- e) Give one difference between listening and hearing (2 marks)

Question Two: READING SKILLS

(20 MARKS)

Read the passage below and answer the questions that follow

Parents have been forced to pay extra school levies as the cost of living continues to rise even as the government explores ways of keeping inflation down. Investigations by The Standard on Saturday established that a majority of parents are facing an unprecedented financial crisis as they are forced as they are forced to dig deeper into their pockets to meet the ever-increasing cost of living.

But even as the parents decry high levies, school administrators are defending the extra payment, saying it is meant to keep them a float to avoid plunging into financial difficulties due to the knock on effects of inflation.

Secondary school teachers through their Union officials explained that the high cost of food and other basic commodities had forced them to borrow heavily from banks to run the school because financial subsidies from the State were **paltry**. Kenya National Union of Post =Primary Teachers (kuppet) Secretary General, Akello Misori, disclosed that economic outlook was grim and some principals had no alternative but find an immediate financial remedy, especially in the rural areas.

“Pressure on students to be fed on a balanced diet and workers to be paid promptly have pushed most schools into the red, forcing them to explore alternative ways to financing their budgets deficits,; explained Misori.

Even though free primary and secondary education was meant to cushion the effects of poverty, majority of parents interviewed are now wondering whether education is really free as the state would like you to have it. For instance, disbursement of money to schools takes long before it is released from the Treasury. Besides that, it is insufficient. This year, head teachers said they were waiting for the Treasury to release balances from last term but only got Kshs 2 billion yet they expected over Kshs 4 billion, an indication that the state was not committed to financing the free education.

With the revelations of Kshs 4.5. billion losses in the Ministry of Education, parents have now been forced to carry the load, which the state had resolved to take over.

“Actually there is no point in telling us that we have free secondary and primary education when we are forced to pay levies that the state should. Better scrap the system and tell us to pay that pretend state is capable of sustaining the program me,,: said Misori.

According to the free secondary and primary education Programmes, students in secondary schools are supposed to be paid for Kshs 10,565 per head by state. In primary, each child is to receive Kshs 1,020. These funds are meant to buy instruction materials as well as pay workers’ wages and settling some bills. The only money, which the various district education boards are allowed to charge, is development levy of Kshs 2,000. But due to the heavy cost of living, several district education boards are imposing extra levies to avoid school closing down due to lack of money.

A number of head teachers, who spoke to us said that it takes months before the money is sent to schools and yet each month they have bills to settle. For instance, some students only received Kshs 3,300 or Kshs 4,000, leaving balances, which took long time to be disbursed. Right now, schools are in second term and most of the balances accrued from the first term have not been sent.

Yesterday, Kuppert questioned the competence of top Ministry of Education officials as they have failed to ensure that the recurring woes afflicting the education sub-sector are resolved.

Assistant Minister of Education, Ayiech Olweny, however, said they were making efforts to double the allocation to cater for the surging costs of basic food commodities.

“The concerns are true and we are trying to do all we can to end the woes” he said, in an interview with the Standard on Saturday in Kisumu.

Prof Ayiecho spoke as the Kenya National Association of Parents (KNAP) asked the state to be more practical if goals of free primary and secondary education are to be attained. Nyanza KNAP branch Chairman, Ogweno Jackson, said they would not carry the burden of extra levies imposed by schools, yet they know this was one of the reasons the state introduced free education.

(adapted from www.Eastandard.net/news)

- a) According to the passage, why are school principals imposing extra-levies (4 marks)
- b) Are parents justified in questioning whether education is really free? Give reasons for your answer (2 marks)
- c) The writer of this passage says that the economic crisis has “pushed most schools in the red” what does he mean? (2 marks)
- d) What in the passage indicates that parents have given up on the government in the provision of free education? (2 marks)
- e) Explain the meaning of the following words as used in the passage (2 marks)
 - Paltry
 - Surging
- f) a) Briefly explain three situations when word by word reading may be useful (3 marks)
- b) Differentiate between skimming and scanning (4 marks)

Question three: STUDY AND EXAMINATION SKILLS

(15

marks)

- a) Briefly explain three ways students may know their lecturers are making an important point when lecturing (6 marks)
- b) Why is it important for students to use symbols, abbreviations and acronyms while making notes? (3 marks)
- c) Give any three reasons why it is important to study in a group (3 marks)
- d) A good university student needs to be a critical thinker. State any three characteristics of a critical thinker (3 marks)

Question four: LIBRARY SKILLS

(15

marks)

- a) Identify **specific sections** in the library where you will get the following material (5 marks)
 - i) Daily newspapers and periodicals
 - ii) Material that is short in supply but high on demand
 - iii) Research publications, scholarly work, thesis, reports of national commissions
 - iv) Details of available resources in the library
 - v) Photocopying, binding and scanning services
- b) Using Kibabii University College library as your example, highlight any three specific functions of an academic library (3 marks)
- c) Give three reasons why writing reference at the end of an essay is important (3 marks)
- d) Write the following book details as they would appear in reference/bibliography using APA style of referencing (4 marks)
 - i) A book written in 1994 by Margaret Ogola entitled the river and the source and published by focus publishers in Nairobi.
 - ii) A newspaper article written by Kitari Mutua entitled Plan to convert HELB into a bank and published in the Daily Nation of 26th May 2014 page 11