

KABARAK



UNIVERSITY

UNIVERSITY EXAMINATIONS
MAIN CAMPUS

SECOND SEMESTER 2018/2019 ACADEMIC YEAR

FOR THE DEGREE OF BACHELOR OF COMMERCE, BACHELOR OF BUSINESS MANAGEMENT & INFORMATION TECHNOLOGY, BACHELOR OF PROCUREMENT & LOGISTICS; BACHELOR OF EDUCATION; BACHELOR OF SCIENCE IN ECONOMICS & MATHS, ENVIRONMENTAL SCIENCE & TELECOMMUNICATION; INFORMATION TECHNOLOGY; COMPUTER SCIENCE; COMPUTER SECURITY & FORENSICS; ECONOMICS & STATISTICS; PHARMACY; CLINICAL MEDICINE; NURSING; HUMAN NUTRITION & DIETETICS; HOSPITALITY & TOURISM MANAGEMENT; ACTUARIAL SCIENCE; BACHELOR OF BUSINESS & INFORMATION TECHNOLOGY; DIPLOMA IN BUSINESS & INFORMATION TECHNOLOGY; PROCUREMENT & LOGISTICS.

COMS 110 – COMMUNICATION SKILLS I

STREAM: Y1 S 1 (REGULAR)

TIME: 2:00-4:00PM

EXAMINATION SESSION: JAN-APRIL 2019

DATE: 4/04/2019

VENUE:KTC

COPIES:80

INSTRUCTIONS

Answer all the questions in Section A

SECTION A – COMPULSORY (30 MARKS)

Question one

- a) Define communication. (2 marks)
- b) Identify **five** sections of a library and explain how each is of benefit to you as a university student. (10 marks)
- c) Write an introductory paragraph for a term paper entitled ‘Types of Essays’. (10 marks)
- i) Using APA documentation style, write entries into the reference list for the sources below, (8 marks)
Author: Ngugi wa Thiong’o.

As members of Kabarak University family, we purpose at all times and in all places, to set apart in one’s heart, Jesus as Lord. (1 Peter 3:15)



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Year of publication: 1964.

Title: Weep not Child.

ii) **Authors:** Carter, M., & Iacono, T.

Year of publication: 2002.

Title of article: Professional Judgments of the Intentionality of Communicative Acts.

Title of journal: AAC: Augmentative and Alternative Communication,

Volume number: 18

Issue number: 3

Pages: 177-191.

Retrieved from www.asha.org/research/memberdata/SchoolsSurvey.htm

Question two

- a) Identify three patterns of communication and explain why it is necessary for a student to be able to operate at each level. **(6 marks)**
- b) Signposting is the use of prepositions and conjunctions that guide a reader or a listener by pointing the direction the text is taking. Write five paragraphs on the topic 'Library Skills' ensuring that you use at least five different kinds of signposting to appropriately guide the reader of your text. **(10 marks)**
- c) Distinguish between a reference list and a bibliography. **(4 marks)**

Question three

- a) Identify **five** parts of a book that you would look at to help you determine whether the book is relevant to your needs. Explain how each of the identified sections would guide you in making the decision whether to read the book or not. **(10 marks)**
- b) Explain five ways of evaluating an information source. **(10 marks)**

Question four

- a) Discuss **five** features of academic writing **(10 marks)**
- b) Explain **five** techniques that can improve listening. **(10 marks)**

Question five

- a) Discuss the PQRS technique of answering examination questions. **(10 marks)**
- b) Explain what the SQ3R reading technique entails. **(10 marks)**



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KABARAK UNIVERSITY

UNIVERSITY EXAMINATION

MAIN CAMPUS

FIRST YEAR SEMESTER ONE, 2016/2017 ACADEMIC YEAR

EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION

COMA 110 COMMUNICATION SKILLS

STREAM: Y1S1 (PART TIME DEGREE)

TIME: 3.00 -5.00 PM

EXAMINATION SESSION: APRIL

DATE: 11/04/2017

VENUE: L9

COPIES: 40

INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER TWO

QUESTION ONE: COMPULSORY

a) Define the following terms

i. Communication

(2mks)

ii. Communication skills

(2mks)

b) Discuss the five reasons that make communication skills important?

(10 mks)

c) Discuss the two major forms of communication

(6mks)

With examples, highlight on the five types of libraries relevant for your reading culture development

(10 mks)

SECTION TWO: SELECT ANY TWO QUESTIONS

QUESTION TWO

a) Discuss how the following study skills are important for Kabarok university student

i. Networking

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- ii. Positive thinking (5mks)
- iii. Spiritual development (5mks)

b) State the five reading habits that are highly discouraged for better study skills (5mks)

QUESTION THREE

a) Discuss the five reasons why listening skills is important in our lives (10 mks)

b) Use a diagram to describe the elements of communication process (10 mks)

QUESTION FOUR

a) Your classmate was not in class during the previous lesson due to sickness. As a colleague, she has asked you to explain what you understood in the lesson on the “categories of information sources”. Discuss with her what you understood. (10 mks)

- b) Differentiate the following types of reading
- i. Factual Reading Text and Opinionative Reading Text (5mks)
 - ii. Argumentative Reading Text and Informational Reading Text (5mks)

QUESTION FIVE

a) Format the following sources/references in American Psychological Association (APA) referencing style by explaining the format of the details given:

- i. Shroff, RH; Deneen, CC, Eugenia MW. Analysis of technology acceptance model in examining students’ behavioral intention to use an e-portfolio system. Australasian Journal of Educational Technology 2011, 27(4), 600-618 (3mks)
- ii. Orodho, JA. *Elements of Education and Social Science Research Methods, First Edition*. Nairobi: Masola Publishers, 2004 (3mks)
- iii. Oteri, OM, 2015. Mobile_Subscription_Penetration_and_Coverage_Trends Downloaded from <http://thesai.org/Downloads/IJARAI/Volume4No1/Paper 1-.pdf> on 10th May 2016 (4mks)

b) Sometimes, our communication does not go through to the receiver as intended. Describe any five possible reasons for this failure

UNIVERSITY EXAMINATIONS
MAIN CAMPUS

FIRST SEMESTER 2018/2019 ACADEMIC YEAR

EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION

ARTS/SCIENCE

COMS 110 TITLE: COMMUNICATION SKILLS

STREAM: Y S S 1

TIME: 12:00-2:00PM

EXAMINATION SESSION: DEC (PT)

DATE: 03//12/2018

INSTRUCTIONS TO CANDIDATES

- a) Answer Question 1 and any other 2 questions in the answer booklet provided.*
- b) Do not write on your question paper. All rough work should be done in your answer booklet.*
- c) Clearly, indicate which question you are answering.*
- d) Write neatly and legibly.*
- e) Edit your work for language and grammar errors.*
- f) Follow all the instructions in the answer booklet*

SECTION A 30 mks

Question One

- a) What is plagiarism 4 mks
- b) Discuss any four types of libraries. 12 marks
- c) How can you know if one is listening or not? 4 mks
- d) State the 5 main elements in the communication process. 10 mks

SECTION B 20 mks

Attempt two questions only

Question Two

- a) Explain what a good paragraph entails. 10 mks
- b) Discuss any three Properties of a good argumentative essay. 10 mks

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Question Three

- a) Classify communication according to the direction of flow. 10 mks
- b) What is the importance of communication skills? 10 mks

Question Four

- a) What is *noise* in communication? 4mks
- b) Identify and discuss any 4 types of noise that can interfere with the smooth flow of ideas and information from one person to another. 16 mks

Question Five

- a) Your friend has just joined first in a private university. Give him tips on how he can be an efficient student. 10 mks.
- b) State 5 qualities of an ideal study location. 10 mks



KABARAK UNIVERSITY
COMS 110: COMMUNICATION SKILLS 1
AUGUST-DECEMBER 2017 (PART TIME)

INSTRUCTIONS TO STUDENTS:

1. *Read the instructions given in your answer booklets before answering the questions*
2. *Answer question ONE and any other TWO questions.*
3. *Clearly indicate which question you are answering.*
4. *Write neatly and legibly.*
5. *Edit your work for language and grammar errors.*
6. *All your rough work should be done in the answer booklet*

SECTION A 30 Marks

Question one

- a) Advise the following library users on what to do.
- I. A user who would like to obtain a book which is in a library in another university **(2 marks)**
 - II. A user who would like to borrow an encyclopedia **(2 marks)**
 - III. A user who would like to borrow a book which is usually on the open shelves but has been borrowed by another user **(2 marks)**
- b) Exams are very important in the life of a focused student. Discuss. **(6 marks)**
- c) What preparation would you advise a student to do before reading? **(9 marks)**
- d) Using illustrations, explain how you can listen effectively as a student. **(9 marks)**

SECTION B

Answer ONLY ONE question from this section.

Question 2

- a) Explain any five characteristics of communication **(10 marks)**
- b) What should one look for while evaluating internet sources? **(10 marks)**

Question 3

- a) What communication problems are you likely to face while working in a foreign country? **(10 marks)**
- b) Explain the importance of an academic library. **(10 marks)**

Question 4

Write any essay on 'Education is the key to Success'. Follow all writing rules. **(20 marks)**

Question 5

- a) Classify communication according to the number of communicators involved. **(10 Marks)**
- b) How are good communication skills important in your profession? **(10 Marks)**



KABARAK UNIVERSITY

UNIVERSITY EXAMINATION

MAIN CAMPUS

THIRD YEAR SEMESTER ONE, 2016/2017 ACADEMIC YEAR

EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION

COMS 110 COMMUNICATION SKILLS

STREAM: Y1S1 (PART TIME DEGREE)

TIME: 12.00 -2.00 PM

EXAMINATION SESSION: AUGUST

DATE: 31/08/2017

INSTRUCTIONS

- 1) *Read the instructions given in your answer booklets before answering the questions*
- 2) *Answer Question 1 and any other two other questions in the answer booklet provided.*
- 3) *Clearly indicate which question you are answering.*
- 4) *Write neatly and legibly.*
- 5) *Edit your work for language and grammar errors.*

SECTION A: 30 MARKS

QUESTION ONE

- a) Good listening skills are very important in life. Expound. (8 marks)
- b) Identify and describe any five good listening strategies that you can use in a lecture situation. (15 marks)
- c) Explain how you can access information in the library. (7 marks)

SECTION B

QUESTION TWO 20 MARKS

- a) Your friend is involved in a writing competition. Advise them on how they can develop good paragraphs. **10mks**
- b) Explain the importance of the following in the communication process. **10mks**
 - i. Communicator
 - ii. Audience
 - iii. Channel
 - iv. Feedback

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QUESTION THREE 20 MARKS

- a) Explain the meaning of the following terms as used in the Library. Give an example for each. (8 marks)
- i. Catalogue
 - ii. Call material
 - iii. Reference material
- a. Give any six reasons why examinations should be given. (12 marks)

QUESTION FOUR 20 MARKS

- a) The internet is a good source of information for students. Explain what one should look for while evaluating internet sources. (6 marks)
- b) Discuss any functions of an academic library. (14 marks)

QUESTION FIVE 20 MARKS

Read the passage below and answer the following questions.

For Africans living abroad, nothing is more irritating than the constant diet of negative news on Africa. The only silver lining is that Africa is way down the list of news importance for the Western media. Most of the time Africa is ignored but when it does make it into the newspapers, radio or TV, then it is always portrayed as sinking in corruption, wars, famine and disease. If you set out to find a positive story on Africa, you may have to wait until your grand children have grown old.

What is more unfortunate is that whereas the rest of the world is divided into nations, Africa is lumped into one big sorry mass. A civil war in a tiny country in Africa elicits screaming headlines such as “Africa returns to barbarity”. Civil wars in Europe are not European civil wars but civil wars in Bosnia, Serbia and so on. No one bothers to mention that out of Africa’s 54 countries, only two may be engaged in civil wars. That means 52 countries are peaceful. But the impression you get from the Western media is that all of Africa is at war with itself.

The same goes for diseases, especially aids. Hardly does a week go by without the ‘experts’ from the West predicting how Africa’s entire population will be wiped out in fifty years’ time. If all the

predictions made about the impact of Aids had been correct, most African countries would have been entirely depopulated by now.

According to the Western media, Africa is corrupt . All of Africa, all the time. It is interesting to note that in America, for example, only the executives of a given company are said to be corrupt while all African leader are seen as being irredeemably corrupt.

The point being put across is that Africa is guilty unless proven innocent. Western journalists assigned to cover Africa are in most cases the most junior and the least experienced in the organization. They are given this version of a ‘Hopeless Continent’ for so long that when they land in any African country, they immediately set out to confirm their prejudices. And you can always find what you are looking for.

The situation is similar to the search for weapons of mass destruction in Iraq. In Africa, Western journalists set out to find corruption, decay and mismanagement. And if they cannot find it, they will invent it on the basis that “ it must be there somewhere”

The causes of this generalized negative view of Africa are complex. When you confront Western journalists, they deny that their view of Africa is prejudiced. They are probably telling the truth because they report what they see- but they see what they want to see. And what they want to see, subconsciously is a version of backward, primitive and uncivilized Africa.

So, while we feel irritated and even angered by the Western media’s portrayal of Africa, we must remember that many journalists cannot help but see Africa the way they programmed to do. The only way this can change is if the programming is changed. But how do you go about doing so?

The first step is to create space for dialogue between the Western media and Africans. It is during such discussions that Africans will be able to tell their side of the story. If this happens, then the Western media will see Africa as we do –a glorious continent full of promise but going through a rough time at present.

(Adapted from African Business, May 2004)

- a) From the text above, what is the likelihood of finding a positive story on Africa? (3marks)
- b) Why are Bosnia and Serbia mentioned? (3marks)
- c) Why is the word “experts” on the third paragraph put within quotation marks? (4marks)
- d) According to the passage, is Africa more corrupt that America? Explain your answer. (4marks)

- e) Give two reasons why African stories are mainly assigned to the most junior and inexperienced journalists (4marks)
- f) How can we tell that the author is an African? (2 marks)