

UGANDA MARTYRS UNIVERSITY
DEPARTMENT OF LANGUAGES AND COMMUNICATION STUDIES
COS 2101 COMMUNICATION SKILLS EXAMINATION: YEAR 2 SEMESTER 1
NKOZI/LUBAGA/MASAKA/MBALE

Date: Friday 8th December 2023 **Time:** 9:30 am – 12:30pm **Duration:** 3 hours
INSTRUCTIONS: Answer a total of 3 Questions in all. Question One is Compulsory

Question One 40 Marks

a. Imagine you qualify for the job opportunity that appeared in an advertisement in the New Vision of 29th November 2023. UMU is looking for suitable candidates to fill the following positions: assistant lecturer of Agriculture, Education, Information technology, Business Administration & Management. Candidates must at least have a degree or diploma in any of the above posts from a recognized institution. Experience of 2 years is an added advantage.

a. Interested candidates should submit their applications to the:

The Human Resource Manager, Uganda Martyrs University, P.O Box 5498, Kampala
(15marks)

b. Accompany the above letter with a relevant curriculum vitae (15marks)

Question Two 30 Marks

a. Explain the factors that you would consider in framing questions for an interview. 20marks
b. Write down five key questions you would ask (10marks)

Question Three 30 Marks

a. Describe the communication process (15marks)
b. Discuss the factors that would cause communication breakdown at each of the components of the communication cycle (15 marks)

Question Four 30 Marks

2a. Using examples discuss the major types of non-verbal communication (15 marks)
b. Explain the importance of non-verbal communication (15 marks)

Question Five 30 Marks

a. State the difference between the impromptu and extemporaneous speeches? 15 marks
b. What are some important tips you can give your friend who is to deliver a speech so that she is able to sustain the interest of the audience? (15 Marks)

Success!

