

**UGANDA MARTYRS UNIVERSITY**  
**DEPARTMENT OF LANGUAGES AND COMMUNICATION STUDIES**  
**COMMUNICATION SKILLS**  
**LUBAGA AND MASAKA CAMPUSES**

**DATE:** 15<sup>th</sup> May, 2023

**TIME:** 9:30 – 12:30pm

**INSTRUCTIONS**

- Answer 3 questions.
- **Section A** is compulsory.
- Start each question on a new page.
- Write legibly

**SECTION A: 40 marks**

**Qn.1**

- (a) Choose a specific job and prepare your friend for an interview for that job.  
**(20 marks)**
- (b) List the type of questions that should not be asked at an interview and explain why.  
**(20 marks)**

**SECTION B: Pick only two questions from this section.**

**(60 marks)**

1. Choose between formal and informal communication and explain why you would prefer one against the other. **(30 marks)**
3. State the difference between hearing and listening and explain what makes a person an effective listener. **(30 marks)**
4. Advise a university student on the steps they should take to deliver an effective speech to a group of Kayabwe market vendors. **(30 marks)**
5. List the main elements of a curriculum vitae and write short notes on the importance of each. **(30 marks)**