

STUDENT'S ID NO: _____ SIGNATURE: _____

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UNIVERSITY OF GHANA

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DEPARTMENT OF TEACHER EDUCATION
SCHOOL OF EDUCATION AND LEADERSHIP
COLLEGES OF EDUCATION

END OF SEMESTER TWO EXAMINATIONS FOR LEVEL 100, 2022/2023
B.ED. PROGRAMME

COURSE CODE: UGTE 104

COURSE TITLE: COMMUNICATION SKILLS

Instruction: Answer all questions in Section A and any three questions in Section B.
Time: 2 hours

SECTION A

[25 Marks]

Answer all the questions in this section.

1. The context which refers to the similarity of backgrounds between the sender and the receiver is called _____ context.
 - A. cultural
 - B. social
 - C. physical
 - D. environment
2. The way in which language is identified by the social conditions of its use to convey meanings is _____.
 - A. Academic discourse
 - B. Business discourse
 - C. Discourse
 - D. Language
3. The type of discourse mainly used to describe the generic interpersonal communication of individuals is
 - A. Academic discourse
 - B. Common discourse
 - C. Community discourse
 - D. Environmental discourse

4. This discourse type has greater and specialized rules surrounding it such as discussing business matters, academics, politics and legalese.
- A. Auditory discourse
 - B. Common discourse
 - C. Community discourse
 - D. Formal discourse

5. The genres of communication are
- A. Body posture, verbal and written
 - B. Non Verbal, Verbal and audience
 - C. Non-verbal, Verbal and spoken
 - D. Non-verbal, Verbal and Written

Answer Questions 6-8 based on the extract below.

Mr. Steward Anokye while communicating with his members made use of textbooks, presentations, dissertations, research articles, journals and lectures.

6. What type of discourse was he engaged in ?
- A. Academic discourse**
 - B. Common discourse
 - C. Community discourse
 - D. Social discourse
7. While at the communication, certain characteristics are apparent and necessary to facilitate his communication .
- I. An emphasis on the importance of vocabulary, enunciation and punctuation
 - II. Guiding students through questioning and allowing for opposing views
 - III. Nothing must be done to challenge their way of thinking.
 - IV. Student chosen problems with their own solutions and how the results were reached
- A. All the above
 - B. I, II, & III only
 - C I,II & IV Only
 - D. I III & IV only
8. Acknowledging the sources of information you have used in the body of an academic writing is known as _____
- A. reference
 - B. referencing
 - C. referring
 - D. bibliograph

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9. To create a positive dialogue between students and teachers, a speaker should _____
A. create a serene atmosphere
B. eat well
C. invite the speaker and give the gist of the message
D. see the cover of the text
10. The means through which an information is dispatched in communication is known as _____
A. charter
B. channel
C. format
D. formation
11. To overcome the barriers to effective communication in academic writing one should _____
A. encourage listeners
B. fix their attitude
C. read wide
D. review, reflect and revise
12. When a rule is broken in grammar a/an occurs.
A. Error
B. Misspelling
C. Misinformation
D. Fragment
13. Making notes helps you to do all the following **Except** _____
A. Depending on peers
B. Remember the material
C. Review and revise before exams
D. Stay active and engaged during your lectures
14. A time management system is a designed combination of processes, tools, techniques, and _____
A. methods
B. practices
C. skills
D. strategies
15. The stages of process writing are; _____, drafting, reviewing, editing and publishing.
A. documenting
B. pre writing
C. proof reading
D. referencing

16. A _____ sentence has two main clauses put together by a coordinating conjunction.
- A. complex
 - B. compound
 - C. compound complex
 - D. simple
17. Which of the following does not belong to the same category?
- A. but
 - B. or
 - C. who
 - D. yet
18. *Immediately I see him , I will go for the money* is an example of a _____ sentence.
- A. complex
 - B. compound
 - C. compound-complex
 - D. simple
19. When a rule is broken in grammar a/an _____ occurs.
- A. error
 - B. fragment
 - C. misinformation
 - D. spelling
20. One of the following is not a subordinator.
- A. but
 - B. if
 - C. unless
 - D. whilst
21. The process of extracting information on a subject from a written material or document is known as _____
- A. Critical reading
 - B. Reading
 - C. Analytical reading
 - D. Extensive reading
21. To read widely with the purpose of getting information to enrich your knowledge or broaden your knowledge as a scholar or reading for pleasure means reading _____
- A. Skimming
 - B. Intensively
 - C. Scanning
 - D. Extensively

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22. Which of the following involves recording main points, and supporting details from a book during or after a reading session, or reorganizing your notes taken at lectures into a more meaningful form for easy consumption?

- A. Note monitoring
- B. Note taking
- C. Note making
- D. Note writing

23. The communication act primarily involves an encoder and _____

- A. Addresser
- B. Receiver
- C. Recorder
- D. Skimmer

24. If a tutor asks a learner to stand up and respond to a question in a lecture hall, this is a clear case of _____

- A. Written language
- B. Non-verbal communication
- C. Verbal communication
- D. Vitriolic communication

25. The act of making sense of an author's piece by comparing and contrasting it with one's experiences, feelings, thoughts and previously gained knowledge is _____

- A. Analytical reading
- B. Balanced reading
- C. Critical reading
- D. Discoursal reading

SECTION B

[75 Marks]

Answer any **three** questions in this section.

- 1 a. Define discourse as a linguistic term? [5 marks]
b. Differentiate between Common discourse and formal discourse. [10 marks]
c. Briefly, explain academic communication and mention any two examples [10 marks]
2. a. What is communication? [5 marks]
b. There are certain factors that impede effective communication. From your readings, state and discuss three (3) of these factors and indicate one solution of any of them. [20 marks]
3. a. "Language can never be neutral because it bridges our personal and social worlds." To what extent do you agree or disagree with this assertion ? [10 marks]
b. With appropriate examples, differentiate between simple, compound and complex sentences. [15 marks]
4. a) Define barriers to communication. [3mrks]
b) Outline four barriers to communication. [12 marks]
c) State four ways to overcome communication barriers [4marks]
d) State three misconceptions of effective communication [6mrks]
5. a. Define Critical and Analytical Reading [5marks]
b. Discuss five strategies that can be undertaken in developing critical and analytical reading. [20 marks]