



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, 2024/2025  
B.ED. PROGRAMME

COURSE CODE: UGTE 104  
COURSE TITLE: COMMUNICATION SKILLS

TIME: 2 HOURS

SECTION A

[25 marks]

ANSWER ALL QUESTIONS FROM THIS SECTION

*Answer all questions in this section by choosing the correct option.*

1. Candidates preparing for an examination will do all of the following except:

- a. Gather relevant information
- b. Revise notes they have taken
- c. Begin revision early
- d. Wait for their study group

2. Which of the following does not belong to the group?

- a. Because
- b. As soon as
- c. If
- d. So

3. Academic communication is also known as:

- a. Scholarly communication
- b. Academic engagement
- c. Social interaction
- d. Interpersonal exchange

4. To improve recall of what you read, you should:

- a. Read quickly
- b. Take notes
- c. Buy interesting books
- d. Read only titles

5. What does an ambiguous structure mean?

- a. A structure with only one meaning
- b. A structure with more than one possible meaning
- c. A structure that appears simple
- d. A structure that is well organized

6. An individual engages in skimming primarily to:

- a. Read extensively for enjoyment
- b. Find specific information in a text
- c. Gain a general overview of a story
- d. Read for leisure

7. The main forms of communication are:

- a. Source, data, and destination
- b. Verbal, miming, and gestures
- c. Verbal, non-verbal, and written
- d. Verbal, spoken, and written

8. When a student responds to a classroom question, they become the:

- a. Addressee
- b. Addresser
- c. Destination
- d. Feedback

9. Which of the following is not a barrier to effective communication?

- a. Ambiguous structures
- b. Muddled messages
- c. Teamwork
- d. Wrong channel

10. A sentence that contains at least one independent clause and one dependent clause is called a:

- a. Simple sentence
- b. Compound sentence
- c. Compound-complex sentence
- d. Complex sentence

11. Which of the following describes one purpose of academic discourse?

- a. To promote model reading
- b. To emphasize vocabulary importance
- c. To help adopt effective learning strategies
- d. To encourage focus

12. In terms of structure, how many sentence types exist in English?

- a. 3
- b. 4
- c. 5
- d. 2

13. Campaign speeches, political cartoons, and campaign posters are examples of:

- a. Health discourse
- b. Academic discourse
- c. Political discourse
- d. Religious discourse

14. Which of the following is the odd one out?

- a. Who
- b. For
- c. But
- d. Yet

15. How many main types of writing are there?

- a. 3
- b. 4
- c. 5
- d. 2

16. How many stages are there in the writing process?

- a. 3
- b. 4
- c. 5
- d. 2

17. Which of the following is a simple sentence?

- a. The teacher might have danced.
- b. The contingents from the college went to OLA because it was their turn to host the games
- c. While the contingents were away, the students became restless.
- d. When it rains, farmers plant their crops for the season has started.

18. Who stated that language can never be "neutral" because it bridges our personal and social worlds?

- a. Henry Sweet
- b. B. F. Skinner
- c. Halliday
- d. Henry and Tator

19. Which type of discourse did Ali and his friend engage in as they walked to the mosque?

- a. Religious discourse
- b. Media discourse
- c. Academic discourse
- d. Business discourse

20. A critical reader does all of the following except:

- a. Paying attention to what the text says
- b. Considering the title of the text
- c. Examining what the text describes
- d. Reading all the time

21. Which term refers to communication that includes elements such as structure, organization, manner of speaking, complexity, intelligibility, and audience?

- a. Communication
- b. Discourse
- c. Cognition
- d. Channel

22. As a teacher delivers a lesson in class, they act as the:

- a. Addressee
- b. Addresser
- c. Channel
- d. Destination

23. Which of the following is not an example of academic discourse?

- a. Presentation
- b. Manifesto
- c. Assignment
- d. Textbook

24. One reason students make notes is to:

- a. Keep records
- b. Improve handwriting
- c. Show notes to parents
- d. Practice scanning

25. In communication, the term "medium" refers to:
- The channel through which a message is transmitted
  - The physical location of communication
  - The subject matter of the message
  - The skill level of the communicator

## SECTION B

[75 Marks]

### ANSWER ANY THREE QUESTIONS IN THIS SECTION

1. a. List five characteristics of communication. [5 marks]  
b. Explain any two of the characteristics you listed in (a) and show how each can be applied effectively in a classroom setting. [20 marks]
  
2. a. Mention five barriers to effective communication. [5 marks]  
b. Explain how any four of the barriers you mentioned in (a) can be overcome in teaching and learning situations. [20 marks]
  
3. a. Identify five types of academic listening. [5 marks]  
b. Analyze each type of academic listening listed in (a) and explain how it can be applied in classroom activities. [20 marks]
  
4. a. Name five types or skills of reading. [5 marks]  
b. Discuss each of the five types or skills of reading listed in (a), highlighting their purposes and classroom applications. [20 marks]
  
5. a. State the stages involved in the writing process. [5 marks]  
b. Discuss how the stages can be used to teach learners how to write a short story. Support your answer with practical examples. [20 marks]