

Communication skills.

- Communication is the passing of information from one person to another.
- Barriers to communication.

Essentials / qualities of communication

1. CLARITY.

Barriers divided into :

- (i) Clarity of thought.
- (ii) Clarity of expression.

A) Clarity of thought.

- Is important when the idea is being generated in the mind.
- At this stage 3 pts should be checked upon.
 - i) What is the objective of the communication. - Wishes - educated
 - ii) What is to be communicated e.g. - song, - poem, - play, - story, - etc.
 - iii) Which medium is appropriate for the purpose of communication.
→ letters, photographic, interviews etc.

B) Clarity of Expression.

This should be considered.

- i) Avoid jargon - special language of certain profession or field study.
e.g. medicine, business and to be understood and used.
- ii) Avoid Ambiguity.
- iii) Use short sentences.
- iv) Use of simple words.
- v) Use of concrete expression.

2. Conciseness - important for message to be straight to the point

Be brief as possible but not at the expense of clarity

How to achieve conciseness.

- Avoid repetition
- Organise your message well
- Include relevant facts and details
- Message should be coherent.

Oral skills

1. speech - is type of oral communication on a particular topic to a given audience. by
Main purpose - To persuade / convince.

Type of speech.

1. Impromptu speech.
2. Memorized speech.
3. Manuscript speech.
4. Extemporaneous

Impromptu speech

→ The speaker is ambushed. Asked to prepare a speech on the spot and pour to the people.

- Advantages
- Enhances creativity.
 - Builds courage of the speaker.
 - Normally brief.

Disadvantages:

- Cannot be stored for future.
- There might be errors in the speech.
- The speaker may lack courage thus poor delivery.
- Some information may be irrelevant / out of the topic.
- Lack of enough content since the speaker had no time.
- Speech may not be coherent thus may be distorted.
- cannot be repeated given in .

Memorized speech

- ✓ The speaker is given the topic in advance research on it and thus memorizing.
- ✓ During presentation they give from memory.

Advantages

- ✓ The information given is coherent since the person had enough time to prepare.
- ✓ The information is detailed.
- ✓

Disadvantages

- ✓ The speaker might forget some parts during presentations since it is stored in the memory.
- ✓ Memorized speech cannot be presented by another person it's only the speaker.
- ✓ Cannot be stored for future use because it is ~~not~~ in the memory of the speaker.

Assignment:

The various ways we can use to present our speech well.

1. Being audible.
2. Making eye contact with the Audience.
- 3.

Non Verbal communication -1: Para Linguistic

Body language

Facial expression

Appearance

Body Mvt.

→ Headon.

Wave

Nodding

Tap your feet
Clap ur hands

2. Body language

3. Posture - how u sit/stand.

• sitting upright/front - concentration

crossing hands - relaxed.

4. Distance

- 3 Time 5 Environment - hostile
 4 Distance 6 Sensors - hearing,
 Touching,
 Smelling,
 Taste,
 Sight.

- Differentiate between hearing and listening.
- Clearly distinguish between a good listener and a bad listener.
Good listener may seek clarification while bad listener does not seek clarification.

Good listener responds to the speaker's questions while a bad listener may not be able to answer.

Good will always face the speaker while bad listener gets busy with other things

Types of listening

- ✗ Passive →
- ✗ Active → written notes
- ✗ Critical - Analyse, criticize it.
- ✗ Comprehensive →
- ✗ Therapeutic → Used by to give healing / solution - when feeling low / distressed,

- Passive - listening with little conc. they only hear what they want to here. Take no notes
- Active - listening with concentration, to get much as possible
- Appreciative listening - listening for entertainment / pleasure, comedy
for leisure
- Pseudo listening - someone pretends to be listening happens when one is tired, bored.
- Discriminative listening - to find particular information
- Comprehensive - purpose of listening to understand many details

Assignment-

- (a) Identify various sources of information found in the library
- (b) Briefly outline the procedure of searching for materials in the library.
- (c) Define the library of congress classification system.
- (d) Identify the different sections of the library and the purpose of each.
- (e) Outline of the basic classes of the library of congress classification.

Booting process

CMOS - complementary Metal oxide semiconductor

BIOS Basic Input output system.

Key process booting process

i: Computer mimics how living beings operate

Booting → Warm booting - soft
- Cold booting - hard.

~~boot~~ Cold booting - is the switching on of a computer that had been off for a long time. using the power button.

How booting occurs

The BIOS - a system software it checks whether the peripheral devices are in good condition. If some of the devices are not in good state a signal may be send to the screen. Once the Power on Self Test access that everything is functioning normally small set of programs and instructions from the

(RAM) are send to the Control Unit.

Q: What is the role The 1st system software BIOS.

Operating system takes over. MACHWell

- Create an environment for other Applications software.
- Process management.

Mr Accr's.

Task One - Generation of Comp.

Task 2 - Computer software.

* Application

* Software.

Task 3 - Booting.

Assignment:

1. Briefly explain various sources of information found in the library.

Research materials - project

* Journals and journal articles

work, balloting

* Magazines course books

Movies - soft-copy

* Newspapers Periodicals

encyclopedia Maps

* Online research Reference books Bible

Archives and special collections Koran

2. Briefly outline the procedure of searching for materials in the library.

→ For example incase you want to locate a book, first search in the library's catalogue.

→ Once you identify the book, use the call number to find the book.

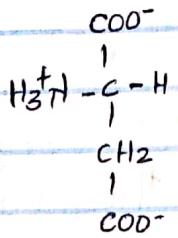
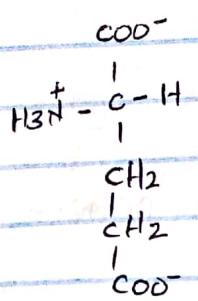
- If you cannot find the book, you ~~are~~ ^{had} identified then inquire from the library librarian to help you.

- If the book is missing you can request an Interlibrary loan if the book is missing.

- Search by the authors name, Opaque section e.g computer.

Search for the number name, author,

call number - unique number given to each number to the title.



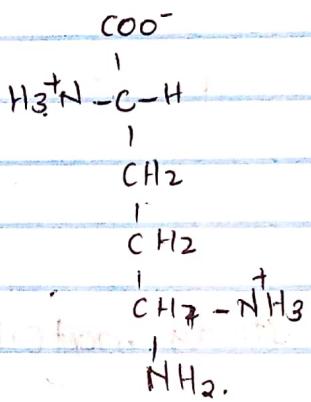
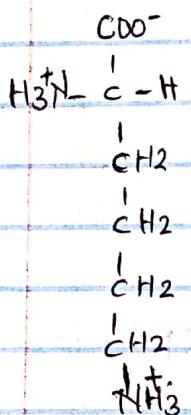
- Very charged.

+ Very charged.

Lysine [K]

Arginine [Arg, R]

Histidine [His, H-]



3. Define the library congress classification system. → Is a system of library of classification developed by the library congress in the United States, which can be used for shelving books in a library.
4. Identify the different sections of the library and the purpose of each.

Call number - found on the spine of the book

Author

Class of the book

R S - S is a sub-class.

Shelf labelled P.

Q - science

Q A 188.078 1987

R - Medicine

S - Agriculture.

Books published comes after the initial size name.

3. Library classification system - is the systematic way of shelving books in the library.

4. Identify different sections of the library and various types of each.

LIBRARY SKILLS

• Library - a room where study materials are kept in an organized way.

Types of library:

• Academic library - found in higher institutions of learning.

• School library - used by students and staff.

• Home library.

• Church library.

• Public library.

• National library - contains all publications done in the country.

Requirement of all the libraries to submit

copy of what they have published to the National library.

- Digital library - No hard copies but only soft copies.
- Children's library.

Reading Skills - to read the written as a meaningful Language.
SQ3R Reading - to turn writing into meaning and achieve the goals of fluency and

Assignment

S - Skim / Survey

Q - Question

R - Read

R - Recall / Recite

R - Review

Francis Robinson
~~1941~~

Helps a reader absorb information in books

1: Skim / survey → This is the opportunity where you get an overview of the material.

Look for the heading and sub headings to see what is covered.

Read the first paragraph. ✓
look at charts / pictures ✓

Read the last paragraph. ✓

2. Question.

Why is the text important?

What is the author trying to pass to you?

Which information are you trying to find?

What is interesting or unusual about this?

ASK reporter questions

Who

Why

What

When

✓ Where

Read

Try to ~~write~~ answer the questions you wrote down.

If you get a difficult piece of text - you can slow down

Check definitions and understandings - use a dictionary.

Do not write any notes yet.

Recall

Pause-read the questions you wrote at the start

Try to answer them out loud.

Write the answers in your own words.

Review

Cover your notes and try to remember what you have written.

If you get stuck, go back and check your notes.

Skim → Before you begin read any headings and the

opening paragraph.

Question → Think of questions you need to answer when reading this. Remember "Reporter questions"

Read → Go through the text, try to answer questions
check definitions of new words.

Recall → Answer your questions out loud and then
try write your answers in your own words.

Review - Cover your notes. Can you remember what you have written. If not look at your notes.

Computer:

Excel - spreadsheet

Manual and electronic spreadsheets

Preparation for Reading

1. What you are going to read.
2. Mental self preparation.
3. Another round for read area at last stage, since it's better motivation to read & understand material at the end.

Factors that can hinder effective reading

1. Physical noise: distractions can affect the speed of reading.
2. Distractors such as phone.
3. Psychological disturbances
4. Lack of concentration.
5. Illegible handwriting.
6. Physiological factors such as illness.

7: Bad reading habits

1. Head movements - from one side to the other of the text.
2. Tiresome
3. Wasting Time.
4. Pointing at what you are reading each word. It may affect reading rate and comprehension.
5. Vocalisation - involves any mvt of vocal organs effects speed and comprehension. Can be tiring.
6. Regression - glancing back and re-reading words. Interferes with speed, comprehension and the neighbours.
7. Recognition span - The number of words a reader can read in one fixation. The higher the span, the faster the reading speed is very slow.
8. Eye fixation - 1, 2 words - poor recognition span. [3, 4, 5] -

Rhythmic eye mvt -

* Reading haphazardly - poor rhythmic eye mvt.
skipping phrases There is a problem with rhythmic eye
mvt'

Purpose of reading.

1. Reading enhances creativity through novels.
2. Some people read to pass time and lower stress.
3. Boost communication skills.
4. It improves memory.
5. Reading helps us gain knowledge.
6. Sometimes it may act as an entertainment.
7. It helps one to learn more.
8. To prepare for exams.
9. To get instructions and directions.
10. Reading for research purposes.
11. To teach other people.

Types of readings

1. Survey - taking a general view of the material you want to read if it contains the appropriate information you want
 - look at the author
 - look at the headings and sub headings
 - check on the last paragraph
 - look at the title
 - look at the publication, latest publication
 - look for the addition

2. Skimming → strategy used when a reader wants to cover a general view of what he wants

The title

The introduction

First line of any paragraph

✓ check anything in bold.

3 Scanning

→ Very fast & rapid search of important information
Used to look for name, contact, addresses.
Clues may help.

4 Appreciative / light reading - Reading for leisure,
to pass time.

5 One by word reading

People reading scientific and mathematical formulae
Reading difficult information

6 Intensive reading

→ This is in-depth reading. Reading a small sub topic
for details.

→ When one wants to understand the contents
deeply.

- Researchers uses this

- When analysing text literature notes

7 Extensive reading

Reading widely for purposes of gaining knowledge.

It is self driven.

Reading bibles.

Study skills

The profile of an efficient student

- 1 Must know his strengths and weaknesses
- 2 Conversant with course outline
- 3 Have a time plan
- 4 Must attend lectures
- 5 Pile your notes and handouts

- ✓ supplement lecturers notes with your private studies
- ✓ Revise your handouts
- ✓ seek assistance if need arises
- ✓ Pile cards for future reference
- ✓ Prepare well for end of semester exams

Designing a study location.

Getting Ideal study location.

What it is considered.

- Serene/quiet places
- Availability of materials for study
- Place should be well ventilated.
- Place with comfortable furniture.
- Adequate read light for reading.
- Safety place.
- Internet connectivity.

Paragraph about the favorite speaker

My favourite speaker is Rev Lucy Natasha. She is a child of God fearing lady. Aged around 30 years. She is a preacher and I always like listening to her preaching sessions whenever I am free. Her preachings are so much blessing. She also gives counselling to people. When am bored I always get to her channel where I am encouraged.

What is a paragraph → Group of sentences that talk about one ideal complete thought.

1. Good paragraph should have a topic sentence that introduces the idea or the thought intended.

Beginning of a paragraph.

2. Has support sentences [3-5] They give more information about the topic sentences.
3. Summary of what was talked about
4. Good paragraph should be well punctuated.
5. Should be coherent. flow of information from one sentence to the next. making use of cohesive devices. using conjunctions
6. Should have unity.
- 7.

Essay → Argumentative
→ Expository
→ Narrative
→ Descriptive essays.

→ Group of paragraphs with different ideas discussing on the same topic.

Structure:

- Introduction - brief description about the topic that you would be discussing
- Body - supporting sentences of the topic u were discussing
- Conclusion - discussing the summarising the ideas you have discussed.
- Should be properly punctuated.
- Cohesion - one paragraph connects to the other paragraph.
- should have unity. All paragraphs should talk about the topic that has been introduced.

Planning steps of essay writing.

1. Decide on your essay type and topic.
2. Brainstorm and research on the topic you have chosen.
3. Formulate your Thesis statement.
4. Prepare an outline.
5. Write the introduction.

Essay writing process

- ✓ Prewrite
- ✓ Draft
- ✓ Revise
- ✓ Edit
- ✓ Publish

Write the body

Write conclusion.

Immediately after prewriting you can revise your work and make corrections if necessary.

Decide on your essay type and topic.

Do your research.

Create an essay outline

Writing set your argument in the introduction part, support the introduction part with main evidence in the body.

Write a conclusion - a whole summary of the ideas discussed concerning the topic.

Do some revision - check the content, grammar, spelling and formating of your essay.

Thesis statement - lists the main ideas in the essay

Types of Essay:

Argumentative

Expository

Narrative

Descriptive.