

1. COMPULSORY QUESTION – 30 MARKS

- (a) Communication is a process. Using any communication model, illustrate this process. (3mks)
- (b) Discuss **three** source/sender-related barriers and suggest solutions to them (6mks)
- (c) Albright, a fellow first year has challenges studying in a group. Suggest to her ways to improve her skills (5mks)
- (d) Identify **six** activities that are useful in preparing you for examinations (6mks)
- (e) Explain to a colleague **five** reasons why they should make notes as they learn on-line (5mks)
- (f) Write a memo to all first year students requesting them to contribute money towards a visit to Kanduyi Children's Home (5mks)

2. READING AND SPEAKING SKILLS – 20 MARKS

- (a) Making a good speech is an important aspect of the communication process. Describe **five** characteristics of an effective speech (10mks)
- (b) Identify **five** areas to consider when planning an effective speech (5mks)
- (c) Explain **five** characteristics of a good visual aid (5mks)

3. LIBRARY AND WRITING SKILLS – 20 MARKS

- (a) You have been asked to write an essay on the topic: **Democracy in Africa**.
- (i) Write down **four** points for your outline (2mks)
- (ii) Write the introductory paragraph for this essay (5mks)
- (iii) How would you ensure clarity and conciseness in your essay? (4mks)
- (iv) Write the following information as bibliographic entries in your essay (9mks)
- A paper by Richard H. Bates in the Journal of African Histories, volume 2, issue no 1, pages 20-40, published in 2012 and entitled- democracy in Africa: A very Short History.
 - A book entitled-The African Malady, published in 2000 by Jan Publishers in Accra and written by Amoah Dankote
 - A second edition book by John Vitalis Obongo, entitled – Democracy: An African Perspective, published in Nairobi by ACTS publishers in 2023