



UNIVERSITY EXAMINATIONS
MAIN CAMPUS

SECOND SEMESTER 2018/2019 ACADEMIC YEAR

FOR THE DEGREE OF BACHELOR OF COMMERCE, BACHELOR OF BUSINESS MANAGEMENT & INFORMATION TECHNOLOGY, BACHELOR OF PROCUREMENT & LOGISTICS; BACHELOR OF EDUCATION; BACHELOR OF SCIENCE IN ECONOMICS & MATHS, ENVIRONMENTAL SCIENCE & TELECOMMUNICATION; INFORMATION TECHNOLOGY; COMPUTER SCIENCE; COMPUTER SECURITY & FORENSICS; ECONOMICS & STATISTICS; PHARMACY; CLINICAL MEDICINE; NURSING; HUMAN NUTRITION & DIETETICS; HOSPITALITY & TOURISM MANAGEMENT; ACTUARIAL SCIENCE; BACHELOR OF BUSINESS & INFORMATION TECHNOLOGY; DIPLOMA IN BUSINESS & INFORMATION TECHNOLOGY; PROCUREMENT & LOGISTICS.

COMS 110 – COMMUNICATION SKILLS I

STREAM: Y1 S 1 (REGULAR)

TIME: 2:00-4:00PM

EXAMINATION SESSION: JAN-APRIL 2019

DATE: 4/04/2019

VENUE:KTC

COPIES:80

INSTRUCTIONS

Answer all the questions in Section A

SECTION A – COMPULSORY (30 MARKS)

Question one

- a) Define communication. (2 marks)
- b) Identify **five** sections of a library and explain how each is of benefit to you as a university student. (10 marks)
- c) Write an introductory paragraph for a term paper entitled 'Types of Essays'. (10 marks)
- i) Using APA documentation style, write entries into the reference list for the sources below, (8 marks)
Author: Ngugi wa Thiong'o.

Year of publication: 1964.

Title: Weep not Child.

ii) **Authors:** Carter, M., & Iacono, T.

Year of publication: 2002.

Title of article: Professional Judgments of the Intentionality of Communicative Acts.

Title of journal: AAC: Augmentative and Alternative Communication,

Volume number: 18

Issue number: 3

Pages: 177-191.

Retrieved from www.asha.org/research/memberdata/SchoolsSurvey.htm

Question two

- a) Identify three patterns of communication and explain why it is necessary for a student to be able to operate at each level. **(6 marks)**
- b) Signposting is the use of prepositions and conjunctions that guide a reader or a listener by pointing the direction the text is taking. Write five paragraphs on the topic 'Library Skills' ensuring that you use at least five different kinds of signposting to appropriately guide the reader of your text. **(10 marks)**
- c) Distinguish between a reference list and a bibliography. **(4 marks)**

Question three

- a) Identify **five** parts of a book that you would look at to help you determine whether the book is relevant to your needs. Explain how each of the identified sections would guide you in making the decision whether to read the book or not. **(10 marks)**
- b) Explain five ways of evaluating an information source. **(10 marks)**

Question four

- a) Discuss **five** features of academic writing **(10 marks)**
- b) Explain **five** techniques that can improve listening. **(10 marks)**

Question five

- a) Discuss the PQRS technique of answering examination questions. **(10 marks)**
- b) Explain what the SQ3R reading technique entails. **(10 marks)**

*As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart,
Jesus as Lord. (1 Peter 3:15)*



Kabarak University is ISO 9001:2015 Certified