

Mount Kenya University

BUCU 001: Communication Skills CAT ASSIGNMENT

Name: Wilfred Githuka Reg.Number: BIT2019/44664

Question 1. Discussion of how the library will affect the learning process of a University.

A library in a university is very crucial and serves 2 main functions. To support research and also support curriculum development. Libraries exist to be a place where students and faculty alike can find knowledge to support or supplant the teachings. Libraries also provide a central location for information exchange between different universities which offer similar programmes.

The existence of a library can affect learning process in the following ways:

- **School Library Enhance Student Achievement:** School libraries exist with so much knowledge which the learner can explore and improve the students performance. The students can add the library as a source of information to their learning process thereby getting a deeper understanding of the taught concept after class hours.
- **Improve the Research Skills of Students:** Most students especially undergraduate students lack or have poor research skills. Despite this course being taught in universities, many rarely go to the libraries therefore when researching about a concept, the work shall be poor. Libraries help in sharpening the research skills of students by providing materials where students can read more while also understanding what it means to conduct research.
- **Teachers' Curricula Development:** A library will have a direct impact on the content that is being taught. Teachers and other faculty can use the library to enrich their teaching materials and curricula while also adding reference materials to the same. They could also recommend materials which the students shall use to aid them in getting a deeper understanding of concepts.
- **Disrupt The Learning Process:** While most university libraries strive to provide a positive impact, to some extent it may not be so good. This is to mean that students may view the library as a source to too much knowledge especially if the concepts have not been grasped well. Student may not use the library especially if they find the content not well arranged.
- **Audio/Visual Equipment:** The audio/visual equipment is meant to provide a means or delivering content in a more visual manner. This is just a supplement of the content in the books. However, with the arrival of the internet, some learners are finding themselves distracted when they use the computers provided at the library. They tend to waste a lot of time there which affects their overall performance in class.

Question 2: Discussion of the listening strategies with reference to a interview set-up

- **Good Preparation:** Good and adequate preparation before an interview is a sure guarantee of having a perfect hearing strategy. Sleeping early, and eating light are some of the strategies that one can use to ensure that during the interview there are no distractions that may hinder listening
- **Good Command of Interview Language:** Perhaps the most important is having a good command of the language from the start. If the interview is being conducted in a second language, the listener or interviewee may have challenges in the listening part. Having a good command of the interview language is a good strategy.
- **Location:** For interviews held on the phone or on the internet, a good location is the key strategy. One should find a good location that is quiet and has good mobile coverage. Its sad when you can barely hear the interviewer because of a poor mobile signal. Also for internet video calls, place your computer next to the wifi-router to get a better video quality.
- **Clear Any Distractions:** Put away any cellphones. One innocent buzz can shift your attention and annoy your interviewer. If the interviewer notices such distractions they will have a bad attitude towards the interviewee quite fast.
- **Body Language:** During the interview show the speaker that you get what he/she is saying. Show them using non verbal communication such as maintaining eye contact, and body posture. Also a simple nod at the key points shows that you understand. This will make the listener focus on what the interviewer is saying and also is an encouragement to the speaker that the message is understood.