



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND
TECHNOLOGY**

**SCHOOL OF INFORMATICS AND INNOVATIVE SYSTEMS
DEGREE OF SCIENCE IN COMPUTER FORENSIC AND AUDIT**

COURSE CODE EEL 3115:

COURSE TITLE: COMMUNICATION SKILLS

INSTRUCTIONS

This paper contains FIVE questions

Answer question one (compulsory) and ANY other two questions

Answer the questions on the booklet provided

Question one 30marks

- a) The library has specific uses and divisions. Explain (10 mks)
- b) Define the term 'catalogue' (5 mks)
- c) Design a sample of a catalogue (5mks)
- d) Briefly discuss the SQ3R technique (10 mks)

Question two 20marks

Discuss the general note – taking skills (20 mks)

Question three 20marks

Explain what would help you decide if a text book contains the information you need or not (20 mks)

Question four 20marks

- a) What is plagiarism? (2 mks)
- b) State 6 situations under which one can be accused of plagiarism (12 mks)
- c) How can one avoid plagiarism? (6 mks)

Question five 20marks

You are preparing for your final year examinations at the university. Discuss the techniques you would use to help make information memorable as you prepare (20 mks)