



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

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**EEL 2112: COMMUNICATION SKILLS DIPLOMA CLASS SPECIAL NEEDS EDUCATION**  
**EXAMINATION FOR YEAR 1 SEMESTER 1 FOR DIPLOMA CLASS 2014**

**DEPARTMENT: SPECIAL NEEDS**

**Instructions:**

Question **ONE** is **COMPULSORY**. Choose any **TWO** from section B

Section A

1. A) Define the following terms:

- i. Communication
- ii. Library
- iii. Skimming
- iv. Study skills (1mk each)

B) Briefly outline the purpose of classifying library information materials. (4mks)

C) Name three ways of note keeping. (3mks)

D) List down four ways students can be distracted during a lecture. (4mks)

E) (i) What is a catalogue? (2mks)

(ii) Name two types of catalogues found in most libraries. (4mks)

F) (i) Briefly explain how you can motivate learners in studying. (5mks)

(ii) List four points one has to put in place when speaking. (4mks)

Section B:

2 (i) Discuss the differences between skimming and scanning. (10mks)

(ii) How can a table of content and index assist a reader? (10mks)

3 (a) Describe the steps followed when preparing for examination. (12mks)

(b) Outline how you can make review for the examinations. (8mks)

4. Discuss how you can plan and organize for your studies considering the time and workload. Give relevant examples. (20mks).

5. As a scholar you have been requested to induct new students in the college on skills to listening in lectures, asking and answering questions in lectures and seminars. Explain how this can be done. (20mks)