



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF EDUCATION
UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION
ARTS/SCIENCE WITH IT
1ST YEAR 1ST SEMESTER 2015/2016 ACADEMIC YEAR
SCHOOL BASED

COURSE CODE: EEL 2112

COURSE TITLE: COMMUNICATION SKILLS

EXAM VENUE:

STREAM:

DATE:

EXAM SESSION:

TIME: 2 HOURS

Instructions:

- 1. Answer Question ONE (COMPULSORY) and ANY other 2 questions**
- 2. Candidates are advised not to write on the question paper.**
- 3. Candidates must hand in their answer booklets to the invigilator while in the examination room.**

1. Define the following terms and concepts used in communication skills. (15 marks)

- i. Speaking skills
- ii. Sender
- iii. Receiver
- iv. Feedback
- v. Questioning techniques

b. using illustrations differentiate between the following concepts as used in communication skills (8 marks)

- i. Skimming
- ii. Scanning
- iii. Reading skills

c. briefly explain how a first year student can use good speaking skills in order to obtain information from his/her department on the courses she will studying. (7 marks)

2. a. Give five importance's of planning for study time. (5 marks)

b. Briefly explain how you can plan for study time before the beginning of examinations.(15marks)

3. a. Name any five uses of the library to a student. (5 marks)

b. Define the following terms as used in the library and briefly explain how they can be used by a first year student.

- i. Organization skills
- ii. Classification skills
- iii. Reference books
- iv. Bibliographies(15 marks)

- 4 a. Name any five words that are used in etiquette. (5 marks)
- b. Briefly explain any five ways in which a learner can successfully defend his points and argue for them politely in a group work meeting. (15 marks)

5. a. Explain the importance of good communication. (5 marks)

b. Imagine you are a participant in a seminar organized by your class mates on the importance of youth and leadership. The seminar will be held for four days at the Roysambu hotel in Nandi County. Discuss any ten preparations you will put in place for it (15marks)