

JARAMOGI OGINGA ODINGA UNIVERSITY

END OF SEMESTER AEN 105 COMMUNICATION SKILLS

Instructions

1. *This paper contains 5 questions.*
2. *Answer question 1 (compulsory) and any other 2 questions.*
3. *Write all answers in the booklet provided.*

Question 1

- (a) Experts believe that poor communication is the start of problems. Discuss the reasons why it is important for a student at the university to study communication skills
(10 mks)
- (b) Elaborate on the types of listening. (10 mks)
- (c) Highlight the major barriers to listening (10 mks)

Question 2

State and expound on four stages of preparing effectively for an important university examination (20 mks)

Question 3

You were in a forum where people were arguing about the purpose of reading, what would be your contributions on this topic. Bring forth the types of reading that they should embrace at long last (20 mks)

Question 4

- (a) What is the significance of taking notes while you are in a lecture (10 mks)
- (b) Name and briefly explain personal qualities that are necessary for effective speaking (10 mks)

Question 5

(a) With relevant examples discuss the main sections of a library. (12 mks)

(b) What are the services found in the library? (8 mks)

