

BONDO UNIVERSITY COLLEGE(2)

UNIVERSITY EXAMINATIONS 2013/2014

**FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF BUSINESS
ADMINISTRATION**

(BUSIA LC)

COURSE CODE: AEN 105 COMMUNICATION SKILLS

DATE:

DURATION: 2 HOURS

INSTRUCTIONS

1. This paper contains five (5) questions
- 2 Answer question **one** and **ANY** other 2 questions
3. Write all answers in the booklet provided.

Q1. 'Getting organized is key to successful study'

(a) Identify three ways in which one would get organized when studying explaining why these aspects are effective (10mrks).

(b) In what ways would setting up a study place affect your studies? (6 marks)

(c) When referencing your work, what are the four major areas one has to include? (8 marks)

(d) Why is note taking crucial for studies? (6 marks)

Q2

(a) Public speaking is an art, Identify and explains at least four ways through which successful speech would be attained (10 marks)

(b) Outline four key aspects to be observed when issuing instructions (10 marks)

Q3.

(a) What are the basic preparations one needs to consider before embarking on reading? (4mrks)

(b) Identify and explain at least four types of reading briefly stating situations in which each is suitable in. (16mrks)

Q4. when preparing or sitting for an examination what are the key things one needs to observe? (20)

Q5. Explain how the following would affect ones study

(a) Motivation(10mrks)

(b) Stress recognition(10mrks)