



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND
TECHNOLOGY
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
DEPARTMENT OF LINGUISTICS, LANGUAGES AND LITERATURE
UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF
EDUCATION ARTS WITH IT
1ST YEAR 1ST SEMESTER 2016/2017 ACADEMIC YEAR
NAIROBI LEARNING CENTER**

COURSE CODE: ZEL 3115

COURSE TITLE: COMMUNICATION SKILLS

EXAM VENUE:

STREAM: (BA INTER RELATNS)

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:
 - i. Scanning
 - ii. Classification systems
 - iii. Pronunciation
2. identify THREE considerations for time management during studies **(3marks)**
3. List THREE requirements of a good referencing style **(3marks)**
4. Outline THREE non-verbal cues that portray attentive listening **(3marks)**
5. Name THREE ways of increasing one's speed of reading **(3marks)**
6. Illustrate THREE ways of creating a favorable impression when answering questions **(3marks)**
7. State THREE not-taking skills **(3marks)**
8. List THREE of disagreeing amicably during debates **(3marks)**
9. Identify THREE psychological factors that interfere with time management **(3marks)**
10. Mention THREE preparations to make before sitting exams **(3marks)**

SECTION B: ANSWER ANY TWO QUESTIONS

1. a) Analyze FIVE types of Listening **(10marks)**
 - b) Discuss FIVE methods of filing **(10marks)**
2. a) Examine FIVE rules for footnote and bibliography formulation **(10marks)**
 - b) Analyze FIVE measures that may be put in place to ensure effective speech delivery **(10marks)**
3. a) Elaborate on FOUR purposes of reading **(10marks)**
 - b) Discus FIVE ways of answering subjective tests **(10marks)**
4. a) Explain FIVE ways in which students may achieve concentration during study time **(10marks)**
 - b) Explain the FIVE stages of SQ3R reading method. **(10marks)**

