



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND
TECHNOLOGY SCHOOL OF HEALTH SCIENCES
UNIVERSITY EXAMINATION FOR DEGREE OF BACHELOR OF
SCIENCE COMMUNITY HEALTH AND DEVELOPMENT
1ST YEAR 1ST SEMESTER 2016/2017 ACADEMIC YEAR
UGUNJA CAMPUS**

COURSE CODE: *EEL 3111*

COURSE TITLE: *COMMUNICATION SKILLS*

EXAM VENUE: **STREAM: (BSc Comm Hlth & Dev)**

DATE: **EXAM SESSION:**

TIME: **2.00 HOURS**

Instructions:

- 1. Answer all the questions in Section A and ANY other 2 questions in Section B.**
- 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.**

SEACTION A (COMPULSOTY 30 mks)

- 1.a). Define communication 3mks
- ii). List three purposes of communication 3mks
- iii). Sate three principals of good communication 3mks
- iv). Identify three barriers to effective communication 3mks
- b). Define the following terms.
- i). Skimming 3mks
- ii). Bibliographical references 3mks
- c).i) Library material fall under two broad categories namely 2mks
- ii).Define library of congress as a system used in the library 3mks
- iii).Identify the two methods of locating a book from the library 2mks
- d). Distinguish between circulation and catalogueing as a house keeping activity in a library.
- a). Circulation 3mks
- b). Catalogueing 3mks

SECTION B (CHOOSE ANY TWO)

2. a) Define writing 2mks
- b) Describe any four aims of writing 8mks
- c) Highlight five things to consider when writing 10mks
3. Describe the essential elements of communication through the staged process 20mks
- 4 .Discuss ten factors to consider in general studying techniques 20mks
5. Discuss using examples different forms of expressions which fall under
- a). Verbal communication
- b). Non – verbal communication 20mks