



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF EDUCATION
UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION
ECDE
1ST STYEAR 1ST SEMESTER 2018/2019 ACADEMIC YEAR
MAIN CAMPUS REGULAR

COURSE CODE: EEL 3115

COURSE TITLE: COMMUNICATION SKILLS

EXAM VENUE:

STREAM :(BED ECDE)

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**

Question One

- a) State at least five features of good communication (5 marks)
- b) Outline five purposes of filing notes (5 marks)
- c) Identify six verbal and non verbal signs of active listening in lectures (6 marks)
- d) Explain shelving giving three major importance (4 marks)
- e) Enumerate three ways of improving public speaking (3 marks)
- f) Define a bibliography giving two characteristics (3 marks)
- g) Analyze in text citation giving three relevant examples (4 marks)

Question Two

Discuss five major study skills in details (20 marks)

Question Three

- a) Analyze speaking skills under the following sub topics;
 - Presentation
 - Public speaking
 - Clarifying and explanation
 - Justifying opinion(20 marks)

Question Four

- a) Discuss three reading methods giving relevant examples (9 marks)
- b) Explain the reading comprehensive method named for its five steps (10 marks)
- c) What are footnotes? (1 mark)

Question Five

- a) State and explain at least seven levels of active listening (14 marks)
- b) Explain three factors which affect active listening (6 marks)