



**ALUPE UNIVERSITY**  
COLLEGE

*Bastion of Knowledge...*

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**OFFICE OF THE DEPUTY PRINCIPAL  
ACADEMICS, RESEARCH AND STUDENTS' AFFAIRS**

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# **UNIVERSITY EXAMINATIONS**

## **2018 /2019 ACADEMIC YEAR**

### **FIRST YEAR FIRST SEMESTER REGULAR EXAMINATION**

# **FOR THE DEGREE OF BACHELOR OF SCIENCE (CS, STA)/HEALTH SCIENCE (MLS)/COMMUNICATION & PUBLIC RELATIONS**

**COURSE CODE: IRD 100**

**COURSE TITLE: COMMUNICATION SKILLS 1**

**DATE: 19<sup>TH</sup> DECEMBER, 2018**

**TIME: 9.00 AM – 12.00 PM**

### **INSTRUCTION TO CANDIDATES**

- SEE INSIDE

**THIS PAPER CONSISTS OF 3 PRINTED PAGES**

**PLEASE TURN OVER**

## IRD 100

### IRD 100: COMMUNICATION SKILLS 1

**STREAM: COMMON UNIT**

**DURATION: 3 HOURS**

#### INSTRUCTIONS TO CANDIDATES

- i. Answer three questions. Question one is compulsory
- ii. Do not write on the question paper

#### **Question One**

In the time you have been at the University it has dawned on you that you must adapt your study schedule to accommodate the numerous expectations. It has become clear that in this set up, not only do you need to diligently attend lectures, but also work through study materials, text books, and digital content. It has also been made clear by the lecturers that assignments must be thoroughly researched on and submitted in time.

- a) Using relevant examples, describe FOUR characteristics of the goals you need to set in order to succeed in your studies. (8Marks)
- b) You have realized that for you to succeed and eventually perform well in your examinations, you need to appropriately manage your time. Citing real life examples, discuss FIVE reasons why you need a study timetable. (5Marks)
- c) Explain four strategies that a student should use when preparing for an examination. (8Marks)
- d) Give five reasons why a library is an important center for scholars. (5 Marks)
- e) Using examples, distinguish between skimming and scanning.(4 Marks)

#### **Question Two**

- a) The lecturer of Communication Skills has asked you to form study groups to work on given tasks. Demonstrate three benefits of working in study groups. (6Marks)
- b) John a first year student in Alupe University is having difficulty in accessing materials from the library. Explain to him step by step how to locate a book in the library. (6Marks)
- c). Distinguish between the Library of Congress Classification Scheme and the Dewey Classification Scheme (4Marks)
- d). Write out the bibliography entries below in the correct format of referencing style as indicated in the brackets (4 Marks)
  - i). J.G Ponterroto 2005 Qualitative Research in counseling Psychology, Journal of Counseling Psychology(52) 2, 126 – 136 (MLA Referencing style)
  - ii). Kvale S 1996 Interviews: An introduction to qualitative research sage. Publication. California (APA Referencing style)

**Question Three**

- a) Describe any three criteria that you would apply in assessing the quality of a book in the library before borrowing it.(6Marks)
- b) Illustrate the application of **SQ3R** technique as a reading style. (10Marks)
- c) Since joining Alupe University, you have encountered people engage in various types of communication. Explain any four benefits of effective listening in an organization.(4 Marks)

**Question Four**

For effective communication to take place, participation of both the speaker and the listener is vital.

- a) Discuss three barriers to effective listening which make one unable to answer questions after a lecture.(6Marks)
- b) Cheating in national examinations has been rampant in Kenya in the recent years. Suggest three strategies that could be used to curb the malpractice. (6Marks)
- c) Explain the importance of extensive reading to a university student. (4 Marks)
- d) Differentiate between appreciative listening and critical listening. (4 Marks)

**Question Five**

One strategy of passing an exam is proper preparation. However, most students fail in this.

- a) Give four reasons why examinations are important in the academic life of a student. (8Marks)
- b) Suggest two preparations that a listener should make to listen effectively.(2Marks)

c) Study the following table and answer the questions that follow:

Blood type	Frequency	Relative frequency
O	435	64.1%
A	189	27.8%
B	55	8.1%
TOTAL	679	100.0%

Source: [www.leeds.ac.uk](http://www.leeds.ac.uk)

- i. Draw a pie chart to represent the percentages of the relative frequency of the blood types. (6 Marks)
- ii. In terms of blood donation, who is a universal donor (2 Marks)
- iii. Comment on the significance of the data given in the light of blood donation (2 Marks)

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