



**SCHOOL OF EDUCATION**  
**END OF FIRST SEMESTER EXAMINATION (2020/2021) ACADEMIC YEAR FOR**  
**DEGREE IN BACHELOR OF**  
**EDUCATION (ARTS) (60 MARKS)**

**COURSE CODE & TITLE: UCC 102 COMMUNICATION SKILLS**

**SCHOOL OF EDUCATION, SCHOOL OF THEOLOGY AND SCHOOL OF PROFESSIONAL STUDIES**

**Date:**

**Time: 2 Hours**

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***INSTRUCTIONS: Answer question 1 and any other 2 questions in this paper***

**1. (a)** Explain the following terms:

- |                     |          |
|---------------------|----------|
| i. Citation         | (1 mark) |
| ii. Footnotes       | (1 mark) |
| iii. Reference list | (1 mark) |
| iv. Bibliography    | (1 mark) |

(c) Describe **three** forms of noise that may interfere with the clarity of a message (6 Marks)

(b) Examine five reasons why you would consider studying communication as important

(10Marks)

**2. (a)** Discuss four advantages of taking notes (8 Marks)

(b) Discuss any four functions of a language (8 Marks)

(c) Explain **four** tips you would give to a First year University student on how to take notes (4

Marks)

**3. (a)** Giving examples discuss any **five** different connectors of a sentence (10 Marks)

(b) Categorize communication in **four** types according to channel or medium (10 Marks)

**4.** Explain **five** types of libraries (20 Marks)

**5.** Discuss any **five** forms of essay writing (20 Marks)