



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

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)