Scott Christian UNIVERSITY

A Dynamic Centre of Academic Excellence

SCHOOL OF PROFESSIONAL STUDIES

UNIT CODE/NAME: UCC 102 COMMUNICATION SKILLS

January – April 2021/2022 Special Exams - Time: 2 Hours

Instructions: Answer Question ONE (Compulsory) and any other TWO questions.

QUESTION ONE

1. (a) Explain five reasons why studying communication is important **(10Marks)**

(b) Describe three main components of a paragraph **(6 Marks)**

(c) State four important properties you would consider when writing argumentative essays **(4 Marks)**

(d) Briefly, explain five types of libraries that may be found in Kenya **(10 Marks)**

QUESTIONTWO

(a) Discuss various parts of a book that may be helpful when evaluating information sources for a study **(11 Marks)**

(b) Using parts of a book you have described above, mention any four criteria for selecting the right book for reading **(4Marks)**

QUESTION THREE

(a) What do you consider as advantages of taking notes? Explain any four **(7 Marks)**

(b) Discuss the following terms: **(8Marks)**

i. Citation
ii. Footnotes
iii. Reference list
iv. Bibliography

QUESTION FOUR

(a) Analyze three forms of noise that may distract a communication process **(6 Marks)**

(b) Give two reasons why communication may be regarded as complicated **(2 Marks)**

(c) Categorize communication in four types according to channel or medium **(7 Marks)**

QUESTION FIVE

(a) Describe the important properties of a language **(5Marks)**

(b) Discuss five functions of language in the society **(10 Marks)**