



Scott Christian
UNIVERSITY

A Dynamic Centre of Academic Excellence

SCOTT CHRISTIAN UNIVERSITY

School of Education

First Year, First Semester Examination for Bachelor of Education

UCC 102 COMMUNICATION SKILLS

LECTURER: Dr. John Mutua

Time: 2Hours

Date: _____

Instructions: Answer question **One** and any other **two**.

1. (a) Describe three main components of a paragraph *Introduction, Body, conclusion.* (6 Marks)
- (b) State four important properties you would consider when writing argumentative essays (4 Marks)
- (c) Explain five reasons why studying communication is important (5 Marks)
- (d) Briefly, explain five types of libraries that may be found in Kenya *Public, Private, Academic, special* (5 Marks)
2. (a) Discuss various parts of a book that may be helpful when evaluating information sources for a study (16 Marks)
- (b) Using parts of a book you have described above, mention any four criteria for selecting the right book for reading (4Marks)
3. (a) What do you consider as advantages of taking notes? Explain any four (8 Marks)
- (b) Give four tips to a First Year University student on how to take notes (4 Marks)
- (c) Explain the following terms: (8Marks)
 - i. Citation
 - ii. Footnotes
 - iii. Reference list

*Profession
professionally.*

iv. Bibliography

4. (a) Explain three forms of noise that may distract a communication process (6 Marks)
psychological noise / physical noise / contextual
- (b) Give two reasons why communication may be regarded as complicated (4 Marks)
- (c) Categorize communication in four types according to channel or medium (10 Marks)
5. (a) Outline the important properties of a language (10 Marks)
- (b) Discuss five functions of language in the society (10 Marks)

5(a) Operate by use of rules.

Semantic rules - where words are decided by community.

Grammatical rules - it has rules that govern arrangement of words phrases.

- (i) Language is arbitrary.
- (ii) language organizes and classifies reality.
- (iii) language and culture are intertwined.

4(c) ✓ Verbal communication relies on oral auditory

✓ Graphic communication: involves visual representation.

✓ written communication uses visual symbols

Non-verbal - use of visual - involves things like gestures