



ALUPE UNIVERSITY

OFFICE OF THE DEPUTY VICE CHANCELLOR

ACADEMICS, RESEARCH AND STUDENTS' AFFAIRS

UNIVERSITY EXAMINATIONS

2022 /2023 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER REGULAR EXAMINATION

**FOR THE DEGREE OF BACHELOR OF BUSINESS
MANAGEMENT AND BACHELOR OF EDUCATION
BUSINESS STUDIES**

COURSE CODE: SBE 102

COURSE TITLE: LIBRARY & STUDY SKILLS

DATE: 08/12/2022

TIME: 2.00-5.00PM

INSTRUCTION TO CANDIDATES

- SEE INSIDE THIS PAPER CONSISTS OF 4 PRINTED PAGES
- PLEASE TURN OVER

INSTRUCTIONS TO CANDIDATES

- i. Answer Question ONE and any other TWO questions.
- ii. Maps and diagrams should be used whenever they serve to illustrate the answer.
- iii. Do not write on the question paper.

QUESTION 1

- a.) Outline why Library skills are important? (6 Marks)
- b.) List FOUR advantages of using rubrics from a student's point of view. (8 Marks)
- c.) Outline at least 5 reasons why examination skills are so important (10 marks)
- d.) Describe the two types of data collection (6 Marks)

QUESTION 2

- a.) List FOUR ways in which study skills help students (8 Marks)
- b.) Outline 3 critical Reading Techniques (6 Marks)
- c.) What is a Literature review and how does it help with one's research (6 Marks)

QUESTION 3

- a.) What is the electronic version of the Library of Congress of classification called? (2 Marks)
- b.) Outline the four step process of report writing (8 marks)
- c.) Name and describe 3 types of listening skills (6 Marks)
- d.) What is the importance of library skills (4 marks)

QUESTION 4

- a.) Outline and explain 3 types of referencing styles (6 Marks)
- b.) Identify at least TWO levels in the hierarchy of the LCC(Library of Congress Classification (4 Marks)
- c.) Differentiate between footnotes and bibliographies (4 marks)
- d.) Differentiate between quantitative and qualitative research methods (4 Marks)

Question 5.

- a.) What are statistical tables and what is their importance? (6 Marks)
- b.) Define Plagiarism (3 marks)
- c.) Define the term Discipline specific reading skills (3 Marks)
- d.) What are graphs and their importance (8 marks)