



ALUPE UNIVERSITY
COLLEGE
Pursuing the Frontiers of Knowledge...

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OFFICE OF THE DEPUTY PRINCIPAL

ACADEMICS, STUDENT AFFAIRS AND RESEARCH

UNIVERSITY EXAMINATIONS

2019/2020 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER REGULAR EXAMINATION

FOR THE BACHELOR OF SCIENCE IN {COM,ASC,

PT,MLS,& BBM}

COURSE CODE: IRD100/ SBE 102

COURSE TITLE: COMMUNICATION SKILLS 1

DATE: 04/12/2019

TIME: 3HOURS

INSTRUCTIONS TO CANDIDATES

- SEE INSIDE THIS PAPER CONSISTS OF 3 PRINTED PAGES OVER

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INSTRUCTIONS TO CANDIDATES

- i. Answer three questions. Question one is compulsory
- ii. Do not write on the question paper

Question One

Dennis is a new student in Alupe University and he is having challenges in his studies and accessing relevant resources.

- a) Advise him on any FOUR advantages of studying in groups. (8 Marks)
- b) Explain to him any THREE the repercussions if he fails to plan his time (6 Marks)
- c) Educate him on the process of locating a book from open shelves in the library (10 Marks)
- d) Describe any FOUR characteristics of a critical thinker (6 Marks)

Question Two

Giving relevant examples, differentiate the following terms as applied in communication skills

- a) Active listening and passive listening (4 Marks)
- b) Listening and hearing (4 Marks)
- c) Skimming and scanning (4 Marks)
- d) Dewey Decimal and Library of Congress classifications (4 Marks)
- e) Note making and note-taking (4 Marks)

Question Three

- a) Explain THREE types of examinations offered by universities (6 Marks)
- b) Explain THREE practices that students can apply to become good listeners (6 Marks)
- c) Discuss the following direction words as would be used in an examination situation:

- a) Classify
- b) Apply
- c) Exemplify
- d) Review

(8 Marks)

Question four

- a) Explain FIVE advantages of filing your class notes (10 Marks)

- b) The information below shows the number of students' enrollment in seven Departments at Alupe University College during 2019/2020 academic year.

Department of social science 40 students with frequency of 8%, Department of Education science 80 with frequency of 16%, Department of Hospitality and tourism 60 with frequency of 12%, Department of computer science 100 with a frequency of 20%, Department of microbiology 20 with a frequency 4%, Department of Economics 150 with a frequency of 30%, Department of Pathology 50 students with frequency of 10%.

- i. Represent the information using a table (4 Marks)
- ii. Using the information above draw pie chart and comment on the intake of the students during that academic year (6 Marks)

Question five

- a) Students are advised to prepare in advance for end of semester examinations. As a resource to your fellow students, explain to anew student FIVE factors they will need to prepare a week before end of this semester examinations (10 Marks)
- b) Discuss the importance of SQ3R as an effective and efficient reading technique (10 Marks)
