IRD 100

ALUPE UNIVERSITY COLLEGE
LIBRARY
09PMS

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OFFICE OF THE DEPUTY PRINCIPAL
ACADEMICS, STUDENT AFFAIRS AND RESEARCH

UNIVERSITY EXAMINATIONS

2017/2018 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER EXAMINATION

For examiner's Use Only

Question	I.E	E.E
CAT		
EXAM		
TOTAL		

FOR THE DEGREE OF BACHELOR OF SCIENCE IN APPLIED STATISTICS WITH COMPUTING/MICROBIOLOGY/ COMPUTER SCI/MED. LAB SCI/MED. PSYCHOLOGY

SCHOOL: HEALTH SCIENCES/SCIENCE

COURSE CODE: IRD 100

COURSE TITLE: COMMUNICATION SKILLS

DATE: 15th December, 2017 **TIME:** 9.00am-12.00pm

INSTRUCTION TO CANDIDATES: SEE INSIDE

THIS PAPER CONSISTS OF 21 PRINTED PAGES **PLEASE TURN OVER**

Insert the numbers of the questions you have answered in the order done

Student Admission No.....Exam Card No.....Signature.....

INSTRUCTIONS TO CANDIDATES

1. Write your **Admission Number**, **Exam Card Number** and **Sign** in the spaces provided at the bottom of each page of the Examination Booklet. DO NOT write your name anywhere in this booklet.
2. Write on both sides of the pages.
3. All rough work must be done in the Answer sheets and crossed through.
4. If supplementary pages are used, they must be fastened all together at the end of this Booklet. Supplementary pages should be used only after all the leaves in the booklet have been exhausted.
5. It is a serious examination offence to cheat or to have unauthorized materials including **MOBILE PHONES** (whether on or off) in the examination venue.
6. In no circumstances must Answer Booklet used or unused, be removed from the examination room by a candidate.
7. The Booklet is for **Examination use only** in a designated examination room. Unauthorized possession of the Answer sheets by a student or any other person constitutes an examination irregularity calling for stiff disciplinary action.
8. Do not pluck any page from this Booklet. Any extra/unused answer sheets should be returned to the **Examination Office.**
9. Candidates who come to examination room 30 minutes late will not be allowed to sit for the exam.
10. Candidates will not be allowed to leave the exam room once the exam commences.
11. Candidates are advised that importance is attached by examiners to accuracy and clarity of expression.
12. Committing any form of irregularity is prohibited and shall attract severe disciplinary action in accordance with Alupe University College Examination Regulations.

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COURSE CODE: *IRD 100* COURSE TITLE: *COMMUNICATION SKILLS 1*

ANSWER THREE QUESTIONS: QUESTION ONE IS COMPULSORY

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Question one

a) Kimani is a new communication student at Alupe University and you have been picked as a mentor. Guide him on the following

i. Preparing effective personal time table (4marks)

ii. Considerations to bear in mind while making notes (4 marks)

iii. Activities to bear in mind for effective studying (6 marks)

iv. The various types of libraries he can visit whenever he wishes to do his research. (6 marks)

b) Using a diagram, illustrate on the communication process between the Lecturer and student at Alupe University
(10marks)

Question two

a) From your experience as a scholar, what are the most likely causes of examination difficulty? (5marks)

b) Briefly explain the importance of a good filing system for a university scholar. (4marks)

c) Describe any **three** characteristics of a critical thinker. (6marks)

d) Your friends have always been fighting over small issues and you have decided to help solve the problem. Identify the approaches you would consider before solving the problem (5marks)

Question three

a) Distinguish between the Library of Congress Classification scheme and the Dewey Decimal Classification scheme. (6marks)

b) Describe the following direction words as would be used in an examination situation:

i. Classify
ii. Apply
iii. Exemplify

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iv. Review (8 marks)

c) Write the bibliography entries below in the correct format of APA referencing style:

i. J.G Ponterroto 2005 Qualitative Research in counseling Psychology, Journal of Counseling Psychology(52) 2, 126 – 136

ii. Kvale S 1996 Interviews: An introduction to qualitative research sage. Publication .California (6 marks)

Question four

You have been invited to attend a two day seminar,

a) Discuss the listening process you would apply (10 marks)

b) i) identify five barriers that might hinder your concentration during the seminar (5marks)

c) ii) explain how you may overcome the above barriers (5marks)

Question five

a) Study carefully the table below which shows the frequency with which resource materials were used in classroom by teachers and then answer the questions that follow.

RESOURCE MATERIAL	NUMBER OF LESSONS USED	PERCENTAGE (%)
Text books	6	60
Newspapers	2	20
Computer	1	10
Charts	1	10
Total	10	100

i. Draw a pie chart illustrating the information on the table above. (4marks)

ii. Briefly comment on the trend of use of resource materials from the findings of this survey. (4 marks)

b) Your examinations for the end of semester are about to begin. Briefly describe any **three** activities you are most likely to do one week before examination day. (6 marks)

c) Outline any **three** activities you would do at the end of the examination paper. (6 marks)

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