



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2022/ 2023 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER

**SCHOOL OF ARTS, HUMANITIES, SOCIAL SCIENCES
AND CREATIVE INDUSTRIES
CERTIFICATE IN SOCIAL WORK AND COMMUNITY
DEVELOPMENT**

COURSE CODE: CAS 10

COURSE TITLE: COMMUNICATION SKILLS

DATE: 8TH DECEMBER, 2022

TIME: 1100-1300

INSTRUCTIONS TO CANDIDATES

Answer Question ONE and any other TWO questions

This paper consists of TWO printed pages. Please turn over.

QUESTION ONE

1a.) Define the following course related terms:

- i. Communication
- ii. Library
- iii. Extensive reading **(6 marks)**

b.) Critically examine the main forms of communication **(4 marks)**

c.) Rodney is a second-year student studying a social science programme. He is unable to comprehend while reading. Using relevant examples, suggest a flexible strategy for effectively constructing meaning from texts that he can employ to increase his ability to understand texts. **(12 marks)**

d.) Discuss the various ways of managing stage fright when speaking in public **(8 marks)**

QUESTION TWO

2a.) A library is a collection or group of collections of books and other literary materials maintained for reading, study and research. Discuss the various information resources apart from the one stated in the foregoing definition to buttress the relevance of a library in any institution of higher learning. **(10 marks)**

b.) Discuss the application of the PQRS method of undertaking examinations **(10 marks)**

QUESTION THREE

3a.) Critically examine the contribution of Prof. Walter Pauk in the discourse of Communication **(10 marks)**

b.) Using examples, discuss the following types of sentences:

- i. Multiple sentence
- ii. Imperative sentence
- iii. Declarative sentence
- iv. Interrogative sentence
- v. Exclamative sentence **(10 marks)**

QUESTION FOUR

4a.) Using relevant examples, comment on the essays found in various scholarly writings **(8 marks)**

b.) With the utility of the acquired communication skills, suggest a systematic method of incorporating concentration in the identification and selection of relevant points during a conversation **(12 marks)**

QUESTION FIVE

5.) Write a factual essay on how the university management can enhance safety of students against Covid-19 pandemic giving recommendations on sustainability of education in the event that such a disaster strikes again in future **(20 marks)**

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