



MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS
2022/2023 ACADEMIC YEAR
FIRST YEAR FIRST SEMESTER**

**SCHOOL OF EDUCATION
(SCHOOL BASED)**

COURSE CODE: IRD 100

COURSE TITLE: COMMUNICATION SKILLS 1

DATE: 3/4/ 2023

TIME: 1100-1300 HRS

INSTRUCTIONS TO CANDIDATES

ANSWER ALL QUESTIONS

1. (a) Write short notes on each of the following terms as used in communication

(i) Barrier **(2mks)**

(ii) Rubrics **(2mks)**

(b) Students fail examinations because of lack of preparation. Justify this statement **(6mks)**

2. Communication is a dynamic process that is made up of components. Use appropriate illustrations to discuss these components **(10mks)**

3. Studying requires certain skills so that it is done effectively. Explain these skills using relevant examples **(10mks)**

4. You have been called upon by the Principal of your former High school to give a speech on the benefits of Higher Education. Write the speech you will give taking into account that your primary audience is the students in your former high school. In attendance will be the Area Member of Parliament, the County Assembly representative and the Chief. **(20mks)**

5. Read the passage below and then answer the question that follow

Be Positive in the Long Search for a job

In a tough job market like ours, finding a job can be difficult. Even some people who are extremely well qualified or talented can be out of work for many months or even years. Admittedly there is nothing more disturbing than knowing that you have all the necessary skills in your professional field yet you are unable to find employment. Being compelled to put your career dreams on hold can be very demoralizing.

The most challenging thing when jobless is keeping a positive attitude particularly when a job search turns into an endless struggle. However difficult it has been for you to land a job, it is imperative that you keep a positive attitude, both for your emotional wellbeing as well as for the impression you give to potential employers. Never allow the

ravages of a job search to take a heavy toll on you. You do not want to appear before a panel of interviewers looking haggard and seemingly having no wish to continue living, let alone working.

Your body language should be cheerful, bubbly and enthusiastic enough to convince your prospective employer that you have the requisite fire in your belly to do the job. To alleviate the feeling of hopelessness as you search for a job turns into a very trying journey, you need to do the following:

Be a social animal. Spend time with people who have similar career aspirations. Go out and meet friends, especially those from the same career background as well as those with whom you went to school or college. Also share experiences with others in the same situation. This is referred to as networking and there is nothing more important than this when one is jobless. Networking helps you to easily get to know available opportunities in the job market.

Read widely. Read all kinds of literature including books, magazines and newspapers. Borrow books from libraries and friends. You may not be in a financial position to buy a newspaper and magazine every day, but surely you cannot miss a friend or neighbor who regularly buys them. Staying on the top of new developments in your field is central when searching for employment. Ensure that you do so at all costs.

While you should spend a respectable amount of time on your job search take time away from it too. Find something you enjoy doing and spend a few hours a week doing it. Do your favorite sport, go to the gym, attend church functions etc., this will take your mind away from burdens of pounding the tarmac.

Take time also to do things you did not have time to do while you were working. You could spend time playing with your children, if you already have a family. Perhaps you used to do this only on Sunday

afternoon when you were employed, but now you have an opportunity to do it on a weekday. Do not just be away from home even when you have no specific place to go looking for a job. Loitering aimlessly will only add fuel to your feelings of frustration. Also take on household chores you did not have time for when employed.

Volunteer work is the best activity to be engaged in as you look for a job. Find a project that can tap into your skills and talents and spend some time on it. Apart from helping you learn skills and experience that make you competitive,volunteering your services also makes you busy. Being idle is very inimical to your career as it encourages the sense of defeat to take root in you.

Learning new skills when you are out of work is wise. If you can afford it, go back to school and pursue courses that will sharpen your competitive edge in the job market. Even if you do not have sufficient resources, you can resort to low- cost courses. There are many good colleges offering a variety of courses at affordable rates and your savings could just be adequate to enable you learn a very valuable skill.

Adapted from The Standard (Careers: December 2006)

Make notes on the things you must do when job searching **(25mks)**

5. Some library users spend more time than others looking for a particular book. Describe the procedure for locating a book in the library using a relevant example **(25mks)**

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