



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2016/2017

**FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF ARTS,
BACHELOR OF SCIENCE, BACHELOR OF COMMERCE, BACHELOR OF
ENVIRONMENTAL STUDIES, BACHELOR OF HOME ECONOMICS AND
BACHELOR OF EDUCATION**

UCU 100: COMMUNICATION SKILLS

DATE: Thursday 1st December 2016

TIME: 2.00p.m -4.00p.m

INSTRUCTIONS:

1. Candidates **MUST** write their registration number in the space provided on each answer booklet.
2. There are **FOUR(4)** questions in this paper. Candidate **MUST** answer **ALL FOUR** questions.
3. There is a separate question **2B. For Visually Impaired students ONLY.**
4. All answers **MUST** be written in the answer booklet provided.

QUESTION 1

Reading comprehension (20 marks)

Read the passage below and answer questions that follow it.

1. Distance learning, sometimes called e-learning is perceived fundamentally as interactive in nature presuming that learning content available online (or in printed format) is also coupled with feedback to the student's learning activities. Online communication with real people may or may not be included, but the focus of e- learning is usually more on the learning content than on communication between learners and tutors.

2. Distance learning and its relationship to emerging computer technologies have together offered many promises to the field of education. In practice however, the combination often falls short of what it attempts to accomplish. Some of the shortcomings are often associated with the technology itself while others are a combination of factors that relate to system administration, instructional methods, or students. Despite these problems, the educational arena continues to witness unprecedented increase in demand for online educational programmes.

3. The increased flexibility that is characteristic of this study mode can explain why this growing trend. It permits its clients to study programmes that are far from them, sometimes from across continents and permits students to study as they pursue other courses or even be full time workers. It is an extremely attractive alternative for housewives who are not able to enroll into courses because they have to take care of young children. Many are becoming a modern day multi-tasking lot that combine communication with peers and tutors with various home management duties such as childrearing, shopping, cooking, entertaining and may be other part-time work that is done in the comfort of their homes. Interaction with tutors and peers is done through emails, discussions and chats carried out on learning management systems such as *moodle*, blackboard and also through websites and various internet sources. Learning may also be from materials delivered physically to students through postal addresses or a combination of both. Physical libraries that offer printed learning materials are often visited by students within their localities.

4. Like every good thing, distance learning could present drawbacks that could challenge its good intentions. Inability to effectively balance work and study may stand in the way of some learners, leading to lack of adequate time for study. Too many commitments to do with family and work related responsibilities can inhibit proper learning. Some may not be familiar with system of distance learning or they may find themselves lagging behind in study of required topics and submission of assignments. In addition, lack of knowledge and skills about using technology and computers, language skills, especially English language may stand in the way of some. Lack of encouragement due to missing physical and social presence of classmates and tutors is an important issue for some.

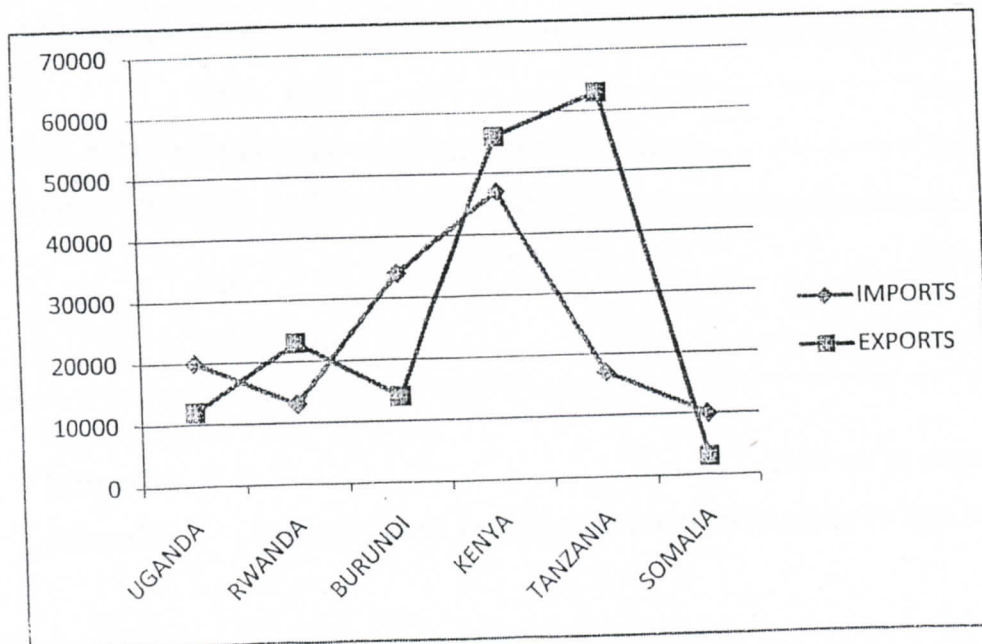
5. There are obviously pros and cons of distance learning no matter its mode and it is advisable to weigh these before enrolling in a distance learning programme; that is if you really have say in the matter. Though distance learning can be termed as a useful and convenient way to gain knowledge and also earn higher qualifications, success in this mode is greatly dependent on one's personality and attitude. Distance program gives students the freedom to do their learning process whenever they like but most of the time, procrastination is the culprit. Unfocused view of their learning goals also will make the students act irresponsibly towards their learning.

- a) Suggest a suitable title for the passage. [2marks]
- b) Communication with an online tutor does not essentially define distance learning. True or false. [2marks]
- c) Why is e-learning said to be interactive? [3marks]
- d) Identify the two words in paragraph one that are key in the definition of e-learning. [3marks]
- e) Identify one word from this passage that means the same as flexibility in paragraph 3. [2marks]
- f) Explain the “modern day multi-tasking lot” in paragraph 3. [3marks]
- g) What in this passage tell us that distance learning is not essentially an online affair. [3marks]
- h) Who are clients (paragraph 3). Give two other words that mean the same. [2marks]
- i) Identify two challenges that come from distance learning. [2marks]
- j) On what factors does success in distance learning depend? [3marks]

QUESTION 2 A: -TRANSCODING AND INTERPRETATION OF GRAPHS AND TABLES (15 MARKS)

(FOR SIGHTED STUDENTS)

Study the graph below and answer the questions that follow. The diagram shows the East African Countries food agricultural exports and imports in thousands of Kenyan shillings.



- a) Name the variable on the horizontal axis. [1mark]
- b) Which countries export more than they import? [3marks]
- c) Which of the six East African countries appears to be food sufficient from the graph?
Why? [3marks]
- d) State two countries that export the least agricultural products. [2marks]
- e) What is the difference in thousands of Kenyan shillings between the Burundi and Somali exports? [2marks]
- f) In four grammatical sentences, compare and contrast the agricultural products imports and exports between Somalia and Kenya. [4marks]

QUESTION 2 B: - TRANSCODING AND INTERPREPATION OF GRAPHS AND TABLES.

(FOR VISUALLY IMPAIRED CANDIDATES ONLY)

PERCENT VOTING: NOVEMBER 1980

Age	Male	Female
All persons, 18 years and over.....	59.1	59.4
18 to 24 years	38.5	41.2
25 to 34 years	53.2	55.8
35 to 44 years	62.7	66.0
45 to 64 years	69.8	68.9
45 to 54 years	67.3	67.6
55 to 64 years	72.6	70.2
65 to 74 years	72.7	66.7
75 years and over.....	65.7	52.9

- a) Name the topic of the table [2marks]
- b) What percentage of males voted in the age category 18 to 24 years? [2marks]

- c) Which percentage of the population voted more in the age category 65 to 74 years? By what percent? [4marks]
- d) In 1980, what age group had the largest percentage of voters? [2marks]
- e) In five grammatical sentences, compare and contrast voting of both males and females between 19 and 75 years of age. [5marks]

QUESTION 3: LIBRARY SKILLS - 20 MARKS

- a) Explain the meaning of:
 - i) A comma in the order of names in a reference such as Orodho, A. J. (2003) Statistics made over-friendly for education and social science research. Nairobi: Masola Publishers. [2marks]
 - ii) The colon in a reference title such as 'Research methodology: Methods and techniques.' [3marks]
- b) Briefly explain three things you would consider when selecting an online source as a reference for your essay. [9marks]
- c) Use American Psychological Association (APA) to re-write the following item.
 Muchiri Mary Nyambura. Communication Skills: A self-study course for universities and colleges 1993 Nairobi Longman. [6marks]

QUESTION 4: STUDY SKILLS - 10 MARKS

- a) State and explain any three factors that should be considered when forming a study group. [6marks]
- b) Mention any three advantages of having a study time-table. [2marks]
- c) What do you find to be the best time for study? Give reasons for your answer. [2marks]