



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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University Examinations 2013/2014

FIRST YEAR, SECOND SEMESTER EXAMINATION FOR THE DEGREE IN BACHELOR OF
SCIENCE IN COMPUTER TECHNOLOGY

BCT 2201: COMPUTING & COMMUNICATION SKILLS

DATE: APRIL 2014

TIME: 2HOURS

INSTRUCTIONS: Answer questions *one* and any other *two* questions

QUESTION ONE - (30 MARKS)

- Describe any four principles of communication giving relevant examples. (8 marks)
- Distinguish between note making and note taking. (2 marks)
- With relevant illustrations describe any applications of modern technology in communication. (10 marks)
- Discuss four strategies that a computer technology student may apply in order to enhance effective listening. (10 marks)

QUESTION TWO (20 MARKS)

- Kipyengo has just joined Meru University (MUST) as a first year student and realized that he is completely in charge of his academic and personal life. Nobody follows him to ensure he fulfils his obligations. He is at a loss as to how to become an effective scholar.

As an older student of MUST, give Kipyengo three tips that will help him become an effective student in each of the following areas:-

- Use of Library (3 marks)
- Preparing for examinations (3 marks)
- Taking examinations (3 marks)

iv. Requirement of study (3 marks)

b) Explain four advantages of non-verbal communication. (8 marks)

QUESTION THREE (20 MARKS)

a) Identify and explain at least five factors you would consider to choose study group members. (10 marks)

b) Giving relevant examples explain five characteristics that a good communicator should exhibit (10 marks)

QUESTION FOUR (20 MARKS)

a) Explain five possible barriers to effective reading showing how each can be overcome. (10 marks)

b) Every time examination period approaches, Njeru experiences exam anxiety. Suggest to him the guidelines he would employ to help him overcome exam anxiety. (10 marks)

QUESTION FIVE (20 MARKS)

a) As a computer Technology student identify and explain the factors you would consider in preparing a speech. (10 marks)

b) Discuss any five sources of information communication. (10 marks)