****

MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS**

**2016/2017 ACADEMIC YEAR**

**FIRST YEAR FIRST SEMESTER**

**SCHOOL OF BUSINESS AND ECONOMICS**

**BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: SBE 101**

**COURSE TITLE: STUDY AND LIBRARY SKILLS**

**DATE: 27TH APRIL 2017 TIME: 2.00PM-4.00PM**

**INSTRUCTIONS TO CANDIDATES**

* **Answer question ONE (compulsory) and any other THREE**
* **Question one carries 25 marks**
* **All other questions carry 15 marks**

 This paper consists of 3 printed pages. Please turn over

**QUESTION ONE**

a) Highlight the importance of a library to a university **(5 marks**

b) Outline the importance of listening **(4 marks)**

c) Outline four reasons why non print information resources are used when

 carrying out research **(4 marks)**

d) Mention four uses of a library catalogue **(4 marks)**

e) State any three cautionary measures that should be considered when using

information downloaded from the internet **(3 marks)**

f) Outline the features of a bibliography **(5 marks)**

**QUESTION TWO**

a) Briefly outline any five types of print information resources found in a

 library **(5 marks)**

b) Discuss any five important stages that would be followed when planning to write an essay **(10 marks)**

**QUESTION THREE**

1. Highlight any five strategies that would be used to control stage fright

  **(5 marks)**

1. Examine the steps that would be followed when downloading a scholarly document from the internet using WIFI **(10 marks)**

**QUESTION FOUR**

1. Narrate any 2 differences between Library of Congress(LCC) and Dewey

 Decimal classification.Use relevant examples **(5 marks)**

1. Analyze the main reasons why students write academic essays in the

 course of their training **(10 marks)**

**QUESTION FIVE**

1. Evaluate how you would offer constructive criticism during a group

 discussion **(5 marks)**

1. Discuss how you would adequately prepare for examinations in the course of your study to avoid last minute rush **(10 marks)**