



**PAN AFRICAN CHRISTIAN UNIVERSITY
FACULTY OF BUSINESS AND COMMUNICATION
DEPARTMENT OF COMMUNICATION AND LINGUISTICS
COURSE CODE: UCC 104: COURSE UNIT: COMMUNICATION SKILLS
(EVENING/ONLINE)**

END OF SEMESTER EXAM

INSTRUCTIONS

Section A contains 10 MARKS.

Section B contains 30 MARKS and you should attempt any THREE.

SECTION A (COMPULSORY)

Question one

- a) Evaluate FIVE key skill sets you have acquired during the communication skills lessons this semester. (5mks)
- b) Describe **FIVE** ways you are now able to overcome barriers to effective communication after learning communication skills lessons. (5mks)

SECTION B

Question two

- a) Evaluate **FIVE** aspects you would consider in order to be a good communicator. (5mks)
- b) Demonstrate how you would use your voice effectively as learnt during communication skills lessons. (5mks)

Question three

Using relevant examples, show how you now apply the SQ4R method of reading effectively. (10mks)

Question four

- a) Discuss **FIVE** key study tips you have adopted as part of your communication skills. (5mks)

- b) Advice a classmate on how to effectively use group study as a study plans.
(5mks)

Question five

Using relevant examples, assess **FIVE** emerging issues in communication skills. (10mks)

- Design rules dealing with respect for each member
- Provide contact information for group members

(any 1x5mks)