



PAN AFRICA CHRISTIAN UNIVERSITY

SCHOOL OF THEOLOGY

**END OF SEMESTER EXAMINATION FOR THE DEGREE OF
BACHELOR OF ARTS IN TRANSFORMATIONAL CHURCH
LEADERSHIP**

JULY 2021

CAMPUS: ROYSAMBU

DEPARTMENT: TRANSFORMATIONAL CHURCH LEADERSHIP

COURSE CODE: UCC104

COURSE TITLE: COMMUNICATION SKILLS

EXAM DATE: THURSDAY 29th JULY 2021

TIME: 9:20AM-12:20PM

INSTRUCTIONS

- Read the instructions and questions carefully before you write the answers.
- Answer question ONE and any other TWO questions from Section **B** below

Section A: Answer ALL Questions

Question ONE (1) is Compulsory

- 1 (a). Distinguish between the terms communication skills and reading skills (2marks)
- (b) Describe any four key principles of good speaking that you need to be an effective communicator. (4marks)
- (c). With the help of appropriate examples, discuss the function (role/importance) of Communication in an organization. (10marks)
- (d) Outline any four ways that a student can use to achieve clear writing (4marks)

Section B: Select two questions from this section

2. (a). Highlight the four steps of listening? (2marks)
- (b). Using relevant examples to support your answers, explain why it is important to master reading skills. (4marks)
- (c). Using relevant illustrations, describe any four key writing skills that you need to be successful in your academic studies (4marks)
3. (a) What do you understand by the term “communication skills?” (1mark)
- (b). State any four features or characteristics of an effective research report? (4marks)
- (c). Using clear examples, describe the five major types of Libraries (5marks)
- (4). . (a) What are study skills? (2marks)
- (b). Distinguish between the following terms: (4marks)
- (i). Library skills and listening skills
- (ii). Selective reading and speed reading
- (c). describe any four blocks/barriers to effective listening. (4marks)