



MURANG'A UNIVERSITY COLLEGE

*(A constituent college of Jomo Kenyatta University of Agriculture and Technology)*

**DEPARTMENT OF LIBERAL STUDIES**

**END OF TERM EXAMINATION – MAIN EXAM**

**TIME: 2 HOURS**

**UNIT CODE: LS1101 COMMUNICATION SKILLS DIPLOMA**

**CLASSES: BC/14D, EE/14D, APP.BIO/14D, BM/14D, FD&CT/14D, FB/14D, IT/14D**

**SEMESTER 2**

ANSWER ALL QUESTIONS

1. Discuss the factors one should consider when selecting a form of communication. 10mks
2. Write an application letter for a job as an Events Manager at Ecuador Vista Company and include a C.V. 20mks
3. Explain the kind of preparation required by the following before an interview can take place
  - a) The interviewer 6 mks
  - b) The interviewee 6 mks
4. As the supervisor in the production department of a newspaper company, write a report on constant breakdown of equipment in your department leading to work stoppage. Include the introduction/background and list of committee members with whom you carried out the study. 12 mks
5. Discuss the role of the following people in making a meeting successful.
  - i) Chair 6mks
  - ii) Secretary 6mks
  - iii) Committee Members 4mks