



MURANG'A UNIVERSITY COLLEGE
(A constituent college of Jomo Kenyatta University of Agriculture and Technology)

DEPARTMENT OF LIBERAL STUDIES

END OF TERM EXAMINATION – SUPPLEMENTARY/SPECIAL

UNIT CODE: LS1101 COMMUNICATION SKILLS TIME: 2 HOURS

CERTIFICATE/DIPLOMA SEMESTER 2

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

ANSWER ALL QUESTIONS

1. When preparing a speech, certain audience characteristics should be considered. Discuss FIVE such characteristics. 10mks
2. 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. 15mks
3. Those involved in an interview process need to make certain preparations before an interview can take place. Distinguish the measures to be taken by the interviewer. 10mks
4. Write an application letter for a job as an Events Organizer at Ecuador Vista Company and include a C.V. 18mks
5. State the role of each of the following people in making a meeting successful.
 - a) The chair 6mks
 - b) The secretary 6mks
 - c) Committee members/participants 5mks



MRUC is ISO 9001:2008 certified