



KISII UNIVERSITY
UNIVERSITY EXAMINATIONS
FIRST YEAR EXAMINATION FOR THE AWARD OF THE
CERTIFICATE IN FISHERIES AND AQUACULTURE
FIRST SEMESTER 2022/2023
(SEPTEMBER - DECEMBER, 2022)

COMS 00100: COMMUNICATION SKILLS

STREAM: Y1 S1

TIME: 2 HOURS

DAY: THURSDAY, 3:00 P.M – 5:00 P.M

DATE: 15/12/2022

INSTRUCTIONS:

- 1. Do not write anything on this question paper.***
- 2. Answer ALL Questions in section A (Compulsory) and any other TWO Questions in section B.***

SECTION A

1. Define communication (2marks)
2. Briefly the components of communication (5marks)
3. Outline the barriers to effective communication (6marks)
4. Explain any four (4) study skills used in communication skills (4marks)
5. Giving examples differentiate between verbal and non-verbal communication. (6marks)
6. Briefly describe the various media that can be used to pass information (5marks)
7. With the aid of a diagram, describe the communication process. (6marks)
8. Highlight any three (3) presentation skills applied in communication. (6marks)

SECTION B

1. Describe the seven (7) Cs used in communication (15marks)
2. Discuss the importance of communication skills (15marks)
3. Describe the components of :
 - a) A formal letter (5marks)
 - b) A curriculum vitae (5marks)
 - c) A memo (5marks)