



UNIVERSITY OF EDUCATION, WINNEBA
INSTITUTE FOR TEACHER EDUCATION AND
CONTINUING PROFESSIONAL DEVELOPMENT
(ITECPD)



END-OF-SECOND-SEMESTER EXAMINATION (August 2021)

COURSE CODE: EBS 126

COURSE TITLE: COMMUNICATION SKILLS

TIME ALLOWED: 50 MINUTES

STUDENT'S INDEX NUMBER:

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GENERAL INSTRUCTIONS:

- This paper is made up of ONE SECTION.
- Section ONE is made up of four essay type questions.
- Answer TWO questions in your answer booklet.
- Each question carries equal marks. You are expected to start each question from a new page.
- You are expected to handover your answer booklet to the invigilator before you leave the examination hall.

SECTION TWO

1. (a) Differentiate between misconceptions and barriers of communication. (2marks)
(b) Discuss **two** barriers to effective communication. (4marks)
(c) Explain how the two barriers stated above can be addressed. (4marks)
2. (a) Distinguish between **process writing** and **product writing**. (2marks)
(b) Discuss with examples the first four stages involved in process writing: (8 marks)
3. (a) Define the concepts **note taking** and **note making**. (2marks)
(b) Discuss two **differences** and two **similarities** of note taking and note making. (8marks)
4. (a) Explain the **two** major types of reading. (2marks)
(b) Discuss **two** advantages and **two** disadvantages of the two major types of reading. (8marks)