



UNIVERSITY OF EDUCATION, WINNEBA
INSTITUTE FOR TEACHER EDUCATION AND CONTINUING
PROFESSIONAL DEVELOPMENT (ITECPD)
END-OF-SECOND-SEMESTER EXAMINATIONS, OCTOBER, 2023



LEVEL 100

COURSE CODE: EBC 126

COURSE TITLE: COMMUNICATION SKILLS

TIME ALLOWED: 2 HRS

VISIT: WWW.COLEMANPUBLICATION.COM FOR MORE

GENERAL INSTRUCTIONS:

- This paper is made up of **ONE SECTION**.
- *The Section is made up of five essay type questions.*
- *Answer any **THREE** questions in your answer booklet.*
- *Each question carries equal marks. You are expected to start each question on a new page.*
- *You are expected to hand over your answer booklet to the invigilator before you leave the examination hall.*

Instruction: Answer any three (3) questions in the answer booklet provided.

- 1a.** List **five (5)** barriers to effective communication. (5 marks)
- 1b.** Suggest **four (4)** appropriate listening strategies that are important in the academic and professional life of teachers. (10 marks)
- 1c.** List **four (4)** common mistakes you will advise your learners to avoid in academic writing. (5 marks)
- 2a.** What do you understand by the term academic listening? (4 marks)
- 2b.** What is reference in academic writing? (5 marks)
- 2c.** Based on your knowledge in communication process, discuss the **two (2)** elements of communication. (5 marks)
- 2d.** Which **three (3)** ways can you make academic writing different from personal writing? (6 marks)

3a. Distinguish between note-making and note-taking. (5 marks)

3b. Explain time management and how important it is for the 21st century learner. (5 marks)

3c. Explain with examples, the following processes involved in Process writing.

- (i) Planning
- (ii) Drafting
- (iii) Revising
- (iv) Editing

(10 marks)

4a. Explain with examples, the components of KWL reading strategy. (4 marks)

4b. Identify **three (3)** ways in which developing speaking skills is important to the basic seven learners. (6 marks)

4c. Give **four (4)** reasons why writers must document their sources of information. (4 marks)

4d. Explain the **three (3)** types of academic speaking (6 marks)

5a. State and explain the types of reading you would use for the following reading activities.

- i. To develop a reading habit.
- ii. Reading with the aim of focusing on specific information.
- iii. Reading to get a general knowledge of a text.
- iv. Preparing for an examination.

(10 marks)

5b. In your own words, describe any **three (3)** strategies that can be used to mitigate the barriers in communication. (6 marks).

5c Explain any two (2) characteristics of effective communication. (4 marks)

VISIT: WWW.COLEMANPUBLICATION.COM FOR MORE