



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

**A. M. E. C. E. A**

**CITY CAMPUS**

**MAIN EXAMINATION**

**JANUARY – APRIL 2015 TRIMESTER**

**FACULTY OF ARTS AND SOCIAL SCIENCES**

**DEPARTMENT OF ENGLISH**

**EVENING PROGRAMME**

**GS 101: COMMUNICATION SKILLS**

P.O. Box 62157  
00200 Nairobi - KENYA  
Telephone: 891601-6  
Fax: 254-20-891084  
E-mail: academics@cuea.edu

**Date: April 2015**

**Duration: 2 Hours**

**Instructions: Answer Question ONE and any other TWO Questions**

Q1. Read the passage below and answer the questions that follow

The Act makes provision for Declaration of income, assets and liabilities. Every public officer is required to submit a wealth declaration of himself, his spouse(s) and his dependent children under the age of 18 years once every two years. The declaration must be truthful and accurate. The reason for declaring the wealth of one's spouses and dependent children under the age of 18 years is that some officers who corruptly acquire wealth may attempt to conceal such wealth by registering it in the names of spouses and children. It is not uncommon, for instance, to find property worth millions of shillings registered in the name of a toddler. Officers must also provide clarifications when required to do so without undue delay.

The rationale for wealth declarations is to match the assets and liabilities of public officers with their incomes and to seek clarifications for any disproportion there might be. The Declaration is confidential. There are, however, proposals to open the declarations to public inspection. This way, members of the public will be able to know the wealth of public officers. It will also enhance transparency, honesty, and accountability of public officers as they will be aware that the general public will also have access to the Wealth Declarations.

Wealth Declarations are accessible to any person upon application to the Responsible Commission if the applicant shows to the satisfaction of the Responsible Commission that he or she has a legitimate interest and good cause in furtherance of the objectives of the Act. Prior to allowing such access, the

Responsible Commission is required to grant an opportunity to the affected party to make representations on the matter.

These declarations are to be kept for at least five (5) years after the person ceases to be a public officer.

- a) Explain the meaning of the following phrases as used in the passage.
- i) Wealth declaration
  - ii) Legitimate interest and good cause
  - iii) Declaration of income, assets and liabilities
  - iv) Undue delay
- (8 marks)**
- b) List any five advantages of public officers wealth declaration.
- (5 marks)**
- c) Provide a suitable title for the passage
- (2 marks)**
- d) With the help of appropriate illustrations, discuss how any one model of communication enhances effective communication.
- (15 marks)**

Q2. Read the following extract from a lecture and answer the questions that follow.

“Culture is an important aspect of life that everyone seems to take for granted, especially as long as you are in your own familiar culture. Travel to a new place, move to a new neighbourhood in another state or country and the local culture becomes very significant....”

“There are three elements that make up what we think of as culture. The first one that I want to focus on today in norms. Norms vary depending upon the situation. What’s appropriate in one context is not appropriate in another .....

“Take the act of prayer as an example. It’s perfectly acceptable to pray in Church, but many people would find it strange if someone began to pray out loud in a crosstown city bus....”

Finally, now that you are familiar with those three elements you are ready to see where cultural ideas came from in the first place. Do we get our cultural traits from our environment or do we inherit them genetically? That’s what I want to talk about next time.”

Based on material in Light/Keller Sociology  
(Deem, J (1993) Study Skills in Practice, p.72)

- i) Explain your role as a student before and during this lecture.

- ii) Identify a Phrase that shows that the lecturer is introducing a sequence and one word or phrase that shows the lecturer is introducing the first main idea. **(4 marks)**
- iii) Identify one word or phrase that introduces an example of the first main idea. **(4 marks)**
- iv) Identify one word or phrase that introduces the second main idea. **(3 marks)**
- v) In view of the lecturer's final remark, what is the student expected to do after the lecture? **(3 marks)**
- vi) Briefly explain FOUR tutorial session based on this lecture. **(2 marks)**
- (4 marks)**
- Q3. Remmy is a first year student at the Catholic University of Eastern Africa. He says the mode of learning at the university is quite different from that at the High School he went through. Since he is not closely monitored, he fears that he may not utilize his time well. Briefly offer him a piece of advice, highlighting FIVE main study skills. **(20 marks)**
- Q4. Write an application letter to the Human Resource Manager asking for a job as an administrative Assistant in CUEA. Write an appropriate curriculum vitae to accompany this application. **(20 marks)**
- Q5. You have been asked to give a speech to one of the student clubs in CUEA.
- a) Describe the kind of speech you would consider most appropriate for your presentation and why. **(4 marks)**
- b) Explain FOUR factors you would consider as you prepare the speech. **(8 marks)**
- c) State FOUR factors you would take into account in order to deliver a good speech. **(8 marks)**

**\*END\***