

## 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

STUL	DENT'S INDEX NUMBER:
NAME OF COLLEGE:	
GENI	ERAL 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 <b>process writing</b> and <b>product writing</b> . (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 <b>differences</b> and two <b>similarities</b> of note taking and note making.
	(8marks)
√ <b>4</b> .	(a) Explain the two major types of reading. (2marks)
	(b) Discuss <b>two</b> advantages and <b>two</b> disadvantages of the two major types of reading. (8marks)

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