



MACHAKOS UNIVERSITY
University Examinations for 2019/2020 Academic Year
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
DEPARTMENT OF LANGUAGES AND LINGUISTICS
FIRST YEAR SECOND SEMESTER EXAMINATION FOR
ARTISAN CERTIFICATE IN GARMENT MAKING,
MOTOR VEHICLE,
ELECTRICAL INSTALLATION
CIVIL ENGINEERING
FOOD AND BEVERAGE
GENERAL STUDIES

DATE: 15/12/2020

TIME: 8.30-11.30 AM

INSTRUCTION

Answer ALL Questions

QUESTION ONE

- a) Explain the difference between the following terms and give two examples in each case: (10 marks)
- i) Verbal communication and non-verbal communication
 - ii) Environmental pollution and Environmental hazards
- b) Using a diagram, describe the communication process (10 marks)

QUESTION TWO

- a) St. Anne's Girls High school has advertised for a post of an office assistant, write a formal letter expressing your interest in this post. (10 marks)
- b) Highlight Five advantages of written communication (10 marks)

QUESTION THREE

- a) Environmental pollution is a national disaster which should be addressed. Highlight five ways in which air pollution can be minimized in Kenya (10 marks)
- b) List five effects of water pollution to both human beings and animals (10 marks)

QUESTION FOUR

- a) Explain five factors that promote nation building and development in Kenya (10 marks)
- b) Identify various culture and sporting activities that promote national cohesion (10 marks)

QUESTION FIVE

- a) Explain five ways in which one can ensure effective listening in any form of communication (10 marks)
- b) Write a brief essay of not more than one hundred words on importance of communication (10 marks)