



MUEO

MOI UNIVERSITY

**OFFICE OF THE DEPUTY VICE CHANCELLOR, ACADEMIC
AFFAIRS, RESEARCH & EXTENSION**

**UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR**

END OF SEMESTER EXAMINATIONS

**FOR THE DEGREE
IN BACHELOR OF BUSINESS AND ECONOMICS
EXAM CODE: SBE 102**

COURSE TITLE: STUDY AND LIBRARY SKILLS

DATE: 6TH DECEMBER, 2018

TIME: 9.00A.M. – 12.00 .NOON.

INSTRUCTION TO CANDIDATES

➤ **SEE INSIDE.**

THIS PAPER CONSISTS OF (3) PRINTED PAGES

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SBE 102 : STUDY AND LIBRARY SKILLS

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE AND ANY OTHER THREE (3) QUESTIONS

QUESTION ONE

- a) Describe the FOUR main services that are offered in an academic library clearly indicating their importance. [12marks]
- b) Explain the importance of these services to undergraduate students [6 marks]
- c) Discuss the search operators used in searching the OPAC in the library. [7 marks]

QUESTION TWO

- a) What is meant by the terms “Information and Communication Technology (ICT) and Social Media.”? [5 marks]
- b) Discuss the various types of Information and Communication Technologies (ICTs) that have been widely embraced by government institutions and business organization in disseminating information to its clients. [10 marks]

QUESTION THREE

- (a) What is SQ3R? Explain how you can utilize this technique as a reading strategy [7 marks]
- (b) Describe the steps you would follow to achieve effective reading. [8marks]

QUESTION FOUR

- (a) Describe the importance of taking good lecture notes [5 marks]
- (b) ‘Note taking is a 3 – step process. Discuss [10 marks]

QUESTION FIVE

- (a) Explain “communication process” in an organization **[5 marks]**
- (b) You are a public relation officer undertaking training of employees in an electronic company on different types of communication. Discuss these types of communication citing appropriate examples. **[10 marks]**

QUESTION SIX

- (a) The skill of summarizing is useful when gathering information or doing research. Discuss any five (5) factors you need to consider when summarizing your literature review **[10 marks]**
- (b) Discuss the criteria you would use in the evaluation of information sources. **[5 marks]**

