



MUEO

# MOI UNIVERSITY

OFFICE OF THE DEPUTY VICE CHANCELLOR  
(ACADEMICS, RESEARCH, EXTENSION & STUDENT AFFAIRS)

## UNIVERSITY EXAMINATIONS 2022/2023 ACADEMIC YEAR

FOR THE DEGREE OF

### BACHELOR OF BUSINESS MANAGEMENT

**COURSE CODE:** SBE 102

**COURSE TITLE:** STUDY AND LIBRARY SKILLS

**DATE:** 1<sup>ST</sup> DECEMBER, 2022 **TIME:** 9.00 A.M. - 12.00 P.M

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### INSTRUCTION TO CANDIDATES

- SEE INSIDE.

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(ISO 9001:2015 Certified Institution)

**SBE 102: STUDY AND LIBRARY SKILLS**  
**2021/2022 EXAMINATION**  
**DECEMBER, 2021 MAIN EXAM**

**INSTRUCTIONS**

**ANSWER QUESTION 1 AND ANY OTHER 3 QUESTIONS**

**Question one**

- 1.a) The skill of summarizing is useful when gathering information. Discuss any five (5) factors you need to consider when summarizing (10 marks)
- b) Describe the five (5) main services offered in an academic library clearly indicating their significance (10 marks)
- c) Explain library classification (5 marks)

**Question two**

2. a) What are the factors considered in finding a good search term (10 marks)
- b) Describe the search operators used in searching the Open Public Access Catalogue (OPAC) in the library (5 marks)

**Question three**

- 3 a) Explain the merits of taking good lecture notes (10 marks)
- b) State the methods of note taking (5 marks)

**Question four**

- 4a) Discuss the criteria you would use in evaluation of information sources (10 marks)
- b) Distinguish between secondary information sources and tertiary information sources (5 marks)

**Question five**

- 5a) Briefly describe the following terms
- i) Citation (5 marks)
- ii) Copyright (5 marks)
- iii) Plagiarism (5 marks)

**Question Six**

- 6a) Differentiate between hearing and listening (10 marks)
- b) State the form of languages for summarizing (5 marks)