



MUEO

MOI UNIVERSITY

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

UNIVERSITY EXAMINATIONS

2022/2023 ACADEMIC YEAR

FIRST YEAR EXAMINATION

FOR THE DEGREE OF

BACHELOR

OF

BUSINESS MANAGEMENT

COURSE CODE: SBE 102/HRD 100

COURSE TITLE: STUDY AND LIBRARY SKILLS

DATE: THURSDAY-10TH AUGUST, 2023 TIME: 9.00 A.M-12 NOON

INSTRUCTION TO CANDIDATES

- SEE INSIDE.

THIS PAPER CONSISTS OF (1) PRINTED PAGE

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SBE 102/HRD 100: STUDY AND LIBRARY SKILLS

INSTRUCTIONS: Answer question ONE and any other THREE questions

QUESTION 1

- a) Give any four services offered by a University Library (4 Marks)
- b) Briefly explain any **three (3)** reasons why it is important to take notes (3 Marks)
- c) What do you understand by the term "Electronic resources"? (1Mark)
- d) Identify any four (4) functions of the library. (4 Marks)
- e) Distinguish between primary, secondary and tertiary information sources giving examples of each. (5 Marks)
- f) Describe 4 barriers to effective communication (8 Marks)

QUESTION 2

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

QUESTION 3

- a) What is meant by the term "Information Communication Technology?" (5 Marks)
- b) Discuss the various types of Information Communication Technologies that have been embraced by libraries in dissemination of information to users (10 Marks)

QUESTION 4

- a) Explain the "communication process" in an organization (7 Marks)
- b) You are a public relation officer undertaking training of employees a marketing company on different types of communication. Discuss these types of communication giving appropriate examples (8 Marks)

QUESTION 5

During the Vice Chancellor's address to Moi University new students, you noticed that unless you listened keenly, you might have missed in the address because there were over 1,000 students in attendance. Discuss any five techniques you would use to ensure that you gained maximum benefits from the lecture. (15 Marks)

QUESTION 6

- a) List the two major classification schemes used to organize information materials in a library (2 Marks)
- b) Enumerate 5 types of libraries (5 Marks)
- c) Describe the criteria for evaluating information resources (8 Marks)