



MUEO

MOI UNIVERSITY

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

UNIVERSITY EXAMINATIONS 2016/2017 ACADEMIC YEAR

END OF SEMESTER EXAMINATIONS

**FOR THE DEGREE OF
BACHELOR OF BUSINESS MANAGEMENT**

EXAM CODE:- SBE 102

COURSE TITLE:- STUDY AND LIBRARY SKILLS

DATE:- 8TH DECEMBER, 2016 TIME:- 9.00A.M – 12.00NOON

INSTRUCTION TO CANDIDATES

➤ SEE INSIDE.

THIS PAPER CONSISTS OF (2) PRINTED PAGES

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MAIN EXAMINATION

INSTRUCTION: ANSWER QUESTION ONE AND ANY OTHER THREE FROM SECTION B

SECTION ONE (25 MARKS)

QUESTION ONE

- a. Give any **four** (4) 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. With illustrations define a call number and give any two examples of call numbers (5Mks)
- d. Briefly explain the steps you would use to locate a book in the library using the card catalogue or Online Public Access Catalogue (6 marks)
- e. Differentiate between APA and MLA formats of referencing (6 mks)
- f. Re-arrange the following according to APA format of referencing

New York: McGraw-Hill. (2001). Tubbs, S. L. (7th ed.). A system approach to small group interaction. (1 mark)

SECTION B (ANSWER ANY THREE QUESTION 45 MARKS)

QUESTION TWO

During the Vice Chancellor's address to Moi University new students, you noticed that unless you listened keenly, you might have missed the message in the address because there were over 1000 students in attendance. Discuss any FIVE techniques you would use to ensure that you gained maximum benefits from the lecture. (15 marks)

QUESTION THREE

- a. As the group leader of one of your class discussion groups, state the desirable characteristics you would look out for from members of your group. (5 marks)
- b. Describe any **five** roles you would play as the moderator of your group. (10 marks)

QUESTION FOUR

- a. Explain the criteria you would use to evaluate any given publication (10 marks)
- b. What challenges would you face when evaluating web-based information resources (5 marks)

QUESTION FIVE

Explain the following concepts giving relevant examples

(15 marks)

- a. Plagiarism
- b. Skimming
- c. Scanning
- d. Scholarly Journal
- e. Active listening

QUESTION SIX

- a. Describe the communication process and explain the role of perception in communication **(7 marks)**
- b. Explain how critical thinking can improve your study skills **(8 marks)**