



MUEO

MOI UNIVERSITY

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

**UNIVERSITY EXAMINATIONS
2014/2015 ACADEMIC YEAR**

FIRST YEAR END OF SEMESTER EXAMINATIONS

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

EXAM CODE:- SBE 102

COURSE TITLE:- LIBRARY AND STUDY SKILLS

DATE:- 8TH DECEMBER, 2015

TIME:- 9.00A.M. – 12.00NOON.

INSTRUCTION TO CANDIDATES

➤ **SEE INSIDE.**

THIS PAPER CONSISTS OF (1) PRINTED PAGES

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SCHOOL OF BUSINESS AND ECONOMICS
2014/2015 ACADEMIC YEAR: SEMESTER ONE: DECEMBER
SBE 102: LIBRARY AND STUDY SKILLS

INSTRUCTIONS TO CANDIDATES

TIME: 3 HOURS

ANSWER ANY FOUR QUESTIONS

Question one

- (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)

Question two

- (a) Identify Documentary and non-documentary information sources [6 marks]
- (b) Discuss the contributions of documentary and non-documentary information sources to small business entrepreneurs in Kenya [9 marks]

Question three

- (a) Describe the services that are offered in an academic library [5 marks]
- (b) Explain the importance of these services to undergraduate students [10 marks]

Question four

- (a) What do you understand by the term “Cooperative or collaborative learning?” (Cite appropriate example) [5marks]
- (b) Discuss the factors that are considered in making a good learning team. [10 marks]

Question five

- (a) What do you understand by the terms “Plagiarism and copyright?” [5 marks]
- (b) Discuss the criteria you would use in the evaluation of information sources [10 marks]

Question six

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. [15 marks]