



MUEO

# MOI UNIVERSITY

OFFICE OF THE DVC ACADEMIC AFFAIRS, RESEARCH AND EXTENSION

## UNIVERSITY EXAMINATIONS

### 2015/2016 ACADEMIC YEAR

*FIRST YEAR END OF SEMESTER EXAMINATIONS*

## FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT

**EXAM CODE: SBE 102**

**EXAM TITLE: LIBRARY AND STUDY SKILLS**

**DATE: 8<sup>TH</sup> AUGUST, 2016**

**TIME: 9.00 A.M.-12.00 NOON.**

---

*INSTRUCTION TO CANDIDATES*

➤ SEE INSIDE

HIS PAPER CONSISTS OF (1 PRINTED PAGE

PLEASE TURN OVER

**INSTRUCTIONS**

**Answer Question 1 and any other 3 questions**

**Question 1- COMPULSORY**

- a) Identify documentary and non-documentary sources of information found in an academic library. **(6marks)**
- b) Discuss the contributions of documentary and non-documentary sources of information to academics in an institution of higher learning. **(9marks)**
- c) Describe information dissemination services at the Kenya National Library Services. **(5marks)**

**Question two**

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

**Question three**

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

**Question four**

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).**

**Question five**

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

**Question six**

- a) Explain any five methods you may use in evaluating printed information resources in a school library. **(5marks)**
- b) Define the concept ‘active listening’ and discuss the factors that influence it. **(10 marks)**