



MUEO

MOI UNIVERSITY

OFFICE OF THE CHIEF ACADEMIC OFFICER

UNIVERSITY EXAMINATIONS 2012/2013 ACADEMIC YEAR

FIRST YEAR END OF SEMESTER EXAMINATIONS

FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT

COURSE CODE: SBE 100

EXAM TITLE: LIBRARY AND STUDY SKILLS

DATE: 20TH MARCH, 2013

TIME: 9.00 A.M. – 12.00 NOON.

INSTRUCTION TO CANDIDATES

➤ **ATTEMPT ANY FOUR QUESTIONS**

INSTRUCTIONS TO CANDIDATES:

SECTION [A] IS COMPULSORY. ANSWER THREE QUESTIONS FROM SECTION [B]

SECTION [A] COMPULSORY

Q1. (A) Explain the importance of library and information skills to students' learning process in universities in Kenya. **[15 Marks]**

(B) You have been invited to give a talk to micro and small entrepreneurs in the tourism sector. Explain the factors you would consider in researching the background of your audience **[10 Marks]**

SECTION [B] ANSWER ANY THREE QUESTIONS

Q2. (A) Distinguish between listening and hearing, illustrating your answer with appropriate examples. **(5 Marks)**

(B) Explain **seven** factors that may influence the level of listening. **(10 Marks)**

Q3. Assume that you have successfully delivered a key note paper at the vision 2030 conference at Moi University. Conduct a post-evaluation of your speech and explain your strengths and weaknesses. **[15 Marks]**

Q4. Explain the role of libraries and information centres in provision of information to user communities in Kenya **[15 Marks]**

Q5. Write short notes on the following concepts, giving relevant examples. **[15 Marks]**

- A. Library Classification
- B. Boolean logic operators
- C. Note Taking
- D. Reading Formula

Q6. Define the term "study skills" and explain **five** techniques you would apply in studying at the university. **[15 marks]**