

SBE 102



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ALUPE UNIVERSITY
COLLEGE
Bastion of Knowledge...

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**OFFICE OF THE DEPUTY PRINCIPAL
ACADEMICS, STUDENT AFFAIRS AND RESEARCH**

UNIVERSITY EXAMINATIONS

2017/2018 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER EXAMINATION

**FOR THE DEGREE OF BACHELOR
OF ARTS (ECONOMICS)/BACHELOR
OF BUSINESS MANAGEMENT
SCHOOL: BUSINESS, ECONOMICS &
HUMAN RESOURCES DEVELOPMENT
COURSE CODE: SBE 102**

COURSE TITLE: STUDY AND LIBRARY SKILLS

DATE: 18th December, 2017 TIME: 2.00pm-5.00pm

INSTRUCTION TO CANDIDATES: SEE INSIDE

THIS PAPER CONSISTS OF 20 PRINTED PAGES

For examiner's Use Only

Question	I.E	E.E
CAT		
EXAM		
TOTAL		

PLEASE TURN OVER

Insert the numbers of the questions you have answered in the order done

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Student Admission No.....Exam Card No.....Signature.....

INSTRUCTIONS TO CANDIDATES

1. Write your **Admission Number, Exam Card Number** and **Sign** in the spaces provided at the bottom of each page of the Examination Booklet. **DO NOT** write your name anywhere in this booklet.
2. Write on both sides of the pages.
3. All rough work must be done in the Answer sheets and crossed through.
4. If supplementary pages are used, they must be fastened all together at the end of this Booklet. Supplementary pages should be used only after all the leaves in the booklet have been exhausted.
5. It is a serious examination offence to cheat or to have unauthorized materials including **MOBILE PHONES** (whether on or off) in the examination venue.
6. In no circumstances must Answer Booklet used or unused, be removed from the examination room by a candidate.
7. The Booklet is for **Examination use only** in a designated examination room. Unauthorized possession of the Answer sheets by a student or any other person constitutes an examination irregularity calling for stiff disciplinary action.
8. Do not pluck any page from this Booklet. Any extra/unused answer sheets should be returned to the **Examination Office**.
9. Candidates who come to examination room 30 minutes late will not be allowed to sit for the exam.
10. Candidates will not be allowed to leave the exam room once the exam commences.
11. Candidates are advised that importance is attached by examiners to accuracy and clarity of expression.
12. Committing any form of irregularity is prohibited and shall attract severe disciplinary action in accordance with Alupe University College Examination Regulations.

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INSTRUCTIONS

Attempt question **ONE** and any other **TWO** questions

1. During a visit at a public national library in Busia town with your colleagues from Alupe University, you come across private candidates preparing for Kenya Certificate of Secondary Examination (KCSE). When interacting with them they seem confused about university students visiting a public library and wonder whether universities have libraries.
 - (a) (i) Other than a university library name any other **two** academic libraries to the private candidates. **[2 marks]**
 - (ii) Give **two** examples of university libraries in Kenya to the candidates. **[2 marks]**
 - (iii) One of the candidates is so excited and wants to know what university libraries do. State any **four** services offered by university libraries to the candidate. **[4 marks]**
 - (iv) A university colleague whispers to you that he also finds it difficult to understand why Alupe University should have a library yet there is a public library in Busia town. List any two objectives of a university library to your colleague **[2 marks]**
 - (b) (i) During the visit at the library your colleague raises some concern about the behaviour of some people at the library. Describe any **three** types of library goes to him. **[6 marks]**
 - (ii) Since you have visited the Kenya National Library in Nairobi, you inform your colleague the differences in size and activities between the two libraries. Describe any **four** sections/parts that a modern library is likely to have to your colleague. **[4 marks]**
 - (c) Discuss any five importance of a library to the KCSE candidates. **[10 marks]**

2. Vanda Broughton states that "It is natural to the human mind to classify, and essential if we want to make sense of the world, which is full of unique creatures and objects."
 - (a) (i) With Vanda Broughton statement in mind define library classification **[2 marks]**
 - (ii) Other than Library of Congress Classification (LCC), name any **two** other library classifications in the world. **[2 marks]**
 - (b) Discuss any **four** considerations in choosing a classification scheme **[8 marks]**
 - (c) State any **four** advantages and four disadvantages of the Library of Congress Classification (LCC) scheme. **[8 marks]**

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3. Otieno a first year student at Alupe University is finding it a challenge to get the best from his first semester lectures. His roommate Okochil believes he has poor listening skills. In a heated argument Otieno claims that "hearing and listening means the same thing", which Okochil in response says "that's a myth".
- (a) In light of this argument, express your views in an attempt clear the misunderstanding. [2 marks]
- (b) Describe to Otieno any **two** basic models of listening. [4 marks]
- (c) Try help Otieno by explaining to him any **five** barriers of effective listening. [10 marks]
- (d) State to Otieno any **four** reasons why good listening skills are important. [4 marks]
4. Alupe Secondary School invites you as a motivational speaker and an expert in study skills to talk to their KCSE candidate. During your preliminary interactions with the teachers you conclude that the students lacked proper reading skills.
- (a) (i) The teachers look unsure of the skills needed to read properly. Describe to the teachers any **two** skills required in reading [4 marks]
- (ii) Highlight to the teachers any **five** factors influencing acquisition of reading skills [5 marks]
- (b) (i) Describe to the students any **three** reading difficulties. [3 marks]
- (ii) State to the students any **three** ways of improving reading comprehension. [3 marks]
- (c) To help the students prepare in their national examination describe the SQ3R method of systematic reading [5 marks]
5. (a) (i) other than a table name any other two nonlinear texts [2 marks]
- (ii) Explain **two** types of tables [2 marks]
- (iii) Describe any **four** general features of a table. [4 marks]
- (b) (i) Giving relevant examples name and state **two** basic types of short answer questions [2 marks]
- (ii) Give any **five** reasons why students should take notes during a lecture. [5 marks]
- (iii) Describe any **five** test taking strategies. [5 marks]

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