

BINDURA UNIVERSITY OF SCIENCE EDUCATION

DEPARTMENT OF LANGUAGES AND COMMUNICATION SKILLS

PC 002: BASIC COMMUNICATION SKILLS

DURATION: THREE HOURS

INSTRUCTIONS TO CANDIDATES:

- Section A is compulsory.
- Answer any TWO (2) questions from Section B.
- Marks for each question are indicated in brackets.
- Write legibly in the English Language.
- Errors in grammar, punctuation and spelling will be penalised.
- Credit will be given for clear, well organised and coherent responses.

OCT 2024

SECTION A: (COMPULSORY QUESTION)

1. a) Define referencing with aid of illustrations. [5 marks]
b) Why is referencing necessary in academic writing? [5 marks]
c) Distinguish the two referencing styles mainly used in academic writing. [5 marks]
d) Define plagiarism and suggest ways by which it can be avoided. [10 marks]

SECTION B: (ANSWER ANY TWO QUESTIONS FROM THIS SECTION)

2. a). Write brief notes on the four macro language skills. [10 marks]
b). Explain why it is important for a student teacher to improve on the skills stated above. [15 Marks]
3. Explore seven (7) elements of communication using at least two (2) examples for each element. [25 Marks]
4. Demonstrate how the Johari window (Joseph Luft and Harrington Ingham) can be used to improve teaching and learning. Make use of a fully labelled diagram of the window in your response. [25 Marks]
5. a). Distinguish between note-taking and note-making. [5 marks]
b). Explain how and why a university student can improve on note-taking. [10 marks]
c). Discuss five forms of notes studied for this course, suggesting which form best suits what situations and why. [10 Marks]