



SEPTEMBER- DECEMBER 2019 TRIMESTER

**EXAMINATION FOR RIARA FOUNDATION UNIT
RFC 101: COMMUNICATION AND WRITING SKILLS**

DATE: WEDNESDAY 11TH DECEMBER, 2019

TIME: 5.30-8.30 PM (2 HOURS)

GENERAL INSTRUCTIONS:

Students are NOT permitted to write on the examination paper during reading time.

This is a closed book examination. Text book/Reference books/notes are not permitted.

SPECIAL INSTRUCTIONS:

1 Write your REGISTRATION NO. Clearly on the answer booklet(s).

2 Answer Question One and ANY other TWO questions.

3 Questions in all sections should be answered in answer booklet(s).

4 Marks allocated to each question are shown at the end of the question.

5 PLEASE start the answer to EACH question on a NEW PAGE.

6 For the questions, write the number of the question on the answer booklet(s) in the order you answered them.

7 Write your answers in paragraph form unless stated otherwise.

8 Keep your phone(s) SWITCHED OFF at the front of the examination room.

9 Keep ALL bags and caps at the front of the examination room and do not refer to any unauthorized material before or during the course of the examination.

10 You are only allowed to leave the examination room 30minutes to the end of the Examination.

SECTION A: COMPULSORY

QUESTION ONE

- a) Describe the following stages in the listening process. **(4 marks)**
- i. Hearing
 - ii. Evaluating
- b) Identify **FIVE** ways of improving your listening skill as a student. **(5 marks)**
- c) With the aid of a diagram, identify and explain the main elements of communication in the communication process. **(9 marks)**
- d) Arrange the following in APA style of referencing. **(10 marks)**
- i. Write the correct parenthetical citation for a quote that comes from page seven in this book:

Tannen, D. (1998). *The argument culture*. Toronto, Ontario, Canada: Random House.
 - ii. On February 20, 2006, you interviewed Shawn White, who won an Olympic gold medal in athletics at Turin on February 20, 2006. Write a citation to that effect.
 - iii. Paraphrase the following:

The original quotation follows statistics on the increase in 18 to 34-year-olds owning their own businesses: “The trend may dilute corporate pools of promotable junior managers but provide a needful infrastructure for corporate outsourcing” (Keaveney, 2004, p.102-103).
 - iv. Which is the correct format for referencing an article called, “The biological, social and clinical bases of drug addiction: commentary and debate,” by J. Altman, B.J. Everitt, T.W. Robbins, S. Glautier, A. Markou, D. Nutt., R. Oretti, C. Philbin and G.D. Phillips.
- e) Differentiate primary sources of information from secondary sources. **(2 marks)**

SECTION B: ANSWER ANY TWO QUESTIONS

QUESTION TWO

- a) List **FIVE** reasons for citations in academic writing. **(5 marks)**
- b) Explain **FIVE** qualities of a good argumentative essay. **(10 marks)**

QUESTION THREE

- a) List **FIVE** sources you can consult when researching for your essay. **(5 marks)**
- b) Differentiate between in-text citations and referencing. **(2 marks)**
- c) Explain **FOUR** ways to make your Internet searches focused and efficient. **(8 marks)**

QUESTION FOUR

- a) Correct the following errors in parallelism. **(2 marks)**
 - i. I love eating pizza, reading thrillers, and to ride my bike.
 - ii. The students learned that the timetable had changed and about the different classroom.
- b) The following sentences have dangling modifier errors. Correct them. **(2 marks)**
 - i. Lying on the sofa reading a book, the back door opened silently.
 - ii. Eating a candy bar while seated under a tree, the wrapper fell on the grass.
- c) Explain the importance of any **FOUR** punctuation marks in academic writing. **(8 marks)**
- d) Correct the spelling mistakes. **(1 marks)**

Accomodation, Pronounciation, Maintenance, Occurred, Seizure,
- e) Capitalize where necessary. **(2 marks)**
 - i. John and i are going to the movies.
 - ii. The Kenya national union of teachers members held a meeting yesterday.

QUESTION FIVE

Write an essay on any topic of choice. Ensure it has all the necessary parts; the introduction, thesis statement, body paragraphs and a conclusion. **(15 marks)**