



ZIMBABWE EZEKIEL GUTI UNIVERSITY

FACULTY OF ARTS

DEPARTMENT OF THEOLOGY AND RELIGIOUS STUDIES

B.A (Hons): Part 2 Semester 1
UWC 140: Communication skills
Duration: 3 Hours

30 NOVEMBER 2018

Answer all questions in Section A and choose any two questions from section B

SECTION A

Read the text and answer the following questions

Academic Conventions

Citing sources in the body of your paper and providing a list of references as either footnotes or endnotes is a very important aspect of academic writing. It is essential reader to identify the materials [print or online] you used so they can independently to always acknowledge the source of any ideas, research findings, data, or quoted text that you have used in your paper as a defense against allegations of plagiarism. The scholarly convention of citing sources is also important because it allows the verify your findings and conclusions. Examples of other academic conventions to follow include the appropriate use of text structure, properly spelling out acronyms when first used in the text, avoiding slang or colloquial language, avoiding emotive language or unsupported declarative statements, avoiding contractions, and using first person and second person pronouns only when necessary.

- 1 (a) State **five** characteristics of academic writing cited in the paragraph.
[5 marks]
(b) Identify any **two** features of academic writing not mentioned in the above paragraph and explain the purpose of each of the features.
[10 marks]
- 2 Write a paragraph on **one** of the following topics /subjects
(a) An academic paragraph
(b) Computer literacy
(c) Rural communities
(d) Cholera prevention methods
(e) In-text citation.
[15 marks]
- 3 Briefly explain **any two** of the following terms as they are used in academic communication
(a) writer's thesis
(b) noise
(c) survey reading technique.
[10 marks]

Section B:

[60 marks]

- 4 Explore any four communication barriers that can interfere with effective communication in written assignments for students in your area of study.
[30 marks]
- 5 You have been tasked to make a class presentation in one of the courses you are studying. Write any essay on preparations that you would make to make the presentation effective.
[30 marks]
- 6 Discuss any four strategies that can be employed by a student to enhance listening in academic settings.
[30 marks]
- 7 Explore how a student in your area of study can utilize the SQ3R to enhance his/her reading effective and efficient.
[30 marks]

Total 100 marks

END OF PAPER