



GARISSA UNIVERSITY COLLEGE

(A Constituent College of Moi University)

**UNIVERSITY EXAMINATION 2016/2017 ACADEMIC YEAR ONE
SECOND SEMESTER EXAMINATION**

SUPPLEMENTARY/SPECIAL EXAMINATION

SCHOOL OF BUSINESS AND ECONOMICS

FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT

COURSE CODE: SBE 102

COURSE TITLE: STUDY AND LIBRARY SKILLS

EXAMINATION DURATION: 3 HOURS

DATE: 26/09/17

TIME: 2.00-5.00 PM

INSTRUCTION TO CANDIDATES

- **The examination has SIX (6) questions**
- **Question ONE (1) is COMPULSORY**
- **Choose any other THREE (3) questions from the remaining FIVE (5) questions**
- **Use sketch diagrams to illustrate your answer whenever necessary**
- **Do not carry mobile phones or any other written materials in examination room**
- **Do not write on this paper**

This paper consists of TWO (2) printed pages

please turn over



QUESTION ONE (COMPULSORY)

- (a) Define a library and explain the importance of a library to a university students **[13 marks]**
- (b) Using examples explain the primary sources of information **[6 marks]**
- (c) explain three ways of how students can avoid plagiarism in a university **[6 marks]**

QUESTION TWO

- (a) Explain any five ways of evaluating a book **[10 marks]**
- (b) State any five benefits of lecture notes taking in universities **[5 marks]**

QUESTION THREE

- Outline the major areas of Library of Congress Classification System **[15 marks]**

QUESTION FOUR

- (a) Explain any five situations where a student is considered to have violated examination rules as stated in the Garissa University College students handbook **[10 marks]**
- (b) State any five ways of preparing for exams **[5 marks]**

QUESTION FIVE

- (a) Using examples, explain what the meaning of the term plagiarism? **[5 marks]**
- (b) Discuss the benefit of a student in a university for having good listening skills **[10 marks]**

QUESTION SIX

- (a) Describe any three methods of reading **[9 marks]**
- (b) Explain any three benefits of reading **[6 marks]**

