



GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **TWO** **THIRDSEMESTER EXAMINATION**

SCHOOL OF EDUCATION, ARTS AND SOCIAL SCIENCES

FOR THE DIPLOMA IN PUBLIC ADMINISTRATION

COURSE CODE: DPA 15

COURSE TITLE: READING AND WRITING SKILLS

EXAMINATION DURATION: 2 HOURS

DATE: 06/08/18

TIME: 2.00-4.00 PM

INSTRUCTION TO CANDIDATES

- The examination has FIVE (5) questions
- Question ONE (1) is COMPULSORY
- Choose any other TWO (2) questions from the remaining FOUR (4) 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 THREE (3) printed pages

please turn over



QUESTION ONE (COMPULSORY)

- a) Differentiate between the following concepts. Give examples in each case
- i. Institutional writing and creative writing [4 Marks]
 - ii. Skimming and scanning [4 Marks]
- b) Explain **five** main characteristics of academic writing. [10 Marks]
- c) Identify **five** reasons that shows the importance of improving your reading and writing skills. [5 Marks]
- d) State the respective function of any **four** types of reading. [4 Marks]
- e) Name **three** main features of an internal memorandum. [3 Marks]

QUESTION TWO

- a) Explain the meaning of the term “referencing”. [4 Marks]
- b) Identify and explain **three** reasons that illustrate the significance of referencing in academic writing. [9 Marks]
- c) With at least one example, describe how you can reference:
- i. Within the body of text [4 Marks]
 - ii. At the end of a text. [3 Marks]

QUESTION THREE

- a) Write two reasons that indicate the importance of a library. [2 Marks]
- b) Describe any four main sections of a library [8 Marks]
- c) Identify and explain five main sections of an institutional library. [10 Marks]

QUESTION FOUR

Either

- a) Write a speech about the importance of living a purpose-driven life. [20 Marks]

Or

- b) Write a report about how Garissa University can transform the Northern Eastern region. [20 Marks]

QUESTION FIVE

Read carefully the following dialogue which is a recording of a group discussion and then answer questions that follow.

Chairperson: Our lecturer asked us to discuss the importance of poetry. As the



Chairperson, I should begin by giving my observations about it. I find poetry exciting and I have tried to compose some...

Member 1: Mr Chairperson, we need to report back...

Chairperson: I will do the reporting....

Member 2: But Mr Chairperson, can you chair and record what we are going to say at the same time? And is it proper?

Chairperson: I was appointed the chairperson. Do you want to take over?

Member 3: I don't even know why people write poetry any? Why can't they write in a more straightforward way?

Member 4: For me, a poem tries to capture a moment of human feelings that are universal in significance. And as readers...

Chairperson: You don't allow me to finish. As I was saying...

Member 5: But have we resolved the question of procedure?

Chairperson: I give up. Somebody else can chair and report to the rest of the class.

- a) Identify and illustrate any **five** limitations of the discussion both in chairing and participation. **[10 Marks]**
- b) Suggest and explain **five** main ways in which it can be improved. **[10 Marks]**

