



## GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **ONE**  
**FIRST** SEMESTER EXAMINATION

SUPPLEMENTARY/SPECIAL EXAMINATION

SCHOOL OF COMPUTER AND INFORMATION SCIENCE

FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT

COURSE CODE: SBE 102

COURSE TITLE: STUDY AND LIBRARY SKILLS

EXAMINATION DURATION: 3 HOURS

**DATE: 20/03/18**

**TIME: 2.00-5.00 PM**

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### 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 **[3 marks]**
- (b) Explain the importance of a library to university students **[10 marks]**
- (c) Using examples, explain the secondary sources of information **[6 marks]**
- (d) Explain three ways of how students can avoid plagiarism in a university **[6 marks]**

### **QUESTION TWO**

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

### **QUESTION THREE**

- (a) Using examples, any three types of referencing **[5 marks]**
- (b) Discuss the benefit of good listening skills to a university student **[10 marks]**

### **QUESTION FOUR**

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

### **QUESTION FIVE**

- (a) Outline the major areas of Dewey Decimal Classification System **[10 marks]**
- (b) Explain the various section in a university library **[5 marks]**

### **QUESTION SIX**

- (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) Explain any five ways of preparing for exams **[5 marks]**

