



(University of Choice)

**MASINDE MULIRO UNIVERSITY OF
SCIENCE AND TECHNOLOGY
(MMUST)**

MAIN CAMPUS

**UNIVERSITY EXAMINATIONS
2014/2015 ACADEMIC YEAR**

FIRST YEAR FIRST SEMESTER EXAMINATIONS

**FOR THE DEGREE
OF
BACHELOR OF SCIENCE IN CIVIL & STRUCTURAL,
MECHANICAL & INDUSTRIAL AND ELECTRICAL &
ELECTRONIC ENGINEERING**

COURSE CODE: ECC 101

**COURSE TITLE: SCIENTIFIC AND TECHNICAL
COMMUNICATION SKILLS**

DATE: 8TH DECEMBER 2014

TIME: 8.30AM – 10.30AM

INSTRUCTIONS:

1. Answer question **ONE** and any other **TWO** questions
2. Examination duration is **2 Hours**

MMUST observes **ZERO** tolerance to examination cheating

This Paper Consists of 3 Printed Pages. Please Turn Over.

QUESTION ONE (40 MARKS)

- a) Discuss the information contained in the following documents prepared by a technical specialist
 - i) Memo (3 marks)
 - ii) Specification sheet (3 marks)
 - iii) Sales and advertising copies (3 marks)
- b) Explain how a student can take good notes from texts (8 marks)
- c) State and explain why student's laboratory report can be rejected. (4 marks)
- d) Explain how study groups and weekly timetables can assist a student who is preparing for examinations at a university. (6 marks)
- e) Give reasons why you can miss a certain book on the library shelves after obtaining its details from the manual catalogues (3 marks)
- f) Explain how one can search for suitable texts on the library shelves. (7 marks)
- g) Using examples, outline how one can convert passive voice to active voice in technical documents (3 marks)

QUESTION TWO (20 MARKS)

- a) Explain what students must learn in Scientific and Technical Communication Skills as a subject at MMUST. (6 marks)
- b) Discuss the kind of grammar that is used in technical documents (7 marks)
- c) What is the danger of using long sentences and negative statements while writing technical documents? (7 marks)

QUESTION THREE (20 MARKS)

- a) What is active listening? (1 mark)
- b) State and explain the basic steps in listening (3 marks)
- c) How can you ensure that you listen well in a lecture? (9 marks)

- d) What is the importance of listening well? (4½ marks)
- e) Give a few things that can cause someone not to listen well (2½ marks)

QUESTION FOUR (20 MARKS)

- a) Explain what must be contained in the title page and introduction sections of any report submitted at the University (9 marks)
- b) Explain how graphs and tables can be presented effectively in a technical document (6 marks).
- c) Give five similarities between a journal article and a technical report (5 marks)