NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATIONAND INFORMATION SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Foundation Certificate in English Communication Skills

Written English Communication skills

ILI 1001

First Semester Examination

November 2016

This examination paper consists of 5 pages

Time Allowed:	3 hours
Total Marks:	100
Special Requirements:	None
Examiner's Name:	Mr. Similo S.Mhlope Tizora

INSTRUCTIONS

1. Section A and Section B are compulsory
2. Answer all the questions
3. Give equal time to all questions you choose
4. The total number of marks is 100
5. Importance is attached to accuracy, clarity of expression, legible handwriting, NOT LENGTH

MARK ALLOCATION

QUESTION	MARKS
1.	**25**
2.	**25**
3.	**25**
4.	**25**
5.	**25**
6.	**25**

ILI 1001

Section A

1.1 What is the importance of writing numbered notes?   (2 marks)

1.2 Where the main idea is normally found in a paragraph?   (3marks)

1.3 State two examples sources you would use when researching for information. (2 marks)

1.4 In English we say **salt** and **sugar** or **boys** and …..or **men** and ……   (3 marks)

1.5 What is **a verb**? Give two (2) examples of a verb.   (3 marks)

1.6 Write two examples of e resources that are used at NUST.   (3 marks)

1.7 Give three (3) examples of Boolean operators.   (3 marks)

1.8 State briefly what a computer can be used for at NUST.   (4 marks)

2. Write two (2) words for each of the following phonemes or sounds e.g. e = p<u>e</u>t, m<u>e</u>t

   a) r   j) c
   b) sh   k) gr
   c) ng   l) ch
   d) d   m) i
   e) a
   f) oo
   g) q
   h) <u>f</u>
   i) w   (26 marks)

Section B

3. **Read the following extract and re-write it in two paragraphs of continuous prose writing. Use proper sequence markers, punctuation marks, grammar and spelling.**

   Passage (Adapted from Communication Theory and Practice Lecture – NUST)

ILI 1001

Developing a search strategy

When confronted with the need to locate information through a search engine, one should realize that principles that were used in traditional libraries still hold. The essential difference is that search engines yield results quickly and in large quantities. The strategy used is not rigid. The research must: -

- Define the subject of interest
- Select key words or phrases
- Build a thesaurus – chain of relevant keywords.
- Alternatively the reader can consult published thesaurus such as search list of subject headings or the List of subject headings.
- These publications are not easily available to lay people.
- The best approach is to use a personally developed thesaurus.
- Selected keywords are then entered to initiate the search for relevant information.
- Evaluation and refinement may be necessary.

E-resources and using online search engines

- From the perspective of NUST, e-resources can be accessed through approved databases.
- Relevant pamphlets are issued by the NUST Library and students are advised to obtain a copy.
- Information can also be accessed through search engines such as Google, Google Scholar, Yahoo, Bing, Ask and other similar search engines.
- Note that access to information tends to be a function of purchase or subscription by the library.

4. Write a letter to your mother, father or guardian telling them about your studies at NUST, including the successes as well as the problems you have had.   (25 marks)

5. Draw labeled diagrams to show how the following are used:
5.1 Bar graph
5.2 Pictogram
5.3 Pie Chart
5.4 Table
5.5 Pie Chart

(25 marks)

ILI 1001