



# **MAASAI MARA UNIVERSITY**

**REGULAR UNIVERSITY EXAMINATIONS  
2018/2019 ACADEMIC YEAR  
FIRST YEAR SECOND SEMESTER**

**SCHOOL OF ARTS AND SOCIAL SCIENCES  
DIPLOMA IN EDUCATION ARTS**

**COURSE CODE: DAS 102**

**COURSE TITLE: COMMUNICATION SKILLS II**

**DATE: 25<sup>TH</sup> APRIL, 2019**

**TIME: 0830 - 1030HRS**

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**INSTRUCTIONS TO CANDIDATES**

Answer **ALL** questions

1. You are the registrar in charge of administration in a university of your choice, write a Memo to all members of staff alerting them of an outbreak of a disease within the university and attach copies to: vice chancellor, deputy vice chancellors, all deans of schools and all directors and Head of health service **(10mks)**
2. Write an argumentative essay on the topic 'corruption is an evil that must be stamped out'. Use the steps involved in the writing process. **(10mks)**
3. Assume you are the local assistant chief in your sub location. There has been an increased rate of teenage pregnancies as a result of sexual abuse. Your area chief requests you to write a report and suggest the possible way to curb this vice. Write a report that you will present to him. **(10mks)**
4. You have recently graduated with a diploma from university, write a letter to any potential employer requesting for internship. Send the letter via email and attach your C.V **(10mks)**
5. Write minutes of an annual general meeting of an organization of your choice that you are working with. **(10mks)**
6. Discuss any **FIVE** principles of effective writing that one can employ in any given piece of academic writing. **(10mks)**
7. There has been a growing concern among Kenyans that the number of counties should be reduced from the present forty seven to twenty four in order to reduce the burden on the taxpayer. Write a discursive essay highlighting the major concerns. Ensure you take note of the principles of effective writing as you do so. **(10mks)**

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