



TECHNICAL UNIVERSITY OF MOMBASA

School of Engineering and Technology

DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERING

UNIVERSITY EXAMINATION FOR:

BACHELOR OF SCIENCE IN ELECTRICAL AND ELECTRONIC ENGINEERING

EEE 4312 ENGINEERING COMMUNICATION SKILLS

END OF SEMESTER EXAMINATION

SERIES: AUGUST 2024

TIME: 2 HOURS

DATE: August 2024

Instructions to Candidates

You should have the following for this examination

Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt **Question ONE** and **ANY other TWO** questions.

Do not write on the question paper.

Question ONE

- (a) Describe any FOUR leadership skills that make a good leadership. (8 marks)
- (b) Explain the following negotiation styles indicating when each should be used:
 - (i) Collaborating (ii) Compromising (iii) Controlling (6 marks)
- (c) Propose any THREE long term solutions on what ails Kenya from the following perspectives
 - (i) Government (ii) Church (iii) Educational institutions (iv) Society
 - (v) Employers (16 marks)

Question TWO

- (a) Explain any THREE reasons the importance of soft skills in today's work environment (6 marks)
- (b) Describe the FIVE steps in the SQ3R reading method (10 marks)
- (c) Highlight any FOUR guidelines for an effective curriculum vitae (4marks)

Question THREE

- (a) Describe any SIX soft skills suitable for an engineering job (6 marks)
- (b) Describe for each of the following the features involved in the process of writing a technical report:
 - (i) Pre-writing (ii) Writing (iii) Post-writing (12 marks)
- (c) Distinguish between an abstract and a summary (2 marks)

Question FOUR

- (a) Highlight FOUR characteristics of a good listener (4 marks)
- (b) Write a clear, concise and up-to-date CV to a prospective employer. (16 marks)

Question FIVE

- (a) Highlight any FIVE essential elements of an effective presentation (5 marks)
- (b) Explain FOUR aspects of a successful group discussion (12 marks)
- (c) Describe the following techniques of interviewing:
 - (i) Series interview (ii) Filter interview (iii) Panel/committee interview (3 marks)