



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: NOVEMBER 2024

TIME: 2 HOURS

DATE: November 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 THREE traits in the following:
- (i) Leadership skills (ii) People skills (iii) Communication skills
 - (iv) Creativity/innovation skills (12 marks)
- (b) With reference to interviews explain the nature of information to be extracted from the following:
- (i) Leading questions (ii) Open-ended questions (iii) Probing questions
 - (iv) Close-ended questions (4 marks)
- (c) Propose any THREE long term solutions on what ails Kenya from the following perspectives
- (i) Government (ii) Church (iii) Educational institutions (9 marks)
- (d) Describe FIVE guidelines for effective meetings (5 marks)

Question TWO

- (a) Highlight the structure to be used in writing minutes for a meeting (10 marks)
- (b) Describe the FIVE steps in the SQ3R reading method (10 marks)

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) Introduction (ii) Objectives (iii) Methodology (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 sample business letter on a topic of your choice. (7 marks)
- (c) Using an appropriate example explain the need for a feasibility study or report. (6 marks)
- (d) How can we tap in to the creativity/innovativeness of the youth? (3 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)