



FACULTY OF ENGINEERING AND THE ENVIRONMENT  
DEPARTMENT OF MINING ENGINEERING  
COMMUNICATION SKILLS

Final Examination Paper

April 2024

This paper consists of 2 pages

Time Allowed: 3 hours

Total Marks: 100

Examiner: Dr. L.Makwati

INSTRUCTIONS

1. This exam paper consists of **seven [7]** questions. **Answer section A and any one question from section B and any one question from section C respectively.**
2. Each question carries 25 marks.
3. Where a question contains subdivisions, the mark value of each subdivision is shown in brackets.
4. Use clear and concise language, with proper grammar and punctuation.
5. Use examples and illustrations to support your answers, where appropriate.
6. Ensure that your answers demonstrate critical thinking and reasoning skills.
7. Ensure that your answers are well-organized and follow a logical structure.
8. Do not communicate with other students or use unauthorized materials during this exam.

Additional requirements:

**None**

### **SECTION A - COMPULSORY**

- 1) Plagiarism and self-plagiarism can damage one's academic career and integrity. Analyze the psychological and situational factors that may lead students to unintentionally plagiarize. Propose 5 strategies that students can implement to find and maintain their "critical voice" and avoid copying the work of others. **[25 marks]**

### **SECTION B - ANSWER ANY ONE QUESTION**

- 2) Many students approach writing as a product rather than a process. Compare and contrast these approaches and argue why process-oriented writing allows for greater critical thinking, organization of ideas, and overall essay quality. **[25 marks]**
- 3) Effective presentations require understanding your audience. Analyze the demographic, prior knowledge, expectations and needs of the attendees at an upcoming class presentation. Suggest strategies to craft an engaging talk tailored to this specific group. **[25 marks]**
- 4) Explain **four** common barriers to effective communication. For each barrier discussed, suggest some strategies to overcome it with rationale. **[25 marks]**

### **SECTION C - ANSWER ANY ONE QUESTION**

- 5) What are some effective pre-writing strategies that can help you generate ideas and organize your thoughts before starting an essay? Provide examples of pre-writing techniques you find helpful. **[25 marks]**
- 6) Summarizing, paraphrasing, and synthesizing are important skills in academic reading. Define each of these skills and discuss their significance in the research process. **[25 marks]**
- 7) What are the essential elements of communication? Discuss the roles of sender, receiver, message, channel, feedback, and context in the communication process. **[25 marks]**

**THE END**