



**FACULTY WIDE MODULE
COMMUNICATION SKILLS**

Final Examination Paper

September 2024 Session

This paper consists of 3 printed sheets

Time Allowed: 3 hours

Total Marks: 100

Examiner: Dr. L. Makwati

INSTRUCTIONS

1. This exam paper consists of **seven [7]** questions. For this exam, you must answer the **compulsory question in Section A** fully, along with three additional questions by choosing **one from Section B, one from Section C, and one further question of your choice from either Section B or C.**
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

- 1a)** Define finding your critical voice and differentiate it from simply copying from other sources. **[5 marks]**
- b)** Provide examples of correctly integrating sources into your own work versus plagiarism. **[5 marks]**
- c)** Explain the different forms plagiarism can take (such as verbatim copying, paraphrasing too closely, failing to cite sources). **[5 marks]**
- d)** Discuss academic integrity and how plagiarism violates this. **[5 marks]**
- e)** Outline the consequences of committing plagiarism. **[5 marks]**

[25marks]

SECTION B

- 2)** Describe time management techniques university students can use to balance their study, work, and social commitments. Provide tips and examples of effective time management. **[25 marks]**
- 3)** Analyse how the elements of the Shannon and Weaver model work together to achieve effective communication. Identify potential barriers that could disrupt the communication process. Suggest solutions to overcome these barriers. **[25 marks]**
- 4a)** You are preparing a presentation on the legal and ethical considerations of using information in academic writing. Critically examine the key principles and guidelines related to copyright, fair use, and plagiarism. **[15 marks]**
- b)** Discuss the potential consequences of violating these guidelines, and analyze how your understanding of these issues would inform your decision-making process when incorporating sources into your own work. **[10 marks]**

SECTION C

- 5a) Explain the critical thinking skills needed to accurately summarize and paraphrase the main ideas from multiple academic sources without plagiarizing **[15 marks]**
- b) Discuss the specific techniques you would use to ethically synthesize the information. **[10 marks]**
- 6a) Analyze the key stages of the writing process, including revising, editing, and proofreading. **[15 marks]**
- b) Discuss how these stages contribute to the development of a well-written academic essay, and provide strategies for effectively implementing them. **[10 marks]**
- 7a) Analyze the role of AI-powered writing assistants and grammar/style correction tools in the context of academic writing. **[10 marks]**
- b) Discuss the benefits these technologies can offer in terms of improving writing quality, productivity, and consistency. However, also critically examine the risks of over-reliance on AI and the importance of maintaining human agency, critical thinking, and original expression in academic discourse. **[15 marks]**

THE END