

THE UNITED REPUBLIC OF TANZANIA  
NATIONAL EXAMINATIONS COUNCIL  
DIPLOMA IN SECONDARY EDUCATION EXAMINATION

COMMUNICATION SKILLS

724

Time: 3 Hours

Wednesday, 13<sup>th</sup> May 2009 p.m.

Instructions

1. This paper consists of sections A, B and C.
2. Answer **all** questions in section A, **two (2)** questions from section B and **two (2)** questions from section C.
3. Sections A and B carry 40 marks each and section C carries 20 marks.
4. Cellular phones are **not** allowed in the examination room.
5. Write your **Examination Number** on every page of your answer booklet(s).

This paper consists of 3 printed pages.



## SECTION A (40 Marks)

Answer **all** questions in this section.

1. When reading a text for comprehension, the reader must adhere to different things. Mention only three (3) of them.
2. In which aspect is intensive reading similar to extensive reading?
3. What do you understand by the term "search-engine"? Give two (2) examples of search engines.
4. When preparing for a speech, there are areas the speaker needs to identify. Identify two (2) areas among them. *Topic*  
*Purpose*
5. "Oral presentation can not be successful unless there is an introduction". Do you agree with this statement? Give four (4) reasons to support your answer.
6. Mention four (4) important things a writer should consider when writing a business or official letter.
7. Mention four (4) uses of definite article "the" and give examples from each type.
8. (a) What is communication?  
(b) List down three (3) barriers which can cause communication break down.
9. Identify four (4) techniques for note-taking.
10. Define the following terms
  - (a) Speech
  - (b) Interview

## SECTION B (40 Marks)

Answer **two** (2) questions from this section.

11. What do you understand by "communication routes"? Draw a communication model and explain its important components.
12. Assume that you have just completed your studies at a certain Teachers College. Write your curriculum vitae (CV) that you will send to your employer.
13. Why is it necessary to use non-verbal elements when teaching in class?

*It adds intensity to the message.*  
*makes conversation short and brief*

*To make*  
*- Draw*  
*- 10 pt*  
*- 10 pt*  
*- 10 pt*



14. Show the uses of simple present tense as used in your daily teaching life.

### SECTION C (20 Marks)

Answer **two (2)** questions from this section.

15. As a teacher of Form I, how are you going to solve the problems of extensive reading among your students in the class?

16. Study the following text carefully, then answer the questions that follow:

Cohesive devices are means by which parts of a text are linked or logically related sequences. They signal the relationship between ideas in such a way that the writers' intentions are made clear. They make obvious the developing thread of meaning and often help us to anticipate what is coming next. These links include variety of devices such as pronouns, articles, conjunctions, demonstratives, prepositional phrases, synonyms and repetition of key words.

- (a) With reference to the underlined words, differentiate between derivational and inflectional suffixes.
- (b) Explain how each of the underlined words has been formed by derivational, inflectional or both.
17. Explain how you would overcome barriers of communication to enable your receiver or listener get the message as you intend.
18. What difficulties are mostly experienced when taking notes? Identify five (5) of them and for each suggest the ways to overcome it.

- spelling  
- vocabulary  
- pronunciation

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