

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

**724**

**COMMUNICATION SKILLS**

**Time: 3 Hours**

**Monday, 07<sup>th</sup> May 2018 p.m.**

**Instructions**

1. This paper consists of sections A and B, with a total of **sixteen (16)** questions.
2. Answer **all** questions in section A and **four (4)** questions from section B.
3. Section A carries **forty (40)** marks and section B carries **sixty (60)** marks.
4. Cellular phones and any unauthorised materials are **not** allowed in the examination room.
5. Write your **Examination Number** on every page of your answer booklet(s).





### SECTION A (40 Marks)

Answer **all** questions in this section.

1. ✓ Outline four qualities of a good public speaker.
2. ✓ Briefly explain four elements of non-verbal communication.
3. ✓ Differentiate between intensive and extensive reading, by using two points.
4. ✓ Outline four skills a student teacher should possess for effective note taking from an oral presentation.
5. ✓ Identify four features of a good report.
6. ✓ Briefly describe four situations in which a formal letter can be written.
7. ✓ Briefly explain four basic communication skills.
8. ✓ Outline four uses of the indefinite article "a".
9. ✓ Identify four important things which a student teacher has to consider during preparation of tests and examinations.
10. Briefly describe four strategies which can be used when reading a text for comprehension.

### SECTION B (60 Marks)

Answer **four (4)** questions from this section.

11. Analyse six types of essays.
12. ✓ Examine six factors that can cause barriers to effective reading.
13. ✓ Explain clearly six strategies to be followed during making an oral presentation.
14. ✓ With examples, explain six punctuation marks that are used in writing a text.
15. Imagine you have been shortlisted for a job interview to be conducted two weeks to come. Predict six categories of questions which will be asked during the interview.
16. Explain five listening techniques that can be used by a student teacher when listening to a lecture.