

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

724

COMMUNICATION SKILLS

Time: 3 Hours

Wednesday, 12<sup>th</sup> May 2010 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. "Punctuation marks are vital items in writing". Do you agree with this statement? Give one reason.
2. Give two (2) reasons to show why communication needs to be studied.
3. Why is it important to proofread a test? Give two (2) reasons.
4. Definite and indefinite articles are very important in both oral and written expressions. By using two examples from each one explain two (2) uses of articles.
5. In note – making there are some skills which need to be considered. Name three (3) skills that can be used in note-making.
6. Describe briefly the situation where the use of internet is necessary.
7. What is a library catalogue? Mention two (2) types of a library catalogue.
8. Name four (4) non-verbal elements used in oral presentation.
9. Mention four (4) weaknesses of written communication.
10. What is the aim of using connectives like **but**, **and**, **so...** in text structure?

### SECTION B (40 Marks)

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

11. Write a speech that you will present during the staff seminar on one of the following topics.
  - (a) How to use participatory approach in teaching and learning of English Language.
  - (b) Classroom management during teaching and learning process.
  - (c) Differences between assessment for teaching and assessment for learning.

12. Write short notes on the following;

- (a) Intensive reading
- (b) Extensive reading
- (c) Skimming
- (d) Scanning

13. Prepare a ten minute talk on how to help a student with HIV/AIDS who is stigmatized. In your talk show the non-verbal elements which you will use.

14. Write an application letter for a teaching post to the Board of Trustees, P.O. Box 145, Bumbuli. Your name is Mwanakwetu Siwajui, P.O. Box 1812, Mkwajuni.

### SECTION C (20 Marks)

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

15. Subordinate clauses may cause problems especially when they are used without other clauses. This is because they cannot be understood what they mean. Write any five (5) subordinate clauses and show how they can be turned into meaningful sentences.

16. In not less than five ways, explain briefly how to overcome communication obstacles to your receiver of a message.

17. Explain the role of research in report writing.

18. How important is communication skills in your study as a teacher trainee?