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

724

COMMUNICATION SKILLS

Time: 3 Hours **Wednesday, 9th May 2012 p.m.**

Instructions

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

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SECTION A (40 Marks)

Answer **all** questions in this section.

1. Define the following concepts and give two examples for each.

   (a) Synonyms thesaurus

   (b) Antonyms.

2. Briefly explain four types of essays.

3. Identify four reasons of writing minutes during a meeting.

4. (a) Briefly describe the term 'Oral presentation'.

   (b) Mention four forms of oral presentation.

5. (a) What is mass communication?

   (b) List two primary skills of communication.

6. (a) What is a media channel?

   (b) List down four categories of media channel.

7. Distinguish structures of formal and informal letter by identifying two features in each case.

8. Mention two factors that promote effective communication.

9. "The bungalow on that hill can be seen from the mainland whenever the weather is fine."

   Give examples of the following items (a) - (d) by using the above expression:

   (a) Sentence

   (b) Main clause

   (c) Subordinate clause

   (d) Phrase.

10. Mention four types of communication.

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SECTION B (60 Marks)

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

11. Explain clearly five features of nonverbal communication.

12. Note making is inevitable in a classroom situation. Substantiate this statement by identifying five skills of note making.

13. Compare and contrast between a dictionary and encyclopaedia. Write not less than three points in each case.

14. Explain the meaning of the following concepts as they are used in communication: Seminar, citation, screen interview, minutes and memo. Give examples to substantiate your explanation.

15. Describe five important things which must be included when writing curriculum vitae.

16. With examples, analyse five kinds of questions that are likely to be asked in a job interview.

17. (a) Write a formal invitation to a staff mate on the occasion of your daughter's send-off party to be held in September 2012. Your name and address is: Kudra Yamungu, P.O. Box 366, Mtakuja.

    (b) Assume you are a staff mate who has been invited. Write a note of acceptance. Your name and address is: Riziki Maliyatabu, P.O. Box 177, Mwendapole.

    (c) Briefly explain how Mr. Kudra Yamungu will use the following methods of speech delivery at the send-off party.

    (i) Speech introduction
    (ii) Improptu speaking
    (iii) Speaking from manuscript
    (iv) Memorizing the speech
    (v) Extemporaneous speaking.

18. Oral communication is said to be virtuous than other communication system. Justify this statement by using five examples.

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