

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

724

**COMMUNICATION SKILLS**

**Time: 3 Hours**

**Monday, 02<sup>nd</sup> May 2016 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).

### SECTION A (40 Marks)

Answer **all** questions in this section.

1. Briefly describe four elements of effective communication.
2. Briefly explain four ways on how you can identify a headword in a dictionary.  
*① Pronunciation, ② bold print ③ Alphabetical order ④ Coloured*
3. Identify four reasons of writing minutes during a meeting.
4. Read the following sentence and then answer the questions (a - d):  
"The bungalow on that hill can be seen from the mainland whenever the weather is fine."
  - (a) What is the type of that sentence?
  - (b) Identify the main clause in that sentence.
  - (c) Write the subordinate clause of that sentence.
  - (d) Identify any two noun phrases in that sentence.
5. Mention four qualities needed by a presenter in order to make an effective presentation to the audience.  
*mentally organized, interesting, confident*
6. Outline four characteristics of silent reading.
7. Briefly explain four sources of information.
8. Outline four different techniques of skimming a text.
9. Write four features of paralinguistic communication.
10. Briefly describe four importance of an encyclopaedia.

### SECTION B (60 Marks)

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

11. Explain five features of non-verbal communication.
12. Describe the following terms used in word formation by giving two examples in each:
  - (a) Clipping
  - (b) Compounding



- (c) Suffixation  
(d) Blending  
(e) Conversion.
13. With examples, explain the usefulness of any five punctuation marks.
14. Suggest five strategies which can be used by a speaker in order to make oral presentation more meaningful.
15. Note making is very essential in a classroom context. Substantiate this statement by identifying five skills which can be used by learners in note making.
16. Explain five listening techniques that can be used by a student teacher when listening to a lecture.
17. Write an application letter for the following advertised job in the Daily News of Friday, April 22<sup>nd</sup>, 2016.

### **JOB VACANCY**

Applications are invited from qualified and highly motivated Tanzanians to fill the post of Communication Skills tutor (1 post). The applicant should be a Diploma holder from a recognized Teachers' College, fluent in English with an experience of not less than 1 year. The applicant should not be above 35 years of age. Attractive remuneration will be offered to the successful applicant.

All applications must be submitted before May 24<sup>th</sup>, 2016

Write to:  
The Principal,  
Nguvukazi Teachers' College,  
P.O.Box 6894,  
MOROGORO.

18. Describe five roles of a card catalogue found in the library.