

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

724

**COMMUNICATION SKILLS**

**Time: 3 Hour.**

**Monday, 13<sup>th</sup> February 2006 p.m**

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**Instructions**

1. This paper consists of sections A, B and C.
2. Answer **all** questions in sections A, **two (2)** questions from section B and **two (2)** questions from section C.
3. Section A and B carries 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).

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### **SECTION A (40 Marks)**

Answer all questions in this section.

1. Give four reasons why a teacher needs to master good communication skills in order to be effective in the classroom.
2. State four ways in which body language can influence the message being delivered during a lesson.
3. Explain the difference between a simple sentence and a compound sentence, giving one example for each.
4. Suggest four ways of improving listening skills among secondary school students.
5. Mention four challenges students face when using a dictionary and propose one solution for each challenge.
6. Provide four reasons why feedback is important in the communication process between a teacher and learners.
7. Identify four types of reading skills and briefly explain their use in an academic environment.
8. Give four examples of barriers to communication caused by the environment and explain each briefly.
9. State four purposes of punctuation marks in writing and give one example for each purpose.
10. Explain four ways in which note-taking helps a student to perform better in examinations.

### **SECTION B (40 Marks)**

Answer two (2) questions from this section.

11. Choose any four of the following and explain their meaning with one example each: prefix, abbreviation, compounding, affix, and borrowing.
12. Discuss five qualities that make a written report clear and effective for its intended audience.
13. Outline five methods that can be used to prepare an audience before starting a public presentation.
14. Describe five effects of poor listening habits on student performance and participation in class.

### SECTION C (20 Marks)

Answer two (2) questions from this section.

15. Assume you are the head of the debate club at your college. Describe five strategies you would use to ensure members improve both their speaking and listening skills.
16. Read the passage below and answer the questions that follow:
- "Many students fail to achieve their goals not because they lack intelligence, but because they do not manage their study time effectively."
- (i) Write down the main idea of this passage.
  - (ii) Identify two causes of poor academic performance from the statement.
  - (iii) Give one suggestion on how students can improve their study habits.
  - (iv) Replace the word "achieve" with another word of similar meaning.
17. Explain five reasons why a teacher should vary teaching methods during lessons.
18. Identify five common mistakes made by students during oral presentations and provide a suitable remedy for each mistake.