

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

724

**COMMUNICATION SKILLS**

**Time: 3 Hour.**

**Monday, 12<sup>th</sup> February 2007 p.m**

---

**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).

maktaba.tetea.org



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

Answer all questions in this section.

1. Briefly describe four purposes of communication in a teaching and learning environment.
2. Mention four qualities that make a good listener in a classroom setting.
3. Explain the difference between formal and informal communication by giving two examples for each.
4. Outline four ways in which a dictionary can be used as a resource in learning.
5. Mention four barriers to effective oral presentation and briefly explain each.
6. Identify four uses of the definite article “the” and provide examples for each use.
7. List four non-verbal cues that can be used to enhance a speech and explain their importance.
8. Briefly describe four ways of organising notes to make them more useful for study purposes.
9. Mention four differences between intensive and extensive reading.
10. Identify four common goals of public speaking and explain each briefly.

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

Answer four (4) questions from this section.

11. With examples, explain the meaning of the following terms: (a) Clipping (b) Suffixation (c) Blending (d) Conversion
12. Describe five strategies that can help a student improve comprehension when reading a complex text.
13. Identify five sources of information that can be used in academic work and explain their importance.
14. With examples, explain five functions of non-verbal communication in daily interactions.

### SECTION C (20 Marks)

Answer two (2) questions from this section.

15. As a secondary school teacher, describe five methods you would use to encourage students to develop a reading culture.
16. The sentence below contains both a main clause and a subordinate clause. Identify each, then answer the other items:
- "The students who revised thoroughly passed the examination with high grades."
- (a) Identify the main clause.
  - (b) Identify the subordinate clause.
  - (c) Mention two noun phrases.
  - (d) State the tense used in the sentence.
17. Explain five listening skills that can help a learner take effective notes during lectures.
18. Identify five challenges that teachers face when preparing for oral presentations and suggest solutions for each.