

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

724

**COMMUNICATION SKILLS**

**Time: 3 Hour.**

**Monday, 08<sup>th</sup> May 2017 p.m**

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**Instructions**

1. This paper consists of sections **A** and **B** with total of **sixteen (16)** questions.
2. Answer **all** questions in sections **A** and **four (4)** questions from section **B**.
3. Section A carries **forty (40)** marks and section B carries **sixty (60)** marks.
4. Cellular phones and other unauthorized materials 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. Briefly describe four features of effective communication.
2. Outline four techniques that can be used to identify a headword in a dictionary.
3. Identify four importance of writing minutes during meetings.
4. Differentiate between a main clause and a subordinate clause by giving two examples for each.
5. Outline four skills needed by a teacher to deliver an effective oral presentation.
6. Describe four barriers to listening which may occur during a classroom discussion.
7. Explain four basic types of reading used in academic communication.
8. Briefly describe four purposes of using punctuation marks in writing.
9. Identify four types of skimming techniques used in reading.
10. Outline four characteristics of a good formal report.

## SECTION B (60 Marks)

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

11. Explain six key features that differentiate verbal from non-verbal communication.
12. With clear examples, describe the following word formation processes:
  - (a) Clipping
  - (b) Compounding
  - (c) Blending
  - (d) Conversion
  - (e) Suffixation
13. Explain six ways a presenter can use body language effectively when addressing an audience.
14. Identify and explain six challenges that hinder effective writing among student teachers.

15. With relevant examples, explain six uses of a dictionary in classroom instruction.
16. Suggest six techniques which can help a student understand a complex text better during comprehension reading.
17. Explain six important features of a job application letter that can increase the chances of selection.
18. Describe six ways in which a teacher can prepare learners for oral presentation tasks.