

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

724

COMMUNICATION SKILLS

Time: 3 Hours

Year: 2020

Instructions

1. This paper consists of sections A and B with a total of **sixteen (16)** questions.
2. Answer **all** questions in section 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 any unauthorised materials 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 explain four things to consider before making an oral presentation.
2. Identify four skills that can be used when taking notes.
3. Write down four qualities of a good report.
4. By using four points, differentiate between intensive and extensive reading.
5. Briefly describe four ways of overcoming communication breakdown during teaching and learning process.
6. Give the meaning of the following concepts:
 - (a) Synonyms
 - (b) Antonyms
 - (c) Prefixes
 - (d) Suffixes.
7.
 - (a) What is catalogue card?
 - (b) Identify three ways in which catalogue cards are listed in the library.
8. Briefly explain four types of essays.
9. What is the usefulness of writing memos in an organization? Briefly explain by giving four points.
10. Write down four purposes for reading any text material.

SECTION B (60 Marks)

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

11. Explain six forms of non verbal communication that can be used during communication process.
12. Explain six strategies to be observed when reading a text for effective comprehension.
13. Analyse five skills to be used in order to deliver a speech effectively.
14. By using six points, show how the modern means of communication are important in our society.
15. Examine six techniques to apply when extracting information from a written text.
16. Explain six important components to consider when writing a formal letter.