

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

724

**COMMUNICATION SKILLS**

**Time: 3 Hour.**

**Year: 2021**

---

**Instructions**

1. This paper has Section **A** and **B** and with total of **Fourteen (14)** questions.
2. Answer **all** questions from **Section A** and **two (2)** questions from Section **B**.
3. Section **A** carries **forty (40)** marks and **Section B** carries **sixty (60)** marks.
4. **Mobile phones** are not allowed inside the examination room.
5. Write your **Examination Number** on every page of your answer booklet.

maktaba.tetea.org



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

Answer all questions from this section.

1. Mention four categories of media channels of communication.
2. Briefly explain the concepts of derivation and conversion by providing one example for each.
3. List four components of the Curriculum Vitae (CV).
4. Differentiate written communication from spoken communication by giving four points.
5. Write four uses of the simple present tense by giving one example for each use.
6. Briefly explain four purposes for essay writing.
7. Show the importance of an introduction in oral presentation by giving four points.
8. Identify four advantages of writing minutes of a meeting.
9. Give four situations in which intensive reading can be applied.
10. Rewrite a bibliography and indicate the missing four punctuation marks:  
Whmeir, et al. (2005). Oxford Advance learners Dictionary: (7th Edition) Oxford. Oxford University Press.

### **SECTION B (60 Marks)**

Answer **all** questions from this section.

11. Elaborate six factors that promote effective communication.
12. Describe the usefulness of the internet in the teaching career.
13. Write an application letter for a teaching post.
14. Explain the significance of using the library in teaching and learning in six points.