

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

724

COMMUNICATION SKILLS

Time: 3 Hours

Year: 2022

Instructions

1. This paper consists of sections **A** and **B** with a total of **fourteen (14)** questions.
2. Answer **all** questions.
3. Section **A** carries **forty (40)** marks , and section **B** carries **sixty (60)** marks.
4. Cellular phones and any unauthorized 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. State four categories of media channels which are suitable in the teaching and learning process.
2. List four features of extensive reading.
3. Write brief notes on the uses of each of the following punctuation marks:
 - (a) Semi-colon
 - (b) Colon
 - (c) Slash
 - (d) Dash
4. The headmaster/mistress had assigned them to write a report on the teaching and learning process. Give four main parts of the teaching and learning process report that they would consider when writing such kind a report.
5. Briefly explain the strategies that must be considered in making an effective communication by giving five points.
6. Explain briefly the reasons for teachers to conduct discussion during oral presentation so as to facilitate teaching and learning.
7. Describe four suitable techniques that is used to read the newspapers quickly so as to get the required results.
8. Outline four merits of subjective test items.
9. Identify four skills that could you write good notes.
10. Given two words: "blackboard" and "bye bye" which are formed by the word formation process. Identify the word formation process used to form each word and to provide the morphological differences for each word.

SECTION B (60 Marks)

Answer **all** questions from this section

11. Analyse six uses of the definite article „the,“ by providing two examples of sentences for each point.
12. Support the assertion that, “an informal letter is more social than a formal letter.”.
13. The secretary who was a newly recruited employee in the organisation. She had to take notes for every meeting she attended for record keeping. Explain six steps which the secretary should have followed when taking notes in the meeting.
14. Given a statement about actors in Tanzania. These actors were talented in using nonverbal communication signs to communicate effectively in order to achieve their intended goals. Argue in favour of the statement by focusing on the types of nonverbal communication used by actors.