

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

724

COMMUNICATION SKILLS

Time: 3 Hours

Year: 2023

Instructions.

1. This paper consists of sections A and B with a total of **Fourteen (14)** questions.
2. Answer **all** questions from 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 are **note** 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 from this section. Each question carries 4 marks.

1. Briefly explain the meaning of the dictionary and encyclopedia as sources of knowledge in the teaching and learning process.
2. Give four functions of non-verbal communication. It tested their ability to identify different types of communication.
3. Construct the contextual meanings of the underlined words in the following sentences:
 - (a) John is the baby of the team.
 - (b) My kid is now in standard one.
 - (c) This shirt costs ten bucks.
 - (d) Anna is driving a hammer.
4. Differentiate descriptive essays from narrative essays by giving two points according to the subject matter and context.
5. Briefly explain the four types of noise that affect the teaching and learning.
6. Write four skills needed to attempt examination questions.
7. Prepare a brief day duty report using the sub headings given below as a teacher on duty at Sabasaba Secondary School.:
 - (a) Security, meals and cleanliness
 - (b) Resources and budget used in carrying the activities in (a)
 - (c) Problems and challenges observed in (a)
 - (d) New task that need to be taken care.
8. Outline four note taking skills required when listening to lectures, seminars, meetings, and conferences.
9. Identify four techniques for identifying central ideas in a text book efficiently.
 - (a) *Reading titles and subtitles,*
 - (b) *Reading the introduction to get the overview of the content,*
 - (c) *Reading the first paragraphs and*
 - (d) *Reading the first sentences in each paragraph.*
10. You are provided with two pairs of sentences focusing on the correct usage of articles. You are required to select the correct sentence and state the reasons for their correctness.
 - (a) A sun rises in the east and sets in the west.
The sun rises in the east and sets in the west.
 - (b) A honest man returned Tsh.10,000,000/= to the owner.
The honest man returned Tsh.10,000,000/= to the owner.

- (c) African emigrants cross a Mediterranean to Europe.
African emigrants cross the Mediterranean to Europe.
- (d) The best student will be rewarded
A best student will be rewarded

SECTION B (60 Marks)

Answer all questions from this section. Each question carries 15 marks.

11. Identify six weaknesses in the curriculum vitae of Joshua Moses who was applying for a vacancy advertised by Mwanza Teachers' College.

Curriculum Vitae

Joshua Moses

Curriculum vitae (CV)

Personal Details

Name: Joshua Moses

Tel: (022)7343110

Date of birth: 22nd January 1980

Education: Moshi secondary school 1990-1993

Morogoro secondary school 1994-1996

University of Dar es salaam 1998-2002

Hobbies: Debate club organiser.

12. Propose six good codes of conduct that should be observed when studying in the library.
13. Prepare lesson notes on the importance of making citations in essay writing using five points.
14. Analyse five skills in making new notes.