

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

724

COMMUNINCATION SKILLS

Time: 3 Hours

Year: 2024

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 **four (4)** marks.

1. Explain briefly the purpose of the following parts of Curriculum Vitae:
 - (a) Skills
 - (b) Work experience
 - (c) Address
 - (d) References.
2. Provide interpretations of the following abbreviations:
 - (a) c.f,
 - (b) i.e,
 - (c) etc
 - (d) e.g.
3. Demonstrate the application of scanning skills in searching for job opportunities announced in newspapers. This question tested the ability to apply these skills effectively.
4. Briefly explain four objectives of speaking before an audience.
5. Outline four important information to be included in the students' annual reports.
6. Briefly analyse four extensive reading techniques Jane could use to achieve her dream. This assessed their ability to analyse such techniques.
7.
 - (a) Define the term *compounding* in the context of word formation processes;
 - (b) Identify the respective types of compounding in the words:
 - (i) typewriter
 - (ii) internet explorer
 - (iii) sister-in-law.
8. Briefly explain four factors teachers must consider when choosing media channels for the teaching and learning process.
9. Read the given extract and, in four points, briefly analyse its shortcomings.
10. draw and label a diagram representing an effective communication model.

SECTION B (60 Marks)

Answer all questions from this question. Each question carries **fifteen (14)** marks.

11. Analyse six areas in which types of letters are related.
12. Justify the truth of the contention that, in a classroom setting, teachers prepare strategies for effective questioning to assess students' understanding.
13. write an essay on the purpose of studying Communication Skills in a Diploma course.