

**THE UNITED REPUBLIC OF TANZANIA
NATIONAL EXAMINATION COUNCIL OF TANZANIA
GRADE A TEACHERS' CERTIFICATE EXAMINATION**

624

COMMUNICATION SKILLS.

Time: 3 Hours.

ANSWER

Year: 2011

Instructions

1. This paper consists of sections **A**, and **B** with a total of **fourteen (14)** questions.
2. Answer **all** questions in sections A and **four (4)** questions from section B.
3. Section A carries **forty (40)** marks and section B carries **sixty (60)** marks.
4. Mobile phones and unauthorized materials are **not allowed** in the examination room.
5. Write your **Examination Number** on every page of your answer **booklet(s)**.

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1. State four principles of effective communication and explain how each can be applied during a group discussion.

The first principle is clarity. In a group discussion, participants should use simple and precise language so that everyone understands the point being made without ambiguity. This prevents confusion and ensures the discussion stays on track.

The second principle is feedback. Members should give verbal or non-verbal responses, such as nodding or asking questions, to show understanding or request clarification. This keeps the flow of communication interactive.

The third principle is courtesy. Using respectful language and listening attentively to others' opinions creates a positive atmosphere where all members feel valued.

The fourth principle is completeness. When making a point, participants should provide all necessary details or examples to fully support their idea, helping others to follow and evaluate it properly.

2. Mention four types of reading and explain one benefit of each.

The first type is skimming. This allows the reader to get the general idea of a text quickly, which is useful when deciding whether the material is relevant for detailed study.

The second type is scanning. This is beneficial when searching for specific information, such as a date or statistic, without reading the entire text.

The third type is intensive reading. This helps in gaining a deep understanding of a text, making it ideal for exam preparation or understanding complex concepts.

The fourth type is extensive reading. This is useful for improving language skills and broadening knowledge through reading for pleasure, such as novels and magazines.

3. Identify four functions of a dictionary and explain how each supports a student-teacher's work.

The first function is providing definitions. This helps the student-teacher use vocabulary accurately in both written and spoken communication.

The second function is giving pronunciation. Knowing the correct pronunciation ensures that words are spoken clearly, improving communication in class.

The third function is checking spelling. This helps produce error-free lesson notes, assignments, and other educational materials.

The fourth function is giving grammatical information. Knowing a word's part of speech and usage helps the student-teacher construct correct sentences and explain grammar to learners.

4. Mention four types of noise in communication and explain how each can affect lesson delivery.

The first type is physical noise. This includes disturbances like traffic sounds, which can make it hard for students to hear instructions.

The second type is psychological noise. A student distracted by personal problems may not focus on the lesson, reducing learning effectiveness.

The third type is physiological noise. A teacher with a sore throat may be unable to speak clearly, leading to misunderstandings.

The fourth type is semantic noise. Using unfamiliar jargon without explanation can confuse students and disrupt their understanding.

5. State four qualities of a good speaker and explain how each helps in engaging an audience.

The first quality is clarity of speech. Clear pronunciation ensures that every word is understood, keeping the audience attentive.

The second quality is confidence. Speaking with assurance makes the audience trust the information being shared.

The third quality is good organization of ideas. A logical flow of points helps the audience follow along without losing interest.

The fourth quality is effective body language. Gestures and eye contact create a connection with the audience and emphasize important points.

6. Mention four uses of visual aids in teaching and explain how each contributes to understanding.

The first use is simplifying complex concepts. Diagrams can make abstract ideas easier to grasp.

The second use is maintaining attention. Visual materials capture and hold students' interest during a lesson.

The third use is enhancing memory. Students tend to remember visual content longer than spoken words alone.

The fourth use is supporting diverse learning styles. Visual aids help visual learners understand lessons better.

7. State four differences between a thesaurus and an encyclopaedia.

The first difference is purpose. A thesaurus lists synonyms and antonyms, while an encyclopaedia gives detailed information about topics.

The second difference is content. A thesaurus contains words and their alternatives, whereas an encyclopaedia contains articles with explanations and facts.

The third difference is use. A thesaurus is used to improve vocabulary, while an encyclopaedia is used for research and general knowledge.

The fourth difference is organization. A thesaurus may be arranged alphabetically or by meaning, while an encyclopaedia is organized alphabetically or by subject areas.

8. Mention four techniques of note-taking and explain the best situation to use each.

The first technique is the outline method. This is best when the lecture follows a structured format with clear headings and subheadings.

The second technique is the mapping method. This is effective for brainstorming sessions where ideas need to be linked visually.

The third technique is the charting method. This works well for comparing related items, such as historical events or scientific processes.

The fourth technique is the Cornell method. This is ideal for exam preparation, as it organizes notes into cues, notes, and summaries for quick review.

9. Identify four advantages of using multiple teaching methods in one lesson and explain each in detail.

The first advantage is catering to different learning styles. Some students learn better through visuals, others through hands-on activities, and others through listening.

The second advantage is maintaining attention. Changing methods keeps lessons fresh and engaging.

The third advantage is reinforcing concepts. Presenting material in different ways helps students understand and remember it better.

The fourth advantage is developing a range of skills. Using varied methods builds not only knowledge but also problem-solving, teamwork, and communication skills.

10. Mention four internet search engines apart from Google and explain one unique advantage of each in education.

The first is Bing. It offers high-quality image results, useful for preparing teaching materials.

The second is Yahoo. It combines search results with news updates, which can be useful for lessons on current events.

The third is DuckDuckGo. It protects user privacy, making it safe for student research.

The fourth is Baidu. It provides access to Chinese-language resources, helpful for cultural or language studies.

11. Discuss six ways in which strong listening skills can improve a student-teacher's performance in the classroom.

The first way is by understanding students' needs better. Listening attentively allows the teacher to grasp students' concerns, questions, and difficulties, enabling them to adjust their teaching accordingly.

The second way is by building trust. When students feel listened to, they are more likely to respect the teacher and participate actively in lessons.

The third way is by reducing misunderstandings. Careful listening helps the teacher accurately interpret student responses, avoiding incorrect assumptions.

The fourth way is by improving feedback quality. Listening well ensures that the teacher can give relevant and constructive feedback based on what the student actually said.

The fifth way is by enhancing classroom management. Listening to verbal and non-verbal cues helps the teacher detect signs of confusion, boredom, or misbehavior early.

The sixth way is by fostering inclusive learning. Paying attention to all students' contributions ensures that everyone feels valued and included in the learning process.

12. Describe six challenges faced when conducting oral presentations and suggest solutions for each.

The first challenge is nervousness. A possible solution is practicing regularly before the presentation to build confidence.

The second challenge is lack of audience engagement. The solution is to use questions, visuals, and real-life examples to maintain interest.

The third challenge is poor time management. The solution is to rehearse with a timer and structure the presentation into clear sections.

The fourth challenge is technical issues with equipment. The solution is to test all tools like projectors or microphones before starting.

The fifth challenge is forgetting key points. The solution is to use cue cards or outlines to stay on track.

The sixth challenge is handling difficult questions. The solution is to prepare in advance for possible questions and remain calm when responding.

13. Rewrite the following sentences, correcting the errors:

- (i) The teacher have completed the lesson. → The teacher has completed the lesson.
- (ii) Mathematics are my favourite subject. → Mathematics is my favourite subject.
- (iii) Neither the students nor the teacher know the answer. → Neither the students nor the teacher knows the answer.
- (iv) The books was placed on the desk. → The books were placed on the desk.
- (v) She can sings very well. → She can sing very well.
- (vi) The principal and his deputy is attending the meeting. → The principal and his deputy are attending the meeting.

14. Explain six importance of reading skills for a student-teacher.

The first importance is enhancing comprehension. Good reading skills enable the teacher to understand complex materials, ensuring accurate delivery of content.

The second importance is improving vocabulary. Exposure to different texts introduces new words and expressions that can be incorporated into lessons.

The third importance is saving time. Skills like skimming and scanning allow teachers to find information quickly during lesson preparation.

The fourth importance is strengthening critical thinking. Analyzing and evaluating written content helps in making informed decisions about teaching materials.

The fifth importance is supporting professional development. Reading professional journals and books keeps teachers updated with new teaching methods.

The sixth importance is modeling good habits. Demonstrating strong reading skills encourages students to develop the same habit for academic success.

15. Identify six types of objective test items and explain how each is constructed and assessed.

The first type is multiple-choice questions. These have a stem and several options, one of which is correct. Assessment involves matching the chosen answer to the correct one.

The second type is true/false questions. These present a statement for the learner to identify as correct or incorrect. Scoring is based on accuracy of the judgment.

The third type is matching items. Two lists are provided for learners to pair correctly. Assessment is done by counting the number of correct matches.

The fourth type is fill-in-the-blank questions. Sentences with missing words are provided for the learner to complete. Scoring is based on the accuracy of the supplied word.

The fifth type is short-answer questions. These require brief responses, and assessment focuses on accuracy and completeness.

The sixth type is completion statements. These are unfinished sentences that learners complete, with marks given for correct and precise completions.

16. Discuss six importance of preparing lesson plans before teaching.

The first importance is providing structure. A lesson plan outlines what will be taught and the order in which it will be delivered, ensuring a logical flow.

The second importance is effective time management. It helps allocate time for each part of the lesson, preventing rushing or leaving gaps.

The third importance is ensuring coverage of objectives. Planning ensures that all intended learning outcomes are addressed.

The fourth importance is selecting appropriate teaching methods. Lesson planning allows the teacher to choose strategies that best suit the content and learners.

The fifth importance is preparing relevant materials. With a plan, the teacher can organize all resources needed for the lesson in advance.

The sixth importance is boosting teacher confidence. Knowing exactly what to do and when to do it reduces uncertainty and anxiety during teaching.