

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

**624**

**COMMUNICATION SKILLS.**

**Time: 3 Hours.**

**Year: 2011**

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**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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## SECTION A (40 Marks)

Answer **all** questions in this section

1. State four principles of effective communication and explain how each can be applied during a group discussion.
2. Mention four types of reading and explain one benefit of each.
3. Identify four functions of a dictionary and explain how each supports a student-teacher's work.
4. Mention four types of noise in communication and explain how each can affect lesson delivery.
5. State four qualities of a good speaker and explain how each helps in engaging an audience.
6. Mention four uses of visual aids in teaching and explain how each contributes to understanding.
7. State four differences between a thesaurus and an encyclopaedia.
8. Mention four techniques of note-taking and explain the best situation to use each.
9. Identify four advantages of using multiple teaching methods in one lesson and explain each in detail.
10. Mention four internet search engines apart from Google and explain one unique advantage of each in education.

## SECTION B (60 Marks)

Answer any **four** questions from this section. Each question carries 15 marks.

11. Discuss six ways in which strong listening skills can improve a student-teacher's performance in the classroom.
12. Describe six challenges faced when conducting oral presentations and suggest solutions for each.
13. Rewrite the following sentences, correcting the errors:
  - (i) The teacher have completed the lesson.
  - (ii) Mathematics are my favourite subject.
  - (iii) Neither the students nor the teacher know the answer.

(iv) The books was placed on the desk.

(v) She can sings very well.

(vi) The principal and his deputy is attending the meeting.

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

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

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