

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

624

COMMUNICATION SKILLS.

Time: 3 Hours.

ANSWER

Year: 2012

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. Mention four qualities of a good writer and explain how each improves the effectiveness of written work.

The first quality is clarity. A good writer expresses ideas in a straightforward manner, making it easy for the reader to understand the intended message without confusion.

The second quality is coherence. Organizing ideas logically ensures that the writing flows smoothly from one point to another, helping the reader follow the argument or narrative.

The third quality is accuracy. Using correct grammar, spelling, and factual information maintains credibility and ensures the writing is professional and reliable.

The fourth quality is creativity. A creative writer uses engaging language, vivid examples, and interesting structures, which makes the writing more appealing to the audience.

2. State four purposes of giving examinations to students and explain each in detail.

The first purpose is to assess understanding. Examinations measure how well students have grasped the concepts taught during lessons.

The second purpose is to evaluate teaching effectiveness. Exam results can indicate whether teaching methods are effective or need adjustment.

The third purpose is to motivate learners. Knowing they will be tested encourages students to revise and pay attention in class.

The fourth purpose is to rank and promote students. Exams provide a standard way to compare performance and make decisions about progression to higher levels.

3. Identify four types of reading and explain one situation in which each may be used effectively.

The first type is skimming. This can be used when previewing a textbook chapter to get an overview before a detailed study.

The second type is scanning. This is applied when searching for a specific date or fact in a document.

The third type is intensive reading. This is used when preparing for an exam, where every detail of the material must be understood.

The fourth type is extensive reading. This is applied when reading novels or magazines for pleasure and language improvement.

4. Mention four functions of a thesaurus and explain how each can support teaching and learning.

The first function is providing synonyms. This helps teachers and students avoid repetition in writing and speech.

The second function is offering antonyms. It aids in explaining concepts through opposites, enhancing understanding.

The third function is expanding vocabulary. A thesaurus introduces learners to new words that can be used in essays and oral work.

The fourth function is supporting creative expression. It allows the selection of precise words that make communication more impactful.

5. State four ways in which a teacher can reduce physical noise in the classroom and explain each.

The first way is closing doors and windows. This prevents outside noise from interfering with lessons.

The second way is arranging seating appropriately. Positioning students closer to the teacher helps them hear instructions better.

The third way is using voice projection. Speaking loudly and clearly can overcome minor background noise.

The fourth way is choosing a quieter classroom location. Selecting a room away from busy areas reduces disturbances.

6. Mention four uses of a dictionary to a student-teacher and explain the value of each use.

The first use is defining words. This ensures accurate usage of vocabulary in teaching.

The second use is checking pronunciation. Correct pronunciation improves the clarity of lesson delivery.

The third use is verifying spelling. Proper spelling enhances the quality of written work and prevents errors from being passed on to students.

The fourth use is finding word origins. This can help in explaining meanings and connections between words.

7. State four principles of effective communication and explain how each can be applied during lesson delivery.

The first principle is clarity. Using simple language ensures that all students understand the lesson content.

The second principle is completeness. Providing all necessary details helps students grasp the full concept being taught.

The third principle is conciseness. Delivering information without unnecessary detail maintains student attention.

The fourth principle is feedback. Asking questions during the lesson checks understanding and encourages participation.

8. Mention four types of objective test items and explain how each is constructed.

The first type is multiple-choice questions. These include a question and several options, with only one correct answer.

The second type is true/false questions. These present a statement that the student must judge as correct or incorrect.

The third type is matching items. These require students to pair related terms from two lists.

The fourth type is fill-in-the-blank questions. These are incomplete statements that the student completes with the correct word or phrase.

9. Identify four purposes of using visual aids in teaching and explain how each supports understanding.

The first purpose is to simplify complex concepts. Diagrams and charts make difficult topics easier to understand.

The second purpose is to increase retention. Students remember lessons with visuals longer than lessons with only verbal explanations.

The third purpose is to attract attention. Visuals make lessons more engaging, reducing distraction.

The fourth purpose is to support different learning styles. Visual aids help learners who understand better through images rather than words alone.

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

The first is Bing. It provides high-quality image results useful for educational presentations.

The second is Yahoo. It offers a combination of search results and news updates, helpful for current affairs lessons.

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

The fourth is Baidu. It gives access to Chinese-language educational resources for cultural and language studies.

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

The first way is by making explanations clearer. Good communication skills ensure concepts are delivered in an understandable manner.

The second way is by encouraging interaction. Asking questions and inviting opinions promotes active participation.

The third way is by building student trust. Respectful and supportive communication creates a positive environment.

The fourth way is by reducing misunderstandings. Clear instructions help students know exactly what to do.

The fifth way is by improving feedback. Effective communication allows the teacher to give constructive comments on student work.

The sixth way is by enhancing discipline. Clear communication of rules and expectations helps maintain order.

12. Describe six advantages of using multiple teaching methods in a single lesson.

The first advantage is that it caters to different learning styles, ensuring all students benefit.

The second advantage is that it maintains attention by preventing monotony.

The third advantage is that it reinforces understanding through varied approaches.

The fourth advantage is that it encourages participation through activities like group work.

The fifth advantage is that it develops multiple skills beyond subject knowledge.

The sixth advantage is that it provides flexibility to adapt to different situations.

13. Correct the errors in the following sentences without changing their meaning:

(i) She go to school every morning. → **She goes to school every morning.**

(ii) The books is on the table. → **The books are on the table.**

(iii) Neither John or Peter were present in class. → **Neither John nor Peter was present in class.**

(iv) The teacher explained the concept clear. → **The teacher explained the concept clearly.**

(v) We was given homework yesterday. → **We were given homework yesterday.**

(vi) The students enjoys the lesson. → **The students enjoy the lesson.**

14. Explain six importance of note-taking for a student-teacher.

The first importance is recording key ideas for future reference.

The second importance is aiding understanding by rephrasing concepts in one's own words.

The third importance is helping in lesson preparation through organized information.

The fourth importance is supporting revision before examinations or teaching sessions.

The fifth importance is improving focus during lectures or reading.

The sixth importance is creating a personal resource that can be used throughout a teaching career.

15. Identify six types of oral presentation and explain how each can be used in a teaching context.

The first type is a lecture, used to introduce new topics in detail.

The second type is a demonstration, applied in practical lessons like experiments.

The third type is a seminar, used for student-led presentations and discussions.

The fourth type is a workshop, ideal for skill-based learning.

The fifth type is a panel discussion, used to present multiple viewpoints on a subject.

The sixth type is an interview, applied in language learning activities.

16. Discuss six challenges of integrating technology in education and suggest solutions for each.

The first challenge is high cost. Schools can seek government or donor funding to acquire technology.

The second challenge is limited access in rural areas. Expanding internet infrastructure can improve access.

The third challenge is lack of teacher training. Providing regular professional development can solve this.

The fourth challenge is overreliance on technology. Balancing it with traditional methods maintains essential skills.

The fifth challenge is distraction from non-educational use. Establishing rules for technology use in class can help.

The sixth challenge is technical problems. Having technical support staff ensures quick solutions to breakdowns.