

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

624

**COMMUNICATION SKILLS.**

**Time: 3 Hours.**

**ANSWER**

**Year: 2013**

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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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1. State four purposes of classroom discussion and explain how each benefits the teaching and learning process.

The first purpose is to promote active participation. Classroom discussions encourage students to share their ideas, ask questions, and respond to their peers, which makes learning more engaging.

The second purpose is to enhance critical thinking. By exchanging different viewpoints, students learn to analyze information and consider alternative perspectives.

The third purpose is to clarify concepts. When students discuss topics, they can ask for explanations from the teacher or peers, which helps to remove misunderstandings.

The fourth purpose is to build communication skills. Discussions give students opportunities to practice speaking and listening effectively, skills that are essential in academic and professional life.

2. Mention four qualities of an effective written communication and explain why each is important in academic work.

The first quality is clarity. Clear writing ensures that the intended message is understood without confusion, which is essential for assignments and reports.

The second quality is conciseness. Being brief and to the point keeps the reader focused on the main ideas, avoiding unnecessary details that can cause misunderstanding.

The third quality is accuracy. Correct grammar, spelling, and facts are important in maintaining credibility and professionalism in academic work.

The fourth quality is coherence. Logical arrangement of ideas ensures that the writing flows smoothly, making it easier for the reader to follow.

3. Identify four types of listening and give one example for each in a teaching context.

The first type is active listening. This occurs when a teacher listens attentively to a student's question, nods in agreement, and responds appropriately.

The second type is appreciative listening. This can happen when a teacher listens to a student's poem or music performance for enjoyment and support.

The third type is critical listening. A teacher may use this when evaluating the accuracy of a student's explanation in a science presentation.

The fourth type is empathetic listening. This occurs when a teacher listens to a student sharing personal challenges and offers understanding and encouragement.

4. State four ways in which a teacher can minimize semantic noise in the classroom and explain each in detail.

The first way is by using simple language. Avoiding jargon and complex terms ensures that all students can understand the message.

The second way is by explaining new terms. Defining difficult vocabulary before continuing helps students follow the lesson content easily.

The third way is by providing examples. Real-life examples make abstract ideas easier to grasp, reducing chances of misunderstanding.

The fourth way is by checking understanding. Asking students to paraphrase what they have learned ensures that the intended meaning has been correctly received.

5. Mention four advantages of using a thesaurus and explain how each can improve lesson preparation.

The first advantage is vocabulary expansion. A thesaurus introduces new words, enabling teachers to prepare lessons with varied and richer language.

The second advantage is avoiding repetition. By using synonyms, teachers can make lesson notes more engaging and avoid monotonous word use.

The third advantage is improving clarity. Selecting the most precise word ensures that explanations are accurate and easily understood.

The fourth advantage is supporting creative activities. A thesaurus can help in preparing writing exercises that encourage students to experiment with different words.

6. State four functions of punctuation marks and give one sentence example for each.

The first function is to end a sentence. A full stop marks the end of a complete thought. Example: *The lesson ended at noon.*

The second function is to separate items in a list. A comma clarifies multiple elements. Example: *We studied reading, writing, and speaking skills.*

The third function is to indicate a question. A question mark shows that a response is expected. Example: *Did you complete the assignment?*

The fourth function is to show strong emotion. An exclamation mark expresses excitement or urgency. Example: *What a wonderful presentation!*

7. Identify four types of visual aids and explain how each can be used in a lesson.

The first type is charts. These can be used in a mathematics class to display data for analysis.

The second type is diagrams. In biology, a diagram of the human heart can help students visualize its structure and functions.

The third type is models. A 3D globe in geography lessons helps students understand world features more clearly.

The fourth type is slides. PowerPoint presentations can be used in history lessons to show important events with images and text.

8. Mention four principles of effective communication and explain their importance during a school assembly.

The first principle is clarity. Speakers should use clear language so that all students understand the announcements.

The second principle is conciseness. Messages should be brief to maintain the audience's attention.

The third principle is feedback. Allowing questions after announcements ensures that information has been understood.

The fourth principle is courtesy. Using polite and respectful language promotes a positive atmosphere during the assembly.

9. Outline four purposes of note-taking during a workshop and explain each.

The first purpose is to record key points. This ensures that important ideas from the workshop are preserved for later reference.

The second purpose is to aid understanding. Writing notes helps participants process and comprehend information better.

The third purpose is to prepare for implementation. Notes can guide participants when applying what they learned in real situations.

The fourth purpose is to share information. Well-organized notes can be used to brief colleagues who could not attend the workshop.

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

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

The second is Yahoo. It combines search results with news, which can be used for current affairs lessons.

The third is DuckDuckGo. It protects user privacy, making it a safe option for students researching online.

The fourth is Baidu. It is ideal for accessing Chinese-language resources for cultural or language studies.

11. Discuss six reasons why a student-teacher should develop strong oral presentation skills.

The first reason is to improve clarity of instruction. Strong presentation skills help the teacher explain concepts in a way that is easy for students to follow.

The second reason is to boost confidence. When a teacher is confident in delivering information, students are more likely to respect and trust the content being shared.

The third reason is to engage learners. Good presentation skills involve using tone, gestures, and visual aids to maintain students' interest during the lesson.

The fourth reason is to enhance classroom management. A teacher who presents well can hold the attention of the class, reducing disruptive behavior.

The fifth reason is to promote effective communication. Strong presentation skills ensure that messages are conveyed accurately, avoiding misunderstandings.

The sixth reason is to prepare for professional roles. Oral presentations are essential not only in teaching but also in meetings, workshops, and conferences, which are part of a teacher's career.

12. Describe six advantages of applying reading skills in lesson preparation and delivery.

The first advantage is that it improves lesson content. Reading skills allow the teacher to find accurate and relevant information for lessons.

The second advantage is saving preparation time. Skills like skimming and scanning enable quick location of needed details.

The third advantage is improving vocabulary. Exposure to different texts adds new words and phrases that can be used during teaching.

The fourth advantage is enhancing comprehension. Reading critically ensures that the teacher fully understands the subject before explaining it to students.

The fifth advantage is supporting creativity. Reading various sources can inspire innovative teaching ideas and examples.

The sixth advantage is encouraging lifelong learning. Continuous reading keeps the teacher informed about developments in their subject area.

13. Read the short passage below and answer the questions that follow:

*Passage:*

The integration of technology in education has brought significant changes to teaching and learning. Digital tools such as interactive whiteboards, online courses, and virtual laboratories have made it possible for students to access resources beyond the classroom. Teachers can now personalize lessons to meet individual needs, and learners can collaborate with peers across the globe. However, challenges such as high costs, limited access in rural areas, and the need for teacher training remain.

(i) Mention two digital tools discussed in the passage.

Two digital tools discussed are interactive whiteboards and virtual laboratories.

(ii) State two benefits of technology in education from the passage.

One benefit is that it allows students to access resources beyond the classroom. Another benefit is that it enables teachers to personalize lessons for individual needs.

(iii) Mention two challenges of integrating technology mentioned in the passage.

Two challenges mentioned are high costs and limited access in rural areas.

(iv) In your own words, explain how technology allows learners to collaborate globally.

Technology enables learners from different countries to connect through online platforms, share ideas, and work on projects together without being physically in the same location.

14. 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, with one correct answer. They are assessed by matching the selected option to the correct one.

The second type is true/false questions. These require students to judge whether a statement is correct. They are scored as right or wrong.

The third type is matching items. Students link items in one column with related items in another, assessed by the number of correct matches.

The fourth type is fill-in-the-blank questions. These present sentences with missing words for students to supply, marked against a predetermined answer.

The fifth type is short-answer questions. Students write a brief response, assessed for accuracy and completeness.

The sixth type is completion statements. These are unfinished sentences that students complete with the correct information, scored based on the accuracy of the supplied words.

15. Discuss six functions of a dictionary to a student-teacher.

The first function is providing definitions. This helps in understanding and using words correctly during lessons.

The second function is indicating pronunciation. Correct pronunciation improves spoken communication in class.

The third function is showing spelling. Accurate spelling ensures that lesson notes and assignments are error-free.

The fourth function is giving word origins. Understanding the origin can clarify a word's meaning and usage.

The fifth function is listing synonyms and antonyms. These expand vocabulary and improve explanation skills.

The sixth function is providing grammatical information. Knowing the part of speech and usage examples helps in constructing correct sentences.

16. Explain six ways in which multiple teaching methods improve classroom learning outcomes.

The first way is catering to diverse learning styles. Different methods ensure all students, regardless of preference, can understand the lesson.

The second way is maintaining interest. Varying the approach keeps lessons dynamic and engaging.

The third way is reinforcing understanding. Presenting content in different forms strengthens retention and comprehension.

The fourth way is encouraging active participation. Activities like discussions and practical work give students more involvement in the learning process.

The fifth way is developing different skills. Using varied methods builds problem-solving, teamwork, and communication abilities alongside academic knowledge.

The sixth way is adapting to circumstances. Teachers can change methods when resources or time are limited without compromising lesson quality.