

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

**624**

**COMMUNICATION SKILLS.**

**Time: 3 Hours.**

**Year: 2014**

---

**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)**.

maktaba.tetea.org



### SECTION A (40 Marks)

Answer **all** questions in this section

1. Mention four qualities of a good listener and explain how each improves classroom communication.
2. State four differences between skimming and intensive reading.
3. Mention four types of noise in communication and explain how each can be avoided during a lesson.
4. State four purposes of giving assignments to students and explain how each benefits the learning process.
5. Mention four principles of effective communication and explain their application in a parent–teacher meeting.
6. State four types of punctuation marks and explain the function of each.
7. Mention four uses of an encyclopaedia to a student-teacher and explain each briefly.
8. Identify four internet search engines apart from Google and explain one unique advantage of each.
9. Mention four techniques of note-taking and explain when each can be effectively applied.
10. State four functions of visual aids in teaching and explain how each helps to improve understanding.

### SECTION B (60 Marks)

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

11. Discuss six ways in which oral presentation skills can be improved by a student-teacher.
12. Describe six functions of a dictionary to a student-teacher and explain their importance.
13. Complete the following sentences with suitable words so that each is grammatically correct:
  - (i) The meeting will start \_\_\_\_\_ 9:00 a.m. sharp.
  - (ii) Neither the teacher nor the students \_\_\_\_\_ ready for the trip.
  - (iii) The book, together with the notes, \_\_\_\_\_ missing from the library.
  - (iv) If I \_\_\_\_\_ more time, I would have completed the project.
  - (v) She is one of the best players who \_\_\_\_\_ ever represented the school.
  - (vi) The principal and the deputy \_\_\_\_\_ attending the conference tomorrow.

14. Identify six types of objective test items and explain how each is constructed.
15. Explain six importance of reading skills to a student-teacher.
16. Discuss six advantages of using multiple teaching methods in a single lesson.