

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

624

COMMUNICATION SKILLS.

Time: 3 Hours.

ANSWER

Year: 2015

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



1. Mention four types of objective test items and explain how each works in assessing learners.

The first type is multiple-choice questions. These present a question followed by several answer options, and the learner selects the correct one. This format tests recognition of correct information and allows quick marking.

The second type is true/false questions. These present a statement, and the learner decides whether it is correct or incorrect. This format is useful for testing basic factual knowledge quickly.

The third type is matching items. These have two lists where learners pair related items, such as terms and their definitions. This format tests understanding of relationships and associations between concepts.

The fourth type is fill-in-the-blank questions. These require learners to supply the missing word or phrase, testing recall and understanding without providing hints through answer options.

2. State four principles of effective communication and explain how they can be applied in a school meeting.

The first principle is clarity. In a school meeting, speakers should present their points in simple, precise language so that all participants understand the issues being discussed.

The second principle is feedback. During the meeting, the chairperson should encourage questions and comments to confirm that everyone has understood the agenda and resolutions.

The third principle is conciseness. Presenters should focus on the main points without unnecessary details to ensure that the meeting is productive and time is used efficiently.

The fourth principle is courtesy. All participants should speak respectfully to one another, creating a positive environment that promotes cooperation and mutual understanding.

3. Identify four types of reading and give one advantage for each type.

The first type is scanning. Its advantage is that it allows quick location of specific information, such as finding a particular date in a history textbook.

The second type is skimming. Its advantage is that it gives an overall idea of a text in a short time, which is useful when previewing a book chapter before a detailed study.

The third type is intensive reading. Its advantage is that it helps in gaining a deep understanding of the material, making it ideal for exam preparation.

The fourth type is extensive reading. Its advantage is that it improves language skills and general knowledge through reading for pleasure, such as novels or magazines.

4. Mention four qualities of a good speaker and explain how each helps in keeping the audience engaged.

The first quality is clarity of speech. Clear pronunciation and well-structured sentences ensure the audience understands the message.

The second quality is confidence. Speaking with self-assurance holds the audience's attention and makes the speaker more credible.

The third quality is good organization of content. Logical sequencing of ideas keeps the audience interested and helps them follow along easily.

The fourth quality is effective body language. Appropriate gestures, facial expressions, and posture create visual interest and reinforce the spoken message.

5. Differentiate between a dictionary and an encyclopaedia by giving four differences.

The first difference is in content. A dictionary provides definitions, spelling, and pronunciation of words, while an encyclopaedia offers detailed information on a wide range of topics.

The second difference is in purpose. A dictionary is mainly used to understand the meaning and correct usage of words, while an encyclopaedia is used for comprehensive knowledge on subjects.

The third difference is in detail. A dictionary gives brief explanations, while an encyclopaedia provides lengthy, in-depth descriptions.

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

6. Mention four internet search engines apart from Google and explain one feature of each.

The first is Bing. It offers high-quality image searches and integrates well with Microsoft Office tools.

The second is Yahoo. It combines web search with a news and email platform, making it multifunctional for users.

The third is DuckDuckGo. It emphasizes privacy by not storing users' search history or personal data.

The fourth is Baidu. It specializes in Chinese-language content and is the most popular search engine in China.

7. State four purposes of using visual aids in lesson delivery and explain each in detail.

The first purpose is to simplify complex ideas. Visual aids like diagrams can break down difficult concepts into easy-to-understand forms.

The second purpose is to increase retention. Students tend to remember lessons with visual elements longer than those without.

The third purpose is to maintain attention. Visuals can make lessons more interesting, preventing boredom and distractions.

The fourth purpose is to cater to different learning styles. Some students learn better visually, and using such aids ensures inclusivity in teaching.

8. Mention four functions of punctuation marks and explain how they improve clarity in writing.

The first function is ending statements. A full stop marks the end of a sentence, clearly separating ideas.

The second function is listing. Commas separate items in a list, helping the reader distinguish between them.

The third function is showing emphasis. An exclamation mark adds emotional weight or urgency to a statement.

The fourth function is indicating questions. A question mark tells the reader that the sentence requires an answer or response.

9. Outline four techniques of note-taking and explain how each can be used in a classroom setting.

The first technique is the outline method. In the classroom, this can be used to arrange notes under main headings and subpoints for clear structure.

The second technique is the mapping method. A teacher can guide students to create visual diagrams that link ideas during brainstorming activities.

The third technique is the charting method. This can be used to record and compare information in subjects like history or science.

The fourth technique is the Cornell method. In the classroom, students can divide their pages into cue, note, and summary sections to aid in revision.

10. Mention four types of noise in communication and explain how each can affect the teaching process.

The first type is physical noise. External sounds such as traffic can make it hard for students to hear the teacher's instructions.

The second type is psychological noise. A student worrying about personal issues may not pay attention to the lesson.

The third type is physiological noise. A teacher with a sore throat may not project their voice well enough for students to hear.

The fourth type is semantic noise. Using unfamiliar jargon can confuse students, preventing them from understanding the lesson content.

11. Discuss six importance of studying communication skills for a student-teacher.

The first importance is that it improves lesson delivery. A student-teacher with good communication skills can explain concepts clearly, making it easier for learners to understand and follow the lesson.

The second importance is that it enhances classroom interaction. Strong communication skills encourage students to participate in discussions, ask questions, and share their ideas freely.

The third importance is that it builds teacher confidence. When a teacher communicates effectively, they gain more trust from students and feel comfortable handling different classroom situations.

The fourth importance is that it reduces misunderstandings. Clear instructions and explanations help students know exactly what is expected of them, minimizing confusion.

The fifth importance is that it fosters good relationships. Effective communication allows the teacher to build respectful and cooperative relationships with students, colleagues, and parents.

The sixth importance is that it supports professional growth. Communication skills are essential for presentations, meetings, and collaboration, all of which contribute to career development.

12. Describe six ways in which multiple teaching methods can improve lesson delivery.

The first way is by catering to different learning styles. Using various methods ensures that visual, auditory, and kinesthetic learners all benefit from the lesson.

The second way is by keeping learners engaged. Changing methods during a lesson prevents monotony and sustains student interest.

The third way is by reinforcing learning. Presenting the same concept through different activities helps students understand and remember it better.

The fourth way is by promoting active participation. Methods like group work or debates give students opportunities to contribute, making them more involved in the learning process.

The fifth way is by developing multiple skills. Different activities can improve students' problem-solving, communication, and critical thinking abilities.

The sixth way is by adapting to the learning environment. A teacher with multiple methods can easily adjust when resources are limited or when lesson objectives change.

13. Write a short composition of about 150 words on the topic: “The Role of Technology in Modern Education.”

The Role of Technology in Modern Education

Technology has transformed modern education in many positive ways. It has made learning more accessible by allowing students to access resources from anywhere through the internet.

Teachers can now use digital tools like projectors, interactive boards, and online platforms to make lessons more engaging and interactive.

Students can learn at their own pace through recorded lectures and educational videos. Technology also encourages collaboration, as learners can share ideas through online discussions and group projects.

Furthermore, it helps develop important digital skills that are essential in today’s job market. However, technology should be used wisely, as overreliance may reduce face-to-face interaction and critical thinking.

When balanced with traditional teaching methods, technology plays a vital role in improving the quality of education and preparing learners for the demands of the modern world.

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

The first type is a lecture. This is used when the teacher needs to introduce a new topic and provide detailed explanations to the whole class.

The second type is a demonstration. This is applied in practical subjects, where the teacher shows step-by-step how to perform a task, such as a science experiment.

The third type is a seminar. This involves students preparing topics and presenting them to the class for discussion, promoting research and public speaking skills.

The fourth type is a workshop. This is used to teach practical skills through hands-on activities, such as art or technical lessons.

The fifth type is a panel discussion. This brings together several speakers to discuss a topic from different perspectives, helping students understand multiple viewpoints.

The sixth type is an interview. This can be used in language classes, where students practice asking and answering questions to develop communication skills.

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

The first function is providing synonyms. This helps the teacher avoid repetition and make lessons more interesting by using varied vocabulary.

The second function is providing antonyms. This allows the teacher to explain concepts using contrasts, which can make lessons clearer for students.

The third function is enhancing vocabulary. A thesaurus exposes the teacher to a wider range of words, which can be used in teaching materials and explanations.

The fourth function is supporting creative writing. It helps the teacher choose words that make lesson notes, assignments, or examples more engaging.

The fifth function is aiding in lesson preparation. A teacher can use a thesaurus to find the most precise words to match the lesson objectives.

The sixth function is improving student writing. Teachers can encourage students to use a thesaurus to expand their vocabulary and improve the quality of their compositions.

16. Explain six advantages of making notes while preparing for an examination.

The first advantage is better understanding. Writing notes in one's own words helps to process information and improve comprehension.

The second advantage is easy revision. Well-organized notes can be reviewed quickly before the exam, saving time.

The third advantage is improved memory. The act of writing reinforces learning and helps to store information in long-term memory.

The fourth advantage is organization of ideas. Notes help arrange concepts logically, making them easier to recall during the exam.

The fifth advantage is focus on key points. Note-making encourages selection of the most important information, avoiding unnecessary details.

The sixth advantage is creation of a personal study resource. Once made, the notes can be used again for future learning or teaching purposes.