

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

624

**COMMUNICATION SKILLS.**

**Time: 3 Hours.**

**ANSWER**

**Year: 2016**

---

**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 purposes of using visual aids in teaching and explain how each helps the learning process.

The first purpose is to enhance understanding. Visual aids such as charts, diagrams, and pictures simplify complex concepts, making them easier for students to grasp. For example, a diagram of the human heart can help learners understand its structure more clearly than a verbal description alone.

The second purpose is to increase retention. Students tend to remember information presented visually for a longer time compared to only hearing it. For instance, using a labeled map in geography makes it easier for learners to recall names and locations.

The third purpose is to capture attention. Visual aids make lessons more interesting and engaging, which helps to maintain student focus throughout the lesson. For example, showing a short video clip can re-energize a distracted class.

The fourth purpose is to accommodate different learning styles. Some learners understand better through visual input, so using visual aids ensures inclusivity and caters to all students' needs. For example, using flowcharts benefits students who prefer graphical representation of ideas.

2. State four principles of effective communication and explain their relevance in a school environment.

The first principle is clarity. In a school environment, a teacher must present instructions and concepts clearly to avoid confusion and ensure all learners understand the lesson objectives.

The second principle is conciseness. Being brief and to the point prevents overloading students with unnecessary details, which helps them focus on the main ideas. For example, concise instructions during group work save time and keep learners on track.

The third principle is feedback. Encouraging students to ask questions or provide answers ensures that the teacher can confirm understanding and address misconceptions promptly.

The fourth principle is courtesy. Communicating respectfully with students, colleagues, and parents fosters a positive and supportive school environment where learning can thrive.

3. Differentiate between skimming and scanning by giving four points.

The first difference is in purpose. Skimming is used to get the general idea of a text, while scanning is used to locate specific information quickly.

The second difference is in reading speed. Skimming is generally faster than scanning because it involves quickly moving through the text without focusing on specific words, while scanning requires looking closely for particular details.

The third difference is in focus. Skimming focuses on headings, subheadings, and key sentences to understand the main theme, while scanning focuses on numbers, names, or keywords relevant to the search.

The fourth difference is in application. Skimming is used when previewing a chapter to understand its content before reading in depth, while scanning is used when searching for a date or statistic within a text.

4. Identify four types of oral presentations and give one example for each.

The first type is a lecture. This is a formal presentation where the speaker delivers information to an audience, such as a teacher explaining a new topic to students.

The second type is a demonstration. This involves showing how to perform a task while explaining the process, such as a science teacher demonstrating a chemical experiment.

The third type is a seminar. This is an interactive session where participants discuss a topic in depth, for example, student-teachers meeting to discuss classroom management techniques.

The fourth type is a panel discussion. In this, a group of experts discusses a topic in front of an audience, such as a panel of teachers discussing best methods for improving reading skills.

5. Mention four functions of a thesaurus to a student-teacher and explain each briefly.

The first function is to provide synonyms. A thesaurus offers alternative words with similar meanings, helping a teacher to avoid repetition in lesson notes and presentations.

The second function is to provide antonyms. It gives opposite words, which can help in explaining concepts through contrasts during teaching.

The third function is to improve vocabulary. By exposing the teacher to a wide range of words, a thesaurus helps in developing richer and more precise language use.

The fourth function is to support creative writing. It enables a teacher to select more descriptive and varied words, making lesson content more engaging for students.

6. State four types of objective questions and explain how each is structured.

The first type is multiple-choice questions. These consist of a question followed by several possible answers, from which the student selects the correct one.

The second type is true/false questions. These present a statement, and the student must decide whether it is correct or incorrect.

The third type is matching items. These require students to pair items in one column with corresponding items in another, such as matching terms with their definitions.

The fourth type is fill-in-the-blank questions. These contain sentences with missing words that the student must supply, testing recall without the aid of options.

7. Identify four types of reading and give one situation where each may be applied.

The first type is scanning. This is used when searching for a phone number in a directory, where only specific information is needed.

The second type is skimming. This is applied when going through a newspaper to quickly find interesting headlines without reading the full articles.

The third type is intensive reading. This is used when studying a textbook for a test, where understanding every detail is important.

The fourth type is extensive reading. This is applied when reading novels for leisure, aiming for enjoyment and general language improvement.

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

The first function is separation of ideas. Punctuation marks like the full stop help to end sentences, making writing easier to follow.

The second function is listing. Commas separate items in a list, which helps readers identify each element clearly.

The third function is emphasis. An exclamation mark adds emotional force to a sentence, signaling strong feelings or urgency.

The fourth function is questioning. A question mark indicates that the sentence is asking something, guiding the reader on how to interpret the statement.

9. State four purposes of making notes during lessons and explain each in detail.

The first purpose is to record important points. Making notes ensures that the learner captures key ideas for later reference.

The second purpose is to aid understanding. Writing down explanations in one's own words can help in processing and comprehending new material.

The third purpose is to prepare for revision. Well-organized notes provide an easy resource for reviewing before tests or exams.

The fourth purpose is to support memory. The act of writing information down reinforces learning and improves recall over time.

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

The first search engine is Bing. It offers high-quality image search results and integrates well with Microsoft services.

The second search engine is Yahoo. It combines search results with a curated news section, providing both information and updates in one place.

The third search engine is DuckDuckGo. It prioritizes user privacy by not tracking search history, appealing to users concerned about data security.

The fourth search engine is Ask.com. It specializes in providing answers to questions in a simple Q&A format, making it useful for quick factual queries.

11. Elaborate six ways in which communication skills can help a student-teacher become more effective in the classroom.

The first way is by improving clarity in lesson delivery. A student-teacher with good communication skills can present ideas in a clear and understandable manner, which helps students grasp the intended concepts without confusion.

The second way is by enhancing interaction with learners. Effective communication encourages active participation through questions, discussions, and feedback, creating a lively and engaging classroom environment.

The third way is by building student confidence. When a teacher communicates respectfully and supportively, students feel comfortable expressing their thoughts and answering questions without fear of embarrassment.

The fourth way is by reducing misunderstandings. Clear explanations and active listening help to clarify doubts immediately, ensuring that students are on the same page with the lesson objectives.

The fifth way is by fostering positive relationships. Good communication skills help a teacher connect with students, parents, and colleagues, leading to a harmonious and cooperative learning atmosphere.

The sixth way is by supporting classroom management. Effective communication enables the teacher to give clear instructions and maintain discipline, which helps in managing the class smoothly.

12. Examine six advantages of using multiple teaching methods in lesson delivery.

The first advantage is that it accommodates different learning styles. Some students learn better through visual aids, others through practical activities, and others through listening, so using multiple methods ensures that all learners benefit.

The second advantage is that it increases engagement. Varying teaching methods keeps lessons interesting and prevents students from becoming bored, maintaining their attention for longer periods.

The third advantage is that it reinforces learning. Presenting the same concept in different ways helps students understand and remember the material better.

The fourth advantage is that it encourages active participation. Methods such as group discussions or role-playing give students opportunities to contribute, making them more involved in the learning process.

The fifth advantage is that it develops a range of skills. Different activities help students improve in various areas, such as communication, problem-solving, and teamwork.

The sixth advantage is that it allows flexibility in lesson planning. By having several approaches, a teacher can adapt quickly to different situations, such as changes in class size or unexpected challenges.

13. Explain six reasons why a student-teacher should develop good note-making and note-taking skills.

The first reason is that it helps in recording key ideas. Good note-making skills allow the student-teacher to capture the most important points during lectures or while reading, which makes it easier to recall information later.

The second reason is that it improves comprehension. When a student-teacher writes notes in their own words, they process the information more deeply, leading to better understanding.

The third reason is that it aids revision. Well-structured notes can be quickly reviewed before examinations or lesson preparation, saving time and improving efficiency.

The fourth reason is that it supports lesson planning. A teacher who has effective notes can prepare well-organized lesson outlines and deliver content more confidently.

The fifth reason is that it develops organization skills. Good note-making involves arranging ideas logically, which also helps in organizing thoughts for effective teaching.

The sixth reason is that it enhances memory retention. Writing down information and reviewing it regularly strengthens long-term memory, which is essential for both studying and teaching.

13. Describe six qualities of a good speaker during oral presentation and explain how each quality can influence audience engagement.

The first quality is clarity of speech. A speaker who pronounces words clearly and uses simple language ensures that the audience can follow the message without confusion.

The second quality is confidence. Speaking with confidence makes the audience trust the speaker and pay closer attention to the content being delivered.

The third quality is good organization. Presenting information in a logical order helps the audience understand the points being made and remember them afterward.

The fourth quality is appropriate body language. Gestures, posture, and facial expressions can emphasize key points and keep the audience interested.

The fifth quality is good eye contact. Looking at the audience creates a connection and makes them feel included in the presentation.

The sixth quality is effective use of voice. Varying tone, volume, and pace prevents monotony and holds the audience's attention throughout the presentation.

15. Discuss six types of noise in communication and explain how each can be minimized in a school setting.

The first type is physical noise. This includes external disturbances like loud sounds from outside the classroom, which can be minimized by closing windows or relocating to a quieter room.

The second type is psychological noise. This occurs when a listener's mind is distracted by emotions or thoughts, which can be reduced by creating a positive and supportive classroom environment.

The third type is physiological noise. This includes physical conditions such as hearing problems or illness, which can be minimized by ensuring that students sit in positions where they can hear and see the teacher clearly.

The fourth type is semantic noise. This happens when the message contains unfamiliar words or jargon, which can be minimized by using simple language and explaining new terms.



The fifth type is cultural noise. This occurs when differences in cultural background affect understanding, which can be reduced by using examples and references familiar to all students.

The sixth type is technical noise. This involves problems with communication tools such as microphones or projectors, which can be minimized by checking and preparing equipment before the lesson.

16. Identify six types of oral presentation and explain how each can be applied in a teaching and learning situation.

The first type is a lecture. This is used to introduce new concepts to students in subjects like history or science, where the teacher explains and students take notes.

The second type is a demonstration. This is applied in practical subjects like chemistry or home economics, where the teacher shows how to perform a task while explaining the steps.

The third type is a seminar. This is used in teacher training or advanced classes where students prepare topics and present to the class for discussion.

The fourth type is a workshop. This is applied in hands-on learning situations, such as an art class where students create projects under the teacher's guidance.

The fifth type is a panel discussion. This is used to present multiple viewpoints on a topic, such as inviting experts to discuss environmental issues with students.

The sixth type is an interview. This can be used in a language class where students practice asking and answering questions to develop their speaking skills.