

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

**624**

**COMMUNICATION SKILLS.**

**Time: 3 Hours.**

**Year: 2016**

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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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## SECTION A (40 Marks)

Answer **all** questions in this section

1. Mention four purposes of using visual aids in teaching and explain how each helps the learning process.
2. State four principles of effective communication and explain their relevance in a school environment.
3. Differentiate between skimming and scanning by giving four points.
4. Identify four types of oral presentations and give one example for each.
5. Mention four functions of a thesaurus to a student-teacher and explain each briefly.
6. State four types of objective questions and explain how each is structured.
7. Identify four types of reading and give one situation where each may be applied.
8. Mention four functions of punctuation marks in writing and explain how they improve clarity.
9. State four purposes of making notes during lessons and explain each in detail.
10. Mention four internet search engines apart from Google and explain one unique feature of each.

## SECTION B (60 Marks)

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

11. Elaborate six ways in which communication skills can help a student-teacher become more effective in the classroom.
12. Examine six advantages of using multiple teaching methods in lesson delivery.
13. Explain six reasons why a student-teacher should develop good note-making and note-taking skills.
14. Describe six qualities of a good speaker during oral presentation and explain how each quality can influence audience engagement.
15. Discuss six types of noise in communication and explain how each can be minimized in a school setting.

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