

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

624

COMMUNICATION SKILLS.

Time: 3 Hours.

ANSWER

Year: 2017

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 types of reading and give one example for each.

The first type of reading is scanning. Scanning is a reading technique where a reader moves their eyes quickly down the page to find specific information without reading everything. For example, a student looking for a particular date in a history book will scan the pages to locate it quickly.

The second type of reading is skimming. Skimming involves reading rapidly to grasp the general idea or main points of a text without focusing on every detail. For instance, a teacher may skim through a new textbook to get an overview of its topics before preparing lessons.

The third type of reading is intensive reading. Intensive reading is detailed reading for complete understanding, focusing on vocabulary, grammar, and meaning. For example, in an English language class, students might intensively read a short story to understand the author's message and language use.

The fourth type of reading is extensive reading. Extensive reading is done for pleasure and general knowledge, usually involving large amounts of material. For example, reading novels or magazines to improve language skills and broaden one's perspective is a form of extensive reading.

2. Mention four types of noise in communication and explain how each can affect the effectiveness of communication.

The first type of noise is physical noise. This refers to any external environmental factor that distracts the sender or receiver, making it difficult to hear or see the message. For example, loud construction sounds outside a classroom can prevent students from clearly hearing a teacher's instructions.

The second type of noise is psychological noise. This occurs when emotional or mental states interfere with the ability to understand a message. For instance, a student who is anxious about an upcoming exam may not focus on what the teacher is saying during a lesson.

The third type of noise is physiological noise. This results from physical conditions of the sender or receiver that affect communication, such as hearing problems or fatigue. For example, a teacher with a hoarse voice may not be heard clearly by students at the back of the classroom.

The fourth type of noise is semantic noise. This happens when the sender and receiver interpret words or symbols differently, leading to misunderstanding. For instance, using technical jargon with students who are not familiar with the terms can result in confusion and misinterpretation.

3. Differentiate between a dictionary and a thesaurus by giving four differences.

The first difference is in purpose. A dictionary provides definitions, spelling, and pronunciation of words, while a thesaurus lists synonyms and antonyms to help find alternative words.

The second difference is in content. A dictionary contains detailed meanings, word origins, and grammatical usage, while a thesaurus focuses on grouping words by similarity of meaning without giving full definitions.

The third difference is in use. A dictionary is used to understand the exact meaning of a word, while a thesaurus is used to improve writing by replacing repetitive words with varied options.

The fourth difference is in organization. A dictionary is organized alphabetically by word entries, while a thesaurus may be organized alphabetically or thematically, grouping words that are related in meaning together.

4. Outline four purposes of giving tests to students.

The first purpose is to assess learning progress. Tests help teachers measure how much a student has understood from the lessons taught and identify topics that may need revisiting.

The second purpose is to evaluate teaching effectiveness. When a large number of students perform poorly, it may indicate the need for the teacher to adjust their teaching methods.

The third purpose is to motivate students. Knowing that they will be tested can encourage learners to study consistently and pay attention during lessons.

The fourth purpose is to rank or grade students. Tests provide a standardized way to compare performance among learners for record-keeping, awards, or promotions.

5. Identify four internet search engines apart from Google and briefly explain one advantage of each.

The first search engine is Bing. Bing offers high-quality image search results and integrates well with Microsoft services, making it useful for students who work within the Microsoft ecosystem.

The second search engine is Yahoo Search. Yahoo provides a combination of search results and curated news, which is helpful for users who want both information and current events updates in one place.

The third search engine is DuckDuckGo. DuckDuckGo is known for its privacy protection, as it does not track user search history, making it ideal for those concerned about online privacy.

The fourth search engine is Baidu. Baidu is the leading search engine in China, making it valuable for accessing information and resources in Chinese language and culture.

6. State four qualities of a good speaker during oral presentation.

The first quality is clarity of speech. A good speaker pronounces words clearly and at a steady pace so that the audience can easily follow the message.

The second quality is confidence. Confidence in voice and body language helps to engage the audience and build trust in the speaker's message.

The third quality is good organization of content. A speaker should present ideas in a logical sequence, making it easier for listeners to understand and remember the information.

The fourth quality is appropriate use of gestures and eye contact. Gestures emphasize key points, while eye contact creates a connection with the audience, keeping them attentive.

7. Mention four principles of effective communication and explain their importance in a teaching and learning environment.

The first principle is clarity. Messages should be clear and free from ambiguity so that learners understand exactly what is being taught.

The second principle is conciseness. Being brief and to the point helps avoid overloading students with unnecessary details, keeping them focused on key concepts.

The third principle is courtesy. Respectful communication creates a positive classroom environment, encouraging students to participate without fear.

The fourth principle is completeness. A message should include all necessary details so that students can fully grasp the concept and apply it in practice.

8. Identify four types of objective test items.

The first type is multiple-choice questions. These provide several possible answers from which the student must choose the correct one, making them suitable for assessing a wide range of knowledge quickly.

The second type is true/false questions. These require the student to judge whether a statement is correct, making them effective for testing basic factual knowledge.

The third type is matching items. Students pair related terms from two columns, which is useful for testing knowledge of definitions, relationships, or categories.

The fourth type is fill-in-the-blank questions. These require students to supply missing words or phrases, helping to test recall and understanding without clues from options.

9. State the function of the following punctuation marks: comma, colon, exclamation mark, and question mark.

The comma is used to separate items in a list, to set off introductory elements, and to create pauses that improve the readability of a sentence.

The colon is used to introduce a list, quotation, explanation, or example after an independent clause.

The exclamation mark is used to express strong emotion or emphasis, such as surprise, excitement, or urgency.

The question mark is used at the end of a sentence to indicate a direct question.

10. List four techniques of note-taking and briefly describe each.

The first technique is the outline method. This involves organizing notes in a hierarchical structure, starting with main topics followed by subpoints, which makes reviewing easier.

The second technique is the mapping method. This uses diagrams or mind maps to visually connect ideas, helping learners see relationships between concepts.

The third technique is the charting method. This involves creating tables to compare and contrast information, which is effective for topics with multiple categories.

The fourth technique is the Cornell method. This divides the paper into three sections: notes, cues, and summary, encouraging active review and deeper understanding of the material.

11. Elaborate six types of oral presentation and explain how each is applied in a teaching context.

The first type is a lecture. In a lecture, the teacher delivers information verbally to a group of learners, often supported by notes or visual aids. This method is effective for presenting new topics or summarizing key concepts in a subject.

The second type is a seminar. A seminar involves interactive discussion where students prepare topics in advance and present to the group. This method encourages active participation and develops learners' research and communication skills.

The third type is a workshop. In a workshop, the presenter demonstrates practical skills and then allows learners to practice them under guidance. For example, in a science class, a workshop can be used to teach how to use laboratory equipment safely.

The fourth type is a panel discussion. A panel consists of several speakers discussing a topic from different perspectives, allowing students to hear multiple viewpoints and develop critical thinking skills.

The fifth type is an interview. An interview presentation involves asking and answering questions between a presenter and a guest, which can be used in teaching to gather expert opinions on a subject.

The sixth type is a demonstration. This involves showing the audience how something works or how a task is performed. For example, a mathematics teacher may demonstrate step-by-step how to solve a complex problem on the board.

12. Examine the importance of note making to a student-teacher by giving six clear points.

The first importance is that it helps in summarizing information. Note making enables a student-teacher to condense large amounts of material into key points, making revision easier.

The second importance is that it aids retention. Writing down key ideas reinforces memory, making it more likely that the information will be recalled during teaching or examinations.

The third importance is that it improves organization of content. Notes allow a student-teacher to arrange information logically, which is useful when planning lessons.

The fourth importance is that it encourages active learning. By deciding what to include in notes, a student-teacher engages more deeply with the material and develops critical thinking skills.

The fifth importance is that it serves as a quick reference. Well-organized notes can be easily reviewed when preparing for a lesson or assessing students.

The sixth importance is that it supports professional development. Over time, the notes a student-teacher makes can become a valuable resource for future teaching, helping to improve and update content delivery.

13. Write an application letter to the District Education Officer applying for a teaching post. Include all the necessary parts of the letter.

Juma Ally
P.O. Box 245,
Mwanza,
14 August 2017.

The District Education Officer,
P.O. Box 500,
Mwanza.

Dear Sir/Madam,

RE: APPLICATION FOR A TEACHING POST

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Prepared by Maria Marco for TETEA

I am writing to express my interest in the teaching post recently advertised by your office. I hold a Diploma in Secondary Education, specializing in English and History, and have completed my teaching practice with commendable performance.

During my training, I developed strong classroom management skills, prepared engaging lesson plans, and applied various teaching strategies to meet diverse learner needs. I am confident that my passion for teaching and commitment to student success will make me a valuable asset to your institution.

I am available for an interview at your convenience and look forward to the opportunity to contribute to the improvement of education in your district. Please find my curriculum vitae attached for your consideration.

Yours faithfully,

J.Ally

JUMA ALLY

14. Describe six essential features of a Curriculum Vitae (CV) and explain the purpose of each feature.

The first feature is personal details. This section includes the applicant's name, contact address, phone number, and email, which help the employer to identify and contact the applicant easily.

The second feature is career objective. It outlines the applicant's professional goals and explains how they align with the position being applied for.

The third feature is educational background. This lists academic qualifications in chronological order, showing the applicant's formal education and training relevant to the job.

The fourth feature is work experience. This highlights the applicant's previous jobs, roles, and responsibilities, demonstrating their competence and suitability for the position.

The fifth feature is skills and competencies. It lists abilities such as computer literacy, communication skills, or foreign language proficiency, which can enhance job performance.

The sixth feature is referees. This section provides contact information for individuals who can vouch for the applicant's character, qualifications, and work experience.

15. Identify six functions of a dictionary to a student-teacher and explain how each function can improve teaching and learning.

The first function is providing word meanings. A dictionary helps a student-teacher understand the exact definition of words, ensuring accurate usage in lesson delivery.

The second function is showing pronunciation. This helps the teacher pronounce words correctly, which improves students' language skills.

The third function is giving spelling guidance. By checking correct spelling, the teacher avoids passing spelling mistakes to students.

The fourth function is providing word origins. Understanding a word's origin can help explain its meaning and usage, particularly in subjects like literature.

The fifth function is listing synonyms and antonyms. This expands vocabulary, enabling the teacher to use varied and precise language during lessons.

The sixth function is giving grammatical information. Information such as part of speech and usage examples helps the teacher integrate words correctly into sentences when teaching.

16. Discuss six ways in which studying communication skills is important to a student-teacher.

The first way is that it improves classroom interaction. Effective communication skills enable the teacher to convey concepts clearly and respond appropriately to student questions.

The second way is that it enhances lesson delivery. A teacher with strong communication skills can organize and present content in a logical, engaging way.

The third way is that it builds confidence. Good communication skills help a student-teacher speak with authority, which increases learner trust and attention.

The fourth way is that it reduces misunderstandings. By using precise language and listening actively, a teacher can avoid confusion and clarify concepts effectively.

The fifth way is that it strengthens relationships. Strong communication fosters mutual respect between teacher and students, creating a positive learning environment.

The sixth way is that it supports professional growth. Communication skills are essential not only for teaching but also for collaborating with colleagues, presenting at seminars, and participating in school administration.