

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

624

COMMUNICATION SKILLS.

Time: 3 Hours.

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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SECTION A (40 Marks)

Answer **all** questions in this section

1. State four types of reading and give one example for each.
2. Mention four types of noise in communication and explain how each can affect the effectiveness of communication.
3. Differentiate between a dictionary and a thesaurus by giving four differences.
4. Outline four purposes of giving tests to students.
5. Identify four internet search engines apart from Google and briefly explain one advantage of each.
6. State four qualities of a good speaker during oral presentation.
7. Mention four principles of effective communication and explain their importance in a teaching and learning environment.
8. Identify four types of objective test items.
9. State the function of the following punctuation marks: comma, colon, exclamation mark, and question mark.
10. List four techniques of note-taking and briefly describe each.

SECTION B (60 Marks)

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

11. Elaborate six types of oral presentation and explain how each is applied in a teaching context.
12. Examine the importance of note making to a student-teacher by giving six clear points.
13. Write an application letter to the District Education Officer applying for a teaching post. Include all the necessary parts of the letter.
14. Describe six essential features of a Curriculum Vitae (CV) and explain the purpose of each feature.

15. Identify six functions of a dictionary to a student-teacher and explain how each function can improve teaching and learning.
16. Discuss six ways in which studying communication skills is important to a student-teacher.